



***Cape Horn Elementary School***

**PARENT ADVISORY COUNCIL MEETING**

**January 11, 2023 @ 7:00 pm - In Person**

Attendance:

Donise McCall	Kim Cuellar
Beth sullivan	Elysia Dvorak
Nancy Truong	Marvin Fernandes
Jenn Johnsen	Jeff Randhawa
Devon Steeves	Andrea Williams
Brandie Cristales	

***Meeting Called to Order at 7:02 pm***

**Approval of Agenda for January 11, 2023 meeting**

**Moved** by J. Johnsen that the agenda be approved. **CARRIED**

**Approval of Minutes from meeting on November 9, 2022**

**Moved** by E. Dvorak & J. Randhawa. **CARRIED**

**Principal's Report- K. Cuellar**

- Gymnastics equipment has been set up in the gym and the kids are loving it. Great skill building for coordination, crawling, climbing etc.
- Next activity is basketball. WE will be starting slowly, with teams from grades 4 & 5, will have girls teams and boys teams. The games will be in house, not against other schools. There may be a jamboree in May.

- To date we have used one half of the student affordability grant. It has been put towards school supplies, fees, food and clothing.
- February we will have Jump Rope for Heart, and it will be done by March 10th. There will be fundraising done this year.
- February 6-15 will be pickleball. This is PAC funded.
- Teachers are planning field trips for the spring. Buses are double the cost from last time. There are a few teachers who are planning two field trips.
- Schoolwide theme of Numeracy - we are focussing on how to put numbers together, and how to break them down. This is great prep for high school, to increase how kids understand numbers, not just memorizing times tables.
  - Kids are using dice, dominos, card games, 10 frames
  - Collection task activities
  - There will be a district team coming in to assess
  - The program is called Multiplicative Program
- Photo express - are we interested in doing a family photo fundraiser? All agreed that yes, it would be great to do a family photo opportunity. D. Steeves will handle this fundraiser.
- Colour printer has not yet been purchased. It was approved in last year's PAC budget for the school, but K. Cuellar reviewed with C. Claybo, and advised that they don't see that the money was given by the PAC. They will investigate and the printer will be purchased this year as there is a great need.
- Outdoor Classroom - needs sun/rain protection added to make this space more functional and useful. This was always in the plans, however we need to investigate the options. Another requirement is picnic tables. We have very little shade in our schoolyard so this is something really important to address.
  - Suggestion to contact the City of Coquitlam and the Tree Spree / Park Spark teams to take advantage of the offer of free trees to be planted in Coquitlam. Other schools in our district have been able to take advantage, an arborist from the city comes and assesses the space and makes suggestions on tree species that would suit. The preschool attached to the school has had trees planted through this program, and the city did the digging/planting of the trees they provided. A. Williams will contact the City of Coquitlam Tree Spree and find out more information.

- Types of sunshades/roof need to be investigated. There are so many, we want to ensure it is sturdy, limiting opportunity for graffiti and damage/theft.
- **Wish List**
  - Outdoor carts to bring equipment in and out easily. Equipment such as connect four and giant jenga and balls will be easier to collect and ensure nothing is lost. An outdoor leadership team will be put in place to sign equipment out and ensure it is collected and returned.
  - Sandbox equipment would be fun
  - Outdoor Indigenous art project - get the kids involved. We have connections with Indigenous artists to plan an art installation that focuses on being outdoors and ways of learning about plants and our environment.
  - Resurfacing the basketball area, it is very rough, but it is still popular.
  - Discussed planning a whole school outdoor event at Mundy Park this year, possibly co-sponsor this with the school and PAC. Invite families at a close venue, and rent out the clubhouse facility at Mundy park.
  - **The priority is the roof over the outdoor classroom**

### **Hot Lunch - E. Dvorak**

- Suggestion for an end of January hot dog day to be planned
- Currently 3 hot lunch/treat days are planned for February
- Could add a schoolwide krispy kreme donuts day?
- Sushi is planned for March 10th before spring break
- Could do a treat day in March too.
- Dates still need to be confirmed with suppliers
- Munch a Lunch reports can be run as long as the costs are accurately entered. E. Dvorak confirmed that she always updates this every time from the suppliers. The only variance in costs is from miscellaneous items sourced from superstore not costco.

