MINUTES

Castle Park PAC (CPPAC)

Date | *time* November 7, 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 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
 - 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
 - o 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 28th 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 18th 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

Bryson Lewis

- 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 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
 - o **\$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
 - o \$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

0	Operating Bank Account	\$21,145.55
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- Gaming Bank Account \$17,829.40
- Castle Park Holding Account <u>\$231.44</u>

\$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 1st next Carnival meeting scheduled to take place at 7pm 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

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- o 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 7th, 2022 / 7:00 pm

Looking Forward / Action Items

Action Item

Item Ref. Who Due Date

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