



**Central Community Elementary School  
Parent Advisory Council – General Meeting Minutes  
March 9, 2022**

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**ATTENDANCE (via Teams)**

<b>Chairperson:</b>	Bruce Catterall	<b>Fundraising Coordinator:</b>	Daniella Munroe
<b>Treasurer:</b>	Colleen Fee	<b>Communications Officer:</b>	Carmen Zukewich
<b>Secretary:</b>	Leanne Francis	<b>Central Principal:</b>	Sean Della Vedova
<b>DPAC Representative:</b>	Jessica Ellam	<b>Members at Large:</b>	Gillian Gore
<b>REGRETS:</b>	No Regrets		

**1. CALL TO ORDER**

Bruce called the meeting to order at 7:07 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. Carmen Zukewich
2. Jessica Ellam. Approved.

**3. APPROVAL OF MINUTES**

There being no errors or omissions, it was then **Moved** and **Seconded** to approve the minutes from the February 9<sup>th</sup>, 2022 General Meeting, as circulated. **MOTION CARRIED.**

1. Jessica Ellam
2. Colleen Fee Approved.

**4. PRINCIPAL'S REPORT**

**Past:**

**Report Cards** – To be released on Mar 10. We Had a great term, with lots of hard work by the children of Central. Their progress is reflected in their report cards.

**Young Actors Workshop** – Well received by the kids. They had lots of fun creating & starring in their original productions. They came up with imaginative story lines, unique characters and original dialogue.

**Ultimate Frisbee** – Providers came to the school on Mar 4 to teach the students the basics of this sport. Due to positive feedback in the past, this sport will be offered as an afterschool program in the future.

**Tech Order** – 20 student laptops, and a couple of larger screens for classrooms have been ordered from the school district.

**PA System** – Has arrived! Can't wait to set it up and use it!

**Safe & Sound Initiative** – 3 awards were given (so far) to Ms. Izumi Division 8, Ms. Crowe Division 3 & Ms. Richardson Division 8. Congratulations to all their students!

**Pink Shirt Day** – On Feb 23<sup>rd</sup>, the school participated in an online assembly to honour Pink Shirt Day. Sean read the book "The Invisible Boy" by Trudy Ludwig to the student body.

**Give4Good Club** – Grade 12 students from Riverside Secondary are helping younger students of the Central community through their “New Beginnings Backpacks” initiative (led by Riverside student Jannea Pregler). The cost of the contents for the children’s backpacks were fundraised for by Pregler and will be filled with nutritious food items for children dealing with food insecurity at home *“I am creating 20 backpacks total, 15 of which are going to Central Elementary, and the other 5 are going to students at Riverside”* said Pregler. The initiative is based on Pregler’s experience with Girl Guide’s Starfish Backpacks that had a similar goal. More information of this initiative can be found on the following website <https://riversideeddy.ca/riversides-give4good-club-impacts-greater-community>

### **Present:**

**Gym** – The new gym floor coming together. We are hoping that after Spring break it will be ready for use. It is looking spectacular!

**Pilot program** – We are working on securing a pilot program and a grant for the students. The program will focus on self-regulation. It will be for a duration of a week and combines martial arts, mindfulness & yoga. More information to come.

**Cross catchment** – The process is complete and the numbers for new Kindergarten intake is sitting at 48 students. This is a great number, and the school is currently contacting families to welcome them to the Central School Community.

**Technology Presentation for Parents** – Sean is working with the school district to bring the “Online Risks & Emerging Trends” workshop to our parent community on Apr 20. It will feature presentations by Carol Todd, Dave Sands & Rob Heinrichs. During this session, the Canadian Centre for Child Protection will provide insights into concerning trends seen through operations of Cybertip.ca – Canada’s tip line to report the online sexual exploitation of children – and provide considerations & resources for talking with children & youth about online safety.

**Health Education** – The school is covering the information required by the provincial curriculum, with Ms. Pittman providing a focus on sexual abuse prevention. Perhaps we should table the external body education seminars until next year, and survey parents to see what they would like the school & PAC to provide.

**Balls & Equipment** – The students are doing a great job of returning the equipment they are using at recess and lunch, “Back in the Bin”.

**Literacy committee** – Sean and his staff will be going through all of their classroom resources with the goal of discarding old/obsolete materials, and then determining what new materials are required (and how the PAC can perhaps assist with the funding of such materials).

