

# MINUTES

## Castle Park PAC (CPPAC)

*Date | time* October 3, 2022 | 7:00 pm | *Meeting called by* Bryson Lewis

*Document ID:* CPPAC\_2022/23\_MM01\_Oct

---

### CPPAC - General Meeting

---

ATTENDEES: Bryson Lewis, Chair | Natalie Newton, Treasurer | Andrea Peragine, Secretary | Leah Amaral, DPAC Rep | Andrew Corbould, Principal | Kimberly Osborne | Kim Parson | Trisha Letain | Cindy Arcand | Becca Lewis | Jade Stewart | Cristina Margain VIA zoom : Francis Li

REGRETS: None

---

### Special Notes:

---

#### 1. Welcome / Call to Order

- Land acknowledgement of traditional territories done by Andrew to reflect same acknowledgement that is presented to pupils during assemblies as well as visual used during assemblies
  - ❖ diversity and inclusivity is great way to bring community together

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

#### 2. Meeting Minutes from previous meeting –

- Meeting minutes were overlooked at this meeting but will be addressed at November meeting.

#### 3. Principal's Report

- Orange Shirt Day
  - ❖ Andrew sharing some photos from orange shirt day
  - ❖ Conversation regarding different indigenous groups, where are the Nations, what do their respective names mean, images of names of each group written in indigenous language in effort to help children understand names, meanings (display to go up on orange wall in foyer)
- Staffing
  - ❖ A second noon hour supervisor has been added
    - Mrs. Jones who is also a parent
    - Another noon hour supervisor to be added
  - ❖ Couple of days where the back field was closed due to shortage of supervisors
  - ❖ Mr. Gordon started today (Monday October 4<sup>th</sup>) who is in training to be an EA for 4 weeks on a practicum
  - ❖ 20 hours of EA time has been added

- ❖ Michelle Seraglio starting on Wednesday (note she reverted to her previous 10/14)
  - In the process of revamping scheduling
- ❖ Team working hard to balance everything with limited number of staff on site
- ❖ Additional EA hours will help with coverage of kids and expanding on how many kids can be provided with additional support
- EVES training
  - ❖ Sept 22 EVES training commences to help support students with anxiety
  - ❖ Link to be sent out to parents containing activities that can be utilized for kids and/or parents struggling with anxiety
- After school programs
  - ❖ Beyond the Bell started last week
  - ❖ Lunch box Theatre (gr 2- 5) Beauty and the Beast with up to 30 kids to be held on Wednesday and Fridays during lunch hour – Nov 30<sup>th</sup> presentation
  - ❖ Grade 5 volleyball has started and takes place on Mondays during lunch and Tuesdays after school
  - ❖ Jamboree with four other elementaries on the south side (Nov. 29<sup>th</sup>)
- Assemblies
  - ❖ First assembly with kindergarteners went well, grade 5's did a great job helping the little ones with their new shirts
  - ❖ Emphasis on ceremony, to ensure kids remain respectful and engaged
  - ❖ Next year more student articulation behind the meaning of truth and reconciliation
- Goodbyes
  - ❖ October 28 Mrs. Sillery a noon hour supervisor who has dedicated 22 years to Castle Park Elementary will be acknowledged during the assembly which is to commence at 10:00am allowing additional time for staff to also say their farewells at recess
- Candy Bags for Seniors Initiative
  - ❖ October 28 candy bag for seniors' initiative commences with email to parents
    - Candy collected for seniors
    - Kids decorate a candy bag in conjunction with Kilmer Elementary, approx.500 bags per elementary school
    - Collecting unwanted candy from families
    - One day in the last week of November the kids dress up in Christmas wear, holiday clothing and decorate bags for seniors 10 candies per bag (many seniors homes have been contacted)
    - Andrew and staff from Kilmer will swap half bags and deliver
    - Grade 5s to help sort, great math skill building
- Funding
  - ❖ Affordability funds received over \$18,000
    - Fund supports students in need, food, supplies, etc.
    - Vulnerability percentage calculated and funds allocated based on those percentages

