

Gilpin PAC Meeting Minutes



Date: Tuesday, November 4th, 2025

Location: Gilpin Library

Chair: Matthew Sands

Secretary: Celina Gatley

Called to Order: 7:02pm

Adjourned: 8:36pm

Meeting Minutes to be approved.

Attendees:

Matthew (Chair), Lauren (DPAC Rep), Amber (Treasurer), Celina (Secretary), Harmeet (Fundraising Lead), Linda, Sonia, Christine, Sydelle, Kathy, Shelley Janvier (Principal) and Tara Miletich (Head Teacher)

Action	Discussion	Action Items
Call to Order: Matthew	Meeting Started at 7:02pm	
Land Acknowledgements & Introductions		
Approval of the Agenda Motion: 1) Linda 2) Harmeet Motion Carried		
Approval of Last Meeting's Minutes (Sept. 29, 2025) Motion: 1) Lauren 2) Linda Motion Carried	Correction: The meeting was on <i>Monday</i> not <i>Tuesday</i> .	
REPORTS		

Principal's Report: Shelley Janvier	Enrollment & New Staffing: - 199 students - Ms. Jang retired on Oct. 31; Ms. Kalagendran took over the 3/4 classroom - Counsellor Civia Ho is on mat. leave, Sheila Mactavish has taken over for the year. FSA (Foundation Skills Assessment): - Grade 4 & 7 students will finish FSA assessments this week - Student booklets will be sent home to families by Dec. 19 Saleema Noon: - Thanks to PAC for supporting these sessions - Students learned important, age-appropriate body science information in a safe & respectful way IEP's (Individual Education Plans): - IEP meetings were held for all students with designations over two days. Plans were updated and/or developed as needed. Copies will be sent home soon. Great Provincial Shakeout: - Oct 16, (10:16am) - All students participated in a Drop, Cover and Hold On drill. - Students did not evacuate the building, they will practice evacuation in the spring. Volleyball Season: - Team practiced started in Oct. - Coachers: Ms. Gilliam & Mr. Cheng - 51 students are participating - Students will be able to try out for competitive VB teams soon. Oct 21st Pro-D Day: - Staff participated in various PD opportunities offered by the Provincial Specialist Associations Superintendent Visit:	Parent Question: Would it be best to limit competitive teams to students in grade 6-7, or is it best to keep them open to students in grade 4-5 as well?
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	- Superintendent Hachlaf visited on Oct. 29 Field Trips: - 5 field trips this month (pumpkin patch for K-3 classes, bowling for Ms. Jang's 3/4 class) After School Programs: - Lots of opportunities: Lego & More, Kids' Club & Chess Club Upcoming: - There will be a lockdown drill on Fri. Nov. 7 - Comfort Bags are due now	
DPAC Report: Lauren	DPAC Parent Survey: - DPAC has requested our PAC send out a survey out to families for the purpose of gathering information about how provincial budget cuts have been impacting students - Deadline for completion will be Nov. 30 Student Online Safety: - DPAC is considering holding a presentation for parents (especially for those with middle-aged kids) on helping kids stay safe online and while using digital devices (see side for more info) Discussion: - With band being discontinued for grade 6/7, it may make sense to connect with high school band programs at Moscrop/Central to introduce students to band instruments - Is there any value in having Band as a club? Possibly with parent help?	BC Confederation of Parent Advisory Councils Summit, Nov 15, 2025 - There will be a variety of sessions throughout the day on various PAC related topics - Of note, the last session of the day will be, "Raising Digitally Safe Kids: What Every Parent and Educator Needs to Know." - o Led by Tiana Sharifi, Founder and CEO for the Center for Exploitation Education - Interested parents need can register on the BCCPAC website (see link below). Registration is free, but required to attend the virtual platform. . See: Membership Summit
Treasure's Report - General Account: Amber	Cash Balance: \$35,073.11	

