

Castle Park Elementary PAC – Meeting Minutes CPPAC_202324_January

Location: Library

Date: 01/08/24

Attendees:

Andrew Corbould – Principal; Jillian Fisher - DPAC Rep; Kimberley Parson- Chair; Leah Amaral – Vice Chair;

Zoom attendees:

Shawn Ng; Treasurer; Andrea Peragine – Secretary; Stephanie (I didn't catch the last name)

I. Call to Order: 19:02

- Land acknowledgment by Kim P

II. Agenda & Previous Minutes

- Approval and acceptance of Agenda carried, Leah Amaral & Jillian Fisher
- Approval and acceptance of Minutes carried, Leah Amaral & Jillian Fisher

III. Principal's Report

- Staffing
 - EA Jonathan Warhust has been off with knee injury, January 15 is date set for GRTW. Jan 15 will also serve as Miss Lin's last day. During the switch casual staff will be filling in.
 - i. Assistant superintendent Gerald Mitchel is retiring.
- January 25th Mr. Corbould off on medical leave with expected return date sometime after spring break.
 - Kevin Akins, retired principal, and longtime close friend of Mr. Corbould's. will be filling in.
 - Mr. Akins will attend the staff meeting tomorrow and conduct tour around school in coming weeks.
- Grades 4/5 – CPHL (Castle Parke Hockey League)
 - Will try and cram as many games in as possible then place in abeyance until Mr. Corbould's return. Trying to do as much as he can prior to his leave.
- Looking back
 - Breakfast with Santa raised over \$ 2000 - \$1000 to the hamper families and \$ 1002.50 to the Share Food Bank
 - Huge donation from Thrifty's was amazing.
 - Have kids make couple of thank-you cards to Debbie and to Thrifty's – Mr. Corbould to look for kids to take on this project.
 - Grinch blow up donated to school from a community member who accidentally received two.
 - Kids made thank-you card for neighbors' (not connected to the school) generosity.
- Christmas concert feedback
 - Positive! Great to have had two concerts (day/evening)
 - Instruments were an added bonus along with piano playing while other classes took their positions on stage.
- Reports cards
 - Went out and about 70% of parents have accessed and viewed them.
- Kindergarten registration
 - Kindergarten registration – Feb 6-8 (English speaking) + Cross Catchment
 - Please see the information posted on the SD43 website <https://www.sd43.bc.ca>
 - Kindergarten program of choice and late program of choice registration is open from January 11-17th at 4 pm
 - Castle Park is still going to have cross catchment with Hazel Trembath

- Dec 18 meeting with Hazel Trembath and SD43
 - There is a lengthy process involved in getting a new school built – if a school is built, it will take approx. 4 years.
 - Bussing will continue to Winslow Centre for Hazel Trembath students.
 - Plan still to build new school in existing location? Yes, with pending ministry approval – status quo – district has commitment.
- Lunch Program
 - 54 kids in lunch program for month of Jan.
 - February Menu to be sent this week and order deadline will be January 17
 - Term 2 Hot Lunch is now live on website (as per Lora Appleby)
- Assembly/Presentations
 - January 26 (Mr. Akin's first assembly)
 - February 14 (9am-9:45am) –presentation for Grades 4 and 5 – Staying Safe On-Line (grade-based information)
 - Program info to be sent to parents shortly.

IV. Chair's Report:

- Trivia Night
 - will now be 6pm-8:30pm – (February 9 – more info to come).
- Examination of PAC budget to see what we can spend \$ on.
 - Encourage feedback from parent groups in terms of what they would like to see funds being raised for?
- Current budget – request for Shawn to review and provide feedback on our potential revenue shortfall (mid year review)
- Follow-up with Agnes Heffernan re: playground upgrades (climbing wall, etc.)

