## Castle Park PAC (CPPAC)

Date I time November 7, 2022 | 7:00 pm I Meeting called by Bryson Lewis
Document ID: CPPAC_2022/23_MM01_Nov

## CPPAC - General Meeting

ATTENDEES: Bryson Lewis, Chair I Natalie Newton, Treasurer I Andrea Peragine, Secretary I Leah Amaral, DPAC Rep I Andrew Corbould, Principal I Kimberly Osborne, Hot Lunch Coordinator and Fundraiser Head I Kim Parsons I Cristina Margain

Zoom attendees: Stefanie Lok, Kyle Wah, Francis Li
REGRETS: None

## Special Notes:

1. Welcome / Call to Order

- Land acknowledgement
- Call to order

2. Meeting Minutes from previous meeting

- Vote to accept September put forth by Kim- carried
- Vote to accept October minutes brought forth by Leah - carried


## 3. Principal's Report

- Staff update
- Three noon hour supervisors in place Ms. Sara McRae, Mrs. Amy Jones, Ms. Stacey Neuman
- Morning caretaker position has been posted as current incumbent is off due to injury
- November $28^{\text {th }}$ is planned date for new morning caretaker to commence
- Update sent today to parents (Mabel's Labels, TruEarth Inc.)
- Need information on Neufeld's so order forms can be sent by email to parents
- Email sent to parents on $18^{\text {th }}$ of November regarding the collection of nonperishables for Christmas hamper
- Breakfast with Santa, Diane to be set up on school cash so parents can pay ahead online
- (\$8 per adult or \$4 per child or family of four or more \$24)
- Email to be sent out canvassing for parent volunteers
- Suggestion to utilize Signup.com app where the possibility to create different jobs that are needed to be completed exist which also automatically generate emails reminding parents commitments
- Andrew and Kim to connect in effort to explore signup.com further
- Andrew has arranged with other schools to have three grills lined up for breakfast with Santa
- Pictures with Santa will take place on stage, decorations will already be up in preparation Christmas concert
- Action plan for learning
- Practicing sounds/blends and identifying sound location in words in K-5 classes
- Shared information about decodable books
- Scholastic books are available
- Other books are pdf books that have been downloaded and printed off
- Just right set of books received this week, working on sounds/short vowels, used for in class instruction
- US company books (not too many Canadian books out there, yet) fly leaf for 41 books $\$ 280$ Canadian (custom charges, shipping, exchange etc. all in addition to cost of books)
- School focusing on spending money on curricular material and if/when budget is depleted the parents can contribute
- Sheet shared with costs associated with the purchase of specific books
- Syllasense is only Canadian series bundle classroom set - 6
- Purchasing to come back with update after further investigations are conducted in effort to try and buy from Canada to avoid shipping, exchange, customs etc.
- Also looking into Canadian companies that might be starting up - try to be pilot project
- Quality wise teachers have decided the Just right readers would be the best material to use
- These books are newer, resources that are not typically in schools, learning values in beginning reading.
- Text in these books are intentionally chosen based on scope and sequence, teachers introduce what the book is reflecting
- Allow teachers to encourage students who need to focus on decoding
- Survey conducted with teachers resulted in home reading being top priority and Syllasense is the ideal avenue (would cover 6 different classes, helps build the decodable book collection in the primary grades for the purpose of home reading)
- Roughly $\$ 1150$ for Syllasense
- These monies being requested from PAC based on consensus from teachers
- Budget for next year should be incorporated in PAC budget and additional fundraising be done in effort to continue the growth of these types of books
- Difference between classroom instruction and home reading books?
- Separate set of books for classroom and sperate set for home reading.
- School photos
- not committed to Lifetouch
- Edge, Artona, Photo expressions and independent induvial photographers a possibility for consideration in future years
- Andrew is looking for parent feedback
- Remembrance Day approaching, invitation extended to parents to come join assembly on November 10 as well as First responders in uniform
- Christmas concert Thursday Dec 15 1:30 pm and 6:00 pm
- Two questions for PAC
- Raffle off tickets for preassigned seats?
- PAC raffle off seats for evening concert and do the draw 24-48 hours prior?
- Pairs of seats - comfortable chairs (rather have $6 \times 2$ )
- Separate gaming license is needed? - yes
- Auction off parking spot? January to end of school - proceeds going to decodable books
- Teacher wish list
- any fundraising done must be earmarked for what it is for, clear indication of where money will be spent
- Climbing wall for playground brochures have been received, Bryson to bring back options - Sip n shop funds will go to playground improvements/additions


