



École KLO Middle School PAC MEETING MINUTES

Date | November 27, 2023 Time | 6:30pm Location | KLO School

IN ATTENDANCE

Adrian Neer, Jennifer Blais, Irma Castaneda Lima, Abbey Westbury, Steve Walker, Stephanie Harland, Deannie Zahara, Elanda Baumgartner, Kirk Penton, Julie Cruise, Vanessa Martin, Sonia Bishop, Melanie Charest, Terry Lum, Ashley Ragoonaden, Blake Smith, Laura Wiemken

Meeting Chaired by KLO PAC President, Adrian Neer

AGENDA DETAILS

1. President's Welcome
2. Meeting Called to Order by Adrian at 6:42 am
3. Review and Approval of Agenda
 - No additions/changes to the agenda
 - Motion to accept the agenda by Jennifer; seconded by Stephanie. Voted all in favor to approve agenda.
4. Review and Approval of Previous Minutes (October 23, 2023)
 - Motion to accept the minutes by Michelle; seconded by Steve. Voted all in favour to approve the minutes.

AGM ELECTIONS FOR 2023-2024 SCHOOL YEAR (CONTINUED)

1.Introduction of Nominees-

President	Adrian Neer and Irma Castaneda Lima (<i>no further nominations, Adrian and Irma both consent to Co-President</i>) <i>Motioned by Abbey, Seconded by Deannie, all in favor.</i>
Treasurer	Deannie Zahara (<i>no further nominations; Deannie consents to nomination</i>) <i>Motioned by Abbey, Seconded by Deannie, all in favor.</i>

2. Nomination will now be accepted from "the floor", provided the nominee is present and consents.

No new nominations

PRESIDENT: There being only one nominee for each position, the chair declares the nominees elected BY ACCLAMATION.



REPORTS

ADMINISTRATORS REPORT *Ashley Ragoonaden*

- Learning updates (report cards)
 - Shift in school reporting
 - Inviting feedback from PAC and parent community
 - Report cards coming home December 21st
 - Access reporting on provincial system.

TREASURER REPORT – *Adrian Neer/Deannie Zahara*

- \$21, 000 in Gaming Account
- Review spending Gaming Grant funds

FUNDRAISING REPORT – *Stephanie Harland*

- Growing Smiles Fundraiser- raised \$600 for PAC

NEW BUSINESS

1. Distribution of Gaming Grant Funds for 2023-2024 School year:

See Appendix 1 (breakdown of fund requests page 4 to 15)

Special guest presentations:

- Students- to revitalize part of the Cougar Den to create welcoming space for students to utilize.
- Joan Ewing- Wellness Space, to create an OASIS for student to activate the right side of their brain.
- Sonia Bishop and Melanie Charest- to purchase a new Kiln to replace a very old one.
- Andrea Piche- Sports Equipment, volleyball nets, soccer nets, tennis nets
- Colin DeBourcier- Headphones, adapters, metronomes, and guitar tuners (for extracurricular groups to come in for practice during lunch and after school)

Review and discussion of teacher requests.

Review and discussion of funds contribution for each request.

Results:

Request	Amount Funded	Description
2	\$5500	Kiln
4	\$2000	Oasis
5	\$750	Diversity Club
6	\$3000	Basketball Jersey
8	\$1000	ELL Books
9	\$822	Headphones
10	\$4000	Cougar Den
11	\$3044	Sports Equipment
12	\$209	Games for ELL

Total \$20,325



2. **Amending the KLO PAC Constitution (review draft of amended constitution)- Deannie Zahara**
See Appendix 2 (page 16-17)

Introduce the motion to amend the constitution; provide notice to parent community that the motions will be voted upon at our January 2024 meeting.

3. **Motion needed to change signing authority at Interior Savings (remove Steve, keep Jennifer and Adrian, add Deannie and Irma)- Next Meeting**

NEXT MEETING

1. Next Meeting: General Meeting January 22, 2024.
2. Motion to adjourn meeting from Michelle, Seconded by Abbey.
3. Meeting adjourned at 8:57pm.



