



Cape Horn Elementary School

PARENT ADVISORY COUNCIL - MEETING

October 9, 2025 @ 7:00 pm Cape Horn Library

Attendance:

Sarah Minton - PAC President	Lindsay Goodridge - Principal
Andrea Williams - Secretary	Elisa Da Silva
Gurpreet Gill - Treasurer	Sarah Park-Manlig - Hot Lunch
Damien Colucci - DPAC	Jessica Lenny - School Counsellor

Absent:

Ravia Faisal - Fundraising	
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Meeting Called to order at 7:02 pm

Minutes taken by Andrea Williams

Land Acknowledgement

Approval of Agenda for October 9, 2025 meeting

Moved by A. Williams that the agenda be approved.

MOTION CARRIED

Approval of Minutes from September 11, 2025

Moved by G. Gill that the minutes be approved.

MOTION CARRIED

Principal's Report - L. Goodridge

- The kids are all settled in with routines now.
- Volleyball is starting, Mr. Bott is running it
- Cape Horn Clothing is available to buy, there is a link in the newsletter
- Afterschool programs - There is no cost, running Tuesdays & Thursdays. Still

space available; Ms. Prasad has the information for families to register with the code to ensure there is no cost. Reminders to be sent out via WhatsApp groups to fill spots.

- Opportunity coming next week for Recess Champions. We will host, and students will be given training on running games and conflict resolution. We hope this turns into a good community support with other schools.
- The Heritage Community Dinner was a success, we had great feedback. A survey will be sent out to families to get feedback about why some families did not attend.

Counsellor's Update - J. Lenny

- Growth Mindset - teaching the whole school "YET"
- Using common language to discuss frustration tolerance and problem solving abilities
- "Cape Horn Kids" are Kind, Courageous and Creative!
- There will be biweekly assemblies identifying student's strengths
- More resources will be included in upcoming newsletters
- Suggestion made to add this information onto the Cape Horn website?
- Lots of parents are needing access to those resources.
- Discussion around creating a questionnaire to find the best method of getting information to families (printables, website; newsletter; document folder etc)
- D. Colucci will ask at the DPAC meeting about how we can make changes to the school website, as it is controlled by the School District not the school.

Treasurer's Report - G. Gill

- General Account balance \$6,388.65
- Grade 5 Account balance \$1,707.60
- The Grade 5 account includes \$30/student
- Gaming Grant has been approved! We are expecting \$5000. These funds will go towards class field trips.
- An anonymous donor has arranged to give \$100/month to cover field trip expenses for students unable to cover the additional costs.

- The amount of \$250/class will be given to the school as previously approved by PAC.
- PAC requests that teachers share photos and info about how they spend the \$250 so we can show families how the money we raise is directly impacting students.
 - L. Goodridge advises that many teachers are using this money towards consumables in their classes such as baking supplies. The music room used the money towards an app that allows students to access music in different ways

DPAC - D. Colucci

- PAC 101 presentation was given. A copy has been sent to the PAC email for us to review. Important information is given regarding the reporting requirements.
- For example, if we add online options to meetings, we need to add this to our PAC bylaws. Also, DPAC needs to be advised and they will update their bylaws for our school.
- Cape Horn has a constitution that is dated and could do with a revision. At a future meeting we will update it and then vote it in. It is important that we update it this year.

Playground Update - D. Colucci

- Paperwork has been created to apply for grants.
- A follow-up has been sent to the company creating the quotation, but no response has been received yet.

Fundraising - S. Minton on behalf of R. Faisal

- The Community Values books are being sent out tomorrow. Note: we are not sending the books home, instead we are sending fliers. Sales are on now until October 24, 2025.
- We will be creating new email for fundraising inquiries to reduce traffic on the PAC email inbox.
- November we are planning Neufelds and Purdys ordering

- A spring fundraiser will be planned at a later date.

General Discussion

- Discussion about PAC getting a “Square” for payments and donations. The cost is around \$140.00. Payments would be linked directly to the PAC bank account. We can consider setting up QR codes for fundraising.
- It would be great to have the Square set up as a point of sale option by the Halloween Howl.

Motion: S. Minton **motions to approve \$200.00 in PAC funds for the purchase of two Squares for PAC usage. Seconded** by D. Colucci.

All PAC members present voted in favour.

MOTION CARRIED

- To add an option for hybrid (in-person and online) PAC meetings, we need to use a platform that has FOIPA regulations that align with the SD43 guidelines. Teams or Zoom meet this requirement.
- Teams has no time limit. Zoom has a cost of \$159/year to exceed the 40 minute maximum.
- PAC meetings should focus on reports and updates. For event planning and focussed discussions, we will be creating subcommittees and smaller group meetings for brainstorming and planning.
- Invitations will be sent to all parents to be part of PAC subcommittees.

Hot Lunch - S. Park-Manlig

- Ordering for this term’s lunches is live on MunchaLunch
- Volunteers are in place for hot lunch days.
- Discussion with L. Goodridge about creating a group of students to run lunch coolers to classrooms and distribute lunches at the time the bell rings.
 - There will be a Hot Lunch Crew of 11-13 kids set up by L. Goodridge and J. Lenny

Grade 5 Committee

- Ms. Johal will be sending an invitation to all Grade 5 parents to set up a committee for this year’s grade 5 students.
- We will create a WhatsApp group for grade 5 parents for planning events

and fundraising.

- If bake sales are held, we are allowed to have homemade treats, as long as there is a list of all ingredients included. Items containing dairy or eggs are not allowed.
- Decision made to hold a grade 5 bake sale at the Halloween Howl event.

Events

- Halloween Howl is set for October 23, 2025.
 - DJ has confirmed
 - Photobooth has been booked and a sponsor donation made to cover this cost
 - RBC grant has been approved and 5 volunteers will be coming to help
 - Cake walk, Admission, concession are opportunities for RBC employees to handle.
 - A Subcommittee will be created to focus on planning this event.
 - Discussion about decorations - L. Goodridge advises that any decorations need to be set up after lunch and the afternoon of October 23rd.
- Family photo night is booked for November 19 and 20th, 2025. Messaging will go out with the newsletter.
 - Nov 19th has a plain background; Nov 20th has a holiday background
- Kids Christmas market - we are planning to hold this during the school day.
- Family movie night booked for December 12, 2025
 - We will request RBC grant and volunteers
 - Can offer hotdogs - seek donations from Costco
 - Hot chocolate - seek donations from Starbucks

The teachers appreciated the treats and coffee provided by the PAC for Teacher Appreciation Day!

Meeting adjourned at 7:57 pm

Next meeting will be November 13, 2025 at 7:00 pm.