

# Gilpin PAC Meeting Minutes



Date: Tuesday, April 21, 2026

Location: Gilpin Library

Chair: Matthew Sands

Secretary: Celina Gatley

Called to Order: 7:00pm

Adjourned: 9:07

*Meeting Minutes to be approved.*

Attendees:

Matthew (Chair), Lauren (DPAC Rep), Amber (Treasurer), Celina (Secretary), Harmeet (Fundraising Coordinator), Christa (Hot Lunch Coordinator), Bingo, Elim, Emi, Nav, Peter, Sydelle, Chelsea, Shelley Janvier (Principal) and Tara Miletich (Head Teacher)

Action	Discussion
<b>Call to Order:</b> Matthew	<b>Meeting Started:</b> 7:02pm  <b>Land Acknowledgments &amp; Introductions</b>
<b>Approval of the Agenda</b>	Motion: 1) Christa 2) Bingo  <i>Motioned Carried</i>
<b>Approval of Last Meeting's Minutes</b> (Jan. 19, 2026)	Motion: 1) Lauren 2) Elim  <i>Motion Carried</i>
<b>REPORTS</b>	
<b>Principal's Report</b>	<b>Enrolment:</b> 207 students  <b>Staffing:</b>

<p>Shelley Janvier</p>	<ul style="list-style-type: none"> <li>- We say goodbye to Ms. Lui as Ms. Anderson returns from maternity leave</li> <li>- Ms. Steemers is on maternity leave, with Ms. Boroumand filling in</li> <li>- Mr. Ben Good began his practicum full-time in Ms. Willet's class following Spring Break.</li> </ul> <p><b>Young Actors Project:</b> Jan 26-Feb 6</p> <ul style="list-style-type: none"> <li>- All classes participated in theater, games, mask work and improvisation</li> </ul> <p><b>Celebration of Learning Assemblies (COLA):</b></p> <ul style="list-style-type: none"> <li>- Literacy Week (January)</li> <li>- Pink Shirt Day (February)</li> <li>- Gilpin staff tried out a 2pm start time for COLAs to help make it easier for parents and *- /+guardians to attend. This start time does create some staff scheduling complications, but staff will continue to see if it is possible for future COLAs.</li> </ul> <p><b>Basketball Season Update:</b></p> <ul style="list-style-type: none"> <li>- Both teams went undefeated in the regular season and attended the competitive tournament for the first time, performing very well.</li> </ul> <p><b>Ocean Wise Dome:</b> Feb 12</p> <ul style="list-style-type: none"> <li>- All classes participated in an immersive ocean learning experience using an inflatable dome. Students watched videos projected inside the dome that help them see what marine life looks like and there was also a table with fossils for students to view.</li> </ul> <p><b>Grade 6/7 Dance:</b> Feb 14</p> <ul style="list-style-type: none"> <li>- Grade 6/7 students organized a dress-up dance for students to participate in during the school day.</li> </ul> <p><b>District Pro-D. Day:</b> Feb 27</p> <ul style="list-style-type: none"> <li>- School EA's had a special day of development held at Gilpin</li> </ul> <p><b>Skating Field Trip:</b> Mar 3</p> <ul style="list-style-type: none"> <li>- Division 1&amp;2 participated in a walking field trip to Bill Copeland Arena. Despite the wet weather, students enjoyed the skating experience.</li> </ul> <p><b>Deer Lake Math Competition:</b> Mar 4</p> <ul style="list-style-type: none"> <li>- The Math Club hosted Deer Lake. Students demonstrated strong problem solving, perseverance and teamwork.</li> </ul> <p><b>Fire Drill:</b> Mar 11</p> <ul style="list-style-type: none"> <li>- The fire drill went smoothly. Instructions are now written down for staff in the absence of a regular custodian onsite. Two more drills are planned for the year.</li> </ul> <p><b>Burnaby Central Articulation:</b> Apr 7</p> <ul style="list-style-type: none"> <li>- Grade 7 teachers and the school team met with Burnaby Central staff to support the grade 7 student transition.</li> <li>- Question: Will a similar meeting be planned for students moving on to Moscrop?</li> </ul>
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- Answer: Yes, but the date has not yet been set

**Author Visit: Apr 10**

- Mark Angelo presented to all students in two groupings. The presentation was a fantastic opportunity for students to learn about river conservation and Mr. Angelo's boating adventures. Thank you to PAC for making this visit possible.