Appendix 1

Request for Gaming Grant Funds

Summary of costs

1. Lum	\$ 700.00
2. Bishop	\$ 6,000.00
3. Szalay	\$ 1,344.00
4. Rootes/Ewing	\$ 4,000.00
5. Bailey	\$ 1,500.00
6. Dupre	\$ 4,676.00
7. Maundrell	\$ 1,470.00
8. Dumont	\$ 1,000.00
9. deBourcier	\$ 822.00
10. Goutier/Bailey	\$5,000.00
11. Piche	\$ 3,044.00
12. Gingera	\$ 209.00
13. Landry	\$ 600.00
Total	\$ 30,365.00

Staff Member Name (s)	Items requested (provide all details possible, i.e. website links, photos)	Cost of item(s) (include taxes) and amount being requested	How will these items be used (i.e. who will benefit from this item)?	Any additional details that would be helpful in making our decision.
1. Charman Lum, Science, Category: student transportation and travel within BC	Bussing cost for all grade 9 students to do a field trip to "Beyond the Crux" for a beginning of the year team building activity. Charman Lum took 4 groups and James Pengilly took 3 groups.	\$700 (\$100 for each of 7 groups) Has the program received funding for a similar item in the last 5 years? No	All grade 9's benefited from this activity as it helped form positive connections between students and teachers in order to create a more positive classroom environment.	I am not aware if funding for this activity has been requested in the last 5 years



2. Sonia Bishop, Art, Category: student societies (i.e. drama club, student society)	New Kiln (from Green Barn) needed desperately	Cost between \$5500-6000 plus tax/installation (will provide a couple of options for you) Has the program received funding for a similar item in the last 5 years? No	The kiln will be used by art classes across all grades and multiple extracurricular clubs offered throughout the school. The entire KLO student body can benefit from having access to a kiln for countless pottery, ceramics, glass works and metal or iron works projects. The art created with the kiln by students can be used for not only curricular purposes but also for art exhibitions, fundraising events, social media showcasing, and community drives that can have multiple benefits for our school. The kiln can also provide opportunities for Discovery Days offerings that are not an option currently. Students who were not able to take an art class in the school year can have an opportunity to discover, explore and engage in pottery classes through Discovery Days throughout the year.	The current kiln we have now may not last the year. Very old and a model that is no longer in production. District maintenance will no longer support upkeep nor make repairs.
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3. Mike Szalay, Tech Ed./Woodwork, Category: capital acquisitions that would benefit the entire student body (i.e. playground equipment, etc)	New laser tube replacement for our laser engraver. Our Laser engraver is currently unusable without it.	\$1344 Has the program received funding for a similar item in the last 5 years? No	Replaces a broken part in our Laser Engraver that is both a major part of our curricular classes as well as our Discovery Days woodwork club and prospective future Discovery Days clubs.	The laser engraver is currently out of commission without this part.
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<https://www.cancam.ca/produ>
<https://i.imgur.com/YaAMREH.jpg>

