



**Central Community Elementary School
Parent Advisory Council – General Meeting Minutes
November 17, 2021**

ATTENDANCE (via Teams)

Chairperson: Bruce Catterall
Treasurer: Colleen Fee
Secretary: Leanne Francis
Fundraising Coordinator: Daniella Munroe
Central Principal: Sean Della Vedova
Members at Large: Jessica Ellam, Carmen Zukewich, Edina Shaw, Selam, Jess

REGRETS Sarah Chartier (DPAC Representative)

1. CALL TO ORDER

Bruce called the meeting to order at 7:09pm, and read the Territory Acknowledgement. In accordance with the Constitution & Bylaws of the PAC, the quorum requirements had been achieved and the meeting proceeded.

2. APPROVAL OF AGENDA

There being no errors or omissions, it was then **Moved** and **Seconded** to approve the agenda of the meeting, as circulated. **MOTION CARRIED.**

1. Carmen Zukewich. 2. Colleen Fee. Approved.

3. APPROVAL OF MINUTES

There being no errors or omissions, it was then **Moved** and **Seconded** to approve the minutes from the October 20th, 2021 General Meeting, as circulated. **MOTION CARRIED.**

1. Leanne Francis. 2. Colleen Fee. Approved.

4. PRINCIPAL'S REPORT

Remembrance Day Assembly. Sean thanked everyone for their help. He is proud of the school and the kids. The assembly this year was well done & very meaningful. PAC posted a photo on the PAC Facebook page of the beautiful wreaths made by each division.

Noon Hour Basketball Drop-In Sessions. Rotating between different classes during lunch time. Helping to develop skills, engage in play in diverse groups and developing more team-based play. Kids are having fun.

Code of Conduct Survey. All students & parents are encouraged to review the code of conduct together & submit their survey confirming their review. A pizza lunch prize will go to the first division to finish their surveys.

Celebrating Central. The first online assembly was held on Oct 29 over Teams, celebrating students and their learning, and the supportive community. The PAC asked about posting photos on Facebook – Sean will look into permission forms.

Code of Conduct “Walk the Walk” bumper stickers. These stickers, with simple messaging, will be put up around the school, and help everyone to speak a common language.

Parking. Central has received complaints from residents about blocked driveways during drop off and pick up times (primarily along Central Avenue). Parents are reminded to be courteous to the surrounding community especially during these times.

Individualized Education Plan (IEP) Meetings. A number of students have IEPs. IEP Meetings are in progress, and involve reporting & assessments and thinking about where these students are at with their goals.

Reading Material. Sean is assessing the school's reading material, including levelled readers & class sets. As well, he is assessing the school's technology, with a focus on adaptive technology. A representative from the district will be coming in to assist with training.

Sports Equipment. New hockey gear and a new ball pump have arrived.

Future Initiatives:

- Self-Regulation Squad. This initiative includes the student survey and the pizza reward. Also planning a get-to-know-you activity using indigenous zodiacs.
- New after school programs. The current programs are successful, but there is always room for improvement. The district held a recent meeting to streamline the process & activities.
- Family portal. Going forward, report cards will be published online (not sent home). Families will be advised to set up their online accounts sooner rather than later. The next batch of report cards will be published on December 10th.
- Noon-Hour Hockey. This will begin soon. Slightly less organized soft entry to hockey over the next month.
- Hip Hop Dance Program. S Vibe will be here to teach the students Nov 29 – Dec 3.
- Beyblades. Sean is considering hosting Beyblade competitions in the future for Grade 2/3.
- Celebrating Central & Choir. The next event will take place on Nov 26th at 2:00 p.m.
- Seasonal Activities. Sean has plans for Hampers, pop-up choir events in the community, and a Lego Advent Calendar (where each day in December, a different student will come to the office to help Sean build the Lego structure for the day).

5. CHAIRPERSON'S REPORT

Social Media 4 Parents & other BCTF Presentations for Parents

The Social Media 4 Parents online workshop was held on Nov 15th. The Pitt River Middle School community was invited as well. While up to 100 attendees were permitted, only 12 attended. With the low attendance, Sean has offered to help increase the communication for a future event. Bruce will explore scheduling the next workshop (Advocating for your Child) for a Wednesday evening in January.

Body Science workshops (Saleema Noon)

The PAC received information back from Saleema Noon's team. Their offerings include in-person and online events, but students/families would have to opt OUT as opposed to opting IN. Central is not interested in these offerings, but Sean and Bruce will explore other options.

