

MINUTES

Castle Park PAC (CPPAC)

Date | time December 5, 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 | Trisha Letain | Michelle Islas |

Zoom attendees: Becca Lewis | Kyle Wa

REGRETS: None

Special Notes:

1. Welcome / Call to Order

Bryson Lewis

- Land acknowledgement (Bryson to include in minutes for future referral)
- Call to order 1906

2. Meeting Minutes from previous meeting

- Questions, comments, amendments- n/a
- Vote to accept November minutes brought forth by Natalie - carried

3. Principal's Report

- Ms. Seah Kim starting Dec 6, 2022 as student services teacher
- Morning caretaker Mr. Chito Concepcion started last week
- Emails sent
 - Breakfast with Santa
 - Did dry run at Kilmer last Saturday
 - Equipment will be here, picking up some items (sausages etc.)
 - Volunteer list filling up, few more people needed
 - Setting up tables, getting stage ready for pictures, stairs to be used to get folks up and in
 - Sip n Shop props to come out of kitchen
 - Syllasense
 - Since last meeting reached out to owner of Syllasene in Ontario and owner sent 3 sets (worth \$1150 each) for free as teachers will provide feedback on material
 - Order received and processed books could arrive by this upcoming Friday

- One Canadian company that is already out there and known
 - School has ordered three more sets to be used for instructional purposes
- Teachers talked to owner on Mon/Tues books arrived by Friday
- Grades 1's and 2's and 3's looking at 6 sets
- Now looking at what will be used for home reading
- Will go back and look at Scholastic might be more manageable for home reading
 - Small committee of people to look at how this will be approached ~ \$3800
- Survey conducted among staff ranked priorities 1 thru 5
 - Looking for something that is more intermediate not just solely for primary grades
 - Turnaround time on gaga ball pit is ? – will find out what options on contracting out might look like (everywhere else short staffed)
 - Hardware framing comes from states \$3500ish then have to look at base, need something with irrigation (drainage), octagon shape (notches can be out in or gates to allow for wheel chair accessibility)
 - Two places looked at for install end of basketball court between long jump pit
 - Different colours available for aesthetic purposes chose blue to match school
 - Final cost is about 8-10g including floor
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- Christmas concert
 - Draw sets of tickets for prime seats couple days before concert
 - Reminders for treat boxes have been sent
 - Live auction for parking spot from now until end of June – did not do this.
 - Other Christmas concert monies raised go to decodables
- Others
 - Beyond the bell has filled
 - Carnival silent auction in June for parking spot for all of next year
 - Pink shirt sales close this week.

4. DPAC update

- Guest speaker, Chris from coq library, geared at older kids, referenced volunteer opportunities, reading buddies, French, good links in coq library system different from Terry fox (Fraser valley regional system) can link library card with other districts (i.e., terry fox can be linked to coq etc.)
- Links to linkedin learning tutorials (excel etc.) invested in many links that the public has access to
- Staff appreciation
 - On dec 13th -0 big star sandwiches
 - Extra items from Costco sweet and savory options
 - Leah needs volunteers, will reach out to few people
- Succession planning
 - Succession planning, shadowing starting in Jan, opportunity to start having those conversations, playground, pick up drop off, Christmas concert, have those conversations.

- Need to engage with parents to try and attract parents to meetings, so parents can be afforded the opportunity to learn about the program
 - Specifically, treasurer
 - Holy Johnston, would like more info, much easier position for her to step in given her background in accounting
 - Natalie comfortable with contact info being given to Holy