4. Kelli Rootes and Joan Ewing, Counselling and SEL, Category: I am not sure which category my request falls under	Multiple items: Art supplies and bins exercise bike room dividers cube lights rugs fidgets journaling materials DPI mural SEL goals mural Plants Models/Lego/Games Noise cancelling headphones SEL reading materials IPad/Laptop for calming apps etc. Music speaker Has the program received funding for a similar item in the last 5 years? No	\$4000	The importance of this wellness space is to encourage students to learn what works best for their mental health and know that they have a safe space to come. The rationale in creating this space is to allow for the two divided areas as not all students need or use the same calming tools/ strategies to regain focus. Additionally, some students come more elevated than others and require their individual time before being able to rejoin anyone else. The goal is to work in conjunction with Jim Elwood, who is a master artist and teacher at MBSS to create art projects that align with the four SEL district goals. The goals are for SEL are self-awareness, self management, social awareness, relationship skills and responsible decision making. Our goal is the create an OASIS for students to activate the right side of their brain. OASIS stand for Open Art Space in Schools. The research shows that making something and doing something creative reduces anxiety and calms the fight or flight adrenal reaction. This new Nest area will significantly support positive emotional regulation and skill building. We are also wanting to run an OASIS program in the morning and after school to reach the maximum number of students.	This request will help facilitate a new way of working with the brain/SEL connection with students. This new philosophy based on research will initially be costly however the long term benefits are what is best for students and SEL at KLO
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5. Andrea Bailey, Humanities/Leadership, Category: student societies (i.e. drama club, student society)	Multiple items: See links below Approx.	\$1500 Has the program received funding for a similar item in the last 5 years? Yes	These items will benefit the students of KLO's diversity club. This is a lunchtime club that runs every day with the goal of creating a safe space for students of different genders, races, religions, identities and anyone who needs a space to eat lunch. This is our third year running the club and we have a core group of students who visit us every day. This year we have moved the club into a portable with intention of creating a safer, more discreet space for students where they can cultivate a sense of belonging. Supplies like string lights and small decorations help to create a calmer atmosphere where students can relax. We are also hoping to order more tumblers so our students can enjoy a hot chocolate at lunch.	Diversity club serves a vulnerable population of our school and community that benefits immensely from a sense of community
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[Wireless Speaker link](#)
[String Lights x2 link](#)
[3mm hooks x15 link](#)
[Classroom Decor link](#)
[Bulletin Board link](#)
[Tumblers link](#)
[Hot Chocolate link](#)
[Side Tables link](#)
[Storage baskets x2 link](#)
[Pride stickers link](#)



6. Garth Dupre, KLO Athletics (extra curricular), Category: uniforms and equipment used for EXTRACURRICULAR activities	Basketball jerseys: I am looking to replace our Grade 8 basketball jersey's for the Grade 8 Girls and Boys teams. The current Jerseys are over 15 years old and the numbers are peeling off.	I have contacted 3 different vendors and the best option is from ONE TEAM SPORTS. \$4676.82 for 104 Reversible Jersey Tops (52 for each team) Has the program received funding for a similar item in the last 5 years? Yes	These items will be used by all grade 8 basketball players for this season and many years to come. Occasionally they can be used for other teams too.	Any help towards the cost of the jerseys would be appreciated. Thank you for all your support.
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7. Brodie Maundrell, Humanities (Social Studies and English), Category: student societies (i.e. drama club, student society)	Lane rentals and bussing costs associated with KLO Discovery Days Bowling Club.	\$30 dollars per student enrolled in Bowling Club. There are 49 students in our club, which brings the total to \$1470. Has the program received funding for a similar item in the last 5 years? No	To keep costs down, in order to make Bowling Club accessible to all students, we discounted the total cost per student by \$30. As a result, students were charged \$80 instead of \$110. The bowling club organizers reduced the cost for students, in the hopes that PAC funding could subsidize the difference.	This club has been successful in providing a safe social environment for a diverse range of students. Reducing the overall cost, through PAC funding, allows for an increased equity of opportunity for our student population.
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8. Karin DuMont, ELL / Library, Category: I am not sure which category my request falls under	Books for ELL students: As you know, our ELL student population is rapidly growing and we hope to support their extra-curricular enjoyment of reading by purchasing books in students' first language. We want to welcome our ELL students, make them feel a sense of belonging, and allow them the same opportunity to read for pleasure that all of our English speaking students have. We have created a list of possible books in the 4 most used languages at KLO - Arabic, Spanish, Russian, and Chinese. We chose books that are popular in Canadian culture so that the students can make a deeper connection to our culture and their peers.	We are requesting \$1000 to start our collection. The total of this list is over \$3400, and therefore this goal is not attainable in one year. However, we would like to begin this collection this year and build it in the years to come. Has the program received funding for a similar item in the last 5 years? No	Our ELL population will benefit from these books. They will be housed in the library learning commons, made available just as all of the rest of our collection is. The books will be a part of a collection that will be around for years to come as we continue to increase our ELL population and we have chosen books that are timeless.	As educators, we have found that achieving our school goals with our ELL population is quite challenging. The addition of these books will help create a sense of belonging for the students, achieving one of the most important of the school goals.
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This is the list that we have