**Choir** – The school choir has four songs ready for performance. We can’t wait to hear them sing!

### **Future**

**Future Events** – Green Day and the next Celebrating Central are slated for Mar 11. Spring Break runs from Mar 14-26, with students returning on Mar 28. Sean is preparing a Zooming into Kindergarten introduction for new students after Spring Break, and a Ready, Set, Learn program that will start on May 11.

**CCAT Testing** – Grade 3 students are eligible for the CCAT testing. This test assists in looking for giftedness, and it does not penalize kids that have ESL. Select students will do second set of testing.

**Student Learning Surveys** – These will be going out to all Grade 4 students shortly.

**After-School Programs** – There are new offerings for After-School programs this term. Registration will be available from March 10<sup>th</sup>

**Ukulele Club** – Proving to be lots of fun, and there are a couple of Students showing their great talent and skills

**Central Spirit Relays** – These relays will replace the Como Lake relays held previously. Training will begin after Spring Break, helping the kids to build up their stamina to run the 1.2 km relays.

**Girls' Basketball Jamboree** – On Apr 29, a team of female athletes from Riverside will lead this jamboree for our Grade 5 girls.

**Covid 19** – With the recent changes to Covid 19 protocols (as mandated by the province and school district), we are hoping to return to the term 1 timetable, with minor changes to recess and lunchtimes. We are also hoping to return to a pre-covid culture in school, including mixed groupings, one lunchtime, Grade 5 leaving ceremony, etc.

## 5. CHAIRPERSON'S REPORT

### **BCTF Presentations for Parents.**

**Antibullying presentation** – While originally targeting Mar 30 for this presentation, we are now looking at April 27<sup>th</sup>, due to time constraints.

**Body Science workshops** – We will look at revisiting in the 2022- 2023 school year. Three other vendors who specialise in education options for sexual health have been contacted for content and pricing.

Discussion further developed/piggybacked off AV system on the topic of Body science workshop: There has been no correspondence letter from school to parents regarding the educational component of Body Science. Sean will liase with Ms. Pittman and the teachers to see how they are presenting the subject material to the students. As well, Sean will pursue creating a survey for parents, looking for their input / feedback about these external Body science workshops.

**PAC document repository** – Sandy and Bruce are working out who should actually perform the setup update to the website (Central or the PAC). This continues to be a work in progress.

## 6. TREASURER'S REPORT

### **Balance Sheet:**

The balances at the end of February were:

- operating account balance      \$ 8,225.77
- gaming account balance        \$ 2,606.95
- accounts receivable balance    \$ 452.88
- accounts payable balance      \$ 310.50
- the total balance sheet was    \$10,975.10

### **Income Statement:**

#### **Operating Account**

At the end of February, we have a surplus of \$2,287.73 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 February, we have a deficit of \$1,754.52. This deficit is because we have spent more than the gaming grant received this year. However, because we under-spent in previous years, we have actually budgeted to finish the year with a deficit of \$3,075.00. As such, although there is a deficit, the Gaming account is actually within budget.

## **Monthly report**

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 March 5<sup>th</sup>, as presented. **MOTION CARRIED.**

1. Leanne Francis
2. Bruce Catterall. Approved.

## **7. DPAC REPRESENTATIVE'S REPORT**

The DPAC General Meeting was held on Wed Feb 23 at 7pm. The following presentations were made.

### **Assistant Superintendent's Report - Reno Ciolfi**

DPAC was well represented at the budget meeting. He discussed the Literacy and Numeracy assessments that will be in April and June 2022 and the budget online.

### **School Services & Special Projects District Principal (Programs Choice) - Craig Mah**

Lots of points discussed. Emphasis on Intellectual Development - Literacy, Numeracy, Career Education, STEAM. Also, human & Social Development, in regard to social emotional learning, self-regulation, school climate, feeling safe, having a sense of belonging, feeling connected.

### **District Principal of Indigenous Education – Stephanie Maki**

Presented on topics of Terminology, Land Acknowledgement and history. This was a very informative presentation, which included the following highlights:

- Terminology review - Aboriginal, Indigenous, Inuit, Metis, Status, Non-Status
- Land Acknowledgement - Traditional Land, Ancestral, Unceded, Ceded
- Peach and friendship treaties, the royal proclamation, numbered treaties, modern treaties
- History of the 130 + residential schools in Canada. The 1880's focus was on "assimilation"
- The last residential school closed in 1996
- Truth & Reconciliation - Class Action Lawsuit, public apology, compensation, education. For changes to occur in society it would take 150 years or 7 generations
- Include the Territory Acknowledgement when you are in a meeting of coming together.

