



## ***Cape Horn Elementary School***

### **PARENT ADVISORY COUNCIL - ANNUAL GENERAL MEETING**

**June 12, 2025 @ 7:00 pm Cape Horn Library**

#### **Attendance:**

Sarah Minton - PAC President	Lindsay Goodridge - Principal
Andrea Williams - Secretary	Rabia Faisal - Fundraising
Gurpreet Gill - Treasurer	Sarah Park-Manlig - Hot Lunch
Marvin Fernandes	Damien Collucci

#### **Absent:**

Jeff Randhawa - DPAC	Elysia Dvorak - Grade 5 Coordinator
Lindsay Wong - Treat Days	

**Meeting Called to order at 7:01 pm**

**Minutes taken by** Andrea Williams

**Land acknowledgement**

**Approval of Agenda for June 12, 2025 meeting**

**Moved by G. Gill** that the agenda be approved.

**MOTION CARRIED**

**Approval of Minutes from May 22, 2025**

**Moved by G. Gill** that the minutes be approved.

**MOTION CARRIED**

#### **Principal's Report - Lindsay Goodridge**

- The Mundy Park field trip and Sports Day event was great. Everyone appreciated more shade and more space. Parents came and cheered on their kids.
- The school is considering these ideas for the field trip/sports day next year:

- the volume of kids - might do smaller groups and have two field trips
- Relocating to the grassy area near the new pool instead of the public area around the playground, as it was an added challenge that so many people attend this park on a daily basis.
- May use the pool
- Smaller groups would allow activities to be catered to student's abilities.
- There are two teachers leaving the school; Anya Bayley and Ashley Martin. Moving into a teaching role is Jason Bott; currently he is in learning resources.
- Retiring this year are John Andrews and Joyce Donalds EA. We will miss them so much!
- Events coming up:
  - June 23 is the Grade 5 Luncheon
  - June 26 is the Grade 5 Leaving Ceremony
- More information about dates and times will be sent out in the weekly newsletter.
- Last day of school is a full day, but parents are allowed to bring kids home at lunchtime after the Leaving Ceremony.
- Leadership students have arranged a Rainbow Day, and each class will be assigned a colour to wear on June 24th.
- Friday June 20th we recognize Indigenous Peoples Day, there will be an assembly with information about culture, the land and indigenous plants.
- More field trips are scheduled before years end.

**PAC President's Message - Sarah Minton** - See Attached document for full details

- An introduction and overview of the Parent Advisory Committee was provided.
- The Activities and Events that the PAC held throughout the year was reviewed. It was a great year with many successful events!
- PAC accomplishments and community building events were highlighted
  - EGGducation, Saleema Noon, athletics (pickleball & tennis)
  - RBC engagement for funding and hands on support

- Fundraisers like the Halloween Howl and Movie Night were financially successful
- Introduction of WhatsApp class groups strengthened parent engagement and reduced paper waste
- Challenges this year included PAC hosting events in close succession, and communication of expectations between PAC/parents/school
- Recommendations for 2025-2026 School Year
  - Consider hybrid meetings to boost participation
  - Consider offering childcare and snacks at meetings
  - Review and revise calendar for better balance throughout the year
  - Collaborate with teacher representative(s) for clear fundraising goals, and ensure fundraisers reflect and advertise goals
  - Continue to focus on diversity, equity and inclusion in PAC activities
- The 2024-2025 academic year was marked by growth, collaboration, and impact. The PAC looks forward to building on this year's progress and continuing to advocate for the needs of students and families in the upcoming school year.

**Treasurer's Report - Gurpreet Gill** - See Attached document for full details

- We are ending the year with \$9725.29 in the general account.
- We will save the float of \$100 for next year.
- The Gaming Grant application was sent in.
- Grade 5 account - we will leave \$900 in for next year, and we should be able to cover all expenses from the remaining balance.
- Donations of \$520 came in online from parents for the Grade 5s.
- G. Gill presented a budget for 2025-2026 that is based on this year's budget.
  - Option to offer a different cultural activity from Bhangra dance?
  - EGGucation and Saleema Noon are bi-annual events

**VOTE Held to approve Budget for 2025-2026 School year as presented by G. Gill**

**Motion to approve Budget Moved by S. Minton. Seconded by A. Williams.**

**All PAC members present voted in favour.**

**MOTION CARRIED**

- L. Goodridge reports that we received money from the Ministry this year, however it is uncertain if we will receive this funding for student support next year. This money has been used to purchase clothing, school supplies, and hot lunches for students.
- We may need to create a sunshine fund for students next year, if the money from the Ministry is not available. We already have a kindness fund on MunchaLunch that goes towards purchasing hot lunches for students who do not normally order.
- L. Goodridge reports that we paid \$30,000 for food, supporting families in our school. We are supporting ¼ of our student population in some way, including field trips, breakfast clubs, snacks, gift cards.
- The Firefighters funding of the breakfast club started in March. We are unsure if it will continue next year. The District is now controlling this type of money donation, and we are not sure how it will look next school year.