	- A significant portion of this balance is from HL orders (aprox. \$26.5k) - This balance will be reduced as we pay off HL vendors Protected Balance for Aug 31, 2026: \$8,241.08 Notable Expenditures so Far: - Saleema Noon Body Science - \$1,785 - Retirement Gift & Card - \$79.47 Revenue From Fundraisers So Far: - Hot Lunch - \$2,480 - Apples - \$776 - Monster Mash - \$1,083 - Red Cross – \$390 - Treat Day - \$270 - Gr. 7 - Krispy Kremes - \$662.40 Giving Gators: - There is a total of \$769.65 in the GG Fund (which raises funds for families in need through the Hot Lunch program)	
Treasure's Report – Gaming Account: Amber	Balance: \$9,525.99 - The Gaming Grant was received on Oct. 3, 2025, in the amount of \$4,500	
Treasure's Report – Donations Account: Amber	Balance: \$1,853.25 - unchanged	
Treasure's Report – In and Out Account: Amber	Balance: \$258.33	
Fundraising Report: Harmeet	PAC FUNDRAIDERS for 2025-2026: Fall Plan: - Monster Mash: complete, funds slightly above forecasted - Apples: currently on 2nd campaign, funds currently tracking low	Baby-Sitting/Stay Safe Courses: - Families still interested in registering students are encouraged to do so as both classes still have a few spaces available.

	○ Order Deadline: Nov 9 ○ Pickup: Nov 20 - Baby-Sitting/Stay Safe Courses: underway ○ Courses will be run on Nov 21st (Pro-D Day) - Global Coffee: Underway ○ Tasting: Nov 5 ○ Campaign: Nov 5-9 ○ Pickup: Dec 16 (@ the Winter Concert) - Purdy's: coming soon ○ Deadline to order: Nov. 24 ○ Pickup: Dec. 3 - Gift Cards: coming soon Coming in 2026: - February: Magnets and Chocolates - Spring: Chef Enrick, Neufeld Farms, Gardenworks, Sports Day Discussion: - There is currently an ongoing dialogue going on between the PAC fundraising team and the Grade 7 parents who are fundraising for the Grade 7 projects (camp, yearbook, hoodies, and building a well). - In order to raise enough funds for all initiatives, how can we reach into the broader community beyond parents/families to raise funds? <i>Why Fundraising is Important:</i> - <i>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.</i>	Volunteers Needed: - Volunteers are needed to run the two fundraisers in February (Chocolates and Magnets). We would like to have these in place before winter break.
Hot Lunch Report: Celina (given behalf of Christa)	<i>The Hot Lunch program continues to be a hit with parents and students.</i>	

	- We have now received orders from both of our new vendors for this season and have had overall positive feedback on the new choices. - We also ran our first after-school treat day, with the second one coming up on Nov. 14th! - Currently we are researching and planning some new treat day vendors for the winter term. Thanks again to our team of volunteers for making it all happen! Discussion: Hot Lunch Set-Up - In order to help gym classes maintain full access to the gym on HL days, it is recommended that the HL team consider setting up HL orders up on the stage (rather than at the stage edge).	
NEW BUSINESS		
Constitution and Bylaws Update Lauren	Background: - PAC's current Constitution and Bylaws were last updated 17 years ago. - In line with revisions other PACs in BC/Burnaby have made to their C&B's in the last several years, Lauren has compiled some suggestions for updating our C&B's Proposed Updates Include: - Protecting the business of the PAC against biases (i.e., to do with indigenous identity, race, ethnicity, place of origin, gender identity/expression, sex, sexual orientation, marital or family status, physical or mental ability, or religion)	Families Participation: Parents who are interested, are encouraged to read through the proposed changes to the C&B and contact the PAC executive with their thoughts and input.

