

Gilpin PAC Meeting Minutes



Date: Tuesday, September 29, 2025

Location: Gilpin Library

Chair: Matthew Sands

Secretary: Celina Gatley

Called to Order: 7:01pm

Adjourned 8:28pm

Meeting Minutes still to be approved.

Attendees: Matthew (Chair), Lauren (DPAC Rep), Amber (Treasurer), Celina (Secretary), Harmeet (Fundraising Lead), Nav, Jayne, Terence, Christine, Katherine, Lisha, Wendy, Emi, Christa (Hot Lunch lead), Justin, Sonia, Maya, Hayao, Linda, Elim, Brenda, Shelley Janvier (Principal), and Tara Miletich (Head Teacher)

Action	Discussion	Action Items
Call to Order: Matthew	Meeting Started at 7:01	
Introductions		
Approval of the Agenda Motion: 1) Lauren 2) Elim Motion Carried		
Approval of Last Meeting's Minutes (June 10, 2025) Motion: 1) Christine 2) Lauren Motion Carried		
REPORTS		

Principal's Report: Shelley Janvier	Upcoming School Events: ○ Thanks for welcoming her to Gilpin community. She is busy learning all the students' names. ○ Enrollment: 199 Students; 9 divisions. ○ Parents as Partners: Sept. 11. ○ This was a great opportunity for families to meet teachers and strengthen the home-school connection. ○ Terry Fox Campaign: ○ Erin Fox, Terry's niece and ambassador, visited the school on Sept. 11. She shared Terry's story with the students. ○ PD Day: Sept 19 ○ Staff focused on Gilpin's core school values: respect, kindness & responsibility ○ They looked at student evaluations completed last year and discussed how to move forward with promoting these values at Gilpin ○ Fire Drill: Sept 24 ○ Students did an excellent job, exiting quickly and safely. ○ Terry Fox Assembly: ○ Students raised \$346 in twoonies, with an additional \$1650 raised online. ○ Thank you to all the families who joined in and supported this event. ○ Orange Shirt Day Assembly: Sept. 29 ○ To recognize the National Day for Truth and Reconciliation, students	
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	listened to <i>Swift Fox All Along</i>, a picture book. ○ Afterwards, students created butterfly wishes to show their commitment to healing and reconciliation. ○ Kindergarten Literacy Screening: ○ The ministry introduced early literacy screening for K's this year. ○ Screeners help teachers see where each child is in their reading journey to help guide instruction and make sure kids get extra support when needed. ○ Saleema Noon: ○ This will be part of the PE/Health curriculum and will include learning about topics like reproduction, sexual health, and sexual decision-making. ○ Staff recognize these topics may be sensitive for some families. While students can't opt out of the learning standards for these topics, families can work with the school to arrange an alternative way for their child to learn the material. ○ A letter with further details will soon be sent out to families. ○ Parents are encouraged to reach out as needed to ask questions or talk about options. ○ FSA: ○ Grade 4 and 7 students will be taking part in the	
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	Foundation Skills Assessment next month. ○ This assessment helps schools in understanding how students are doing in reading, writing, and numeracy. ○ Some students can receive an exemption (e.g., students with learning needs, those who are new to English, or those dealing with issues like illness or family emergencies) ○ After School Programs: ○ Currently there are three programs running (Lego and games, crafts and multi-sports), with all spots filled. ○ Parks & Rec will be looking at offering at least two more programs in Nov.	
DPAC Report: Lauren	• DPAC: DPAC is the district level PAC. Each individual school PAC sends a representative to the DPAC. Currently, our DPAC rep is Lauren. • The first DPAC meeting this year gave an overview from the Superintendent on <i>the steps of conflict resolution</i> for families with schools. ○ First step: reach out to the teacher/staff member to resolve the conflict. If this doesn't work... ○ Second step: reach out to the school principal. If this doesn't work... ○ Third step: reach out to the superintendent.	Note: The Gilpin PAC is also a member of the BCCPAC. Volunteer Needed: The Gilpin PAC executive is looking for someone who would be interested in representing our school PAC team at these meetings.

	Finally, if all other steps have been exhausted... ○ Final step: reach out to the school trustee.	
Treasure's Report - General Account: Amber	Balance: \$36,984.01 - Hot Lunch Orders: \$25,397.81 - The amount in the count will be reduced as we pay off Hot Lunch Vendors Notable Expenditures: - Teacher Gifts: \$532.86 Fundraisers/Sources of Funds: - Sports Day Concession Stand 2025 - \$930.50 - Sun Oka Apples (so far) - \$614.00 ○ This is for the first round of sales closing on Oct. 6 ○ There will be another round of sales in Nov. - Giving Gators - \$327 ○ This amount is to support families in need for the Hot Lunch Program - Hot Lunch - \$8,477.15 ○ This amount will be slightly smaller once the amount for PAC purchased items is deducted (e.g., Less Hot Dogs, buns, juice, chips, and popcorn costs) - Grade 7 White Spot/Krispy Kreme Fundraiser this term has raised \$6000 (Less cost for juice boxes)	
Treasure's Report – Gaming Account: Amber	Balance: 5,025.99 Notable Expenditures Since June: - BCCPAC Membership - \$100.00 - Balls (Football & Soccer) - \$555.66 - Photo Expressions (Yearbooks) - \$597.50	

