

# MINUTES

## Castle Park PAC (CPPAC)

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

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

---

### CPPAC - General Meeting

---

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

Zoom attendees: Stefanie Lok, Kyle Wah, Francis Li

REGRETS: None

---

### Special Notes:

---

#### 1. Welcome / Call to Order

Bryson Lewis

- 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<sup>th</sup> 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<sup>th</sup> 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 individual 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 x 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



- 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<sup>th</sup>, 2022 / 7:00 pm

---

Looking Forward / Action Items

---

Action Item	Item Ref.	Who	Due Date
●			
●			
●			