



**Central Community Elementary School
Parent Advisory Council – General Meeting Minutes
September 29, 2021**

ATTENDANCE (via Teams)

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

REGRETS Sarah Chartier (DPAC Representative)

1. CALL TO ORDER

Bruce called the meeting to order at 7:11pm, 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. Colleen. 2. Jessica. Approved.

3. APPROVAL OF MINUTES

There being no errors or omissions, it was then **Moved** and **Seconded** to approve the minutes from the June 21st, 2021 General Meeting, as circulated. **MOTION CARRIED.**

- 1. Jessica. 2. Colleen. Approved.

4. ADMINISTRATIVE REPORT

Administration:

The start of the year has been very welcoming with the staff, parents & students. Sean introduced himself to the students, including a rap that he wrote, and a new salmon metaphor (that we are all individuals, but we are moving together in the same direction) and a new salmon mascot (Sammy the Salmon). Special thanks to Sandy & Rachel, who have been incredibly supportive.

We currently have 327 students registered at Central. We have some new staff, but also several returning teachers, which has been invaluable for continuity.

Covid 19:

Health protocols (hand-washing, daily health checks, etc.) are in place and working well. Masking has been going well with grade 4-5 students. Students continue to be kept in small, contained groups.

Walking field trips look to be on the table this year, but groups must still remain small. More information is to come, with direction from the province and the school district.

School Entrance Project:

Planning continues for the mural to be painted on the eastern gym wall. D'Arts has been hired for this project. <https://lauze.com/> The design of the mural is in process, but we are getting closer to final decisions.

The tires that are being used as planters at the school entrance will be removed and recycled. Future plans for planters and stone benches are being discussed.

Upcoming Events & Activities:

Class-Based Assessments (CBAs) – Student Services will conduct a reading/writing assessment of students in order to learn how staff can plan & best serve our students (including supports).

Foundation Skills Assessments (FSAs) – this annual province-wide assessment of all B.C. students’ academic skills in grades 4 and 7 provides parents, teachers, schools, school districts and the Ministry of Education with important information on how well students are progressing in the foundation skills of Literacy and Numeracy. More information to come.
<https://www2.gov.bc.ca/gov/content/education-training/k-12/administration/program-management/assessment/foundation-skills-assessment>

National Day for Truth and Reconciliation – an online assembly will be held on Sep 29. More information to come.

CityReach “Food for Families Market” – as part of their “Adopt a School” initiative, CityReach Care Society is offering a free selection of fresh, healthy foods at our school on Oct 6. Open to all families, no registration required. Quantities are limited and distributed on a first-come, first-served basis. <https://www.cityreach.org/>

SD43 After School Programs – these programs are returning to Central, with such offerings as art, game design & drop-in gym. Class size will continue to be limited. More information to come.

Celebrate Central – a new initiative from Sean that will recognize student achievement, and connect staff & teachers online over Teams. More information to come.

Strong Start – re-opening Oct 4. The program has been moved from the southeastern wing to the kindergarten wing, as this will provide better access for parents, better access to washrooms for the students, and an easier physical transition for those students proceeding to kindergarten.

5. CHAIRPERSON’S REPORT

Calendar of Events:

Bruce has been working on a PAC calendar that will detail all the events & activities the PAC must complete throughout the school year. This calendar will be added to the PAC’s future repository of artifacts, and will provide guidance & direction for future PACs.

2020-2021 Annual Audit:

Bruce & Colleen have been working on building a formalized process and checklist for the annual audit of the PAC finances. These will be added to the PAC’s future repository of artifacts, and will provide guidance & direction for future PACs.

External PAC Research:

Bruce has begun to research the websites, minutes & details of the other elementary school PACs in the school district. The idea is to look for ideas that we perhaps aren’t aware of / haven’t considered, and to look for others’ best practices.