**Earthquake Drill: Apr 13**

- Duke, cover and hold practiced, followed by evacuation and family groupings. The drill went smoothly.

**Team Sports:**

- Track & Field has begun with a record number of 45 students signing up. Students attended their first meet on Apr 16 are being coached by Mr. Rich and Mr. Good.

**Classrooms for Africa Update:**

- Former Gilpin parents presented a plaque recognizing book donations to an Ugandan school library. Books now form the largest collection in the surrounding area.

**Current After School Programs:**

- Lights Up Musical
- Parks & Rec Programs: Marvelous Muffins & Lego & Snacks
- Noon-Hour Dance Club run by Burnaby Central Students. (Participating students will be able to attend a dance festival on May 12)

**Grade 7 Legacy Funding:**

- Approximately \$2,300 raised to date.
- Students are planning an after-school carnival fundraiser; date TBD.

**Upcoming Events:**

- An early literacy zoom session for K-3 families will be held on April 30, presented by Maire Walker and Litsa Kotsalis.
- Elevate Frisbee – all grades will soon be participating in 3 sessions. Special thanks to PAC for helping to sponsor these sessions.

**Discussion Arising:**

- Parents would appreciate having a heads up (when possible) about opportunities for engagement being offered to students, so they have an opportunity to encourage their kids to consider participating.
  - Staff Response: some activities are planned and hosted by school leadership students. When students are organizing activities for other students it can be a bit more difficult to communicate these details to parents ahead of time.
- Elevate Frisbee: Sometime in May or June there will be a frisbee tournament and the school will be sending a team to participate.

	<ul style="list-style-type: none"> <li>- Kindergarten Welcome Event will be held May 29.</li> </ul>
<p><b>DPAC Report</b> Lauren &amp; Elim</p>	<p><b>Burnaby District Size:</b></p> <ul style="list-style-type: none"> <li>- Overall, the Burnaby district is growing and there is a crunch for space, particularly at the secondary level</li> <li>- The district is projecting that there will be an enrollment flattening in the next year, followed by declines in enrollment for the next 3 years</li> <li>- In the face of rising inflation, funding per/child has remained stagnant, so our kids are not being funded as well as in the past <ul style="list-style-type: none"> <li>o Trustees are required by law to present a balanced budget (i.e., necessitating cuts to school janitorial services and band programs because of budget shortfalls)</li> <li>o In the face of underfunding by the Provincial government, there is not much they can do. More funding per/child is needed to catch up on inflation costs.</li> </ul> </li> </ul> <p><b>Concerns Arising:</b></p> <ul style="list-style-type: none"> <li>- New “Attendance Management Program” being used to monitor teacher/staff absenteeism. <ul style="list-style-type: none"> <li>o While the district maintains that this program is non-disciplinary, intended to support staff and decrease TOC costs (with an aim to save \$500k), parents and guardians are concerned about this increase in monitoring of teachers and potential equity concerns.</li> </ul> </li> <li>- District facing 9.4mil budget deficit <ul style="list-style-type: none"> <li>o After some teachers in Burnaby have received a settlement in their favor for being underpaid by the district (due to a provincial government error, these teachers were incorrectly paid at a lower pay scale than appropriate), the Burnaby school district is on the hook for paying back these teachers the money they are owed.</li> <li>o It is important to “embarrass” the provincial government and take this issue to public media so the provincial government will step in to cover the amount owed to teachers, so Burnaby students are not unduly penalized for this mistake.</li> <li>o Key slogan: “Based on their miscalculation, they are making our children pay the price.”</li> <li>o DPAC is going to send out a press release to provide more details to families</li> <li>o Parents and guardians are encouraged to contact MLA’s and make posts on social media highlighting this issue</li> <li>o There will be a day of action on May 1</li> <li>o FOR MORE INFORMATION PLEASE SEE: <a href="https://dpac.burnabypac.ca/">https://dpac.burnabypac.ca/</a> <ul style="list-style-type: none"> <li>▪ For detailed info, see: chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https://dpac.burnabypac.ca/wp-content/uploads/sites/2/2026/04/SD41_Parent_Explainer.pdf</li> </ul> </li> </ul> </li> </ul>
<p><b>Treasurer’s Report</b> Amber</p>	<p><b>General Account:</b></p> <ul style="list-style-type: none"> <li>- <b>Current balance</b> is around \$52k, but this amount will go down as HL supplies and vendors are paid off</li> <li>- <b>Projected Balance for the GA end of the year:</b> \$23,765.41 <ul style="list-style-type: none"> <li>o This is great news because this is almost 12k more than previously budgeted!!</li> </ul> </li> <li>- <b>Notable Expenditures:</b> no notable expenditures listed for account</li> </ul> <p><b>Discussion Arising:</b></p>