- Interim report
  - ❖ Some teachers have met with parents during interim
  - ❖ Interim reports to be sent home on October 13, teachers will communicate with parents if there is a desire to meet in person
  - ❖ October 20<sup>th</sup> early dismissal at 1:45pm
- Camps
  - ❖ Grade 4/5 camps are not responding, Zajac, Timberline have no availability
  - ❖ Not looking at overnight camp as previously mentioned
- Spirit wear
  - ❖ Spirit wear for K-Grade 4 expected to be out this week
  - ❖ Socks white with logo to be added this year approximate cost to be \$12 per pair, no masks this year
  - ❖ Grade 5 information sent out today for hoodies, Sonia Gruber was in last week for sizing, should be done in the next 2-3 days with a short turnaround time for orders by roughly Wednesday and provided to pupils as quickly as possible
- Calendar
  - ❖ Picture day tomorrow for kids Tuesday Oct 5
    - Everyone gets pic taken, proofs provided within a couple of weeks, proofs with number and pictures purchased online
    - School also gets copy of picture for use on yellow emergency form
  - ❖ Friday October 7<sup>th</sup> Terry Fox run
    - Over 20 course volunteers
    - \$3385 raised and some additional cash and cheques trying to reach \$6000 goal
- Emergency Drills
  - ❖ Email to come regarding emergency preparedness
    - In 2000, kids released from Hazel Trembath within 90 minutes (during earthquake)
    - The school will only release children to those individuals who have been listed on the emergency form
      - Siblings cannot pick up other siblings as they are not an adult
    - Hold n secure drills (could be bear, intruder, out of control child) after debrief held, parents notified with basic explanation provided.
    - Only door unlocked at Castle Park is the front door, classroom doors shut automatically shut when closed.
    - Poco fire dept coming on October 11 for monitoring of drill
    - Earthquake drill to take place this Friday
    - Required to have 6 fire, 3 earthquake and 2 hold n secure drills per year
      - October 20, great Canadian shake out
- Halloween
  - ❖ Hoping to do parade outside, if inside parade will be inside at 2:00pm in gym and kids will also go through classes so they can be seen by all.

- Breakfast with Santa
  - ❖ December 10<sup>th</sup> breakfast with Santa day, info will be sent out canvassing for volunteers
  - ❖ Thursday, December 15 Christmas concert
    - Should there be concession? Tea, coffee, hot chocolate, gingerbread squares, popcorn, possibly consider presales for cookie bags, baked goods donated?
    - Requirements regarding baked goods
    - Trisha volunteers to do popcorn popping.
    - Concession – motion to have a concession in December at Christmas concert brought forth by Leah, carried
    - December 16<sup>th</sup> pajama day & hot chocolate

#### 4. DPAC update

- Canvassing exec.'s who might be able to attend PAC 101 orientation on Wednesday. End of month first DPAC meeting
- Website- Francis in charge of updating
- Kim has noted that a number of changes need to be made and refreshed on website
  - ❖ Francis will be sent changes needed
  - ❖ Welcome back bbq – (anytime there is a fundraising and/or community building there ought to be a debrief)
    - 385 people fed, by 6:15pm BBQ had concluded
    - Burgers ordered through supplier for cost saving
    - Cut off was on the Tuesday
    - Next time pizza might be easier
    - Staff encouraged to come and help
- Grade 5 leaving committee how do we capture what has worked well and what needs to change for proceeding years.?
- Sonia has put together a road map of what grade 5 leaving committee needs, electronic copies as well as hard copies are available in the office.
  - ❖ Google drive contains electronic portion and binder at Bryson's home has hard copy
    - Roadmap for bbq, teacher appreciation, etc. easier for now and future PAC exec's
- Moving forward should make it clear where the raised funds are going
- In effort to obtain the climbing wall it would be ideal to increase the cost of the next BBQ, ensuring parents are aware that the funds are going towards the climbing wall which would more likely than not result in similar turnout
- Where are we donating the BBQ proceeds money to? Vote on donating to Terry Fox run
  - ❖ Motion to vote for money to go to Terry Fox put forth by Leah, carried.
  - ❖ Motion to vote for Treat Tuesday proceeds to go to teacher appreciation day brought forth by Leah, lost.
  - ❖ More money to be budgeted for staff appreciation
    - Motion to raise \$150 budget line to \$1000 brought forth by Bryson, carried. (Inform Natalie)

- Kim Osbourne
  - ❖ More community events are needed as such proposing another fund raiser.
  - ❖ November 26 5pm – 9pm at school gymnasium a “Sip and Shop”
  - ❖ Vendors would pay approx. 30\$ table, 10 -15 items donated by vendors
  - ❖ Upon license approval and approval from schoolboard the idea would be for Backyard Winery to be on site as well as North Brew
  - ❖ Vendor applications presented
  - ❖ Raffle would produce funds as well as 50/50 draw
    - \$25 dollar gaming license needed
- Motion put forth to vote in favour of “Sip and Shop” if green light given by Bryson, carried.
  - *Monday October 10 PAC execs held a meeting to vote on approval of costs associated with “Sip and Shop” gaming license*
  - *Motion to approve fees brought forth by Bryson, carried*
  - *Natalie to notify Kim of the approved budget line*

