



Citadel PAC Meeting November 28, 2022 7pm in the Library

Chair:	Laura Code	Present
Treasurer:	Ayushya Bangur	Apologies
Secretary:	Gabi Green	Present
DPAC Rep:	Susan Jenner	Present
Social Media:	Nipa Bhalla	Present
Grade 8 Leaving:	Erika Skita	Present
Fundraising:	Open	
Staff Appreciation:	Nipa Bhalla, Cordelia Aiwize, Krissy Vogel, Erika Skita	
Principal:	Tricia Tipper (Acting)	Present
Vice Principal:	Rachel French	Present

Territorial acknowledgment.

Meeting called to order at 7:02 pm by Laura.

- Welcome and introductions. Meeting attendance was taken via sign-up sheet.
- Adopt the Agenda – Dese and seconded by Susan. All in favour. Passed.
- Adopt the October minutes – Desi and seconded by Phyllis. All in favour. Passed.

REPORTS:

Principal's Report: Tricia Tipper

- Traffic – John Goheen was working with ICBC re: speed. As far as reports go can't find anything published. The district doesn't have any reports either in process or otherwise. Port Moody and Coquitlam have had "walkability" studies done, but PoCo has not. Susan – the city of PoCo was here before assessing the traffic flow and were liaising with the RCMP traffic liaison. Devon Ross (District Principal, Facilities Initiatives) knew nothing about it. RCMP liaison fell through so nothing was actioned. PoCo City person (David) has reached out to Tricia and also confirmed he knew nothing. Tricia gave him the concerns re: signage for the turns. Crosswalk also very dangerous. Asked for flashing lights at that crosswalk. Also comment about kids crossing in front of cars at the bottom of the driveway. Question about parent controlled crossing – can't because of liability issues. **Email Tricia if you have ideas for other safe drop off zones** close to school so they can be shared with the parents.
- Student Affordability Grant – have some specific families in mind. Have a new family with some extensive needs for the extended family and are using some of that money. Using grant to offset cost of field trips across the board. Hard for admin as they don't know the details of family's financial position and Tricia asked if anyone has someone in mind who would benefit from this grant to approach Tricia and Rachel and let them know. People are often unsure/embarrassed to ask.
- Cell phone usage at school – no longer allowed during the day. Unless for projects that require cameras, etc. First day, only one phone retrieved, and it was a mistake usage! Emails from parents were supportive and grateful. Teachers already noticing a positive result. Positive feeling in the halls too (day one!). Also looking to limiting laptop usage outside of class time. A little more complicated so they are working on a solution (possibly library used as laptop space but only with parent permission) that will be finalized soon, taking into account all the learning requirements.

- Communication – Tricia and Rachel spoke to Lynda about website and accessibility. Athletics is updated and Clubs is not – thoughts on ways to keep them current. The day's announcements will go on the front page of the website with daily updates if there are some and they will be fairly repetitive. Tricia will look in to the audio volume of the PA system into each classroom to confirm that everyone can hear it. Tricia will also send out an email with all the information to all parents. Also discussed doing a newsletter – Tricia will not be doing a weekly newsletter, but they are planning on a monthly one starting in the New Year. Suggestion that it would be nice to have some sort of an overview of what the individual teams are up to and current fundraisers, etc. Band concert in December will be added to the calendar and will be open to all parents.
- Rachel gave an update on the anti-racism "The Get Real Movement" workshop (already budgeted for in the PAC budget) and she is in discussion with them to find a time in the new year. Also open to another workshop/speaker if this doesn't work out. Saleema Noon will be booked for next year (every second year). Rachel will look into dates.

Chair: Laura Code

- N/A

Treasurer: Ayushya Bangur

- Classroom funds budgeted \$200 x 19 divisions = \$3,800 so the amount can be taken in full from the parent donations currently held in KEV. This includes an allowance of \$250 for the Student Services dept. Used for classroom decorations/parties/art supplies etc. No rules on how they spend it. If there are three classes in a team, they can combine the money to do whatever they want with it i.e., a field trip or something.
- Question about if there is a line item in the budget for emergency supplies. Confirmed that yes, there is. And further question about what would be the requirements for emergency supplies. Budgeted \$500 for emergency prep.