	<ul style="list-style-type: none"> <li>- Considering the surplus raised this year, what other expenditures should PAC consider funding this year? (See further discussion below)</li> </ul> <p><b><u>Gaming Account:</u></b></p> <ul style="list-style-type: none"> <li>- We received \$4500 from the gaming account this year</li> <li>- Projected balance for the Gaming Acc. as of Aug 31, 2026 is just under \$4k</li> <li>- Notable expenditures under this account include: <ul style="list-style-type: none"> <li>o End of year awards – 500</li> <li>o Yearbooks – 800</li> <li>o Field trips – 771.75</li> <li>o Saleema Noon Body Science – 1,785</li> <li>o Author Visit – 600</li> <li>o Sensory/calm room – 924.21</li> <li>o Extracurricular activities – 927.86</li> </ul> </li> </ul>
<p><b>Elections for PAC Executive Roles:</b></p>	<p>Thank you so much to the PAC Exec and all the other parent volunteers for all the hard work they have contributed over the course of the year. Really inspiring to see so many. Special thanks to all!</p> <p>Previous executives step down, and a vote will be held to refill PAC executive positions.</p> <p>PAST CHAIR:</p> <ul style="list-style-type: none"> <li>- When a PAC chair steps down from their position, they automatically assume the role of “past chair” with no nomination required.</li> </ul> <p><b>Chair:</b></p> <ul style="list-style-type: none"> <li>- Nomination: Lauren</li> <li>- Lauren Accepts</li> <li>- Motion to elect acclamation made by Bingo</li> <li>- <i>Motion Passed</i></li> </ul> <p><b>DPAC Rep:</b></p> <ul style="list-style-type: none"> <li>- Nomination: Elim</li> <li>- Elim Accepts</li> <li>- Motion to elect acclamation made by Matthew</li> <li>- <i>Motion Passed</i></li> </ul> <p><b>Treasurer:</b></p> <ul style="list-style-type: none"> <li>- Nomination: Co-Treasurer Role to be shared by Amber (re-elect) and Peter</li> <li>- Amber and Peter accept</li> <li>- Motion to elect acclamation made by Matthew</li> <li>- <i>Motion Passed</i></li> </ul> <p><b>Secretary:</b></p> <ul style="list-style-type: none"> <li>- Nomination: Celina</li> <li>- Celina Accepts</li> <li>- Motion to elect acclamation made by Matthew</li> </ul>

- *Motion Passed*

**Fundraising Lead:**

- Nomination: Nav
- Nav would like time to consider whether to take on this role.
  - o Harmeet was the first to fill this role and has put systems in place to make the role easier for the next person who takes it over.
  - o Harmeet can help until Sept. and pass on key documents/spreadsheets
- Position left open, with the hope of filling at a late date

**Hot Lunch Lead:**

- Nomination: Christa
- Christa Accepts
- Motion to elect acclamation made by Matthew
- *Motion Passed*

**Communications Lead:**

- Nomination: Bingo
- Bingo Accepts
- Motion to elect acclamation made by Celina
- *Motion Passed*

**Special Event Coordinator:**

- Point person coordinating PAC opportunities with the school (field trips, bus rentals, author visits, etc.)
- Nomination: Emie
- Emi Accepts
- Motion to elect acclamation made by Matthew
- *Motion Passed*

**Vice Chair:**

- Looking for someone interested
- Currently no nominations

**BCCPAC REP:**

- Get a lot of emails from BCCPAC, so our PAC is missing out on potential opportunities
- No nominations, currently looking for someone who would be interested in taking on this role

**Discussion Arising:**

- Peter: It would be great if someone with accounting expertise would be able to help our PAC treasurers put a system in place to help account for HL monies coming in and accounting for how HL monies are spent.
- "In House" Hot Lunch Lead: While this position does not necessarily need to be a PAC executive role, it has been super helpful to have Eliette provide a lot of support on the ground with the organization of HL days this year. PAC should continue to arrange for individuals to be point-persons for HL organization and distribution.

