



Cape Horn Elementary School

PARENT ADVISORY COUNCIL MEETING

May 10, 2023 @ 7:00 pm - In Person

Attendance:

Donise McCall	Kim Cuellar
Andrea Williams	Elysia Dvorak
Gurpreet Gill	Marvin Fernandes
Nancy Truong	Rabia Ahmad
Jessica Lenny	Ankur Merwaha
Online	

Meeting Called to Order at 7:04 pm

Minutes taken by A. Williams

Approval of Agenda for May 10, 2023 meeting

Moved by M. Fernandes to approve agenda. **CARRIED**

Approval of Minutes from meeting on April 12, 2023

Moved by D. McCall. **CARRIED**

Introductions made to welcome new PAC attendees who are interested in the roll of PAC Treasure. Discussion of Treasurer role. Vote to be held at a future meeting as we require 50% quorum to hold a vote.

Principal's Report - Kim Cuellar

- New school bell schedule for 2023-2024 school year will be:
 - Warning Bell 8:40 am
 - Start Time 8:45 am
 - Recess 10:20 am to 10:35 am
 - Lunch 12:10 pm - 12:55 pm
 - 25 minutes outside, 5 minutes transition, 15 minutes eating
 - Dismissal Bell 2:38 pm
- Change to dismissal time is due to the variance in the number of Pro-D days, stat holidays etc. This year there was 296 minutes per day, next year it will be 293 minutes per day.
- Lunch break will be longer by 5 minutes, and dismissal will be 2 minutes earlier. The students will be outside first, and then come in to eat. There is instructional time built in for the end of the lunch break.
- Next year we will have 2 school based Pro-D days, one at the end of January and the other on the Friday before the long weekend in May.
- Events - Volunteer appreciation tea on May 31, 2023
 - The PAC is invited, Firefighters who are involved in the breakfast club, Rotary, Parents who have volunteered through the school year
- Grade 5 camp preparations are ongoing
- Year end assembly is going to be on June 28th in the morning. This will be a school wide assembly, and will include the Grade 5 leaving ceremony.
- Staffing changes
 - Planning 10 divisions at this point.
 - We are receiving a new portable classroom this summer in case of increase in the student numbers, to potentially have 11 divisions
 - 1 teacher is retiring
 - 1 teacher is leaving the district
 - We are looking for a 3-4 teacher
- Class make up for next year. An email was sent to families requesting input and parent requests. These will be considered by K. Cuellar. Parents are asked not to contact teachers directly about this.
- June 1st school day at Mundy Park. We will have 2 busses available to transport students. Teachers will be reaching out to parents to have volunteers to help with stations.

Fundraising - Donise McCall

- Family Picture day was last week, we are waiting on the profit info from this event.
- Neufelds order is ongoing
- Movie night school community event is coming up.
- EMA event was very popular, at \$20/student, we had around 40 students sign up.

Hot Lunch / Treat Day - Donise McCall and Elysia Dvorak

- Need to find a second person to help with this, either hot lunch or treat day organizer as it is too much for just one person.
- E. Dvorak handles breakfast club shopping in addition to hot lunch and treats / freezies etc.
- Discussion about reimbursement for supplies and groceries, this needs to be very organized and prompt following purchases made by volunteers for the school. Discussed approaching the bank with the new PAC Treasurer to set up eTransfer (or inquire about other methods for purchasing - debit / prepaid credit card etc?)
- Breakfast club gets between 35-50 kids per day
- Possible hot lunch Pizza day in May, also treat days (frozen yogurt? Or just freezie Fridays?)
- Not sure about hot lunch for June as there are so many events and outings planned.

Open Discussion

- Movie night planned for June 2nd. Movie chosen (from the District approved list) Bad Guys
 - Going to purchase DVD and raffle it off with purchases of lollipops
 - Grade 5 bake sale to be held
 - Concession will be available (no pop!)
 - Need to try and keep kids quieter this time
 - Will block hallways around school to limit areas accessible during movie night
 - Will request parent volunteers to help with clean up.

