



**Central Community Elementary School
Parent Advisory Council – General Meeting Minutes
December 8, 2021**

ATTENDANCE (via Teams)

Chairperson:	Bruce Catterall
Secretary:	Leanne Francis
Fundraising Coordinator:	Daniella Munroe
Central Principal:	Sean Della Vedova
Members at Large:	Jessica Ellam, Carmen Zukewich

REGRETS Colleen Fee (Treasurer)

1. CALL TO ORDER

Bruce called the meeting to order at 7:05 pm 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. Jessica Ellam. 2. Daniella Munroe. Approved.

3. APPROVAL OF MINUTES

There being no errors or omissions, it was then **Moved** and **Seconded** to approve the minutes from the November 17th, 2021 General Meeting, as circulated. **MOTION CARRIED.**

1. Carmen Zukewich. 2. Bruce Catterall. Approved.

4. PRINCIPAL'S REPORT

Hip Hop Dance. S Vibe was here the week of Nov 29 – Dec 3. The kids had a great week, learning their dances from the S Vibe team. The link for parents to view the dances should be ready by Fri Dec 10, or early the following week.

Literacy. Staff reviewed the data from the autumn classroom analysis. There is a difference between decoding (the ability to read) and comprehending (the ability to understand). While decoding is imperative, the comprehension component cannot be overlooked.

Noon Hour Sport Drop-In Sessions. Drop-in hockey has started, division by division. Basketball also continues.

Code of Conduct Survey. All students & parents were encouraged to review the code of conduct together & submit their survey confirming their review. Around 50% of families responded, which is a solid result. A pizza lunch prize will go to the first division to finish their surveys.

Choir Events. A pop-up choral event took place on Dec 3rd. The choir performed for staff outside. It was a fun get-together and good practice for the upcoming event on Dec 10th. They will perform at Pitt River Middle School then will make their way to downtown PoCo. Pizza lunch to follow.

Hamper Drive. Our school-wide hamper drive is to raise food for the Share Tri-Cities food bank, and for identified families in our Central community.

MyEducation BC Parent Portal. Going forward, report cards will be published online (not sent home). Families will be advised to set up their online accounts before the winter break. Once parents receive their Login ID & Password from the school, they will be able to access the portal at <https://myeducation.gov.bc.ca/aspern/logon.do>

SD43 After School Programs. Registration for these programs occurs this week. The district continues to monitor the programs and registration process improvements and streamlining.

Lego Advent Calendar. Each day, Sean invites a different student to help him build the Lego project of the day. This activity has been helping to build the excitement for the holidays.

Staff Retirement. After a long & rewarding career, Ms. Bock has retired from the teaching profession. She has been with Central for approximately thirteen years, and she will be missed very much. The staff have been preparing a gift for her, and her replacement will be ready to take over in the new year. Ms. Bock, we wish you all the very best as you enter a new stage in your life!

Celebrating Central. The next online assembly will be held on Dec 17 at 10:50am, celebrating students and their learning, and the supportive community.

Return to School. When the students return to class on Jan 4, staff will welcome them back with a hot chocolate treat (to be disbursed at dismissal, division by division).

Mural Dedication Event. Sean will be planning a dedication and unveiling event in the new year.

Dental Screenings. Fraser Health will be hosting a screening event for kindergarten and grade 1 students (parental consent will be required).

Theatre Workshop. The Young Actors group have been booked for the second term to host a week-long, school-wide participation workshop.

Self-Regulation Squad. This group will meet and develop a plan in January, using some Indigenous principles (with Sally Sheehan as a resource). Good Energy!

Readers. Home resources and literacy events will be coming to help families to support our students' reading.

Candy Canes. Sean has asked the PAC to provide candy canes to the school to be distributed to all the students on the last day of school before the winter break. Bruce will look for a company that will donate the candy canes to the PAC (No Frills, Save on Foods, Safeway, etc.). However, if such a donation is not possible, a **Motion** was raised to have the PAC pay for the candy canes from its Operating Account. The motion was **Moved and Seconded. MOTION CARRIED.**

1. Bruce Catterall.
2. Jessica Ellam. Approved.

5. CHAIRPERSON'S REPORT

BCTF Presentations for Parents

Bruce has requested the "Advocating for your Child" workshop from the BCTF, to be held on either Wed Jan 19 or Wed Feb 2. We are just waiting to hear back from the BCTF.

Body Science Workshops (Saleema Noon)

We are not interested in Saleema Noon's offerings this year, but Sean and Bruce continue to explore other options.

PAC Document Repository

Bruce continues to review the structure that we will use to present our folders and files on the PAC section on the school website. This is a work in progress.

6. TREASURER'S REPORT (presented by Bruce in Colleen's absence)

Bank Cards:

Daniella has located a second deposit-only card. Now, Colleen has a deposit-only card, & Daniella has a deposit-only card and the deposit/withdrawal card.