6. TREASURER’S REPORT

Balance Sheet:

- the balances at the end of August were:
 - operating account balance 5,355.04
 - gaming account balance 4,362.95
 - accounts receivable balance 703.89
 - accounts payable balance 0.00
 - the total balance sheet was 10,421.88

Income Statement:

- Operating Account
 - at the end of August, we have a deficit of \$583.00 as compared to budget
 - the deficit is due to the fact that we have had some initial expenses for the year, but we have not brought in any income as of yet.
- Gaming Account
 - at the end of August, we have a surplus of \$1.48 as compared to budget
 - the surplus is due to the fact that we have received some interest income on our bank account, but we have had no expenses yet. As well, we are awaiting news of the Gaming Grant for this year.

Accounts Receivable / Payable:

- the balances at the end of August were:
 - accounts receivable balance 703.89
 - accounts payable balance 0.00
 - netted together, the total AR/AP 703.89
- the funds from the bottle depot were to be deposited over the summer; however, the Return It Depot would only mail the cheque to the school (which was closed during the summer). The cheque will be delivered to the school in October, and this item should be cleared by the November meeting.

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 Aug 31st, as presented. **MOTION CARRIED.**

- 1. Colleen. 2. Daniella. Approved.

Gaming Grant:

- the application for the gaming grant for 2021-2022 was submitted on Apr 23
- notification of the status of the grant should be received by Sep 30
- information on the gaming grant program can be viewed at:
 - <https://bccpac.bc.ca/index.php/resources/16-dpac-pac/960-gg-2021>
 - <http://gov.bc.ca/gaminggrants>
- the annual Gaming Account Status Report was submitted on Sep 9

2020-2021 Annual Audit:

Colleen & Bruce have conducted a regular audit through the 2020/2021 year. We've agreed to create an audit checklist to ensure this audit is done and to help future Treasurers and Executives. We hope to bring a template forward to share at the next meeting.

2021-2022 Budget:

It was determined that no revisions to the budget presented in June are required, but the PAC should continue to be flexible with the budget as school & student needs evolve, and provincial guidelines dictate.

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

PAC101:

The PAC 101 session is to be held on Wed Oct 6. This orientation seminar is an opportunity for all parents, grandparents & caregivers, and especially PAC Executive members, to learn how to operate a PAC. Topics to be covered will include Constitutions & Bylaws; Meetings, Minutes & Record Keeping; and Finances.

Meeting Schedule:

The DPAC meeting schedule for 2021-2022 has been released:

Oct 27, 2021

Mar 30, 2022

Nov 24, 2021

Apr 27, 2022

Jan 16, 2022

May 25, 2022 – Annual General Meeting, Elections

Feb 23, 2022

8. FUNDRAISING COORDINATOR'S REPORT

Fundraisers & Events Held Previously:

This year, we could perhaps do Treat Days, if the treats involved packaged goods (e.g. pre-bagged Halloween treats) versus fresh goods (e.g. bags of popcorn). A point to discuss further. So far, we are planning a DFS Christmas fundraiser to be held in November, and a seed sale with West Coast Seeds or Make It Sow in the spring.

Other Ideas:

Other ideas from the PAC include hot lunches, Meridian Meats gift cards, restaurant nights (e.g. Me-n-Ed's, Pasta Polo, etc.), coffee sales, Epicure sales, and collaborations with businesses such as Cob's Bread or Provincial Spirits.

If anybody in the community has any other ideas, or would like to get involved in fundraising, please email Daniella at central43fundraising@gmail.com

9. OLD BUSINESS

PAC Executive Officer & Representative vacancies:

The **Secretary** and **Vice Chairperson** positions are still open, as well as other positions including Community and Multicultural Liaison, Parent Education Coordinator, Communications Officer, Emergency Preparedness Coordinator, Newsletter Editor, Purchasing Officer, and Traffic Coordinator.