- Custodian will be confirmed by K. Cuellar
- Mundy Park
 - Will have a scavenger hunt, hiking, building station
 - Lunch break - kids will bring own food
 - Treat provided by PAC will be freezies. Suggestion to order from Costco, and freeze them at the school to have enough ready
- Sports Day
 - June 23rd. Will also source freezies for this event (Possible to have these donated by a grocery store?)
- Teacher Appreciation day
 - Next Week
 - D. McCall will purchase food and treats for teacher staff room
 - Cookies made by a bakery will arrive on Tuesday
- Grade 5 Fundraising
 - Account is around \$4500 to date. There could be additional funds coming in.
 - Yearbook expenses are expected to be around \$600. It would be great to use fundraising funds to provide these at no cost
 - Gift bags and lunch also to be provided
 - Need to let parents know how much money is being distributed, and how it is being spent. Grade 5 committee is in charge of this.

Outdoor Space - Jessica Lenny

- Trees
 - Our school is a self regulation laboratory school. Both indoor and outdoor spaces are being developed for self regulation features.
 - Connection to nature is our focus this year
 - This also connects us to the Indigenous way of learning about nature and plants.
 - We need to make the outdoor classroom shady and inviting.
 - Students need space to play, be creative, and connect to nature. We will be creating an interactive garden with paths of various materials (wood, sand, gravel etc) and adding plants. This is being designed in conjunction with the District. We have a grant to cover half of the cost.
 - Initial quote is \$4500. PAC has been planning for this, and much of

our fundraising in April/May (for the Pub night that was unfortunately cancelled) we had requested donations from community businesses with the goal of fundraising for the outdoor areas on our school grounds.

- J. Johnson will be able to advise on the total available in the PAC account for this. Unsure how much is in the account, as PAC has paid for field trip busses and classroom supplies from this account.
 - First stage: rent backhoe and plant trees. Cost will be around \$900 for trees, plus labour
 - Second stage: create paths and garden. Cost will be around \$2000.
 - Third stage: spiral sensory path and trees. Idea to have each division create a part of the path. No cost estimate at this time.
 - Total cost estimate for stage 1 & 2 approx \$4500, grant will cover \$2000 of this.
- D. McCall is calling around to find out the cost for stones and coring out a hole for removable umbrellas to provide shade and will advise.
- Silent auction prizes (from pub night) will be offered in a timely manner (at movie night?) for items with an expiry date. Others will be held until the fall for fundraisers.
- We will have a demo of the outdoor area that is planned for fundraising efforts.
 - Plan is to have 3 large trees (drought resistant and local) planted, plus 15 large plants to begin. Future expansion of the garden is planned.
 - There is a school district gardener who looks after gardening and watering over the summer. Bags will be provided and kept full over the summer by the district, not by our school.
- J. Lenny will submit receipts for plants purchased as well as estimates for the labour to D. McCall for PAC records
- Gaming Grant - an error was discovered in our 2023 application, it has been reviewed and resubmitted. We are still waiting for an update to see if it has been approved. We can apply for it again next year. (Gaming grant is money provided by local Casinos to schools, based on an amount per student attending the school)

- Devon is stepping down from fundraising position next year to be on the Grade 5 committee
- G. Gill - Expressed an interested in the Treasurer position
- A. Merwaha - Expressed an interest to be a backup person for Treasurer position
- R. Ahmad - Expressed an interest in the fundraising position
- Welcome to Kindergarten event is May 17th, will have PAC members attend to invite new parents to our September meeting.
 - Session 1 3:45-4:45 - G. Gill and R. Ahmad volunteered
 - Session 2 5:00-6:00 - A. Williams and N. Truong volunteered

DPAC - Jeff Randhawa

- Discussion of staffing, report card reporting process with a focus on proficiencies for K-9, playground equipment program (application process is on SD43 website)
- Next meeting will be the AGM on May 24th.

Meeting Adjourned at 8:05 pm

Next PAC Meeting will be June 14, 2023