

MINUTES

Castle Park PAC (CPPAC)

Date | time September 12, 2022 | 7:00 pm | *Meeting called by* Bryson Lewis

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CPPAC - General Meeting

ATTENDEES: Bryson Lewis, Chair | Natalie Newton, Treasurer | Andrea Peragine, Secretary | Leah Nugent, DPAC Rep | Andrew Corbould, Principal | Kimberly Osborne | Kim Parsons | Danielle Laframboise | Cristina Margain | Michelle Islas | Trisha Letain | Online: Becca Yu | Web Ren | Francis Li | Stefanie Neh | Siddarth Shan

REGRETS: None

Special Notes:

1. Welcome / Call to Order

- Land acknowledgement of traditional territories.
- Suggestion and agreement to have future agendas posted on Facebook page prior to future meetings to provide parent community access (including and not limited to agenda, minutes, recording of meeting any other relevant information).
- Brainstorming ideas of other ways to relay PAC information to parents in effort to attract more parents.
 - ❖ Email, Facebook, Website.

Motion to call first meeting of 2022/2023 school year called by Bryson Lewis, carried.

2. Meeting Minutes from previous meeting – n/a

3. Principal's Report

- ❖ The school enrollment is at 291 students, 13 divisions, 7 kids added one week prior to school start, capacity is full with the exception of 5/6 spots remaining in Kindergarten and Grade 1.
- ❖ No classes in remedy yet (remedy meaning maximum of three students with identified needs) Ex. Class size is 28 if there are 3 identified students, class size would drop to 26.
- ❖ Andrew is actively advocating for more support staff i.e., EA or teaching time, newly identified student, new designation, which will be determined later in September.
- ❖ New staff added. Mrs. McRae, one more position remains to be filled and another vacancy will be coming up as Mrs. Morel will be leaving to another school closer to her home.
 - ❖ Thus, three new noon hour supervisors this year.
- ❖ 1st assembly with all pupils set for this Friday (09/16/22) to welcome new kindergarten kids as well as new students in other grades. Diamonds will be given to kindergarten kids as well as 11 new students.

- ❖ Future assemblies will be held on the last Friday of each month.
 - ❖ Next assembly will be on Orange Shirt Day September 29th prior to Truth and Reconciliation Day, Kung Jadee will be presenting Indigenous Squamish Nation stories.
- Terry Fox Run will be held on Oct. 7th – post card with QR code, and pledge sheet will be sent home Tuesday with notice.
 - ❖ Volunteers needed to assist with supervising the run at Castle Park.
- Email has been circulated to parents regarding after school programs informing parents of what is available.
 - ❖ Beyond the Bell for Grade 1-5 students.
 - ❖ Theatrics for Grades 3-5 – runs Wed/Friday for 6 weeks.
 - ❖ Extra curriculars for Grade 5 students will be discussed the coming weeks.
- APL (Action Plan for Learning)
 - ❖ Goal area is Literacy with two focus areas in Human & Social Development and Embedding Indigenous Knowledge.
 - ❖ School district provides lots of resources however, teachers need to find best method to incorporate and apply in their respective classrooms .
- Organization:
 - ❖ three grade 4/5 classes, two grade 3/4 classes, one grade 3 class, one grade 2 class, one grade 2/3 class, one k/1 (small number of K's), two kindergarten classes
 - ❖ Andrew plans on taking Kindergarten classes for gym and outside activities so they have an opportunity to interact with the other kindergarten children.
- No pumpkins this year, problem with farm, will still have one pumpkin for each class but unable to supply pumpkin to each student this year.
- Affordability fund came out from ministry supplemental to schools for families who are in a difficult financial position.
 - ❖ Waiting to see how much money Castle Park will receive of the \$3 million dollars allotted (more of an update surrounding affordability fund expected in October).
- Year-end experience for grade 4/5's is likely but overnight camps will probably not continue.
 - ❖ Reasoning: Logistics, diets, medications, responsibility that lands on teachers has been overwhelming.
 - ❖ Grade 5 hoodies - Sonia Gruber and Andrew having been in discussions and are prepared to create hoodies this year. Andrew will try to get them out as soon as possible. (Last year, hoodies were distributed by Remembrance Day)
 - ❖ Grade 5 leaving ceremony/events recommended to separate from PAC, as it is a separate entity.
 - ◆ PAC will donate money for kids, and Andrew will work with Grade 5 parents .
 - ◆ Request to have one cheque written instead of going back and forth requesting funds as needed, hoodies run the through the school this way the funds will be there as needed.
 - ❖ Typically, there is an October meeting held for grade 5 parents, email with information to go out indicating zoom meeting request.
- Conversation regarding whether outgrown School spirit hoodies/ shirts and whether these items could be available to families who may be in need and/or children who may need (wet, sick etc).