Online Banking:

Colleen updated the online banking password, and provided the other signers (Bruce & Leanne) with the new access information.

Colleen has set up our account to now receive E-transfers for deposits and donations.

Teachers' Wish List:

Sean will inform us of specific items in the new year.

Balance Sheet:

The balances at the end of November were:

• operating account balance	6,965.93
• gaming account balance	10,606.73
• accounts receivable balance	0.00
• accounts payable balance	0.00
• the total balance sheet was	17,572.66

Income Statement:

Operating Account

At the end of November, we have a surplus of \$1,027.89 as compared to budget. This surplus is because we have deposited proceeds from our fundraisers, but we have had no expenses yet.

Gaming Account

At the end of November, we have a surplus of \$6,245.26 as compared to budget. This surplus is because we have received our gaming grant, but we have had no expenses yet. The invoices for the Spirit Wear and S Vibe hip hop workshop will be coming soon.

Accounts Receivable / Payable:

Sean will provide us with the figures for the S Vibe Hip Hop workshop, and the flags purchased for the Remembrance Day ceremony so that we can prepare the necessary cheques.

The balances at the end of November were:

• accounts receivable balance	0.00
• accounts payable balance	0.00
• netted together, the total AR/AP	0.00

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 Nov 30th, as presented. **MOTION CARRIED.**

1. Carmen Zukewich. 2. Jessica Ellam. Approved.

7. DPAC REPRESENTATIVE'S REPORT (presented by Bruce since the position is vacant)

Nov 24 General Meeting:

Stephen Whiffin, the Director of Instruction & Chief Information Officer of SD43 presented on SD43 technology.

Student Spaceflight Experiment Project. SD43 will be sending a student-designed science experiment to the International Space Station (ISS). SD43 is the only Canadian district chosen for this mission! Students from grades 5 to 12 worked in teams during a nine-week experiment design phase from September to November to create and submit their proposals. The three finalist teams are from Port Moody, Hillcrest and Charles Best. The winning proposal will be selected on December 16, 2021, to be sent to the ISS in late 2022.

[https://www.sd43.bc.ca/pages/space.aspx#/=](https://www.sd43.bc.ca/pages/space.aspx#/)

MyEducationBC. This portal has been implemented at the secondary level, and is now in pilot project phase at elementary & middle schools (including Central).

<https://myeducation.gov.bc.ca/aspen/logon.do>

Access & Equity. The school district has purchased over 3000 new devices this year. We are currently supporting over 1000 students in grades 6-12 with loaner devices. We currently have over 450 devices in inventory that are ready to deploy, if needed.

FamilySmart. Moira Hazelhurst & Darah Dover presented an “In the Know” talk on the developmental stages of children who are 13 years of age and older to help parents understand when the struggles they are seeing in their kids might be something more than just behaviours.

<https://familysmart.ca/>

Parent Education Events. The DPAC is hosting a series of parent education events this year. The calendar includes:

23-Feb-22	Community Gaming Grants
02-Mar-22	Fraser Health
30-Mar-22	Foundry BC
27-Apr-22	Indigenous Awareness Canada
04-May-22	Anxiety Canada

Jan 26 General Meeting:

The next General Meeting will be held on Wed Jan 26 at 7pm, and will include a presentation from the BC Bereavement Helpline.

8. FUNDRAISING COORDINATOR'S REPORT

Dieleman Fundraising Sales:

All products for the DFS campaign were delivered Dec 7th. This event raised \$1,164.84.

Bottle Drive:

The drive will happen over the winter break. Leanne & Carmen will help to set up the packages – each student will receive a Ziploc bag containing an instruction sheet and a clear, labelled recycling bag. Parents just need to fill up the bag & drop it off at one of the Return It depots.

Restaurant Night:

Carmen will explore doing a restaurant night with Chipotle in the new year, targeting Jan 26.

Seed Sale:

Last year, we ran the sale with Make It Sow in February, with seeds delivered by spring break. Carmen and Bruce will explore the details of this year's sale further.

Meridian Meats:

Perhaps in April / May, we could do a Meridian Meats gift card sale, just ahead of Mother's Day / the May Long Weekend / Father's Day / BBQ season. To be discussed further.

9. COMMITTEE REPORTS

Conflict & Bias Committee:

Nothing to report.

Recycling Committee:

Recycling of the school's returnable items has recommenced. Our account currently has a balance of \$75.60. Daniella has updated the password for the PAC account at the Return It depot, and will communicate the details to the Executive.

10. OLD BUSINESS

PAC Executive Officer & Representative vacancies:

The **Vice Chairperson** position is still open. If anybody is interested in volunteering for this position, please feel free to attend the next meeting in January. We are also looking for parents to be **Division Representatives** to ensure that every division is represented at the PAC meetings. For more information, please email the PAC.