If anybody is interested in volunteering for any of these positions, please feel free to attend the next meeting in October. Also, for more information about any of these positions, please email Bruce at centralcompac@gmail.com

PAC signing authorities:

It was determined by motion at the June meeting that the signers on the PAC accounts at the RBC needed to be updated to the new Executive. In order to complete this transaction, the minutes from the June meeting that show the approved motion need to be brought to the bank. Because the minutes from this meeting were not finalized until September, updating the signing authorities has been delayed. We intend to complete this transaction in October.

PAC email account:

Over the summer, Daniella was to provide the password for the PAC email account to Bruce. However, she has struggled to recover the password. She will research this further and provide an update at the October meeting.

BCCPAC registration:

The PAC applied for registration & paid the annual fee to BCCPAC in June. In July we received confirmation that our fees have been received and our registration for the 2021-2022 year is complete.

10. NEW BUSINESS

Committees:

Two committees were established. The **Conflict & Bias Committee** will include Bruce, Colleen & Leanne. The **Recycling Committee** will include Daniella, Jessica & Leanne. Thank you to these volunteers for stepping up.

Daniella will reach out to Sean to determine how the Recycling Committee will operate this year. A Grade 5 Leaving Committee will still need to be established. This has been tabled until the October meeting.

Grade 5 Hoodies:

Daniella was heavily involved in obtaining the hoodies for the fifth graders last year, including liaising with the vendor. Since she is now very familiar with the process, she has generously volunteered to take on this project again this year. Daniella can pick up a box of sample hoodies from the vendor, and then have Laura Pachal go around and size all the grade 5 students. She will also have a template of the design printed for all the kids to sign. We should perhaps order extra hoodies in each size for any extra students that arrive during the year.

Spirit Wear:

This year the PAC will be providing school t-shirts for all the students, staff & PAC members. Colleen has volunteered to research 2-3 vendors for styles and pricing, to be presented at the next meeting. Again, we should perhaps order extra shirts in each size for any extra students that arrive during the year.

BCTF Presentations for Parents:

The BCTF offers free presentations to parents, including such topics as Antbullying, Advocating for your Child, & Social Media 4 Parents. <https://www.bctf.ca/services-guidance/workshop-requests/book-workshops-for-parent-advisory-committees> Bruce will research what is involved with these presentations, with the hope of hosting one in the fall.

Body Science workshops:

We have budgeted to bring the body science workshops hosted by Saleema Noon to the school this year. These workshops involve age-appropriate information that empowers kids to make smart decisions about their sexual health as they grow up. The result is safe, happy, healthy kids supported by their parents through open, honest, meaningful conversations about important topics. <https://www.saleemanoon.com/> It would be preferable to host these workshops outside of the school, where students can opt-in (versus having to opt-out). Bruce will research Saleema Noon further, & provide an update at the next meeting.

ArtStarts Performances / Workshops:

We have budgeted to bring S-Vibe back to the school to provide their week-long dance workshops to the students. However, due to the pandemic, perhaps there are other options. ArtStarts in Schools is a local organization that provides innovative arts programs for young people, practical resources for teachers and artists, and leadership in advocacy for arts in education. They facilitate performances & workshops with schools in such disciplines as dance, music, & theatre. <https://artstarts.com/> ArtStarts events cost about \$850, so the PAC could cover the cost of up to 3 such events. To be discussed further at the next meeting.

Communication Platform with Parents:

The PAC determined that PAC emails from the school should just be for meeting agendas & minutes, and notices. For other notices, we should use our established Facebook page. https://www.facebook.com/Central-Community-School-175324962664695/?ref=page_internal

Jessica and Carmen have volunteered to look into how to update our Facebook page (reach out to Marnie Maule for the password & access, and look at other PAC Facebook pages for examples) and will provide an update at our next meeting.

Internal Communication Platform for the PAC:

The PAC determined that it will use the WhatsApp application to communicate with each other. Carmen has volunteered to establish a Central PAC WhatsApp group for us.