- Breakfast with Santa
 - ❖ Would like to do as a community event, to attract more parent involvement (8-10 volunteers needed an hour each and a few who may be able to volunteer more time).
 - ❖ Past practice parents came and cooked pancakes, kids brought own plate knife and fork (exact date to be determined, dependent on availability of grill, possibly December 10 830-10:30am).
 - ❖ PJ Day on Dec. 16th – likely make a bunch of hot chocolate and doing Breakfast with Santa on the weekend as a community event.
- Wish List
 1. Gaga ball court.
 2. Plan to add a climbing wall, 10 feet long with a few curves and about 5 feet high, need to target what the raised funds will put towards. (Andrew to talk to Mrs. Hergy, who was driving force behind the playground built that is also suitable for children with physical disabilities)
 3. Cri-cut machine, makes letters/shapes out of paper, vinyl, paper, fabric that can be used in classroom.
 4. Buses - expensive when used for a fieldtrip/camp.
 - ◇ Last year Camp Sasamat and back 2 buses for \$1200 very expensive.
 - ◇ 6/7 busses for different trips throughout the year at \$600/bus, always two classes and somewhere a 3 class is thrown in the mix as the divisions are not even.
 - ◇ Moving back to using parent volunteers as drivers.
 - ◇ One class gets to go bowling for free, where potentially parents can be drivers, must have submitted criminal record check, volunteer form and drivers abstract.
 - ❖ Criminal record check valid till end of elementary, drivers abstract needed yearly along with completed volunteer form September 27th on calendar for freezie / candy day.
- To advertise freezie/treats starting the 19th of September
- Saleema Noon scheduled to come and speak.
 - ❖ May 9th parent session then May 15 & 17 with students (PAC has \$1575 budgeted).
- Music teacher has left, Ms. Drysdale will teach music to divisions 6-13 and will prepare all pupils with teacher support for:
 - ❖ Truth and Reconciliation Day, Remembrance Day, and Christmas.

4. Treasurer's Report

- June to August transactions:
 - ❖ Revenue
 - ◆ Clothes for Cash - \$93.84
 - ◆ Hot Lunches – Profit \$387.34 / Costs \$2,114.42 = Net \$-1,727.08
 - ◆ Freezie Days – Profit \$540.75 / Costs \$125.91 = Net \$414.84
 - ◆ Spotlight Theatre (Toy Story from February) - \$210.00
 - ❖ Expenditures
 - ◆ Grade 5 Leaving Committee contribution - \$548.14
 - ◆ Hot lunch hosting fee for 2022/2023 - \$315.00
 - ◆ PAC Expenses:
 - ◇ PAC Retirement gifts - \$80.64

- ◇ PAC website hosting fee - \$80.64*
- ◇ "How Raven Stole the Sun" presentation - \$609.60
- ◇ Teacher and Staff Appreciation Day - \$354.76
- For the year we had a total of \$10,174.86 for revenue and \$15,799.20* for expenditures leaving a deficiency of \$5,624.34*. We had budgeted for a deficiency of \$185.00.
- Our closing bank balance for the year is \$33,020.40.*
- BC Gaming Grant Application submitted in May. Still waiting for approval, expected by mid-October.
- The PAC is looking for a volunteer to review the year end books.

* These figures will change when final invoice is submitted for reimbursement

Leah – thank you to teachers and staff on December 7

More money needs to be allocated above and beyond the 150\$

Bring back item for next meeting with new budget numbers.

