

# MINUTES

## Castle Park PAC (CPPAC)

*Date | time* January 9, 2023 | 7:00 pm | *Meeting called by* Bryson Lewis

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### CPPAC - General Meeting

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ATTENDEES: Bryson Lewis, Chair | Andrea Peragine, Secretary | Leah Amaral, DPAC Rep | Andrew Corbould, Principal | Kimberly Osborne, Hot Lunch Coordinator and Fundraiser Head | Trisha Letain | Michelle Islas | Kim Parsons | Stefanie Lok | Deb Vanderwood | Becca Lewis

Zoom attendees: Natalie Newton, Treasurer | Holly Johnston

REGRETS: None

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### Special Notes:

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#### 1. Welcome / Call to Order

**Bryson Lewis**

- Land acknowledgement
- Call to order 1902.

#### 2. Meeting Minutes from previous meeting

- Questions, comments, amendments- make amendments and recirculate.
- Vote to accept December minutes brought forth by Bryson - carried.

#### 3. Principal's Report

- All staff returned after break, significantly less absences than neighboring schools.
  - Reduction of tardy student arrivals.
- Kindergarten registration opens at the end of the month.
  - Early French Immersion entries are happening now, information is on district website.
- Christmas concert feedback?
  - Afternoon suggestion: 1 or 2 parents to be at door for those grandparents who arrive earlier than necessary.
  - Let PAC know if parent(s) help are needed and PAC will engage with parent community.
  - Start time of 1800?
    - With enough notice, parents able to juggle. 1800 good time.
    - Amazing, huge hit
    - Seating worked out, 450 chairs and approx. 420 per concert time.
- Science of reading resources – Padlet

- Articulated resources that staff are referencing to expand their own knowledge.
- 26 letters of alphabet but 44 sounds that those letters make, some letters have multiple sounds.
- Ms. Olsen/Ms. Luddu collecting different resources and compiling in one place for easy access for teachers.
- Syllasense book sets arrive as gift, valued at \$1150 (3 gifted from Syllasense, 3 purchased by school).
- Scholastic Short Vowel Box \$132 from Scholastic (decodable), bought by Mrs. Olsen, which would fit with home reading idea, grade 1 and 2 (not kindergarten)
  - Short vowels
  - Long vowels
  - Blends
  - Would like to buy each box (short, long, blend) for each class (grade 1 and 2)
    - 5 classes \$140/box \*3 = \$420 per class total \$2100
    - Ask is to buy for each class.
- Would Scholastic entertain following Syllasense's suite and allow Castle Park School to be "pilot school"? – would help subsidize the cost of purchasing books.
  - Ask Caroline to see if there is an appetite to offer school as pilot school or ask how big of a bulk order is required to obtain a reduction in price/discount.
  - School could offer testimonials from principal, teachers etc.
  - Ask for discounts, money is already allocated and thus \$1200 will be committed to this purchase and at next meeting we can vote on the difference in price.
  - Books for grade 3's decodable passages have been purchased.
  - Teachers plan to talk about passages with students, then students would receive sheet from teacher, and they would then highlight what is necessary and continue with the activities at the end of the sheet.
- Learning Garden Deck and Gagaball pit
  - Biggest roadblock has been SD43 maintenance department.
  - How much money from district for learning garden?
    - Fund raising happened, how much of that money for learning garden was raised through committee \$42000 in Pac account when Mr. Corbould arrived at school plus additional \$20,000 from Rob.
      - 1st and 2nd phases complete (sand boxes and gathering place) then pathways, mound, and landscaping.
    - Paige and Learning Garden committee did more fundraisers (pumpkins, teacups, plant sale) which gave another \$3000.
      - Another \$7000 given by Marleen, Coquitlam Major/City Councilor.
      - This money is in school account ready to be spent – Work order entered March 2022
    - Leah – understands protocol but is frustrated that years have passed since the fundraising and the kids will not get to benefit from the fruits of their fundraising labour.
    - Reasonable expectation with district on how long school has to wait?

- Not whole district, one person creating bottleneck.
  - Likely due to short staffing but hard conversation to take place to set things in motion without further delay.
- Fieldtrips
  - Few field trips using buses, when teachers plan fieldtrips, they must look at all costs, intermediates went to Britannia Mines, bus or drivers?
    - Couldn't get enough drivers and had to get a bus. Cost pressure on school, used affordability fund to support it.
  - Another fieldtrip tomorrow, volunteers sign up and last minute there are cancellations, school is out money because cost is based on participants.
  - Charging actual cost, 2 or 3 people drop out.
    - Cancellation fees?
  - Things that need to be considered for future trips? Parents need to be aware, gives parents opportunity to also come forward with concerns.
- School photographer
  - Photo Expressions and Edge imaging
  - "Made the Grade" suggested by Leah – not sure if it is approved by district – Mr. Corbould will check. (Note – they are not on list)
  - Parents input on photos.
    - Three written replies received.
      - More options to customized packages, poses.
  - Photo Expression brought over some samples, take up to 4 different poses, also gives kids a card that allows parents to view photos immediately.
  - Pricewise?
    - \$35 includes digital.
    - Wide variety of back grounds with photo package and sheet options.
  - Lifetouch
    - No more retakes, school photos etc.
  - Edge Imaging and Photo Expression, both local
  - Need to commit and get dates sooner than later- hoping to commit by the end of next week.
  - Class photo, panoramic photo
    - PAC is good with either company, allow Mr. Corbould to make that informed decision.
    - (Note – going with Photo Expressions)

#### 4. DPAC update

- Request to vote on and execute budget items for Gaming and General Revenue products/programs.
  - Gaga Ball Pit
    - Mr. Corbould to get a new quote from "Coach Clif's Gaga Ball Pit" and present for approval at March meeting.