Jessica Ellam volunteered to act as our **DPAC Representative**, and Carmen Zukewich volunteered to act as our **Communications Officer** for the balance of the year. Thank you, Jessica and Carmen!

In the spirit of succession planning and cross-training, Bruce asked for volunteers to chair a general meeting in the future – offering the PAC members a chance to practice running a meeting. While there were no volunteers for the January meeting, PAC members are encouraged to consider the offer for the February or March meetings.

PAC Facebook page and Email account:

Parents are encouraged to visit the PAC Facebook page at:

<https://www.facebook.com/Central-Community-School-175324962664695>

If you have any questions or concerns for the PAC, please email us at:

centralcompac@gmail.com

Grade 5 Leaving Committee:

We are still looking for volunteers for our Grade 5 Leaving Committee to plan Grade 5 leaving functions (e.g. field trips, leaving ceremony). By Spring Break, we should know what Covid 19 restrictions will be in place for the end of the year, and we should still have enough time to find volunteers. If anybody is interested in volunteering for this committee, please feel free to attend the next meeting in January. For more information, please email the PAC.

Grade 5 Hoodies:

Due to supply chain challenges as a result of the flooding during the Nov 13-15 atmospheric storm, delivery of the hoodies will be delayed until the end of Jan 2022. This delay could not be anticipated or avoided, and is strictly due to external factors beyond our control.

Spirit Wear:

The sizing of the students and staff is complete. Colleen just needs sizes for the PAC to complete the order. Due to supply chain issues, we will likely receive the shirts in early 2022.

AV System:

Through one of his contacts, Sean secured a quote for a new system. However, due to the complexity of this unit, Sean will continue to explore other options before the final selection.

Tent Canopies:

Bruce is waiting for a quote from Impact Canopies Canada (<https://impactcanopy.ca/>), which will then be compared to Costco online prices. Based on budgetary constraints, at the next meeting we will also review the financial viability of purchasing these units this year.

School Jerseys:

Sean will look into the condition of the school jerseys used at district track meets. After that, we can look at how the PAC can help subsidize such sports equipment purchases.

11. NEW BUSINESS

Hot Lunches:

These fundraisers require a lot of organization (distribution is the key factor, and having large trays to disburse to classrooms helps). Perhaps we can reach out to other elementary school PACs that perform these regularly (e.g. Aspenwood) for advice.

Sean also suggested just hosting a hot dog sale. This could be performed after school, taking kids division by division, and using the PAC's hot dog steamer. This could actually prove to be more lucrative for the PAC. To be discussed further.

12. DATE OF NEXT MEETING

The next meeting is scheduled for Wednesday, January 12, 2022 at 7pm.

13. ADJOURNMENT

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

1. Daniella Munroe.
 2. Jessica Ellam.
- Approved.

The meeting was adjourned at 8:26pm.

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	519.00	2,000.00	1,481.00						
Me-n-Ed's Pizza Night	400.00	1,000.00	600.00						
Recycling - Bottle Depot	703.89	1,000.00	296.11						
Seed Sale Fundraiser	-	400.00	400.00						
Event Floats - In	-	150.00	150.00						
TOTAL INCOME	1,622.89	5,950.00	4,327.11						
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	20.00	50.00	30.00						
TOTAL EXPENSES	595.00	6,800.00	6,205.00						
(-SURPLUS) / DEFICIT	- 1,027.89	850.00	1,877.89						
GAMING ACCOUNT 2021-2022 INCOME STATEMENT				Year to Date Actuals	Annual Budget	Budget Remaining			
INCOME									
Government Gaming Grant	6,240.00	6,000.00	-	240.00					
Interest	5.26	-	-	5.26					
TOTAL INCOME	6,245.26	6,000.00	-	245.26					
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	- 6,245.26	3,075.00	9,320.26						

2021-2022 BALANCE SHEET as at 05-Dec-21				
ASSETS:				
Bank - Operating Funds	6,965.93			
Bank - Gaming Account	10,606.73			
Accounts Receivable	-			
TOTAL ASSETS	17,572.66			
LIABILITIES:				
Accounts Payable	-			
TOTAL LIABILITIES	-			
TOTAL BALANCE SHEET	17,572.66			

OPERATING ACCOUNT - ACCOUNTS PAYABLE / RECEIVABLE				
DATE	DESCRIPTION	DEBIT	(CREDIT)	BALANCE
00-Jan-00	0	-	-	-
		Payable	Receivable	Net
		-	-	-

GAMING ACCOUNT - ACCOUNTS PAYABLE / RECEIVABLE				
DATE	DESCRIPTION	DEBIT	(CREDIT)	BALANCE
00-Jan-00	0	-	-	-
		Payable	Receivable	Net
		-	-	-

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