Budget is set, but PAC can bring it forward and pass a vote to approve increasing the budget.

5. Chair's Report

- Thank you to all the volunteers that are participating in the PAC this year as well as all the parents that attended tonight's meeting.
- Introductions, PAC execs and their roles:
 - ❖ Bryon Lewis (Chair); Natalie Newton (Treasurer); Andrea Peragine (Secretary); Leah Nugget (DPAC rep)
- Encouraging attendees reach out to anyone if anyone wants to get involved, great to see new faces and join.
- PAC has done an excellent job raising and protecting funds, and as a result has a healthy bank account. PAC rules include all monies to be spent in the same school year and not have funds carried over to proceeding year, so that raised funds are given back to the children as soon as possible. Allocating specific expenditures for immediate year or following year.
- PAC focusing on parents input on where the parent community wished PAC to focus their efforts.
- Poll posted on Facebook page with top 5 focus points as follows:
 1. Life skills – literacy, cooking
 2. Academia – (Supporting teachers, library donation, learning garden)
 3. Science technology
 4. Sports
 5. Beautification (community garden etc.)
- Prior to COVID PAC noted it was due to review bylaws.
- Throughout the year Exec's will be reviewing, proposing changes, sharing with parents for feedback and finalizing revised by laws.
- Volunteers are needed for PAC positions, and email will be sent out outlining duties. Ideally, each position should be shadowed to allow for smooth transition at time of handover.
- Volunteers are needed for (all roles, and individuals fulfilling them will be viewable on PAC website):
 - ❖ Hot lunch
 - ◆ Twice a month (term launched until end of December)
 - ◆ Sept 29 meetings
 - ◆ Oct 28 – white spot (75\$ will deliver to the school)

- ◆ Nov 18 – noodle box
 - ◆ Dec 9 – pasta pollo (different pastas)
 - ◆ Treat day, on last day of school TCBY Dec 16th date proposed
- ❖ Website maintenance (currently managed by Francis)
- ❖ Popcorn day/Freezie Day
- ❖ Welcome Back BBC September 22
 - ◆ \$5 Hamburger/hotdog, chips, drink ordered on lunch system
 - ◆ Kim will prepare Flier, Andrew will email families
- ❖ Leaving committee (parents to reach out to Andrew and/or Sonja)
- ❖ Classroom reps (Michelle will follow up)
- If there is something that PAC is not covering but should the parent community is encouraged to reach out with suggestions along with any questions and concerns.
- Fall Family Photos (October) - Need to secure a photographer and date in October.
 - ❖ Will contact Bruce Vandervill to get dates
- Shred-a-Thon (Grade 5)
 - ❖ Successful, proposing to have it conducted twice a year
 - ❖ Advertise earlier to get the word out to the neighborhood
- Castle Park PAC Neufeld Farms Fundraiser - Pie and Cookie sale (Early December)
 - ❖ Secure dates and start canvassing for volunteers at next PAC meeting
- Christmas Concert (December) – park
- Pancake Breakfast for the students (December) - park
- Castle Park Carnival
 - ❖ June 10, 2023
 - ❖ Big event requiring immense preparation, organizing, planning, committee needs to be formed. Leah will send out an email to canvas for volunteers.
 - ❖ Michelle will communicate to volunteers of this type of preparation and planning entails, what are they committing to, what options are available to the volunteers so the parents understand what they are taking on.
 - ❖ Leah will provide specifics, planning and what the execution should look like.
 - ❖ To date, no games have been purchased; \$175 sits idle that could be put towards materials needed to make games
- Fundraising - parked
- Textile fundraiser, need to pick a date, Wednesday October 12, pickup on October 14
- Parents can drop of on Oct. 12 after school, before/after on 13th, and morning of 14th (advertising needs to start this week)

6. New Business

- Emergency preparedness audit? \$250 budgeted
- Kim and Michelle to take FoodSafe course- cost covered by PAC

Motion to close meeting by Bryson Lewis, carried.

Meeting Adjourned 8:34pm

Next Meeting: October 3, 2021 / 7:00 pm

Looking Forward / Action Items

Action Item	Item Ref.	Who	Due Date
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