PAC document repository

There is a section for PAC on the school website – control of the website will stay within the school. Bruce is working with Sandra Hein to put together files and ideas to store everything on the website, so that parents can access all such PAC documents & artifacts.

6. TREASURER'S REPORT

Bank Cards:

Colleen & Daniella are in possession of the PAC ATM cards. Colleen has a deposit-only card, & Daniella has the deposit/withdrawal card. It is possible that the PAC has another deposit-only card. Last year's Executive will search for it.

Online Banking:

The online banking password (and perhaps account information) have not been updated since 2019. Colleen will make the necessary changes and provide the signers with the updated access information.

Balance Sheet:

The balances at the end of October were:

- operating account balance 6,050.93
- gaming account balance 10,604.99
- accounts receivable balance 350.00
- accounts payable balance 0.00
- the total balance sheet was 17,005.92

Income Statement:

Operating Account

At the end of October, we have a surplus of \$112.89 as compared to budget. The deficit was reduced since the funds from the bottle recycling were deposited.

Gaming Account

At the end of October, we have a surplus of \$6,243.52 compared to budget. This surplus is due to the fact that we have received our gaming grant, but we have had no expenses yet.

Accounts Receivable / Payable:

The balances at the end of October were:

- accounts receivable balance 350.00
- accounts payable balance 0.00
- netted together, the total AR/AP 350.00

See Appendix A for specifics of the monthly report.

There being no errors or omissions, it was then **Moved** and **Seconded** to accept the financials for Oct 31st, as presented. **MOTION CARRIED.**

1. Daniella Munroe. 2. Jessica Ellam. Approved.

7. DPAC REPRESENTATIVE'S REPORT (presented by Bruce in Sarah's absence)

Oct 27 General Meeting:

Representatives from the school district presented on the "Framework for Enhancing student Learning" and the Directions 2025 Action Plan for Learning (APL). PACs are encouraged to review & promote their school's APL. Central's can be found at:

[https://www.sd43.bc.ca/school/central/About/APL/Pages/default.aspx#/="](https://www.sd43.bc.ca/school/central/About/APL/Pages/default.aspx#/=)

In response to questions about Covid 19 vaccines, the district stated that schools (staff, students & guests) are not mandated to require vaccination. As such, they continue to be careful & limit attendance by parents & outside parties.

Josh Keller, the Communications & Education Consultant from Post Secondary BC, presented on Planning for Post-Secondary Education. Their website is all-inclusive, & includes links to ALL post-secondary schools in BC:

www.postsecondarybc.ca

Nov 24 General Meeting:

The next General Meeting will be held on Wed Nov 24 at 7pm, and will include a presentation from Family Smart.

8. FUNDRAISING COORDINATOR'S REPORT

Dieleman Fundraising Sales:

The DFS campaign starts on Nov 1st and will run for 3 weeks. Ends Nov 22nd 2021. Orders are anticipated to arrive before Christmas. <https://dfscanada.com/>

Only 23 people have set up an account for ordering (a bit behind compared to last year). But, DFS made the holiday "Joy" catalogue available online, with more Christmas options. Daniella to explore having the deadline pushed out further than Nov 22nd, and have reminders sent out over email & Facebook.

Restaurant Night:

Family Pizza night on Nov 10th with Me-n-Ed's Pizza Parlor raised \$400.00.

Daniella will explore doing a restaurant night with Chipotle in the new year.

Bottle Drive:

The PAC will strive to run the first period of the bottle drive over the winter break. Leanne & Colleen will help to set up the packages – each student will receive a Ziploc bag containing an instruction sheet and a clear, labelled recycling bag. All parents will have to do is fill up the bag & drop it off at one of the Return It depots. We currently have 200 labels available, but we will need another 100 to complete the second period of the drive.

9. COMMITTEE REPORTS

Conflict & Bias Committee:

Nothing to report

Recycling Committee:

Recycling of the school's returnable items to commence this Friday, November 19th. Daniella will distribute the PAC ID & password for the Return It depot to the Executive. On Oct 22nd, a resident contacted the school to offer to drop off recycling from their condo to donate to the school's bottle drive.

10. Old Business

PAC Executive Officer & Representative vacancies:

The **Vice Chairperson** position is still open. If anybody is interested in volunteering for this position, please feel free to attend the next meeting in December. Also, for more information, please email Bruce at centralcompac@gmail.com

Since we do not currently have a Vice Chairperson, we are required (according to the Constitution & Bylaws) to elect a "Chairperson Designate" who is responsible to convene & reside at PAC meetings when requested to do so by the Chairperson. Daniella Munroe volunteered to act as the **Chairperson Designate** this year. Thank you, Daniella!