**VOTE held to approve PAC gift for retiring staff J. Andrews and J. Donalds.**

**Motion to approve \$150 for each staff member, for a total of \$300, Moved by A. Williams. Seconded by M. Fernandes**

**All PAC members present voted in favour.**

**MOTION CARRIED**

### **Open Discussion**

- Suggestion to have a Staff Appreciation day where the PAC provides lunch for all staff. Decided on June 16th, we will order pizza, with fruit and veggie trays. Budget of \$200 approved; L. Goodridge will let all staff know. Good timing to have it on Monday as report cards are due that day!

**VOTE held to approve PAC providing \$200 for Staff Appreciation.**

**Motion to approve \$200 moved by G. Gill. Seconded by S. Minton.**

**All PAC members present voted in favour.**

**MOTION CARRIED**

- Sports Day - the complexity of student dynamics is increasing. There were several students who were unable to manage at Mundy Park. Staff and organizers did their best to ensure accessible events for student

participation with more shade, and schedules so that parents could find where their children were. This event was so much better for teachers.

- At our school we have 227 students, and there are 65 students with designations. We need to make events and activities accessible, and ensure that we are considering the entire school population when planning.
- School traditions have to change and evolve. L. Goodridge would prefer that parents are talking with her if they have concerns. There is so much involved in creating these activities, and to ensure student safety. She asks that communication from the PAC to families needs to be carefully considered.
- L. Goodridge wants to have 11 divisions again next year, but not certain of the final enrollment numbers yet.
- Grade 5 camp - this is a big ask of teachers. There are liability considerations, and the cost of camp and busing has doubled.

**VOTE held to approve \$250 per division as discretionary spending, including library, music and learning resources. Motion to approve a total of \$3500 moved by G. Gill. Seconded by M. Fernandes.**

**All PAC members present voted in favour.**

**MOTION CARRIED**

- Treat days next year should be easy, and we should focus on big events.
- S. Minton will work on creating guidelines for PAC events and fundraisers, using the information we have learned this year.
- We will plan that PAC newsletters will be sent out each week to ensure families know about events and fundraisers etc.

**Playground Proposal - Damien Colucci** See attached document for full details

- A proposal for replacing our two existing playgrounds is being developed. The estimated cost could be \$385,000, for a modern playground with proper playground materials. Our school may be required to create a fundraising goal of approximately \$40,000-\$60,000 towards this expense.
- There are many sources of funding that could be available, including grants that D. Colucci has researched, also through the Coquitlam

Education fund, Jumpstart, Provincial funding, Vancity.

- Discussion with L. Goodridge - funding for playgrounds is highly competitive.
- A committee would be needed, as this can be a 5+ year process to become a reality.
  - First step is to get approval from the school and the District to have initial surveys done
  - Next to contact companies who build playgrounds and have surveys, drawings and an estimate done
  - Connect with families and the greater school community to help, including former students etc.

#### **DPAC Report - Submitted by Jeff Randhawa**

There was an election for a new DPAC Committee, new members are:

- **President: Jamie Manchester**
- **Vice President: Christopher Jay Hilliker**
- **Secretary: Sherie Bohorquez**
- **Treasurer: Jimmy Fung**
- **PAC Communications Liaisons: Nick Horning**
- **Newsletter Editor: Alaina Milicevic**
- **Member at Large: Darin Wong**
- **Member at Large: Madiha Kaleem**
- **Member at Large: Todd Gelinas**

Anyone who is interested in being the DPAC rep moving forward may contact me anytime.

#### **PAC Election Rules - Election Chairperson: Sarah Minton**

S. Minton confirms that the Nomination Form has been completed. All PAC Members are required to step down from their current position and be re-elected. S. Minton is not able to vote in this election.

The Cape Horn Parent Advisory Committee is formally dissolved, and nominations are put forward for all PAC positions as follows:

**Voting for PAC Positions**

**Sarah Minton was nominated for PAC President by M. Fernandes. Seconded by A. Williams.**

**All PAC members present voted in favour.**

**MOTION CARRIED**

**Gurpreet Gill was nominated for PAC Treasurer by M. Fernandes. Seconded by S. Park Manlig.**

**All PAC members present voted in favour.**

**MOTION CARRIED**

**Andrea Williams was nominated for PAC Secretary by S. Minton. Seconded by R. Faisal.**

**All PAC members present voted in favour.**

**MOTION CARRIED**

**Damien Colucci was nominated for DPAC Representative by A. Williams. Seconded by G. Gill.**

**All PAC members present voted in favour.**

**MOTION CARRIED**

**AGM Meeting adjourned at 8:35 pm**

**Next meeting will be in September, date to be confirmed.**