	- Fieldtrips (Golf, Eileen Daily, Bowling, & Fly Over Canada) - \$944.44 - Ribbons & Trophies - \$1,252.16	
Treasure's Report – Donations Account: Amber	Balance: \$1,853.25	
Discussion Arising: Staff Wishlist Items	Staff Wish List Items: - School staff are encouraged to purchase items approved from the 2025-2026 wish list Wishlist items approved for purchase by PAC for the 2025-2026 year include: - Literacy resources - \$1,000 - Math resources - \$500 - Ukulele class set - \$2122.44 - Outdoor Learning supplies - \$200 - 1 Kindergarten belt set - \$175 - Author Visit - \$600 - Classroom consumables (13 staff, \$210 each) - \$2,730	
Fundraising Report: Harmet	PAC FUNDRAIDERS for 2025-2026: Automated: - Mabel's Labels, Hot Lunches Planned: - Apples - Monster Mash - Gift Cards - Purdy's - Chef Enrick - Neufeld Farms - Sports Day In Development: - Pedalheads - Global Coffee Other Possibilities in the Pipeline: - PD Day Red Cross Courses - Magnets - Chocolates - Gardenworks Gift Cards - Fresh to You	Volunteers Needed: - Lead volunteers → while some fundraisers have leads already, several others still need a lead volunteer to run them. This includes: two more apple campaigns, Purdy's, Global Coffee, Gift Cards and the Gardenworks Gift Cards fundraisers.) - Assistant volunteers → many of our fundraisers need additional volunteers to help sort/distribute items, etc. - Please reach out to the PAC team or Harmet if you are interested in helping.

	Forecasted Revenue for the Year: \$15,000 Why Fundraising is Important: - In advance of every school year, the PAC promises to help fund and support various initiatives and supplies for Gilpin students and classrooms. PAC fundraising efforts throughout the year makes it possible to fulfill these promises. Discussion: Question: How can we best integrate general PAC fundraisers with grade 7 fundraisers throughout the year without creating too much overlap/fundraiser fatigue amongst parents and families?	Coordination Meeting Needed: After the Grade 7 parents/families have had a chance to meet and finalize their plans for the year it would be good to meet with the general PAC team to coordinate plans.
Hot Lunch Report: Christa	Hot Lunch has launched for the Fall Season. End of Year Survey: The PAC exec. team reviewed the results of the HL survey last year. In response to this feedback, the following changes have been made for the fall season: - To increase “healthy” ordering options, and diversity of choices two additional vendors were added to the HL rotation: Agra Tandoori and The Peri Peri Shack. - Since many families supported having additional HL days, five additional HL days were added to the schedule Treat Day Fridays: - We added three new treat “Fridays” to the schedule. Thank you to Volunteers! - So far, we’ve had lots of volunteers on site for HL days and treat days.	Feedback Appreciated: - Please let us know how your kids like the HL ordering options, especially from our new vendors. Volunteers Needed: - PAC would love to have more volunteers to help with HL/treat days. - If you are interested in volunteering, please reach or to us in person or by email. - Parents/family members can also sign-up to volunteer on the PAC Exec with Lome website: https://grow.withlome.com/a/044c8529-05d2-41e8-9209-d50631f5f0bb

	Thank you so much for your help and support. Discussion: Question: I signed up to help, but missed the HL volunteer orientation, can I still volunteer? Answer: Yes! It is great to have more help for HL/treat days. New volunteers are always welcome.	
NEW BUSINESS		
Saleema Noon: Lauren	The Saleema Noon educators are coming to Gilpin again this fall. Run every second year, Saleema Noon is a program where specialized body science educators come into the school to teach students about Body Science and “Sex Ed” matters as a part of the PE/Health curriculum. All parents, particularly those with questions/concerns, are strongly encouraged to attend the Parent Info Night that will be held over Zoom on Wed, Oct. 8, at 6:30pm. The Gilpin office will send out a weblink for this meeting. This will be a great opportunity to learn more about why this curriculum is important and how it can help students in important ways (e.g., protecting them from abuse and equipping them to deal with online realities).	Attend Saleema Noon Information Session for Student Parents/Caregivers: - Oct. 8th, 6:30pm via Zoom. - Please see email from Gilpin Communications for zoom link and password.