In the spirit of succession planning and cross-training, Bruce asked for volunteers to chair a general meeting in the future – offering the PAC members a chance to practice running a meeting. While there were no volunteers for the December meeting, PAC members are encouraged to consider the offer for the Jan, Feb or Mar meetings.

A motion was raised to consider removing Sarah Chartier as the DPAC Representative. She has missed the three PAC General Meetings, as well as the DPAC's "PAC 101" session and the Oct 27 DPAC General Meeting. According to bylaw IX.22. in the Constitution & Bylaws, these are grounds for removing an Executive Officer. After much thoughtful discussion, it was then **Moved and Seconded** to remove Sarah Chartier as the DPAC Representative. **MOTION CARRIED with 83%.**

1. Jessica Ellam. 2. Leanne Francis. Approved.

We are now looking for a new **DPAC Representative**. This is one of the four main Executive positions, and is required by the Constitution and Bylaws (as well as by DPAC & BCCPAC). This will be communicated in the agenda for the next meeting, and advertised on Facebook. We will also put out a call for **Division Representatives**, in the hopes of ensuring that a parent for every division attends the PAC meetings.

PAC signing authorities:

The new signing officers (Colleen, Bruce & Leanne) were updated on Oct 28 at the RBC. The RBC is moving its branch from Shaughnessy & McAllister to Lougheed & Oxford. Perhaps it is time to consider changing financial institutions (to BMO at Shaughnessy & McAllister, BNS at Shaughnessy & Lions Way, or Community Savings on the Oxford Connector). Vancity is not recommended for a non-profit organization such as ours.

PAC email account:

Some are still having difficulty accessing the account from their mobile devices. Bruce & Carmen will continue to explore solutions. centralcompac@gmail.com

PAC Facebook page:

Parents are encouraged to visit the PAC Facebook page at:
<https://www.facebook.com/Central-Community-School-175324962664695>

Grade 5 Leaving Committee:

We are still looking for Grade 5 Leaving Committee volunteers to plan Grade 5 leaving functions (e.g. field trips, leaving ceremony). By Spring Break, we should know what Covid 19 restrictions will be in place for the end of the year, and we should still have enough time to find volunteers. If anybody is interested in volunteering for this committee, please feel free to attend the next meeting in December. Also, for more information, please email Bruce at centralcompac@gmail.com

Grade 5 Hoodies:

The hoodies will be black with blue print. The signature template has been completed and all order forms have been received. Due to supply chain challenges as a result of the flooding during the Nov 13-15 atmospheric storm, delivery of the hoodies could be delayed; but they should be delivered by early January 2022. A huge thanks again to Daniella for her prompt efforts with this project, and to Laura Pachal for sizing all the grade 5 students.

Spirit Wear:

Sean to follow up with Laura regarding the sizing of all the students for the school t-shirts. Daniella & Carmen can assist the staff with sizing all the students. Carmen offered a small t shirt to help with sizing. Again, due to supply chain issues, we will likely receive the shirts in Jan 2022.

May Day Banner:

Sandy located the banner. Sean & Bruce inspected it, and it is still in good shape. It can be used for other events, not just May Day Parades.

AV System:

Still ongoing research into this between Sean & Bruce.

Tent Canopies:

Bruce reached out to Impact Canopies Canada (<https://impactcanopy.ca/>), waiting for a quote from Impact Canopies and will compare the quote to Costco online prices.

School Pinnies:

The pinnies are still in usable condition. Sean will look into the condition of the school jerseys used at district track meets. After that, we can look at how the PAC can help subsidize such sports equipment purchases.

School Flags:

Sean purchased 3 flags for the school to be used during the Remembrance Day ceremony. These flags can also be used for other school events, and are a tremendous asset. It was then **Moved and Seconded** to have the PAC contribute the funds to cover the purchase of these flags for \$343.22. **MOTION CARRIED.**

1. Colleen Fee.
 2. Leanne Francis.
- Approved.

11. New Business

Fundraising:

Ideas for the new year include a seed sale with West Coast Seeds or Make it Sow (Carmen volunteered to help with initiating this project), establishing relationships with vendors such as Provincial Spirits (the return from these ventures is small, but still something to consider), and perhaps just an open donation call to parents. But, we need a solid wishlist, so that we can communicate the fundraising goals.