PAC Document Repository:

The PAC determined that it will use the school PAC website hold such items as meeting agendas & minutes, the Constitution & Bylaws, and forms & templates.

<https://www.sd43.bc.ca/school/central/Parents/PAC/Pages/default.aspx#/=> Bruce will reach out to Sean and provide an update at our next meeting.

May Day Banner:

We expect that the city May Day parade will return in May 2022, and that Central will want to participate in it. We are uncertain if we have a school banner for this event. If not, this is something that the PAC may wish to provide for the school. Sean will look into the status of our banner and provide an update at our next meeting.

AV System:

The current AV System in the gym is old, outdated & ineffective. The school would benefit from a new system that is portable, to better suit the school's needs. This is also something that the PAC may wish to provide for the school. Bruce will reach out to Sean and provide an update at our next meeting.

Tent Canopies:

Without an outdoor covered area, the school would benefit from portable tent canopies that can be set up anywhere, including offsite (e.g. at the district track meet, the yearend picnic at Lions Park, etc.). Impact Instant Canopy provides such canopies, with the option for custom logos. <https://impactcanopy.ca/> This is also something that the PAC may wish to provide for the school. Bruce will look into this further and provide an update at our next meeting.

School Pinnies:

It has been noted consistently over the past few years that the school's pinnies are in rough shape. If so, this is something that the PAC may wish to provide for the school. Sean will look into this further and provide an update at our next meeting.

11. NEXT MEETINGS

The remaining PAC meetings for the year will be held over Teams until further notice, will begin at 7pm, & are tentatively scheduled for:

Oct 20, 2021

Nov 17, 2021

Dec 8, 2021

12. ADJOURNMENT

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

- 1. Jessica. 2. Daniella. Approved.

The meeting was adjourned at 8:20pm.

APPENDIX A – FINANCIAL SUMMARY

CENTRAL COMMUNITY SCHOOL PARENT ADVISORY COUNCIL

MONTHLY REPORT

July 1, 2020 to June 30, 2021

OPERATING ACCOUNT 2021-2022 INCOME STATEMENT	Year to Date Actuals	Annual Budget	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	-	1,000.00	1,000.00
Seed Sale Fundraiser	-	400.00	400.00
Event Floats - In	-	150.00	150.00
TOTAL INCOME	-	5,950.00	5,950.00
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	8.00	50.00	42.00
TOTAL EXPENSES	583.00	6,800.00	6,217.00
(-SURPLUS) / DEFICIT	583.00	850.00	267.00

GAMING ACCOUNT 2021-2022 INCOME STATEMENT	Year to Date Actuals	Annual Budget	Budget Remaining
INCOME			
Government Gaming Grant	-	6,000.00	6,000.00
Interest	1.48	-	1.48
TOTAL INCOME	1.48	6,000.00	5,998.52
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	- 1.48	3,075.00	3,076.48

2021-2022 BALANCE SHEET as at 05-Sep-21	
ASSETS:	
Bank - Operating Funds	5,355.04
Bank - Gaming Account	4,362.95
Accounts Receivable	703.89
TOTAL ASSETS	10,421.88
LIABILITIES:	
Accounts Payable	-
TOTAL LIABILITIES	-
TOTAL BALANCE SHEET	10,421.88

OPERATING ACCOUNT - ACCOUNTS PAYABLE / RECEIVABLE				
DATE	DESCRIPTION	DEBIT	(CREDIT)	BALANCE
30-Sep-21	Return It Bottle Depot		703.89	- 703.89
				- 703.89
		Payable	Receivable	Net
		-	703.89	-

GAMING ACCOUNT - ACCOUNTS PAYABLE / RECEIVABLE				
DATE	DESCRIPTION	DEBIT	(CREDIT)	BALANCE
				-
				-
		Payable	Receivable	Net
		-	-	-

CUMULATIVE - ACCOUNTS PAYABLE / RECEIVABLE				
		Payable	Receivable	Net
Operating & Gaming Accounts		-	703.89	-