9. Colin deBourcier, Music, Category: student electronics for EXTRACURRICULAR activities (includes software, hardware, accessories)	Headphones, Headphone adaptors, metronomes and guitar tuners:	Total cost: \$ 733.38 plus tax = 821.39 Amount requested: \$822.00 Has the program received funding for a similar item in the last 5 years? Did not answer	These will be used for lunchtime and exploratory (Discovery) days when I have a larger number of students using amplified instruments at the same time. Also during lunches when extra curricular groups come in for practice.	As I am new to heading the music program, I am unaware of any such funding received from the PAC over the last 5 years.
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<https://www.amazon.ca/gp/pr>
<https://www.amazon.ca/gp/pr>
<https://www.amazon.ca/gp/pr>

10. Michole Goutier and Andrea Bailey, Leadership, Category: capital acquisitions that would benefit the entire student body (i.e. playground equipment, etc)	Multiple items - click links below -4x bar tables/chairs \$108.88 for 4 stools / \$855 (x4)/ \$109 -6x industrial shelves \$132 each (x6) -12 light covers \$92 for an 8 pack (x2) -3x microwaves \$179 each (X3) (https://a.co/d/hJWISae) -2x hot beverage dispenser \$89 (x2) Total: Approximately \$ 3420+ 792+ 184+ 537+ 178= \$5111 (We can shop for quality products and possibly connect with community for support).	\$5,000 Has the program received funding for a similar item in the last 5 years? No	Everyone	Leadership 9 is requesting money to revitalize part of the Cougar Den to create a welcoming space for students to utilize for break and study times. This is a student led initiative. For students by students.
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<https://a.co/d/hu2eV2L>
<https://a.co/d/fV0uZJd>
<https://a.co/d/9OQt7i>
<https://a.co/d/2PBuOR>
<https://a.co/d/7Qx5BCx>
<https://a.co/d/hJWISae>
<https://www.amazon.ca/dp/B0>



11. Andrea Piche (PHE Department Head), Category: sports equipment (that would benefit the entire student body)	Sports equipment: 1. Bison Volleyball nets (2) https://bisoninc.com/products/universal-competition-kevlar-volleyball-net 2. Forza Soccer nets (2) https://www.amazon.ca/gp/product/B01959Y1FQ/ref=ewc_pr_img_1smid=A7WSX8XGJE20Z&th=1&psc=1 3. Tennis nets (2) https://www.championsports.com/tennis_nets/2.8-mm-tournament-tennis-net-t1.asp Has the program received funding for a similar item in the last 5 years? No	1. Soccer nets - \$1096.97 (including shipping, GST/PST) 2. Volleyball nets - \$1059.98 3. Tennis nets - \$467.98 \$1527.96 sub total for volleyball and tennis nets \$225.00 shipping \$87.65 GST/HST \$106.96 PST \$1947.57 Total (for volleyball and tennis nets) Total for all 3 items \$3044.54	1. Our volleyball nets are currently falling apart. The new nets would replace the existing nets that would be used by each PHE class during our fall volleyball unit as well as all of our KLO volleyball teams for practices and games/tournaments held at KLO. 2. At the end of the year last year, we rebuilt 2 soccer nets as best we could with our existing soccer nets. However, the nets still have holes in the netting. The nets would be used by each PHE class during our mini soccer units as well as during our Minor Games unit in the fall and spring when classes get together to play 4 Goal Soccer as well as individual soccer games. 3. The tennis nets on the tennis court are no longer repairable and need replacing. The new nets would allow each PHE class to continue with our Racket unit in the fall which consists of tennis and pickleball.	The PHE department has a set budget each year for replacing used/damaged/worn out daily PHE equipment. The nets are large ticket items that would completely deplete our entire PHE yearly budget and therefore would not be possible to purchase without other monies.
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Bison Volleyball Nets
Forza Soccer Nets
Volleyball Nets



