

KSS Prom 2025 Parent Prom Committee Minutes
January 20th @ 7pm
Classroom across from KSS Library

1. *Welcome: Land acknowledgement*

2. *Attendance*

Adults: Lorna Gray (Secretary), Kathleen Primeau, Tracey Unger, Andrew Lee (Acting Principal), Sarah Caruso, Kelly McBride (Treasurer) Lisa Haupt (Chair), Angie Roberts (Co-Chair), Jennifer Galloway, Jolaine Kelly, Jenn Schneider.

Grads: Tabitha Ortwein, Carson Schneider, Eliza Bryzgaiska, Robert Roth

Regrets: Anne Skipsey, Naomi Domes

3. *Adoption of the agenda:*

Kelly McBride made a motion to adopt the agenda. Sarah Caruso seconded. Passed unanimously.

4. *Approval of minutes from Jan 9th 2025:*

Angie Roberts made a motion to adopt the previous meeting's minutes. Sarah Caruso seconded. Passed unanimously.

5. *Principal's Report (Andrew Lee):*

Grad Prom ticket numbers (7th June, 2025 @ Cuckoo).

83 people have paid the deposit for Grad Prom.

Mr. Lee is not concerned, since the invite was put out early and there is still a lot of time remaining.

An invitation and information package will be sent at the beginning of the second semester.

KSS grad student numbers will be finalized in April 2025, then tickets will be available for guests.

Age limits will be at the school administrations' discretion.

KSS grad parents would like to see letter invite/package to review before it goes out.

Nina Knocke will share monthly update on numbers registered.

Winter Formal ticket numbers (30th Jan, 2025 @ KSS)

31 students reserved a ticket online through QR code/website

19 students paid through e-transfer

A final decision will be made on Friday 24th Jan on whether to proceed.

The target is 50 students reserved and paid before we go ahead.

Criminal Record Checks (CRC)

The process is very simple. It only takes a few days ~3 days for a criminal record check to be completed.

Contact Leta in the school office (250-752-5651) for more information. A form of ID would be required. Leta can send a link to the application form and provide a unique code to submit for review.

Grad Photos

Photos started Monday 20th Jan.

Q& A's from the photographer

It's not too late to get photos done this week.

<https://schedule.prestigeportraits.ca/>

The online schedule closed the night before a photo day at midnight.

The proofs will be sent directly to home and/or emailed.

There will be more opportunities to get photos, as the photographer is coming back.

6. Treasurer Report (Kelly McBride)

No new bank balance updates since the previous meeting.

Kelly will provide a new spreadsheet at the next meeting which will be easier to follow than current format.

Square

Kelly & Lisa Haupt spent an hour on the phone with Square and then met with Nina Knocke to discuss.

Square must be run through a business or sole proprietor. Someone would need to take the liability for it and any income would be considered income and taxable.

The decision was made to forget Square as an option.

The Grad Prom Committee will take e-transfer, cheque or cash since Square is no longer an option.

Sarah Caruso will investigate the return of Square device through the supplier.

Previous grad year scholarships and bank account

Kelly McBride met with 2023-2024 grad prom treasurer Jaime.

Some information previously provided was incorrect.

After last meeting (9th Jan 2025) we transferred \$9305.49 from the scholarship account to the general account. However, we learned there are 5 students still awaiting payment from a previous grad year (Students have 2 years to claim their funds).

Lorna Gray made the motion to transfer \$2500 back into the scholarship account to cover the money owed. Angie Roberts seconded. Passed unanimously.

Kelly McBride will organize payment to students.

This must be done through the school and can't be a personal e-transfer to the student.

New items

Kelly will apply for the Liquor Board Dry Grad grant

Kelly will apply for meat draw and 50/50 raffle draw licenses

\$7637.40 is final total from the Bottle Depot after bottle drive on 4th Jan. Money will be deposited.

Please email mcbridekelly30@gmail.com if you have questions about the budget. Kelly is happy to address any concerns over our finances; transparency is a priority.

7. 2024-2025 Grad STUDENT council (Carson Schneider)

KSS Grad meeting taking place on 21st Jan 2025

New ideas being discussed:

Camping Trip – (Date TBC)

A student has connections with Qualicum First Nations Campground.

Possibility of getting campsites free of charge.

Suggesting 2 nights camping trip.

Qualicum perfect location, Tofino too far.

Polar Bear Swim at Qualicum Beach – Monday 27th January @ 12 noon

All students meet at 4 poles and grassy area opposite the beach.

Everyone asked to bring propane firebowls.

Sarah Caruso will investigate getting a tower propane heater loaned for the event.

Jenn Scheider donated hotdogs and buns for snacks.

Other ideas:

Rubber duck race – Get high school and elementary school students to participate. Place bets on ducks. Race ducks in local river.

Used book sale – Students bring in their favourite books they read as kids. Take to elementary school to have a book sale.

Hill surfing

Grad concession stand

Carson is planning on revamping the hot chocolate stand. The hot chocolate stand only made \$20 the last time he ran it. Vending machine are pricey and grad students think they will make some money by switching to offer drinks, chips and snacks as a fundraiser.