	- Changing language referring to “parents” to “parents/guardians” - Adding a glossary of terms - Providing more detailed information about the structure of the PAC and the PAC executive roles - o This includes adding additional optional rolls for the PAC exec including – Hot Lunch Coordinator, Fundraising Coordinator and Communications Coordinator - o Limiting terms for executives to 4 years (with the possibility of continuing in a term if no one else is willing to take it on) - o Adding removal procedures for executives should it be necessary - o Noting conflicts of interest for those in executive roles - Updating policies around proper decision-making processes to allow for digital/online forms of communication - Providing more details for PAC meetings - o Providing guidelines for calling special meetings - o Emphasizing the importance for coming to consensus in decision making - o Setting rules around quorum - Finances: - o Increasing discretionary spending amount by the PAC exec from \$250 to \$350 to account for inflation.	
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	Questions: - What is the best way to describe the financial year in the C&B? Currently it is from Aug-31-Aug 31. However, the treasurer exec position runs from May 01 – Apr 30. Should PAC Bylaws match executive roll elections? Plan for Updating: - Documents with the proposed changes will be available to parents/families for review. - After taking feedback into consideration, PAC hopes to ratify a new set of C&B's at the next general meeting in Jan.	
Pancake Breakfast	Date: Dec 19, 2025 Organizer: Tentatively Amber & Linda	Volunteers Needed: Tentatively, Amber and Linda will be running the Pancake Breakfast. Volunteers will be needed to help out with this fun event. Gluten-Free Students: PAC needs to check whether there are any gluten-free students in school
Update on Grant Applications	Fresh Slice Application: - Special thanks to Linda for applying to Fresh Slice for grant for Sports Equipment for Gilpin (e.g., volleyballs/net, hockey nets) - Fresh Slice approved the application and Gilpin will be receiving \$1000 Variety Grant for Student Inclusion and Accessibility: - Special thanks to Lauren, Shelley and Tara for applying to Variety for a grant to help pay for supplies to help with inclusion and accessibility in school (including: 2 adapted chairs, fidget tools, weighted items, sensory path, and special timers). Variety will cover	

	50% of the cost of items, up to \$10k, if our application is successful. Gilpin hopes to receive \$1k. - Due to lack of interest, Variety has extended the grant application deadline. However, they have contacted us to say our proposal looks “strong,” and they will be in contact soon with next steps.	
Monster Mash	Special Thanks: - Special thanks to all the volunteers who helped to make MM a success. Post-Event Discussion: - We received lots of good feedback from families who participated in MM. - There was lots of engagement from families with children in younger grades (and some preschool families). Is there anything we could do in the future to increase participation amongst older students (esp. Gr 6/7s)? - Suggestions included: - o Check school sports team dates - o Provide a way grade 6/7’s to participate in the event (e.g., by running a haunted house) - o Run a “late-night” portion of the event at the end only for older kids - For similar events, it would be good to have a microphone	
Other New Business	Kind Mind Challenge	

	- For the next several weeks the students will be participating in the Kind Mind Challenge. - The hope is to bridge social-emotional learning between home and school, so the home-school connection can be more consistent with parents and teachers using similar language and strategies with students. - This program is free to join and comes with a special DJ-Sponsored dance for the kids. - Parents should keep an eye out for the Kind Mind Book being sent home with students to work on with their families at home. - This book also provides links to helpful resources to help kids/families with social-emotional learning and mental health resources in the community. Discussion: - Sydelle highly recommends visiting the Kind Mind Website and videos available for students to watch with their families (geared to different age levels)	
Grade 7 Update – Linda	The grade 7 parents have been having regular meetings. They are aware that there is lots of fundraising happening at school, and they are looking at strategies to think outside the box and balance fundraising initiatives throughout the year. Ideas so Far: - They are planning to bring back the craft/bake/samosa sale at the winter concert this year - There will be 3 Me-and-Eds Fundraisers: Nov 14, Feb 6, Apr 10	Winter Concert: - There will be lots of things to bring home/purchase at the winter concert, so families may want to consider bringing a bag to carry these items.

	- Bottle Depot: families can return bottles at the depot with the Gr. 7 fundraising code. - They are also hoping to bring back the multi-cultural event in the Spring. As a part of this event, they are considering whether it would be possible to compile a Gilpin cookbook where students contribute family recipes alongside student drawings. Discussion: - Would it be possible grade 7 students to offer leaf-raking and/or snow shoveling as a potential fundraiser?	Return-It Depot Fundraiser: - Put empty containers in a clear plastic bag - At return-it depot, enter 604-726-2949 on the Express Screen - Print and attach the label; drop off your bag. - At an Express & Go Station: text your personal Express & Go passcode to 778-400-5253 to get a one-time pin. Enter the PIN to open the door, then drop off your labelled bag. Gilpin Code H7NX
Meeting Adjourned:	- 8:36pm	

NEXT MEETING DATE: January 19th, 2026