- Waiting on SD43 maintenance to confirm they can come to get sight ready for installation.
  - General use balls and carts
    - Trigger on general use balls/carts/wagon has not yet been pulled.
  - Refreshed sidewalk paint for front of school.
    - Mr. Corbould indicated that he was waiting on sidewalk paint until the weather gets warmer.
- Dine out night? Volunteers to spearhead?
  - Bryson committed to organize a Dine Out Night for some time before March break.
  - Will find some new interesting options.

## 5. Treasurer's Report

- Revenue \$26.62
  - 50/50 – Reimbursement for license fees – (\$20.00)
  - Hot Lunches – Bambora Deposits \$486.50, cancelled Noodle Box cheque \$1,184.00, Vancity stop cheque fee \$11.50.
    - Net for December \$1,659.00
  - Neufelds Fundraiser – Deposits \$2,100.00, Payment for product (\$4,349.00).
    - Net for December (\$2,249.00)
  - Shop & Shop Fundraiser – Square deposit \$112.77, Expenses of (\$1,094.11).
    - Net for December (\$981.34)
  - Theatrix presentation of Beauty and the Beast - \$300.00
  - Tru Earth Fundraiser commission - \$71.84 Cdn
  - Festive Treat Boxes – Sales of \$1,880.00, Expenses of (\$633.88). Net for December \$1,246.12
- Expenditures – (\$512.96)
  - Bambora Fees for December – (\$75.70)
  - Teacher/Staff Appreciation Event – (\$437.26)
- In agreement with Leah, time to spend.

## 6. Chair's Report

- Constitution and Bylaws
  - Bryson will start compiling information and put on the website.
  - Leah will make copy of bylaws and constitution ad leave in mailbox and initial it and then can sit down at a special meeting. Open to all parents, but execs responsibility to go through it.

- Leah suggested, making adjustments and putting together and updated version and then putting it on the Facebook page, asking for feedback from parents while hard copy remains in the office.
- Update on social media (status of website)/ Facebook page
  - Bryson has been unable to complete any website updates due to connectivity issues.
    - Hasn't been able to coordinate time, calendar merged, website down.
      - Kimberly on it earlier today working fine.
      - Bryson has not attempted to log on to website prior to January meeting.
      - Leah to reach out to Francis in effort to have, at the least, the minimum required updates completed.
      - Bryson to put together a compare/contrast on Squarespace and Wix and any other updated website platforms in preparation for next PAC meeting for Execs to vote on new platform for 2023/2024 school year.

## 7. Hot Lunch Coordinator's/ Fundraiser Head's Report

- Proposing some beautification, to front? Make it look pretty.
  - Outside two pillars? Concrete planters? Plant in spring?
    - Natalie, people smash with hammers, destroy the planters.
    - Two outside of Kilmer's doors, exposed aggregate round ones that have been there for 15 years, no sunshine, no water no grow.
    - Speak to landscaper to pull some things out of current garden to allow kids to be able to walk through.
    - Need someone to look at plan that we are proposing to ensure it can become a reality.
      - Come back with concrete ideas.
- Hot lunch menu Jan 20 hot dog day, closes Jan 13
  - New menu will come out after that, new menu to come out after 1st term concludes.
  - Term two will not cover Bambora fees for families.
  - Saputo increases in cost.
  - TCBY also increased by \$0 .15 - \$1.75 to \$1.90.
- Christmas Treat Boxes
  - 90 pre-sale and 7 at concert
- Sip n shop
  - November 24, 2023
    - Kimberly to start securing vendors.
    - Sip n Shop supplies will be stored at the school
- Personal Best Martial Arts
  - Afterschool program – fieldtrip with other schools – leadership day \$5/kid
  - Fieldtrip?
  - In past years, Mrs. Stevenson's brother came to do some sessions with kids, try to do different things to meet needs of kids.
  - Next meeting Bryson will share info from his kid's martial arts.

- Trivia night
  - No tickets or presale
  - Family event
  - No sign up, no cost
  - Community building
  - 10-12 people per table, teachers, families, staff
  - Silly prizes
  - 5-7 three categories of trivia
    - 1) kids only
    - 2) movie music
    - 3) castle park
  - Need to obtain a general idea of how many people might be attracted to this type of event, great opportunity for families to get to know each other.
  - Better time before spring break?
  - March 3? Friday 5-7
  - Concession – pizza? Chips, bags, candy bags.
- Hot Lunch Succession planning
  - Kelly Ollinger will be taking this on next year.
- Zoom recordings?
  - To be removed, why recording, serves no purpose, to date no video has been uploaded, unsure of how disseminated.
  - Vote on the discontinuance of recordings but to keep zoom option.
  - Stop recording and immediately delete put forth by Bryson – carried.
  - Bryson Will send out email when this has been completed. Hybrid meetings should be in the constitution and bylaws.

Meeting Adjourned 2107

Next Meeting: February 6, 2023 / 7:00 pm