



Cape Horn Elementary School

PARENT ADVISORY COUNCIL MEETING

November 9, 2022 @ 7:00 pm - In Person

Attendance:

Donise McCall	Kim Cuellar
Beth Sullivan	Monica Galvan
Nancy Truong	Marvin Fernandes
Rabia Frisal	Jeff Randhawa
Baljeet Randhawa	Andrea Williams
Devon Steeves	

Meeting Called to Order at 7:06 pm

Approval of Agenda for November 9, 2022 meeting

Moved by J. Randhawa that the agenda be approved. **CARRIED**

Approval of Minutes from meeting on October 12, 2022

Moved by D. McCall **CARRIED**

Principal's Report- K. Cuellar

- Remembrance Day ceremony being held November 10, 2022, there is some seating for families to attend. We are excited for our first assembly in 3 years!
- Report card season.
- Ongoing school-wide write, read assessments. Not math at this time.

- FSA and surveys are being used on an ongoing basis, to determine goals.
- Christmas concert - discussion about holding only PM concerts or one AM and one PM concert.
 - Decision made to hold the first one December 14th in the morning, and December 15th in the afternoon. No evening performances.
 - All classes will perform songs at all performances.
- Our school is a self regulation lab school, which means we are innovative with a wide variety of self regulation options.
 - We need to update our self regulation room
- We want to move into Kids in Nature.
 - We are working with the district to get a better outdoor space around the school. There is no shade!
 - We would like to work with the PAC as well to fund projects.
 - We will get a consultant to provide options and a design.
 - Plan for the outdoor learning space that was put in:
 - Increase the seating capacity
 - Add a roof
 - The goal is to have more trees, plants and shade to improve our outdoor space!

- B. Sullivan advised that there has been a basket set up in the office for all PAC paperwork. The previous lock box is broken, and we need an accessible spot for all paperwork etc to be directed to the PAC.

President's Report - D. McCall

- Treasure tray fundraiser information has been sent out. Already money has been donated online for this.
- Breakfast with Santa
 - We need to book caretaking through the district.
 - We will try to keep activity/mess to the kitchen, gym, washrooms to limit post-event cleaning needed. K. Cuellar will request this.
 - J. Randhawa suggested that parents/PAC might handle clean up efficiently after the event.
 - Event doors will open at 9am for tables (sales) to set up.
 - Volunteers for cooking will arrive at 8am to prep and keep food warm for the first group attending.
 - D. Steeves will approach Starbucks for coffee donations.

- D. McCall will ask Superstore for donations/gift cards to purchase juice etc. She will also approach LFM, Costco and Save On for donations.
- Suggestion to approach G&F Financial as they have a great community outreach program. Also Prospera could be approached, as we do our banking with them.
- Hot Lunch - OPA or Subway is planned for November lunches, Kernels for treat day. December will be McDonalds and hot chocolate pudding cups. Also planning one more pizza day before the Christmas break.

Fundraising - D. Steeves

- Coupon book fundraiser was successful, approximate total raised \$2000 (\$11/book is our profit)
- However we currently have 67 books outstanding. We are asking that either payment be submitted or the books returned asap. We can't determine the winner of the class prize until we have the books or money.
 - D. Steeves will follow up with families and sort through all information on Munch.
- Neufelds ordering is ongoing.

DPAC - J. Randhawa

- October 26th DPAC meeting was very busy and well attended. The Assistant Superintendent gave an update on the Student support fund. This is specifically for families and students, not for PAC use.
- Territorial Acknowledgement information was provided on how to do this.
- There is an upcoming By-election for the DPAC position of Communication Liaison. J. Randhawa can obtain a nomination package for anyone who is interested in applying.
- The next three DPAC meetings will be held on Zoom (Nov, Jan and Feb). Anyone is welcome to join any of the meetings. Topics have not been announced yet.

Open Discussion - D. McCall

- K. Cuellar reports that the student support fund has been coming along well at our school, we will not have any problem spending the money within our school community, confidentially. So far the money has been used towards school fees, school supplies and food cards. Teachers,

counselor and principal have contacts with families who may need additional support. Note - this funding is in addition to the breakfast club funding we receive from Coquitlam firefighters.

- Question - are there any families that could use a sponsor for hampers? Staff does this already, and we have a community partner who does this.
- Confirmation that the PAC will be providing \$250 for each classroom, plus for the library and counseling this year. Money has not been given to the school yet from the PAC. However it was discussed, voted and approved at our September meeting.
- Parenting meeting with J. Lenny was successful, several PAC members attended and the information provided was well received.
- MyEd report cards with the new online process going out later this month. Advised to change passwords on the first attempt at logging in to prevent being locked out.
- Christmas Market - we need to spread the word about tables being available for vendors. Currently only a couple of tables are booked.
 - Grade 5s are planning to have a table.
 - Our school has only 15 tables available. Discussion about tables - we decided to request an additional 12 tables for the market and use the rest for eating
 - Breakfast with Santa information being sent home to families this week.
 - We need volunteers to set up and take down at 11:30. Volunteer sign up will be set up.
- Grade 5 - B. Sullivan advised that camp is booked as well as school buses booked.
 - Krispy Kreme fundraiser will be done at superstore
 - Fee for camp is unknown at this time, it will be posted on munch
- K. Cuellar suggested a CH clothing fundraiser; could be done by the school or the PA. It has been 2 years since we offered CH shirts and they are very popular.
 - D. Steeves and N. Truong will handle this in the new year.
 - Chantal has taken over the Grade 5 grad committee
- Treasure Trays - D. McCall will need help to assemble these, and purchasing items to add to baskets.
 - We will again hold the silent auction online, it was more profitable than in the past when tickets were sold despite only a small number

of bidders.

- Baskets will be in school for kids to view and get excited about.
- Flyers will be sent out with more information.
- Any cheques for Neufeld orders should be taken to the office, payable to the PAC.
- We need to get more people active on our FB group. Suggestion to run regular contests to get people to comment. Example - win front row seats to the xmas concert, or vintage CH t-shirts.
 - M. Galvan will set up QR code to be added to posters and info pages that go home with kids, so parents can find our FB page easily for contests. Maybe hold this monthly?

Meeting Adjourned by D. McCall at 8:20pm

Next Meeting: November 30, 2022