Sean has ideas for novel sets, ipads and other learning resources, as well as an outdoor classroom. We will have a better idea of the school's needs in December and January.

For other fundraising ideas, Corrie Noble of the DPAC has established a Facebook page called "PAC Successes / Fundraising Ideas for SD43".

<https://www.facebook.com/groups/338098147962556>

12. DATE OF NEXT MEETING

The next meeting is scheduled for Wednesday, December 8, 2021 at 7pm.

13. ADJOURNMENT

Bruce made a motion to adjourn the meeting. The motion was **Moved and Seconded.** **MOTION CARRIED.**

1. Jessica Ellam.
 2. Colleen Fee.
- Approved.

The meeting was adjourned at 9:08pm.

APPENDIX A – FINANCIAL SUMMARY

CENTRAL COMMUNITY SCHOOL PARENT ADVISORY COUNCIL	MONTHLY REPORT			July 1, 2021 to June 30, 2022
OPERATING ACCOUNT 2021-2022 INCOME STATEMENT	Year to Date	Annual	Budget	
	Actuals	Budget	Remaining	
INCOME				
Treat Days (4 per year)	-	500.00	500.00	
Movie Nights (2 per year)	-	400.00	400.00	
Winter Event - Santa Pancake Breakfast	-	500.00	500.00	
DFS Fundraisers	-	2,000.00	2,000.00	
Me-n-Ed's Pizza Night	-	1,000.00	1,000.00	
Recycling - Bottle Depot	703.89	1,000.00	296.11	
Seed Sale Fundraiser	-	400.00	400.00	
Event Floats - In	-	150.00	150.00	
TOTAL INCOME	703.89	5,950.00	5,246.11	
EXPENSES				
Contingency	500.00	500.00	-	
Event Floats - Out	-	150.00	150.00	
Office Supplies	-	50.00	50.00	
Treat Day Supplies (4 per year)	-	250.00	250.00	
Movie Night Supplies (2 per year)	-	350.00	350.00	
Winter Event - Santa Pancake Breakfast	-	500.00	500.00	
May Day Parade - supplies	-	100.00	100.00	
Teachers' WishList	-	2,000.00	2,000.00	
Field Trip Transportation	-	2,500.00	2,500.00	
Lions Park Day - freezies	-	50.00	50.00	
Grade 5 Grad - cupcakes	-	100.00	100.00	
Staff Gifts	-	200.00	200.00	
BCCPAC Membership (2021-2022)	75.00	-	75.00	
Bank Charges	16.00	50.00	34.00	
TOTAL EXPENSES	591.00	6,800.00	6,209.00	
(-SURPLUS) / DEFICIT	- 112.89	850.00	962.89	
OPERATING ACCOUNT - ACCOUNTS PAYABLE / RECEIVABLE				
DATE	DESCRIPTION	DEBIT	(CREDIT)	BALANCE
				-
17-Nov-21	Pizza Night Fundraiser		350.00	350.00
17-Nov-21	Pizza Night - Cash Donation		50.00	50.00
		Payable	Receivable	Net
		-	400.00	- 400.00
GAMING ACCOUNT 2021-2022 INCOME STATEMENT	Year to Date	Annual	Budget	
	Actuals	Budget	Remaining	
INCOME				
Government Gaming Grant	6,240.00	6,000.00	240.00	
Interest	3.52	-	3.52	
TOTAL INCOME	6,243.52	6,000.00	243.52	
EXPENSES				
BCCPAC Membership (2022-2023)	-	75.00	75.00	
Spirit Wear	-	4,500.00	4,500.00	
Saleema Noon - sex education	-	1,000.00	1,000.00	
school performance-based activity (S Vibe)	-	3,500.00	3,500.00	
Bank Charges	-	-	-	
TOTAL EXPENSES	-	9,075.00	9,075.00	
(-SURPLUS) / DEFICIT	- 6,243.52	3,075.00	9,318.52	
GAMING ACCOUNT - ACCOUNTS PAYABLE / RECEIVABLE				
DATE	DESCRIPTION	DEBIT	(CREDIT)	BALANCE
				-
		Payable	Receivable	Net
		-	-	-
CUMULATIVE - ACCOUNTS PAYABLE / RECEIVABLE				
		Payable	Receivable	Net
Operating & Gaming Accounts		-	400.00	- 400.00