

KSS Prom 2025 Parent Prom Minutes

May 15 @ 7pm

KSS Library

1. **Welcome and Land Acknowledgement : Angie to Chair Lisa to do Secretary.**

2. **Attendance**

Sarah Caruso, Andrew Lee (Acting Principal), Kathleen Primeau, Anne Skipsey, Rebecca Ford, Kelly McBride (Treasurer), Lisa Haupt (Chair), Vanessa Foster, Jenn Galloway, Lisa Ortwein, Angie Roberts (Vice Chair), Shelly Griffin, Lori Chesley, Tracey Unger, Naomi Domes.

3. **Adoption of the Agenda:** Angie Roberts made a motion to adopt the agenda. Sarah Caruso seconded. Passed unanimously.

4. **Approval of Minutes:** Sarah Caruso made a motion to adopt the minutes from April 24th 2025. Kelly McBride seconded. Passed unanimously.

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

6. 113 Grads have paid for prom and approx. 40 guests. These guests still need to be pre approved by prom committee executive prior to May 30th. 12 students have paid but NO contract. Approx 40 contracts are not filled out correctly, signatures missing etc. Sarah and Lori to meet and go over these. We need to decide a hard deadline as there are lots of contracts missing and people still turning them in 2 weeks late. Lisa put forth a motion that MAY 30, 2025 is the hard deadline. No one will be added past this date and NO REFUNDS past this date as we have to pay Cuckoos for all counted guests no matter if they show up or not. Sarah seconded. Passed unanimously.

There is a newsletter going out on Friday and Sarah to send Andrew any info we need in the newsletter.

The KSS grad committee will choose the students who get scholarships and utilize grad prom funds.

Red carpet is located at KSS, and Sarah Caruso will load on trailer. Mr. Lee to ask Ryne Barton to help

There was a question about the beach photos. Mr Lee reminded parents the beach photos are student led, not a school event. Lisa said also not a prom parent event. It is a casual tradition but nothing is organized by school or parent groups.

Commencement is June 26th at 12:30, students need to be there by 12 pm. Each family will get 5 tickets, if not all 5 are needed please bring back to office so that bigger families can have all siblings attend.

7. **Treasurer's Report**

Kelly motioned and Lisa 2nd that we ask Mrs Knocke to transfer over the funds paid to school for prom into the Prom Committee account. Passed unanimously.

Still to pay Cuckoo, decorations, and entertainment and grad gifts.

Photographer has been paid in full.

We have a healthy amount of funds. Two students have been put forth by admin to have their fees covered they will be marked as paid.

Kelly to send payment to Naomi for insurance. Sarah to pay for grad gifts and be reimbursed by Kelly.

8. **Committee Updates**

Fundraising: Jenn Galloway FUNDRAISING IS COMPLETE

Security Committee: Jenn Galloway

Need a substantial number of volunteers. Lori to make a sign up. We will need some for parade and some for bussing and lots for security. Each bus will have 2 parents on it. They will have a manifest of the students on the bus and be responsible for the students not to let them out of sight and to get them off bus and lined up for red carpet.

Sue Payne to be on for first aid at parade and security screening Robert Roth to be on form for first aid at prom

Footprints security to provide 3 uniformed security free of charge on the night of prom. Me the RCMP Liason will provide protocol on screening procedures. ANY students or guests found to be breaking any of the set out rules will not be allowed in, or be asked to leave without any refunds.

Prom Activities: Naomi Domes

Insurance is complete. Kelly to send payment to Naomi for this.

Naomi looking for donations for spin the wheels prizes – discussion and decision that if a student wins a big prize, they get a hand stamp and cannot win a big one again. Might need to supplement with a few more prizes, Naomi to submit request for reimbursement as we are still within budget.

Suggestions of adding a dance floor, she will look into this.

Decorating Committee: Tracey Unger

2 plans (rain or shine. Worked out floor plan and layout for activities.

Decorations have been assembled. Discussion of where things will go, Borrowing ladders etc. Decoration committee : receipts to hand in

Totes to be purchased for decorations. Fresh flowers will go on each table. Podium and microphone Mr. Barton and Ms. Reid will be announcing.

Need about 10 people to set up. Decorating. Maybe Friday night and Saturday am 7-10am. Take down that night.

Trailer will come to have the checked bags and Sarah to take care of that.

Lisa Jen and Sarah to collect bags Tuesday to Thursday is bag drop. Red carpet is big and heavy. Sarah will get carpet into trailer Friday night. Angie to bring a ladder. Dj will do announcements. Discussion of Table numbers Vs seating chart. This is tricky as its not fair to kids on last bus if there are no seats left. Further discussion is needed by Executive committee.

Food:

Fausto is away until the 26th of May. Estimated 170 people and 30 volunteer meals. Sarah has typed up the allergy menu for who needs what and lisa will get info for breakfast from Sarah. Tracey will buy a chocolate fountain and discussion of table sizes and Kathleen to find out how many for flowers. Thrifty foods is donating \$500 worth of flowers. Thank you card to be sent out.

Angie Roberts motioned and Jennifer Galloway seconded 2nd to check on the menu and change to an easier meal.

Discussion around this to make sure we do not miss out on things from original menu. Tracey to check with Fausto and report back. Passed unanimously.

Grad Parade: Anne Skipsey

Update: The \$250 as donation to the Committee Security Group who are helping out at the parade has been turned down. Need more volunteers. Anne to create a manifest of who is in what order approx.. the kids are in. They need to have their parade sheets in by MAY 30th at the very latest, there is no exceptions or additions after this. Vehicles need to be LICENCED and ROAD worthy. This means grads can ride in a boat on a trailer with insurance, but cannot ride a lawn tractor down the road as it is not road insured. Anne has secured a donation of bumper stickers, each grad participating will get one! Posters will need to be put up around town as some roads will be closed. Posters given to Anne, more to be made.

End of Year Gift: Sarah Caruso – will get these ordered.

Prize Committee: Prize committee will have a meeting and meet in Jennifer Galloways garage. Prizes to come to Cuckoos at 3pm

Breakfast at legion: Lisa to get numbers of students needing special meals and make the pancakes for them and be reimbursed.

9. New Business – covered already
10. Next meeting – Tues May 27^h May 2025 in the Library
11. Meeting adjourned 9:00 pm