Treasurer's Report

- Revenue – \$ 3,337.19
 - Purdy Fund - \$394.17
 - Festive Treat Boxes - \$987.10
 - Hot lunches – Net loss of (\$1,551.58)
 - Raffle for S and S - \$540.00
 - S and S - \$2609.12
 - Treat Day – \$42.21
 - Theatrix Youth Theatre Society - \$300.00
 - Tru - Earth - \$16.17
- Expenditures – \$1,026.45
 - Halloween Event - \$367.50
 - Designer Cookies - \$492.45
 - Hotlunches.net Fee - \$22.04
 - Teacher/Staff - \$144.47
- Bank Account Balances
 - Operating Bank Account \$17,487.77
 - Gaming Bank Account \$15,182.44
 - Castle Park Holding Account \$1,357.50
 - Cash Float \$200.00

Total \$ 34,227.71

- Shawn would like the Exec's to meet up to review what he is doing with our financials and to review our current revenue shortfall.
- Shawn reviewed November final report (because of our early December meeting at the end of November) last few deposits and deductions from the month – nothing changed just reflecting the correct date for month end.
 - December Report – Purdy's deposit + Festive Treat Boxes + Hot Lunch + Raffle + Sip and Shop + Treat Day + Theatre + Halloween + Gingerbread Cookies for Christmas + Staff Appreciation
 - \$4980.20 remaining that needs to be spent before end of school year (for Gaming Account lowered from 5374 due to cost of pumpkin patch which has now been taken out of gaming)
- Shawn finalizing our 50/50 and Raffle documents to submit to the Gaming Commission – will have gaming grant rep review to ensure proper reporting is conducted.
- 2 x theatre productions coming to the school in the next few months.
 - (April 8 Science and Juggling = \$1000)
 - (date TBD Interactive Fairy Tales = \$1000)
- Mr. Corbould will be speaking to the teachers tomorrow re: Dance Program (this will most likely qualify for Gaming Funds)
- Triathlon – we can look at using Gaming Funds to support this initiative – can likely be supported as it is in relation to sports.
- Jamie Valencia (parent) – he conducted our Financial Audit for the previous year – his recommendation was to invest in a system like QuickBooks (accounting software)
 - approximate cost would be dependent on what our needs are
 - Jillian's recommendation – check with VanCity to see if they have a preferred software platform we can use within the bank –
 - Jillian to check with DPAC to see if they have a recommendation and see if DPAC is using QuickBooks.
- Have rainbow tables come out of budget yet? No, not yet. Tables are in classrooms, not in common area, came in under at 400 not 600, 1 more table to come.
- PAC asks for specific requests from teachers.
 - Easier to allocate money on clubs.

DPAC Update

- Gaming commission sent out audit, not formal audit just for better understanding see how schools are managing their gaming funds.
- Movie Licensing - District pays for license for non-for-profit fund raising.
 - Some items that need to be considered. Basically, cannot advertise movie, movie being used must be noncommercial in nature.
 - Presentation for general school community not general public
 - Must be using free system and guidelines need to be respected. The ECF cans how to audience and therefor must show movie from that platform.
- New position created within district, Anti-Racism District Principal – Wendy Yu
- Christa Par, Holistic Nutritionist
 - focus on whole, fresh foods, less processing/fresher, avoiding white flour, nutrients, frozen foods, dehydrated, canned foods, protein and healthy fats, among others.
 - encouraging kids to get involved in cooking, make lunches nightly, meal prep on weekends, etc.
- Emotional Regulation and ADHD
 - Stand-alone session, January 17 from 7-9pm (Zoom) – need to register in advance, Hosted by: Cherie Harbour and Kelley Allen

- posted on the DPAC website. It is open to all, please register if you are interested <https://dpac43.ca>
 - Next meeting will review changes made to cross catchment process – Nadine Tambellini and Gerald Shong.
 - Mr. Corbould clarified they are more so incorporating tweaks to casual staff.
- January DPAC not yet held.

Meeting adjourned 19:48

Next PAC Meeting scheduled for Monday, February 5 @ 1900 CP Library