Grad Gifts at the Prom – Eliza Bryzgaiska offered to construct a quick online poll to the grad student contact list.

Feedback on previous grad gifts

Towel was not very attractive or useful to all students.

KSS water bottle was very nice, but the lettering is coming off now.

Tim Hortons gift card, not great. Students would rather have \$25 off the price of grad ticket.

Students like lanyards.

Decoration input

Carson suggests making a paper mâché moon with lights intertwined and can be hung from the ceiling at the prom venue.

Eliza Bryzgaiska will ask for feedback from students and will liaise with parent prom committee to discuss decorations.

Action Items from parents to students

Thank you cards still need to be written for Self Storage and Foster Family Tree Service for their extremely generous donations of time and service for the Bottle Drive which raised a record breaking \$7637.40 towards grad prom. Carson took the details and committed to get these sent out.

8. New Business:**Update on Winter Formal Dance**

We have fake festive trees and a bubbling backdrop for photos

Selfie Station will be set up

Lots of white lights/LEDs

Snowflake projector

Owl

Lama

Food/Snacks - Chips, pop and water bottles

More parent volunteers (with CRC) are required.

So far we have one BSS parent confirmed and BSS Principal will likely attend.

SignUp Genius will be available if needed for sign ups.

More info to follow later this week once the numbers are confirmed.

Breakfast Committee (Jolaine Kelly)

No new updates since 29-Nov-2024 minutes

Sunday 8th June 2025; Drop in between 9.30-11.30am

Legion will cook and will offer Pancakes and Sausages, Juice and Coffee

Cost \$7 per student (plan for ~80 students = \$560)

4 parent volunteers required for supervision 2 x 9.30 - 10.30am and 2 x 10.30 - 11.30am.

We will pay \$560 and legion will cook regardless if the number of students slightly exceeds 80.

Fundraising Committee (Jennifer Galloway)**Meat Draw French Creek Pub Fundraiser**

Jennifer met with Kaylee Porter's mom (Kitchen Manager at the French Creek Pub)

Kaylee's Mom has very generously offered to host a meat draw for the KSS grad prom fund at SuperBowl (9th Feb 2025 @ 1pm).

She will run the event and donate the meat and a lotto board.

There are 5 meat draws / 5 portions of meat.

All raffle tickets are put into a draw for a jug of beer.

We need 8 parents and some students to attend and sell tickets (Family friendly venue, kids welcome).

Tickets and buckets are in the storage units

This event could make \$500

Gift Cards

Jennifer has been purchased gift cards by Off the Hook (new Memorial Golf Course restaurant) Grad Prom Parents can purchase 150 cards at \$25 each. She paid \$18 each to off the hook, so \$7 from each card is our profit.

Students must receive payment first, then gift cards will be signed out.

This event will make \$1050 profit.

Angie Roberts made motion to pay Jennifer Galloway \$2700 for gift cards. Sarah Caruso seconded. Passed unanimously.

Security Committee (Jennifer Galloway)

Anne Skipsey and Jennifer Galloway will meet with Footprints who have offered fencing and the provision of some staff.

RCMP Officer

Jennifer met with Mel at the local RCMP detachment in Parksville. Mel is a RCMP Officer and agreed to be our liaison and will come to the prom and help with security.

She will connect with the person who did it last year.

She would be in uniform at the event.

Melanie will come to the Winter Formal next week.

The recommendation was made that the "Expectations for Prom" paperwork be updated to add another contact for a parent/guardian to come and pick up a student. This has been an issue in the past if one parent is unavailable.

We can discuss bag searches, first aid attendant requirements at a later meeting.

Looking at offering students the opportunity to drop off bags at the venue the day before.

Bag searches would be done.

Decoration Committee (Tracey Unger)

Tracey, Kathleen and Lisa went to visit the storage locker.

There are a lot of decorations in storage that we can use for the prom.

Tracey wants to get things moving with the decoration committee to determine if we need to purchase anything.

The group would like to visit the venue and take measurements and photos. We will set a date with Fausto.

Tracey Unger, Kathleen Primeau, Jenn S, Angie Roberts, Lisa Haupt, Naomi Domes and Jenn Janeski had put their names forward to be involved with the decoration committee in previous meetings.

Tracey suggested to meet 1 hour before the start time of the next grad prom meeting.

Insurance Update (Naomi Domes email correspondence)

Upon reviewing last years grad prom insurance coverage, Naomi requested a new quotation from Hub Insurance to increase liability insurance to \$5 million coverage. The cost increased from \$345 to \$405 (\$60 more).

Angie proposed motion to approve increase of insurance coverage to \$5 million. Tracey Unger seconded. Motion approved; passed unanimously.

Weather preparations (Tents required)

If the weather is wet and rainy, we will need a tent for security screening.

No advertising on the tents would be preferable.

Sarah Caruso will ask a family member for a loan of 2 tents (farmers market style)

Raffle Gift Basket

An incentive for people to stay and watch till the end once all students have walked the red carpet.

Topics for students to discuss

Looking for students to sell raffle tickets on 9th February at French Creek Pub.

9. Date and time of next meeting:

6th February 2025 in KSS Library

6pm - Decoration Committee

7pm – Regular Meeting

10. Adjournment 8:31pm