



***Cape Horn Elementary School***

**PARENT ADVISORY COUNCIL - MEETING**

**September 11, 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 Colucci - DPAC
Sarah MacKay - Staff	Jenny Sau
Wendy Zhou	Elisa Da Silva
Vivadha Ramajayam	Adrian Cheung
Solange Edimo Pondi	

**Absent:**

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**Meeting Called to order at 7:00 pm**

**Minutes taken by** Andrea Williams

**Land Acknowledgement**

**Approval of Agenda for September 11, 2025 meeting**

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

**MOTION CARRIED**

**Approval of Minutes from June 12, 2025 AGM**

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

**MOTION CARRIED**

**Parents Advisory Committee Introduction - Sarah Minton, President**

Welcome (and welcome back!) to Cape Horn and Cape Horn PAC! To our members from the past year or several years – thank you for your contributions to the PAC. To our new members, and potential members – welcome and please reach out at any time for questions, clarification and concerns. We're all learning how to do this together. I have been a parent at this school for the past 4+ years, and PAC Chair for one year. My eldest daughter Amelia graduated from here last year and is now attending Monty. My youngest daughter, Hazel, is currently in grade 3, and so we have a few more years here. I have grown to love this school and its community and I'm excited for the coming year.

For anyone new to Cape Horn and new to the PAC, I wanted to briefly review what the purpose of a PAC is. It is to:

- Facilitate parent/community support for the school and organize events/programs that contribute to the school.
- Encourage and recruit parent involvement as needed and desired by the school.
- Raise funds for the school/student needs as decided by the voting parents. Thanks to PAC committees, parents, volunteers and donations, in the last few years we have funded outdoor learning space, field trips, cultural learning and much more.

For a brief review for our new families, last year we held a number of successful events to support Cape Horn students, including the annual Halloween Howl, a winter dinner and market event with Santa, a number of fundraisers, a movie night, lunchtime theatre, treat days, hot lunch days, some educational programs including egg-ducation, sexual health and physical programs including pickleball, bhangra dancing and martial arts. It was a busy year! We have a diverse student and family population, and I am keen to work on adjusting and evolving our events and fundraisers and learning opportunities to meet these needs. We also have an amazing staff group at Cape Horn – we work closely with them to identify classroom and school wide needs and align school and family goals.

My hope for the new school year is that we can create the opportunity for some amazing community events, fundraising opportunities towards common goals, and continue to support this amazing school. We can't do that without parent volunteers. There are so many ways that the school can benefit from your support, and any way that you can contribute is appreciated. Whether it is helping set up at an event, fundraising, sharing your skills, or just sharing ideas, every little bit helps. The more support we have, the more events we can run, which leads to more opportunities for your kids. If we don't have parents/caregiver/family help, then we are not able to run these amazing events that support your kids and this school. Attending this meeting once a month for about an hour allows you to have more insight into your child's education and get to know your fellow Cape Horn families. We are always welcoming new ideas. I look forward to getting to know you throughout the school year. Please don't hesitate to reach out with questions or concerns. Thank you.

**Principal's Report - Lindsay Goodridge, School Principal**

- The building feels great! Energy from students and teachers, and new staff who are bringing new ideas.
- We hired some new teachers
  - Ms. Lam, teaching with Ms. Lachlan
  - Ms. Karson, who has an art background, is filling in for Ms. Dressel, until February 2026
  - Mr. Bott moved from learning support and is now teaching grade 3
  - Ms. Stapelmen, teaching grade 2, new division
  - Katie Lawrence, doing learning support, and has a counselling degree. She is working with Alexis who is running student services
- The theme for September is Self Identity - what kind of "self" do I bring to school. Students have created poems about identity.
- Fostering a growth mindset - saying "I'm not good at something YET". Asking for help is part of learning.
  - This focus comes from the student survey last year that found that our students identify themselves as having kindness and compassion,

but they don't feel very smart.

- Teachers are helping students identify their best self - what traits are part of your best self - kind, calm etc. Asking students if they are being their best self during a conflict, when learning or when outside?
- WITS review for all students - conflict resolution.
- Grade 5 grad is being planned by Ms. Moore, Ms. Johol and Ms. Kan and they have some really fun things planned

### **Funding Updates from the District and Ministry**

- This year the District cut the Student Affordability Fund. This fund used to cover students in school expenses (field trips, school supplies, etc).
  - This has impacted families already, but the school stockpiled some basic school supplies last year in anticipation of this funding cut.
  - Presentations brought into the school will be cut. Last year we had several, as these were an accessible and lower cost option to field trips. (costs were \$500-\$1000)
  - The soccer coach was paid from this fund.
- Funding from Feeding Futures continues, which is great news.
- Breakfast Club funding continues
- We are directed not to give gift cards out this year to support families; instead we can only provide food for students while in school. Last year we spent approx \$6000 in gift cards to support families. We have very limited supplies leftover from last year.
- The Ministry advises that families should access food banks and SHARE food resources.

### **What the school is doing in response to these funding changes**

- The money that the PAC gives to each classroom will now be used to pay for supplies and field trip expenses, in place of the Student Affordability Fund. Teachers will identify only the mandatory school supplies that all students need to be covered by this.
- Field trips this year will need to be very meaningful and thoughtful, and curriculum based.