## 5. Treasurer’s Report

- Revenue (busier month)
- Only speaking to money brought in as invoices have not yet been paid.
  - ❖ Proceeds from Welcome Back BBQ - \$1,740.00
  - ❖ BC Gaming Grant – \$5,960.00
  - ❖ Proceeds from Me&Ed’s Pizza Lunch – \$1,170.25
  - ❖ Proceeds from treat day – \$323.00
  - ❖ Commission received from TruEarth Fundraiser – \$113.05
- Expenditures
  - ❖ Bambora Fees for September – \$127.85 (new line item created to better track expenditures for Bambora fees, money spent for two events only, to have a better understanding of costs associated) December meeting a vote must take place
  - ❖ BCCPAC Renewal dues – \$75.00  
Total 202.85
- Bank Account Balances
 

❖ Operating Bank Account	\$23,300.65
❖ Gaming Bank Account	\$18,591.40 (remained unchanged for the past two years)
❖ Castle Park Holding Account	<u>\$131.80</u>
	<b>\$42,023.85</b>
- ❖ PAC funds of 2900 used in conjunction with grant received last spring of 7000 which is held for learning garden
- ❖ Budgeted and airmarked \$1000 for Halloween
- ❖ Plans to go to patch or apple barn?
  - Two kindergarten classes are going to the patch, school providing one pumpkin per class on the 24th, carved and displayed, no other discussion regarding buying pumpkins
- ❖ Money can be deferred to something else which can be determined at a later point

- ❖ Potential for monies earmarked for Halloween to be spent, if it isn't spent it will go unused in the budget
- The 2021/2022 financials are ready to be reviewed/audited. I require a volunteer from our PAC community to review the financial binder.

## 6. Chair's Report

- Update on toll conducted on Facebook page
  - ❖ Question – “Where would you like to see PAC focus their efforts?”
    - 1. Life skills - Presenters, after school programs
    - 2. Sports – playground improvements, sports equipment, climbing walls
    - 3. Academia – supporting teachers, donations to library, materials they might need, learning garden
    - 4. Science and tech (hardware laptops, 3d printer expand knowledge in technology beyond iPad or tablet)
    - 5. Music
    - 6. Diversity
    - 7. Beautification (murals, bathroom stalls)
  - ❖ Parent ideas
    - 3 d printing
    - Reptile guy
    - Cultural holidays other than Christmas
    - Togetherness, family gatherings and events
    - Back field revamp (unusable)
      - Potential for grounds person to come take a look at possibly upgrading field and track to make it safer
  - ❖ Should the survey be put out again for further participation and parent engagement?
    - Andrew will send it out again via email
- Textile pick -up October 21<sup>st</sup> drop off of 19<sup>th</sup>/20<sup>th</sup> and morning of 21<sup>st</sup>
  - Kim to put flyer together to communicate to parent community, so long as info that needs to go on is provided Kim can put it together
  - Andrew will send Kim necessary information needed for flyer
- Family photos
  - ❖ Nazaleen
    - October 23-24 Settlers Park, 15-minute family photo shoot
      - Two options \$150 for 5 digital images \$25 back to PAC
      - Alternative \$100 for 3 digital images and \$15 back to PAC
      - Group agreed this cost is significantly more expensive than previous photographer cost
      - Will forgo the photography session with Nazaleen and shop around for additional options

- Perhaps best to hold off until spring and the book for upcoming October?
  - Andrea to reach out to a few photographers to see if there is anything available

➤ *Monday October 10<sup>th</sup> PAC Exec's had an additional meeting to vote for a photographer*

➤ *Photographer is available on November 5/6*

➤ *Offering 20-minute sitting fee, for 15-20 edited digital images*

➤ *Cost will be \$65 of which \$5 goes to PAC*

➤ *Motion to vote in favour of photographer brought forth by Bryson, carried.*

➤ *Andrea to send Andrew info on photographer*

❖ PAC bylaw to park till next meeting

- Fundraising opportunity

- ❖ Baseline concussion test, better understanding of concussion, owner at Play Works Physio located in Port Moody, \$110 baseline concussion and \$15 going back to PAC

- ❖ Would this be of interest to families? CCM complete concussion management, app allows how to pull up baseline, and closest clinic, email to follow providing further explanation.

## 7. New Business

- Kim Parsons to take on the auditing/review of books – Thank-you Kim
- PACS's appetite to spend some of the funds on wish list, there is an appetite to fund but fulsome conversation is needed
- Could gaming grant cover climbing wall? Something to further investigate

Motion to close meeting brought forth by Bryson, carried.

Meeting Adjourned 9:08pm

Next Meeting: November 7<sup>th</sup>, 2022 / 7:00 pm

---

## Looking Forward / Action Items

---

Action Item	Item Ref.	Who	Due Date
• Photographer ( <i>please see italicized additions to meeting minutes</i> )		Andrea	ASAP
• Licensing costs and other associated fees for "Sip and Shop" event ( <i>please see italicized additions to meeting minutes</i> )		Kim	ASAP
• Vote on new budget line for "Sip and Shop" event ( <i>please see italicized additions to meeting minutes</i> )		Natalie	ASAP