The next DPAC meeting is to be held on Wed March 30<sup>th</sup>, 2022

As the DPAC Representative, Jessica is now receiving the DPAC & BCCPAC emails. Thanks to Bruce for updating the contact email information (including having Sarah Chartier removed).

## **8. FUNDRAISING COORDINATOR'S REPORT**

**Make It Sow.** Thanks to all our families who ordered from our Make It Sow fundraiser. The fundraiser closed on February 28<sup>th</sup>. In total, we received \$621 in orders, which translated into income of \$310.50. We just have to write a cheque back to Make it Sow for their portion.

Make it Sow raised their price on one of the items, against their order forms. And they charged GST, despite their brochures. Carmen to investigate further. Seeds to be delivered by Canada Post to the school on Tuesday.

**Bottle drive progress.** Bags of donations continue to be dropped off at the Return It depot. This fundraiser, started in December, continues to bear fruit. Once the deposits start to wind down, we can look at sending students home with another batch of pre-labelled bags 350 needed. Maybe start another drive in April in Spring break. Bruce to reach out to No Frills for plastic bag donations.

### **2022 Up-Coming fundraisers**

Global Coffee Fundraising. This fundraiser nets the PAC 40% of all sales. Colleen will contact the company online to determine availability, with a goal of targeting April.

Meridian Meats gift cards. This company just requires 2 weeks notice to run a fundraiser. We will target May for this fundraiser (BBQ season).

Domino's Pizza. For their Family Pizza Night, they return 20% of the day's sales to the PAC. Bruce will look to secure a date of Sunday April 10<sup>th</sup> or 24<sup>th</sup>.

## **9. COMMITTEE REPORTS**

**Conflict & Bias Committee** – nothing to report

**Recycling Committee** – The Return-It Depot account is at \$573.55 – now “take away “milk containers are included. Anyone interested in helping with the school of the schools refundable recycling is encouraged to get in touch with the PAC

[centralcompac@gmail.com](mailto:centralcompac@gmail.com)

## **10. OLD BUSINESS**

**PAC Facebook page & 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](mailto:centralcompac@gmail.com)

**Cross Training.** Bruce suggested that the current PAC members share their knowledge of their roles and encouraged PAC members to cross train each other. This is for continuity planning, and ensuring that our knowledge isn't lost in the future, forcing the PAC to rebuild its knowledge base from scratch.

**Grade 5 Leaving Committee.** At our previous meetings, we discussed sending an email to all the families of grade 5 students, asking for volunteers for our Grade 5 Leaving Committee to plan Grade 5 leaving functions (e.g., field trips, leaving ceremony). Bruce will prepare an email to be sent out before spring break.

**May Day Parade.** The City of Port Coquitlam is hosting the May Day Parade on Sat May 7th. If we want Central to participate, the deadline to enter is Friday Apr 8th.

A motion was put forward to have the PAC support the Central staff with a school entry into the May Day Parade, should the school decide to participate

The motion was **Moved** and **Seconded**. **MOTION CARRIED.**

1. Colleen Fee 2. Jessica Ellam. Approved.

**Tent Canopies.** Quote has been received from Impact Canopy, which looks to be an expensive option. We will likely look at purchasing the canopies from another source. For reference, Bruce sent the dimensions of the canopies to the Executive on Feb 14<sup>th</sup>. Daniella has a contact for branding the canopies, which she is looking into further, and will provide an update at the next meeting.

**AV System.** The system arrived on Feb 25th. It includes the PA system, a pair of speaker stands, a pair of music stands, a microphone and cables. The invoice came to \$1,697.71, which includes a discount savings of \$628.02. This is a tremendous asset for the school. The PAC discussed if and how we would be able to financially assist the school to help offset the cost of the brand-new system.

A motion was put forward to have the PAC help pay for the school's new AV system, in the amount of \$1,000.00, with the funds to be taken from our Operating Account.

The motion was **Moved** and **Seconded. MOTION CARRIED.**

1. Daniella Munroe.
2. Colleen Fee. Approved.

## 11. NEW BUSINESS

**Nominating Committee.** According to our Constitution & Bylaws, at this meeting we were to establish our Nominating Committee in preparation for the election at the AGM. This committee is to consist of a Chairperson and at least one other member. To ensure there is no conflict of interest or bias, the Chairperson of the Nominating Committee is not eligible for election to next year's PAC Executive.