Annual Meeting Schedule Update: Celina	Proposed PAC Meeting Dates for the 2025-2026 year: ○ Tuesday, Nov. 4, 2025 Focus: Constitution & Bylaws ○ Monday, Jan. 19, 2026 Focus: 2026 Year Plan ○ Tuesday, Apr. 21, 2026 Focus: PAC Executive Elections ○ Monday, Jun. 8, 2026 Focus: PAC Budget	Looking for New PAC Executive Team Members: The PAC executive team would love to welcome a few more volunteers to help with exec tasks. In particular, we would like to recruit someone to be a special event coordinator to facilitate logistics for events and book buses for field trips.
Pancake Breakfast	Proposed Date: Friday, Dec. 19, 2025	Confirm Date: Due to the Winter Concert on Dec. 16, school admin will need to double-check whether the concert staging equipment will be cleared in time to accommodate the proposed Pancake Breakfast date.
Monster Mash: Welcome Back Dance	Date: Oct. 23, 5:30-7:30pm Note: volunteers will be needed for set-up/clean-up before and after the event Purpose: To build community by having kids and families come together, dressing up and celebrating the fun Canadian custom of Halloween. This event will also be a fundraiser for PAC. This event will include: - A Dance (Gym) - Games with Parks & Rec (Outside) - Quiet Area with crafts & coloring (Staff Room) - Dinner: Smashburgers - Concession (PAC Kitchen Window) - Costume Swap (Library) - Photo Area (Gym Entry) An advertisement with more information will be sent to the school soon. Special Note on Costumes: Families are encouraged to remember that “culture” is not a costume. Please avoid	Lots of Volunteers Needed: - Decoration making - Set-up/decorating - Clean-up after the event - Running stations (entrance, photos, craft, concession, burgers, dance, costume swap, popcorn sales, etc.) - Making burgers - Organizing donated costumes - Bake sale contributions (please let us know ahead of time what you will be bringing) Note: there will be a station rotation for volunteers, so volunteers will not be stuck in one area for the whole evening. Parents/family members can also sign-up to volunteer for tasks on the PAC Exec with Lome website: https://grow.withlome.com/a/bfb53908-9f08-4394-993e-847b61ba4915

	dressing up in traditional cultural clothing. Questions: - Will we have a DJ? Answer: to keep costs down, we will be playing songs from a playlist. Let us know if you have any good recommendations for kid-friendly songs! - Have we filled out a Temporary Food Permit? Answer: Matthew will look into this. He has completed Food Safe, which is an important qualification for filling out this form.	Costume Donations: - If you have any costumes your family no longer needs, please consider donating them to our costume swap to raise funds for PAC. These costumes will be collected in a bin at school in advance of the Mash. Decorations: - We are also looking for individuals to lend us (not too scary!) decorations Help Us with the Song List: - If you have any kid-friendly song suggestions to play in the dance area, please let us know!
Grade 7's: Linda	The first fundraising/planning meeting for grade 7 parents and families will be Oct. 2. Planned fundraisers so far include: - White Spot Hot Lunch Days - Krispy Kremes - Juice Box Collection The grade 7 fundraising team also wants to see what ideas the grade 7's students have.	
Other New Business	Loss of Custodian Hours at Gilpin: - The custodian schedule at Gilpin has been revised. There will be a custodian onsite at 8am to open the school, turn on the lights and check the grounds. There will also be an evening custodian who starts at 3pm - No custodians will be present during the day. Questions: - Is it possible for parents and/or students to be of any help? - Are there ways to make it easier for the HL team to help with waste management on HL days?	

	- It was noted that HL days are also a good opportunity for kids to learn more about recycling. - Would be possible for there to be tools available to help with garbage collection? - Would it be possible for parents/students to help with snow removal to prevent ice buildup and increase safety? After School Care: - It was pointed out that onsite after school care spaces are completely full and more after-care options would be appreciated. - One suggestion was for the school to have programming from Lights up Musical (kids learning acting, singing, and dancing; putting on one performance per season). This would provide care for 135m after school; parents would pay enrollment fees. - o The first challenge would be finding an appropriate space in the school to host this program. - o The second challenge would be to make sure the company has been vetted by the district and has received approval to come into schools for after school programming. - Are there any other programs that could be brought into the school? School Photos: - Parents would like there to be a bit more flexibility around poses. It would be appreciated if “silly” poses could be avoided.	
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	- Also, it would be nice if there was more flexibility around the backgrounds of the “bonus” pictures in some of the picture packages. Discontinuation of Cross-Country: - Families appreciated the ability to have their kids participate in Cross-Country, especially as a low barrier sport that is inexpensive to participate in. - PAC is wondering if there is any way PAC could support staff to make it possible for a staff member to be able to help out with cross-country. - Both boys’ and girls’ volleyball will be going ahead this year Donations: - Parents interested in making donations to the school or PAC fundraising efforts can do so by logging into School Cash Online (See Gilpin School Website for Link) and giving them through the school district. Donations of \$20 or greater will receive a tax receipt. - If you are making a donation to the Gilpin PAC fundraising effort, please make sure to note this in the “message” section of the form.	
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NEXT MEETING DATE: November 4, 2025