12. Emily Gingera, Support Teacher - English Language Learners, Category: student societies (i.e. drama club, student society)	Games for ELL students and all students to play during lunch / breaks / before or after school. These are games that will help students work on language, and encourage interactions between students of different backgrounds, cultures, and languages. 1. Guess Who Game - x 2 (\$19.93 each) 2. Upwords Board Game x 2 (\$19.99 each) 3. Bananagrams game x 2 (\$19.93 each) 4. Skip Bo game x 2 (\$12.97 each) 5. "Pop for..." Games (\$16.99) 6. "Pop for Sight Words" game (\$24.10)	\$186.73 before tax; \$209.13 with tax Has the program received funding for a similar item in the last 5 years? No	Students (both ELL and others) often eat their lunch in the ELL classroom. All students will be able to play these games. It will help ELL students with language acquisition in a fun and safe environment. Students who are English speakers can also play the games and help their peers with language while fostering connections. A games club is run during Discovery Days in the ELL room and these additional games can also be offered to all students who are a part of this.	The ELL population at KLO is growing. There are currently 57 students receiving support for English language acquisition. These students come from 19 different countries with diverse backgrounds and experiences. The number of ELL students is likely to grow within the district and KLO is a central location.
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[Guess Who link](#)
[Bananagrams game link](#)
[Upwords Board game link](#)
[Skip Bo game link](#)
[Pop for... link](#)
[Pop for Sight Words game link](#)



13. Sandra Landry, Home Ec, Category: student transportation and travel within BC	Bussing Costs for field trip - Visit Helen's Acres and participate in garden prep & planting in the Spring 2 separate trips to accomodate 5 classes Possibility of including Jasmine Neville's Environmental Leadership class and Karla Lockwood's Farm Club Total 160 students	3 Buses KLO to Helen's Acres & return visit on 32 different days to accomodate the size of the groups. 6 trips total (3 return trips) = \$600 Has the program received funding for a similar item in the last 5 years? No	Students - learning about local crops, basic planting techniques and food production, volunteering to a not-for profit, and giving back	Helen's Acres is a community non for-profit that produces food for various community groups: Mamas for Mamas, Food for Thought, Food Bank (among others).KLO students will have direct learning in the production of local food, a better understanding of food security and hopefully a sense of community, fulfillment, and giving back .
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Appendix 2

KLO PAC's Constitution and Bylaws are outdated, KLO Executive would like to make a few initial updates to bring it up to date. Please note this document was not dated when it was filed with SD23 school board office.

We are unsure when this was adopted and can only assume it was prior to 2015 as it references the School Planning Council. It was also a photocopy so to make changes we had to convert it into a word document which will require page number and formatting changes.

Please accept this email as your formal notification of:

Notice of Motion to change the KLO PAC Bylaws and Constitution. The proposed motions will be presented as follows:

MOTION #1 Repeal: Current Bylaw adopted, unknown date: Pg.02 Article III- Quorum No.01 (change in bold). A quorum for a general meeting of the KLO PAC shall be a number of general members equal to or greater than the number of executive officers present at the meeting.
The revised section will read: A quorum for a general meeting of the KLO PAC shall be a minimum of 6 voting members present at the meeting.

rationale for change: Unfortunately, we have low membership attendance at PAC meetings and often the majority of meeting attendees are Executive members; we are unlikely to have an equal or greater number of non-Executive members and it would be very hard to reach quorum if we follow this requirement and business of the PAC would come to a halt.

