

CASTLE PARK ELEMENTARY PAC

MEETING MINUTES CPPAC _202324_MM01_DECEMBER

LOCATION: LIBRARY

DATE: 11/27/23

ATTENDEES: Andrew Corbould – Principal; Jillian Fisher - DPAC Rep; Kimberley Osborne- Chair; Leah Amaral – Vice Chair; Shawn Ng; Treasurer; Andrea Peragine – Secretary; Cristina Margain, Grace Ooi

ZOOM ATTENDEES: Michelle Islas

I. CALL TO ORDER - 19:03

- ❖ Land acknowledgement by Kimberley Osborne.

II. AGENDA & PREVIOUS MINUTES

- ❖ Approval and Acceptance of Agenda- carried, Leah Amaral & Grace Ooi

III. PRINCIPAL'S REPORT

- ❖ Hazel Trembath
 - Words of gratitude from Hazel Trembath – Letter addressed to district circulated among schools.
 - ❖ Upcoming Events
 - Friday Dec 1 – Assembly and Holiday Clothing focused Spirit Day.
 - The Resident elf has delivered the tree and it's been put up, kids started decorating this week this week, lights go up next week. Tree lightning is set for Monday.
 - Saturday Dec 16 – Breakfast with Santa
 - Bryson and Andrew liaising on this project
 - Will utilize previous sign- up report pulled from 2019 (showing positions, what had been put together previously etc.)
 - Bryson needs to fire off email, Kim to have inform uploaded and placed on google drive. Andrew can send out email to the parent community once complete.
 - Most items are being donated from Thrifty's, apart from plates, napkins, utensils.
 - Andrew to confirm with Bryson and upon confirmation Kim to send off food donation information along with pick up locations and time.
 - PAC donations to be picked up by Andrew on Dec. 9th and Bryson on Dec. 15th. Andrew to procure cutlery, napkins and plates.
- (Mr. Corbould, volunteering at Hazel Trembath Breakfast with Santa, being held at Citadel Middle on Dec 2 – Castle Park food funds to support this event for Hazel Trembath)
- Question – proceeds from Castle Park Breakfast with Santa
 - Best utilized for SHARE food bank as well as other Christmas Hampers.

- ❖ Report cards
 - Published on December 14th, paper copy doesn't get sent home.
 - Publishing through MyED other pieces not published in past
 - students who receive EAL had received paper copy now will be published (AIP – Annual Instructional Plan)
 - Students with Individual Education Plan (IEP) will also have this document published for parents to access via MyED.
 - Teachers who are wanting to meet with parents will advise them by December 14th.
 - School letter and report card cover will be sent home – Cover to be signed and returned – report must be viewed online.
 - On December 18, Mr. Corbould will look and see who has not reviewed their child's report card and will send a reminder to those parents.
- ❖ Early Dismissal
 - December 19 early dismissal.
- ❖ Christmas Concert
 - December 20 – 2 performance times 13:30 and 18:30 (please ensure kids return for evening performance)
 - Two tickets/family available and will be sent home with the youngest child in the school- attached to letter about report card on Dec. 14th
 - Priority seating for evening concert
 - There will be a draw of four random names and have 4 families with VIP seating as well as a festive treat box courtesy of PAC.
 - Need to earmark where festive treat box funds will be allocated?
- ❖ Feeding Futures Funds
 - Province has given Feeding Futures money to districts schools to fund different things
 - Department head given to each elementary/middle school to support programs
 - looking to expand at Castle Park by providing additional snacks/food items
 - Can we help kids who attend daycare who may start early and be hungry earlier.
 - Mr. Corbould presented a copy of what the menu for Elementary School Meals program looks like. Associated cost of \$6/meal
 - This program is for the entire month, thus it is at minimum a one-month commitment (month to month)
 - Mr. Corbould will do a quick survey to see who would be interested.
 - If a family needs to be supported school can offer subsidy.
 - Set menu, no real substitutions but there is a piece addressing allergies.
 - Great for diversifying the palette, maybe an aid for picky eaters to try new things, if they see others are also eating new things,
 - Horseshoe table budgeted for approx. \$6000 and now at \$3681.83, (8) one more to order approx. \$400 or \$450
 - Cheque from lunch box theatre for \$300
 - Spotlight Theater and other programs are being engaged for Winter after-school activities