	<ul style="list-style-type: none"> <li>- Special thanks to Lauren for setting up the LOME volunteer sign-up system this year, it has been very helpful to recruit volunteers.</li> </ul>
<b>OLD BUSINESS</b>	
<b>Grade 7 Report</b>	No one was present to give a grade 7 report.
<b>Fundraising Updates</b> Harmmeet	<p><b>Overview:</b></p> <ul style="list-style-type: none"> <li>- PAC fundraising this year has been very successful, with roughly 5k raised above the target amount of 12k, with just over <b>\$17k</b> raised!</li> <li>- The Fresh Slice Grant was a nice surprise this year</li> <li>- Hot Lunch and Treat Days have been the highest return fundraisers this year</li> <li>- The Red Cross courses and Apples fundraisers have also had a good margin</li> <li>- With Sports Day still to come, PAC hopes to raise at least \$700 more for the year</li> <li>- Thank you so much for all the effort put in by volunteers to raise these funds!</li> </ul> <p><b>Fundraising Sources to Date:</b></p> <ul style="list-style-type: none"> <li>- Apples: 1,306</li> <li>- Monster Mash: 590</li> <li>- Red Cross Classes: 1,282</li> <li>- Gift Cards: 439</li> <li>- Purdy's: 619</li> <li>- Global Coffee: 300</li> <li>- Chef Enrick: 135</li> <li>- Mabel's Labels: 59</li> <li>- Hot Lunch: 7,710</li> <li>- Giving Gators: 1,018</li> <li>- Burnaby School Grant: 1,000</li> <li>- Fresh Slice Grant: 1,000</li> </ul> <p><b>Planned Fundraising Opportunities Postponed:</b></p> <ul style="list-style-type: none"> <li>- Magnets</li> <li>- Gardenworks</li> </ul> <p><b>Planned Fundraising Opportunities Still to Come:</b></p> <ul style="list-style-type: none"> <li>- April 27 Red Cross Classes</li> <li>- Sports Day</li> </ul> <p><b>Discussion: Greeting Cards</b></p> <ul style="list-style-type: none"> <li>- Should we add the Greeting Card fundraiser before the end of the year?</li> <li>- Card collections are \$35 for 40 cards, with a 50% profit margin and free delivery if 50 or more units are ordered (it would also be possible to go and pick these up if less than 50 units are ordered to avoid shipping fees)</li> <li>- It was decided to Launch this fundraiser by sending home a flier to kids and having a sample for parents to see at the treat day.</li> </ul>