- Hot Lunch - this will likely qualify to be covered by Feeding Futures, but we need to confirm this with Raksha.
- There is a shared food bank organized between Montgomery, Rochester and Cape Horn, called **PACH**. This is a Food Link company that provides food, diapers, formula etc. We will need to set up a time for our families to go through this.
  - A SD 43 Staff member and parent volunteers are needed.
  - Andrea Williams offered to be the liaison for this, and will coordinate with L. Goodridge
- S. MacKay said that last year we were supporting 43 families with food. Some suggestions to bridge this are for the PAC to organize
  - Food rescue from COBS, Starbucks, Cisco foods.
  - PAC can create a subcommittee of volunteers to handle pickup and distribution of this food

#### **Treasurer's Report - Gurpreet Gill Treasurer**

- General Account balance \$8043.65
- Grade 5 Account balance \$77.60
  - Raksha has some money for this year's Grade 5, as the school was holding some donations that total approximately \$700
- PAC will give each division \$1000 for field trips(including all 11 divisions)
- PAC will give each division \$250 (11 divisions, music, library and student services)
- Activities this year may include
  - Tennis & pickleball (booked)
  - Lacrosse could be an option. School community connection to an Adanak coach, and we are asking about support from the organization.
  - Bhangra or other cultural opportunities will be discussed
  - Note that Eggucation and Salema Noon presentations happened last year, and are held in alternating years.
- RBC Support is in place, a total of \$6000 in grants are available. We need to get 4 events planned asap, to secure volunteers and funding.

- Gaming Grant application is in progress, and covers approximately \$20 per student
- For future fundraising, we would like to purchase a Square to use for payments and donations. There are many advantages, including using QR codes for donations.

- **Update for Prospera Credit Union** for 2025/2026 School year as follows:

Donise McCall and Elysia Egeskov stepped down as Members of Cape Horn PAC as of June 30, 2025. Sangmi Park-Manlig joined back in April, 2024.

Direction:

- Remove Donise McCall from the account.
- Remove Elysia Egeskov from the account.
- Provide Sangmi Park-Manlig with signing authority.

#### **DPAC Report - Damian Colucci DPAC Representative**

- He is getting set up to attend meetings. He will act as a liaison between the district and our school.

#### **Fundraising Report - Rabia Faisal, Fundraising Coordinator**

- The Value Coupon Books fundraiser is in progress, and books will be ready to send out at the end of September. This is a complicated fundraiser that takes approx 6 weeks to handle.
  - Discussion about sending home info about the fundraiser and holding all coupon books at the school to prevent loss and confusion. Much easier for teachers as well.
- Purdy's chocolates - a request to set up fundraising has been sent.
- Read-A-Thon - discussion about how to hold this fundraiser. The online options don't work for our school as they require too much personal information to be collected.
  - S. MacKay suggested creating a BINGO page with fun reading options for families to do together. Possibility to tie the Read-A-Thon into Family month? The Coquitlam Library has a BINGO page that we can use for inspiration

- More volunteers are needed for fundraising, as it is a busy position.
- We need to communicate as soon as we can to families about all of the events we will hold during the year. A calendar will be created by S. Minton for all events.
- Halloween Howl will be on October 23rd, just before the pro-d.
- Christmas events - we need to streamline these events to coordinate with everything going on at the school. Will be discussed at upcoming PAC meetings.
  - Kids market - using donated items for kids to shop during school hours, the teachers can lead classes through
  - Could have student entrepreneurs sell items
  - Suggestion to have a Christmas movie night with a hot chocolate bar
  - Last year's vendor's market feedback was that the vendors were frustrated being in the hallway, it wasn't very profitable.
- Spring Carnival/event - this would be good timing to host a big event.
- Could hold trivia nights, games nights etc
- Suggestion to have a Donations button added to the SchoolCashOnline forms for families to make a donation directly to the school, as they do in middle school. Raksha can do this if we request it.

### **Hot Lunch Report - Sarah Manlig-Park**

- Planning to start hot lunch in early October, just finalizing dates with suppliers
- MunchaLunch needs to be set up with banking info etc.
- Request that teachers let us know about field trips as early as possible to be able to avoid or coordinate hot lunch. It is possible to deliver the hot lunch to the field trip if parent volunteers are able to help.
- Request that PAC and Grade 5 share profits from hot lunch
- Treat days - we will keep easy treat days like freezies etc

### **General Discussion**

#### **Playground Update - Damien Colucci**

- Habitat Systems did a walk through of our schoolyard, and they are doing a

rendering. At the next PAC meeting there will be a 3D model for three parks, including a plan to reduce erosion on the hill. This will be of interest for the District. The plan includes accessible equipment.

- There is a lot of paperwork that needs to be completed for funding applications, which Damien's wife is handling.
- The playground proposal will need information from both the PAC and the school.
- The estimated total cost will be \$586,000, and the estimated cost that the PAC will need to raise is \$86,000.
- Schedule would be to replace 1 park within 2 years. It will take several years to complete all three parks.

#### **Parent's WhatsApp Groups**

- WhatsApp groups are being set up, we need 3 more class leaders.
- Raksha will send out links for all classes.
- Teachers are not permitted to promote or participate in WhatsApp groups; they can only advise parents that the group exists, as it is a conflict of interest.

#### **Other**

- PAC would appreciate a Teacher to act as a liaison at meetings, to ensure that the goals of the PAC are aligned with staff.
- Stay Safe at Home course for grade 4&5s on the Sept 19th pro-d, the cost is \$23. We need 20 kids to enroll for it to run. We are currently at 14, and we will open registration to other schools to ensure it goes forward.
- Theatrix is coming back, registration will open soon. This lunch hour program will run October 16-November 27th, and the students will put on a show at the end that parents are welcome to attend. 30 students can enroll, and there is a subsidy available if needed.
- Family portrait nights are booked on November 19 & 20th. Perfect timing to have photos done before the holidays, pets are welcome to attend. The full sitting fee of \$25 goes to the PAC, the photographer makes money from photos that are ordered. There is a Christmas background that we can request, one night with plain background and the other with a seasonal one.



Meeting Adjourned at 8:15pm