### **DPAC - J. Randhawa**

- Last meeting was focused on high school.
- Presentation made by the Coquitlam Library
  - They are developing a tutoring program

- The provide drop in homework help
- There is a Teen advisory committee that has positions available
- Movie fundraiser guidelines - we have to pick films from a list that is approved by the district. The list is available online. We can't use an online streaming platform to show movies. They require 3 weeks advance notice before schools hold a movie day. J. Randhawa confirmed that it is fine for us to purchase a DVD to show the movie in the school.
- Next DPAC meeting will be held via Zoom on January 25, 2023. Anyone can attend using this link:  
<https://us06web.zoom.us/j/88247649926?pwd=UWlwMGdjchFNTFhmS1lQSWd2cUpsUT09>
- Meeting ID: 882 4764 9926
- Passcode: 957741

### **Fundraising - D. Steeves & D. McCall**

- Fundraising total to date \$5700; this does not include hot lunch totals to date.
- Excel Martial Arts is a possibility for either February, April or June. They haven't responded to recent inquiry, but D. Steeves will follow up. K. Cuellar asked that it not be planned for February due to other activities already planned.
- Suggestion for the Vancouver Young Actors fundraiser. They provide a code to our school that if a student enrolls for a program or class, the school gets a cut. Aprox \$100/kid for the programs.
- TruEarth fundraiser is ongoing; possibility to add Nellies as it is very easy to sign up and there is no effort required to maintain, just online ordering with a code.
- Meridian Meats gift card fundraiser is planned for the spring.
- Should we have a grade 5 or 4 / 5 movie night? Could be fun and a smaller group.
- Plan a pub night fundraiser for parents. Need to choose dates and pub and plan something. J. Johnsen will investigate. Possible dates: May 13 or May 27.
- Trivia night for parents in the gym? Could also do bingo or a casino night. In the past there were trivia nights with themes, prizes, alcohol sales.

However we are limited on time, so a pub night would be easier.

- Should we hold another toy drive? - Teachers should make a wish list so that the type of toys donated will be suitable. It is best to hold this at the end of the year when teachers find out any changes to their grade etc for the following year.
  - Decision made to hold this in late May / June
- Treasure tray donations was approx \$1000

### **Treasurer Report - J. Johnsen**

- We need a new treasurer asap for 2023/2024 year. There are lots of grants and things coming up to plan, and it is a great opportunity to teach the new treasurer.
- We need a fundraising goal
- Currently \$10,000 in the gaming grant account. This will be used for buses and field trips, it breaks down to \$1000 per division.
  - **Motion made by J. Johnsen to approve \$10,000 to be used for field trip expenses. Seconded by D. McCall. Approved by all. Motion passed.**
- \$18,000 opening balance in PAC account. We have issued cheques recently, so the remaining balance is aprox \$15,000-\$16,000.
  - Goal is to have \$15,000 in the account

### **General Discussion**

- Can we have the Library Link from the Coquitlam public library make a stop at the school this year to enroll kids for library cards? A. Williams offered to contact the library and find out.
- Suggestion to hold regular Friday sales of snacks or treats.
  - Discussion of popcorn (our machine is not working well and is not a great option) Could source popcorn from a grocery store such as Save on Foods
  - Freezies once the weather gets warmer
  - Hot chocolate
- There could be other businesses who profit share if we mention our school, such as our connection with Cobbs bread at sunwood plaza.
- Bottle drive - a parent needs to set up an account with Return-It with the

school phone number, and the funds would be deposited to the parent's bank account and then transferred to the school.

- Future fundraising option with Global Coffee or another company that offers pods might be better?
- Grade 5 babysitting course could be set up for a pro d day
- First Aid kits or Survival kits could also be a fundraiser
- Theatrics organization used to come and do a lunch-box activity or afterschool program. The PAC would get money for kids that register, it costs approx \$75/kid. We would need to coordinate the gym availability.
- Kindness fund donations have been increasing, but it has not covered the full cost of lunches purchased. This is coordinated by Ms. Lenny. D. McCall handles balancing this.
- The student affordability fund is very carefully tracked, and it would not be used for the purchase of hot lunches, as this is considered optional expenses.
- We need to be careful if donations are not covering the cost of hot lunch purchases, there was a suggestion to add \$100/month from PAC budget to cover balances on kindness fund lunches.
  - **Motion made by D. Steeves to approve \$100 per month from the general account to a maximum of \$500 for the remainder of the year, to cover lunch expenses not covered by kindness fund donations. Seconded by D. McCall. Approved by all. Motion passed.**
- Question raised about holding PAC meetings in person as well as on line. Request made to K. Cuellar that we can borrow a school laptop and invite families to attend meetings online to increase attendance. K. Cuellar confirmed we can have a computer for meetings. Discussed zoom vs teams, and Teams has many features that zoom does not therefore future meetings will include an invitation for online attendance.
- Grade 5 - we will plan another Krispy Kreme fundraiser, and maybe offer a preorder option as well
- Grade 5 account is approx \$2000. Fundraising options include babysitting class, stay safe @ home, could have online learning with code sharing for these classes. Also a first aid hero program is an option. These options do not have a big return for fundraising, however it is a good option for pro d days etc.
- Need to set up more Grade 5 meetings for planning and fundraising. Can

also plan more bake sales.

- Suggestion to plan a treat day for Valentines.

Meeting Adjourned at 8:11pm. Next Meeting to be held February 8, 2023.