	<ul style="list-style-type: none"> <li>- Orders can be handed out to families on May 14 (Krispy Kreme day)</li> </ul> <p><b>Discussion: Pedalheads</b></p> <ul style="list-style-type: none"> <li>- There has not been a lot of use of the Pedalheads discount code for Gilpin families. Greater communication for this fundraiser could be helpful.</li> </ul> <p><b>Discussion: Red Cross Classes</b></p> <ul style="list-style-type: none"> <li>- There was lower enrollment for the second batch of Red Cross classes</li> </ul>
<p><b>Hot Lunch Updates</b> Christa</p>	<p><b>Update:</b></p> <ul style="list-style-type: none"> <li>- HL is well into the spring term and ordering numbers have been consistent</li> <li>- There will be a few new offerings for Treat Days this term</li> <li>- The Hot Lunch What's App group has been very helpful this year for helping to organize HL distribution and give away lunches, etc.</li> </ul> <p><b>Discussion Arising:</b></p> <ul style="list-style-type: none"> <li>- How have the new vendors been received? <ul style="list-style-type: none"> <li>o At first there were some issues with size amounts and some orders were cancelled, but this term has been easier because now people know what to expect</li> </ul> </li> </ul> <p><b>Feedback Survey:</b></p> <ul style="list-style-type: none"> <li>- A survey will be sent out again this year to receive family input regarding Hot Lunch vendors and offerings in June</li> </ul>
<p><b>End of Year Questionnaire</b> Lauren</p>	<p><b>Discussion:</b></p> <ul style="list-style-type: none"> <li>- The PAC executive team needs time to think about this questionnaire and put it together. It would be good to streamline the survey a bit from last year.</li> </ul> <p><b>Further Discussion Tabled to the Next PAC exec meeting.</b></p>
<p><b>Staff Appreciation – May 21st</b></p>	<p>The Teacher Appreciation Luncheon will be held May 21<sup>st</sup>.</p> <p><b>Parent Volunteers are needed to help organize, plan and run this event.</b></p> <p><b>Please reach out to the PAC team if you would like to help!</b></p>
<p><b>Gaming Application Grant -</b></p>	<p><b>The PAC Gaming Grant Application is Due: June 30<sup>th</sup></b></p> <ul style="list-style-type: none"> <li>- Amber is working on getting this grant filled out</li> </ul>
<p><b>NEW BUSINESS</b></p>	
<p><b>Teacher's Wish List: Deadline</b></p>	<p><b>Budget Deadline:</b></p> <ul style="list-style-type: none"> <li>- For PAC treasures to be able to complete the PAC budget on time, PAC requests that teachers submit their receipts by May 8 (except for items that must be purchased later than this date)</li> <li>- Ms. Janvier noted that there was an error in ordering that caused the delay on receipts coming in from staff, but receipts should be coming in soon.</li> </ul> <p><b>Discussion:</b></p>

	<ul style="list-style-type: none"> <li>- Can PAC funds be used to supplement book ordering for the library? Yes, they can.</li> </ul>
<b>End of Year Newsletter: Volunteers</b>	<b>Further Discussion will be at the PAC exec. meeting</b>
<b>ADDITIONAL SPENDING because of Surplus Raised</b>	<p>With the <b>surplus</b> of funds raised this year, PAC has decided to fund some additional projects for the school</p> <p><b>Outdoor Activity Boxes:</b></p> <ul style="list-style-type: none"> <li>- PAC will provide \$2500 to provide an age-appropriate activity box for each classroom</li> <li>- These boxes will include things like balls, bubbles, chalk, badminton, etc.</li> <li>- PAC will purchase the items need for the boxes and put them together</li> <li>- PAC will seek teacher/staff input as to what would be good to place in these boxes</li> </ul> <p><b>Library Resources:</b></p> <ul style="list-style-type: none"> <li>- PAC will provide \$2500 to provide additional materials (books, etc.) for the school library</li> </ul> <p>MOTION to make these additional expenditures: Lauren Seconded: Celina</p> <p><i>Motion Passed</i></p> <p><b>Consideration for Future Spending:</b></p> <ul style="list-style-type: none"> <li>- Would it be possible to plan a school-wide field trip to someplace like Belcarra? <ul style="list-style-type: none"> <li>o PAC would fund the buses and provide snacks, etc.</li> <li>o PAC seemed interested in helping to fund an event like this for students</li> </ul> </li> <li>- Would it be possible for PAC to help upgrade the school gym sound system? <ul style="list-style-type: none"> <li>o If teachers/staff could look into what is needed to provide PAC with more details as to what is needed, this is something PAC could consider for the 2026-2027 year.</li> </ul> </li> </ul>
<b>Sports Day</b>	<p><b>Fundraising on Sports Day:</b></p> <ul style="list-style-type: none"> <li>- Matthew will be planning this event, please see LOME to sign-up and help</li> <li>- It would be particularly helpful for parents to let the PAC team know what they plan to bring <i>in advance</i> to make sure there is a good amount (neither too little or too much) of each particular item</li> </ul>
<b>Welcome to Kindergarten</b>	<p><b>The Welcome to Kindergarten Event will be held May 29.</b></p> <ul style="list-style-type: none"> <li>- It would be good for some members of PAC to attend to meet new parents and explain what PAC is and why it matters</li> <li>- PAC should put together a brochure to hand out to new parents on this day</li> </ul>

<b>PAC Kitchen Cleanout</b>	The PAC Kitchen needs to be cleaned out. Please see further communication if you would like to help out with this task.
<b>Meeting Adjourned:</b>	9:07pm

**NEXT MEETING DATE: June 8<sup>th</sup>, 2026 (Budget Meeting)**