DPAC: Susan Jenner

- October – Report was made on Indigenous education and Territorial Acknowledgment. Particulars about how the Indigenous studies are being incorporated through different lesson plans. Sports/art/music. Stressed importance of the TA and how it is becoming more common in our district. Request that is done with heart and not just read by rote. Asked schools to work with the resources in their local area to choose a meaningful acknowledgement.
- Spoke about the Student Affordability fund and how the schools and the PACs need to work together to use it. Many schools using it for their in-house food programs. Covering fees, etc. and making notes on KEV bookings of those families who quietly request help covering fees. Possibilities of gift cards and reducing/waiving fees for activities. Citadel has the Keep that Tara Murracas runs. Thought of covering Tara's monthly costs with the SAF. Spending \$200-250 a month on food. Thoughts from PAC about possibly funding a small fridge, toaster/toaster oven. Our district received over \$3 million that has to be used up this year. Tricia conformed that Citadel is paying for food. GCs to certain families and increasing the money going to the Keep – fresh fruit and produce.
- Next DPAC meeting is Nov 30th via Zoom to try and include more people.
 - Need new PAC communications liaison
 - Chris Miller is coming to speak about how the library is not just books and highlighting some of the other services they provide.

Fundraising Report: Laura

- Lindsay has notified PAC that due to work commitments she is having to step back from PAC with her apologies, so can no longer run the fundraising committee.

Grade 8 Leaving: Erika Skita

- Meeting last week with Grade 8 teachers and the group now understands the process of the ceremony and the responsibilities of the parents. Everything is now clear and there is a path forward. A survey monkey questionnaire will go out to kids and parents through the teachers to see exactly what everyone wants. Hope that after winter break they can get more parents to volunteer.

New Business:

- Wish List and Other Requests – through our survey monkey our school librarian Jeff Battle has already booked the Scholastic Book Fair for Feb 13–15. Looking for students to mainly help run it but would like 1–2 parents to volunteer lunch and after school. Family shopping night Feb 13th. Will advertise it more in the new year when he knows more about what exactly he needs help with.
- PAC Wish List – had an Exec meeting last week and were excited by the list. Suggesting that the list be approved in full.
 - \$1,000 towards spring drama production – money used for costumes, wood for props and sets, paint, renting scaffolding for lighting, and material for costumes. Ms Crudo organizing. Clarified it is an after school program, so it is eligible for using gaming funds. So many options for all kids in the school to participate either acting or set building or backstage.
 - Playground sports equipment – looking at three sets of equipment. \$415 each = \$1,245.
 - Jerseys – \$1,500 (\$25 x 60). For Track and Field this year and replace another set (i.e., basketball) next year. No logo just the name Citadel in case the logo were to change. Natasha Cook (athletic director) is looking into costing the jerseys and getting a solid quote.
 - Art Supplies – \$880. Craft supplies, paints, brushes, pastels, speed cubes, and Lego.
 - Outdoor seating/picnic tables. More problematic in that it requires district involvement to place the tables. PAC thought to reach out to local family (Harken Towing) to see if they could donate/source a few logs. This would not be covered by gaming funds so would need to be a specific fundraising project. Looking to see what other schools are doing and how they got there.
 - Total was \$5,500.
- Any questions about the wish list? No.
- Feedback from the teachers on the process this year was positive. Wondered if they can come back to PAC in the new year with further requests. The \$10,000 budget includes the payment for the archery club for this year. We are, however, left with about \$1,600 and are open to further suggestions for its use.
- However, last year we funded the Keep for the year at about \$250 a month, but if that can come from the Student Affordability fund then the \$1,600 is free for other uses.
- **Motion to accept the wish list as presented – Ashif. Seconded by Nipa. Carried.**
- Spirit Wear – Phyllis wanted to ask about setting up an order for school spirit wear. Brian McMaster was wearing a Citadel hoodie which sparked the conversation. Phyllis has set up grad wear previously and has a contact. Prices and product options are fairly similar across various companies. Phyllis would be happy to help organize. Start up costs to set up a new logo screen. Ashif used a company for Pro Stock for Porter Elementary. Very happy with the product. Very easy to work with and provides all the marketing material and all money collected on KEV cash.
 - Agreement to keep it simple the first year. Rachel and Tricia to discuss and come back to parents if they need help.
- Info on the calendar mentions report cards coming out on MyEd – need to clarify for new parents how to access MyEd, and the date on there is wrong and they are actually coming

out on Dec 16th. Note for parents that the online report cards are archived at a certain point so to be sure to download a copy if you would like to keep it.

- Question about absenteeism and sickness. Been a struggle with lack of staff and TTOCs. PAC was hoping that admin and teachers are managing with the stress. Having to juggle teachers to cover. The threshold for closure is 25% and we have come close but not there yet.
- Dec 16th last day before winter break – have a happy holidays everyone.

Upcoming Dates:

- Next meeting is Monday January 23rd at 7pm in the school library.

Motion to adjourn the meeting at 8:39pm by Nipa, seconded by Nayeli – passed.

Email to reach PAC – citadelmiddlePAC@gmail.com

Any questions please email the PAC and we'll be happy to help!

Attendees: Laura Code, Gabi Green, Susan Jenner, Dese Fulljames, Nayeli Palmer, Ashif Jiwa, Phyllis Chong, Nipa Bhalla, Erika Skita, Tricia Tapper (Principal), Rachel French (Vice Principal)