Due to the small number of attendees to our General Meetings, and everybody's potential desire to stand for election at the AGM, there is nobody available to stand as the Chairperson of the Nominating Committee this year. As such, the PAC agreed that, for this year, EVERYBODY would be a member of the Nominating Committee, and there will be no Chairperson.

All members are encouraged to begin soliciting volunteers for positions for next year's PAC Executive.

**Elections Chairperson.** According to our Constitution and Bylaws, at our next meeting we will need to elect our Elections Chairperson in preparation for the election of the new Executive at the AGM in May. The biggest challenge we will have is that, in order to protect their objectivity, the Elections Chairperson cannot stand for election at the AGM. If we don't have anybody that meets this qualification, we will need to determine how to establish this position.

We will reach out to Anna Olson to see if she is interested in acting as the Elections Chairperson. She performed the role last year and did an amazing job with the election. Carmen will also investigate the role to see if there are other ways that we can manage the position.

## 12. DATE OF NEXT MEETING

The next meeting is scheduled for Wednesday, April 13, 2022, at 7pm.

## 13. ADJOURNMENT

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

1. Carmen Zukewich.
2. Daniella Munroe. Approved.

The meeting was adjourned at 9.10 pm.

## Appendix A

CENTRAL COMMUNITY SCHOOL PARENT ADVISORY COUNCIL

MONTHLY REPORT

July 1, 2021 to June 30, 2022

OPERATING ACCOUNT 2021-2022 INCOME STATEMENT	Year to Date Actuals	Annual Budget	Budget Remaining
<b>INCOME</b>			
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	1,169.84	2,000.00	830.16
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	621.00	400.00	- 221.00
Event Floats - In	-	150.00	150.00
<b>TOTAL INCOME</b>	<b>2,894.73</b>	<b>5,950.00</b>	<b>3,055.27</b>
<b>EXPENSES</b>			
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
Seed Sale Fundraiser	-	-	-
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	32.00	50.00	18.00
<b>TOTAL EXPENSES</b>	<b>607.00</b>	<b>6,800.00</b>	<b>6,193.00</b>
<b>(-SURPLUS) / DEFICIT</b>	<b>- 2,287.73</b>	<b>850.00</b>	<b>3,137.73</b>

GAMING ACCOUNT 2021-2022 INCOME STATEMENT	Year to Date Actuals	Annual Budget	Budget Remaining
<b>INCOME</b>			
Government Gaming Grant	6,240.00	6,000.00	- 240.00
Interest	8.86	-	8.86
<b>TOTAL INCOME</b>	<b>6,248.86</b>	<b>6,000.00</b>	<b>- 248.86</b>
<b>EXPENSES</b>			
BCCPAC Membership (2022-2023)	-	75.00	75.00
Spirit Wear	3,157.41	4,500.00	1,342.59
Saleema Noon - sex education	-	1,000.00	1,000.00
school performance-based activity (S Vibe)	4,499.25	3,500.00	- 999.25
Flags & Accessories	343.22	-	343.22
Bank Charges	3.50	-	3.50
<b>TOTAL EXPENSES</b>	<b>8,003.38</b>	<b>9,075.00</b>	<b>1,071.62</b>
<b>(-SURPLUS) / DEFICIT</b>	<b>1,754.52</b>	<b>3,075.00</b>	<b>1,320.48</b>

2021-2022 BALANCE SHEET as at 05-Mar-22	
<b>ASSETS:</b>	
Bank - Operating Funds	8,225.77
Bank - Gaming Account	2,606.95
Accounts Receivable	452.88
<b>TOTAL ASSETS</b>	<b>11,285.60</b>
<b>LIABILITIES:</b>	
Accounts Payable	310.50
<b>TOTAL LIABILITIES</b>	<b>310.50</b>
<b>TOTAL BALANCE SHEET</b>	<b>10,975.10</b>

OPERATING ACCOUNT - ACCOUNTS PAYABLE / RECEIVABLE				
DATE	DESCRIPTION	DEBIT	(CREDIT)	BALANCE
07-Mar-22	Chipotle Restaurant Night	-	452.88	- 452.88
15-Mar-22	Seed Sale Proceeds	310.50	-	- 142.38
		Payable	Receivable	Net
		310.50	452.88	- 142.38

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

CUMULATIVE - ACCOUNTS PAYABLE / RECEIVABLE			
	Payable	Receivable	Net
Operating & Gaming Accounts	310.50	452.88	- 142.38