5. Treasurer's Report

- Revenue \$6,341.82
 - 50/50 – Sip & Shop – \$170.00
 - Fall Family portraits – \$100.00
 - Bambora Deposits \$854.75, Expenses for Nov HL (\$1,339.96)
 - Net for October is (\$485.21)
 - Neufelds Fundraiser – Purchases – \$3,357.00
 - Basket Raffle – Sip & Shop – \$780.00
 - Shop & Shop Fundraiser – Door, Concession, Table sales – \$2,420.03
- Expenditures – \$34.27
 - Bambora Fees for November – \$34.27
- Leah has donated some bins to store sip n shop signage and other props
- Vote for Bambora fees for new year
 - Leah tabling decision for Bambora fees is PAC paying or parents
 - Bryson put forth redirecting term two Bambora costs on the user as opposed to PAC
- Cam gaga ball pit come out of gaming.
 - \$8600 allocated to
 - Fitness runs, ribbons, medals? Needed?
 - 29000 in general account so time to spend
 - Pac float, extra 100 taken out (two floats concession 1 for gaming)
 - All ok to keep money at school for gaming and general float at school?
 - Put doo tang with flow sheets, signed out by whom for what and returned by whom
 - Square device reader can also be kept in safe, a marked PAC
 - 6 Families comped on meals \$439 instead of school writing cheque to pac, school will put in holding account and PAC will write receipt
 - Technology piece, last year \$2500 tech line put in to budget, this year was only \$1500 and next year reverts back to \$2500, so \$4000 available for next year

6. Chair's Report

- Side work to be done over the holidays, digitizing bylaws etc. updates need to be made, need to be ratified.
- Website minutes, notes to be put on public domain
- Andrea offered to take minutes, and convert to pdf and send off to Francis Li

- Migrate platform elsewhere? Consider costs?
- User friendly platforms are appealing but as it stands no time to spend on that when minutes, videos, contact updates need to take priority
- Calendar done by Leah with intention to have all exec members access to website

7. New Business

- Sip n shop very successful, expressed gratitude
 - Lots of good feedback from community, neighbors, vendors
 - Room for improvement in raffle, 50/50 making it more engaging
 - Room for improvement making more profit but taking on next year on own to increase monies coming in
 - Thanks to Kim for coming to meeting in October and carrying through with an amazing idea and executing it seamlessly – thanks to Kim on behalf of execs and parent company
- Carnival meeting Thursday dec 1 – went well
 - Questions out of the way, January really getting out there in terms of games committees
 - Got an idea of what is available and what is needed
- Festive treat boxes
 - Sold 23 – estimated and ordered 200 less than expected
 - Leah and Kim working on doing a mockup and show at playground, and take some photos to send out to parents
 - Potential for selling first come first serve, mockup one Andrew to go class to class
 - Concession on night of concert, see what uptake is on boxes and reevaluate for next year
 - Have extra boxes then to send email saying last few boxes will be sold on a first come first serve email
 - QR code, generator have that on form
- Question- in order to move forward on gaga ball pit what is needed to come to meeting to say yes we will commit to spending money on gaga pit
 - Vote on gaga ball pit and execution in January
 - Once quote is received, we will figure out if monies split between two accounts school would pay, and PAC would reimburse school – updated quote - add to agenda
 - Looking for something for playground, would it be worthwhile involving parents to research some other sites for playground.
 - See if parents can research from the comfort of their own home and bring back ideas
 - Finish projects already started.
- Class reps
 - Michelle Islas, written approvals received from parents to share with PAC not with other parents to share with other parents but can give info to PAC liaisons to give information
 - Michelle at this point should touch base with all class reps to get written consent from parents to share contacts. Most classroom reps are new, and they won't know that they cannot share parent info unless parental approval received. They must opt in and out within the classroom

- USB that Bryson has might have more information regarding class reps that was put together by Susan.
- Popcorn days
 - Start back in January?
 - Yes, look at popcorn cookies at end of January?
- Term two dates will be sent out
- Neufeld pick up Thursday dec at 6pm Neufeld will pull truck up to curb and few tables will be organized and drive through type conveyer belt system will work best

Meeting Adjourned 2028 pm

Next Meeting: January 9th, 2023/ 7:00 pm

Looking Forward / Action Items

Action Item	Item Ref.	Who	Due Date
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