## 4. DPAC update

- Reno Ciolfi assistant superintendent
- Castle Park Website to see action plan learning
- SD43 third largest district in province with a $91 \%$ graduation rate - excellent
- Presentation in presenting meaningful land acknowledgment, space (urban, rural, common, uncommon, learn about responsibilities to land along with many other interesting insights)
- Castle Park land acknowledgment created by the school district

5. Treasurer's Report

- Revenue
- $\$ 2,833.04$
- Welcome Back BBQ expenses - (\$984.79)
- Bambora Deposits for Term 1 HL $\$ 6,247.75$, Expenses for Sept/Oct HL $(\$ 2,410.34)$
- Net for October s \$3,837.41
- Commission received from Mabel's Labels Fundraiser - \$99.64
- Treat Day expenses - (\$119.22)
- Expenditures
- \$5,650.50
- Bambora Fees for October - \$214.19
- Classroom Support - \$4,000.00
- Website renewal fee - $\$ 80.64$
- Squamish Stories Presentation - \$762.00
- Teacher Appreciation Day treats/plants - \$315.65
- Welcome Back to School treats - \$278.02
- Bank Account Balance
- Operating Bank Account
\$21,145.55
- Gaming Bank Account
\$17,829.40
- Castle Park Holding Account
$\$ 231.44$
\$39,206.39


## 6. Chair's Report

- In addition to Andrew's informative emails, Bryson will also put in email form and sent out to Michelle who can then pass them off to classroom reps
- Classroom reps needed for $1,7,8,9 \& 13$
- Michell is the classroom coordinator
- New meeting format is intended to keep the meeting to a reasonable duration
- Constitution and bylaws, last time ratified was in 2019
- All PAC meetings going forward ought to be in person as well as virtual
- Edits will be put together and vote will be given to parent group in January
- Outdated constitution and bylaws need tweaking to reflect more current day needs, and ratification vote will be put forward to parents
- Bryson and Francis to get together in effort to create a site where parents can easily access minutes, etc. going forward
- Have the updates that Kim brought forward been updated? Is there someone in charge of this? - Not necessarily, but suggestions will be incorporated and/or reasoning will be provided if there is something that did not meet the "need to be changed" threshold
- Francis given the green light to go ahead and do the updates on a go forward basis so that items are put up in a timely manner given parents ample time to review material


## 7. New Business

- Vote to nominate Kimberley Osborne to take on the PAC Exec role of Hot Lunch Coordinator and Fund Raiser Head put forth by Leah - carried
- Carnival November 3rd, lots of interest in different areas, lots of volunteers
- Dec $1^{\text {st }}$ next Carnival meeting scheduled to take place at 7 pm in library
- Presentation and what the committee entails, can also be send out via email, more volunteers
- Parents can be assigned to certain tasks
- Sip n Shop
- 55 committed vendors
- 6 food vendors, rest variety of different areas
- Need to rent facility as parent user group in order to be granted liquor license
- Need to purchase insurance, per person about \$124 in total
- Liquor license is $\$ 100$
- PST \$84.75
- To date $\$ 1200$ in revenues collected from table rentals
- Square $\$ 60$ (device used for debit and credit card purchases, can be used in future years investment)
- Kim requesting approval for expenditures
- Bryson putting forth to floor to vote on $\$ 800$ budget for fundraising associated costs carried
- Christmas concert concession
- pre order box, (1 box for two people) $20 \$$ two waters, candy cane, chocolate, treats can determine how many boxes are going to be needed to be prepared based on online purchases prior to concert
- Should there be boxes available for afternoon also?
- Vote on plan to have boxes in afternoon also, brought forth by Leah - carried
- Flyer to be made for concession boxes?
- Kim to create one
- Poinsettias plants for Christmas concert ordering enough for each staff?
- Looking at 6" approximately $\$ 490$ to cover everyone and 10 " would be $\$ 1050$ motion not carried

Meeting Adjourned 8;24pm
Next Meeting: November 7 ${ }^{\text {th }}, 2022$ / 7:00 pm

Looking Forward / Action Items
Action Item Item Ref. Who Due Date
-
-
-