MOTION #2 That: The Members of KLO PAC amend the Constitution and Bylaws, of date unknown, to REMOVE all references to the School Planning Council (SPC)/SPC Representative.
Rationale behind this motion: On July 1, 2015, the Provincial government introduced changes to the B.C. School Act which eliminated the School Planning Councils (SPC) which allowed Parent Advisory Councils revert to their original role of advising schools on any matter relating to the school.

MOTION #3 Repeal: Current Bylaw adopted unknown date: Pg.02 Article II- Meetings No.06.
If procedural problems arise on an issue not covered in these bylaws, Webster's New World Robert's Rules of Order, Simplified and Applied, Second Edition shall be used to resolve the issue.
Replace With: The current edition of 'Robert's Rules of Order' Newly Revised shall govern all meetings, unless otherwise provided for in these Bylaws.

MOTION #4 That: The Members of KLO PAC amend the Bylaws, of date unknown, to reduce the number of general meetings from 8 to 7 per year.
Replace With: KLO PAC general meetings shall be held not less than seven times per year, one of those being the Annual General Meeting (AGM).

MOTION #5 Add subsection No. 07 Meetings Held Electronically
Add: Proposed Resolution and wording: Pg.02 Article II- Meetings, Meetings Held Electronically, No.07; to be added as follows: (addition in bold)
Meetings Held Electronically



7. Except as otherwise provided in these bylaws, meetings may be conducted through use of Internet meeting services designated by the President that support anonymous voting and support visible displays identifying those participating, identifying those seeking recognition to speak, showing (or permitting the retrieval of) the text of pending motions, and showing the results of votes. These electronic meetings shall be subject to all rules adopted by the executive team, to govern them, which may include any reasonable limitations on, and requirements for, members' participation. Any such rules adopted KLO PAC shall supersede any conflicting rules but may not otherwise conflict with or alter any bylaw. An anonymous vote conducted through the designated Internet meeting service shall be deemed a ballot vote, fulfilling any requirement in the bylaws or rules that a vote be conducted by ballot.

MOTION #4 Repeal: Current Bylaw adopted unknown date: Pg.04 Article VIII- Duties of Officers No. 04 & No.05. Add name change and combine duties: Proposed Resolution and wording: Pg.04 Article VIII- Duties of Officers No. 04 & No.05.; to be added as follows: (change in bold).

Secretary: Shall keep full and accurate minutes of all general and executive meetings and keep an accurate copy of the Constitution and Bylaws. Shall have charge of and conduct all the official correspondence of the general and executive meetings. A copy of any correspondence written by other members of the Council, on behalf of the Council, must be filed with the Secretary.

Notice of Motion: Parents of KLO Middle School are advised that a vote will take place at 6:30pm January 27th in the KLO school Library to adopt changes to the Parent Advisory Council Constitution & Bylaws. The proposed changes will be discussed at the November 27th

KLO PAC Meeting and are available for review on the KLO Middle

School website at: <http://www.klo.sd23.bc.ca/Parents/PAC/Pages/default.aspx>.

It is not known when these bylaws were last updated. The revisions are proposed to modernize and streamline the PAC's procedures bylaw. Any parent/guardian of a KLO Middle School student can provide input and vote on the proposed changes

and must attend the January 27th, 2024, meeting to do so. Proxy votes are not permitted. To view the original KLO PAC Constitution and Bylaws please click here [PAC Bylaws.pdf](#)

ARTICLE XI: CONSTITUTION AND BYLAW AMENDMENTS

1. The KLO PAC may, by a two-thirds vote of the members present at a general meeting, amend the constitution and bylaws.
2. A notice of motion to amend the constitution and bylaws, and copies of the proposed amendments, shall be submitted at a meeting preceding the meeting to vote on the amendments.
3. Constitution or bylaw amendments shall be dated, signed, and forwarded to the School Board Office for the purpose of safekeeping.