IV. CHAIRS REPORT - VICE CHAIRS REPORT

- ❖ Sip n shop update
 - Super successful, great turn out, happy vendors, happy shoppers and community members.

- Draft approx. \$5051 profit made.
- Thank you to all volunteers!
- Where are we wanting to spend the funds.
 - Chair requested update on gaming account. (Treasurer, Shawn provided the following:)
 - Around \$5000 not counting the buses and the Halloween dance, looking in to if can pull out of gaming account, if not will need to come out of general.
 - Hard to get ahold of anyone, have about 5,000-ish to spend.
 - Webpage is very nonuser friendly, there is a list of what gaming can be used for but very hard to find on the website.
 - Jillian to reach out to DPAC to do some sort of gaming education in terms of where monies can be allocated and for what.
 - 2023 guidelines and documents for PAC & DPAC send to Shawn.
- Watch for new December Calendar that will be coming out.

V. VICE CHAIR

- ❖ Add on to sip n shop:
 - Huge shout out to Kim O. huge amount of behind-the-scenes work, hard work dedication thank-you!
 - Steve Darling was in attendance, huge supporter of events like this, happy to help out in future events.
 - Great feedback from vendors
 - Festive treat boxes, Lindt balls purchased,
 - Using road map from last year, what was purchased, from where, volunteers coming in.
 - Set up for festive treat box assembly line will be in the computer lab starting at 9am
 - How many bows are left? How many boxes left? May need ribbon donations?
 - 103 bottles of water left over from Sip n hop – note on it to not touch as allocated for festive treat boxes.
- ❖ Staff Christmas lunch
 - Will move forward with staff lunch on December 13 – need to get sign up .com families sign up and let know what dish they will bring.
 - Designated drop of time, volunteers to help heat those items that need to be heated.
 - Tip: If heated items are wrapped in towels and put in a cooler will stay warm, would help ease the need for heating again.
 - Time to library for access to set up? Andrew will ask Mr. McFadden.
 - Need to have it ready to go by 11:45
 - Staff will eat in library and serve food, buffet style from staff room (plan for 37 staff members)

VI. D-PAC -

- ❖ No DPAC update because meeting is scheduled for the 29th.
- ❖ Reminded about report cards, taken down the next day, security purposes.
- ❖ Purdy's and Neufeld's
- ❖ Citadel did Neufeld's & Castle Park did Purdy's as a combined fundraising event.
- ❖ Castles parks half of funds is \$394.18 total for \$1083.18 as combined amount.
- ❖ Neufeld pick up November 30 at Citadel; Purdy' pick up December 7 at Castle Park

VI. TREASURER'S REPORT

- ❖ Revenue – \$839.99
 - 50/50 Draw from pub night - \$450.00
 - Dine out fundraiser –(Sushiway) - \$140.00
 - Hot Lunches - \$1, 291.34
 - Pub Night Fundraiser (Lively Hood) - \$1040.00
 - Sip n Shop (E-transfer) - \$400.00
 - Treat Day - \$31.33
- ❖ Expenditures – (\$5, 742.28)
 - Wire Cage – (\$2682.10)
 - Pumpkin Patch (field trip buses)– (\$2217.80)
 - Donations to Hazel Trembath from Pub Night – (\$932.88)

VIII. NEW BUSINESS

- ❖ Freezies, mini cupcakes or chips (6 x 54) for treat day tomorrow.

Meeting Adjourned at 20:11 – Next PAC Meeting is set for Monday January 8, 2024