



**Central Community Elementary School
Parent Advisory Council – General Meeting Minutes
April 13, 2022**

ATTENDANCE (via Teams)

Chairperson:	Bruce Catterall	Fundraising Coordinator:	Daniella Munroe
Treasurer:	Colleen Fee	Communications Officer:	Carmen Zukewich
Secretary:	Leanne Francis	Central Principal:	Sean Della Vedova
DPAC Representative:	Jessica Ellam	Members at Large:	Gillian Gore

REGRETS: None

1. CALL TO ORDER

Bruce called the meeting to order at 7:08 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. Colleen Fee. 2. Carmen Zukewich. Approved.

3. APPROVAL OF MINUTES

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

1. Leanne Francis. 2. Colleen Fee. Approved.

4. PRINCIPAL'S REPORT

Past:

Term Three Schedule – The students are back to one recess & one lunch during the day, and no more staggered breaks.

Back in the Bin! – This program is geared towards keeping tabs on the school's sports equipment after recess & lunch. The children are doing well returning the equipment that they have borrowed.

After School Programs – A new round of after school programs has been made available to Central students.

Basketball Jamboree – This initiative is being brought to Central School by two students from Riverside Secondary. They have been coaching grade 4 & 5 girls, who have been very enthusiastic during the practices.

Central Spirit Relays – The children have been performing lots of training, and are looking forward to competing in the Relay Races on Thursday 14th April.

Maxine Wilson visit – Choir sang during her visit and Maxine was given a Central sweater as a thank you for her assistance in obtaining a grant for the school. She was very impressed with the school, staff, & children.

Assemblies – We have started back with assemblies in the gym with all the students. Topics covered included expectations & recycling. The choir performed, and all the children sang O Canada together.

Present:

Literacy Committee update – The committee is will go through all our resources to discard old materials & then determine what is needed. They are looking to purchase new grade 3 reading materials, and intermediate reading materials for grades 4 & 5.

Health Education – Ms. Pitman is going into classes to speak to children to cover the information required by the provincial curriculum. Sean is preparing the survey to send to parents to get their input & feedback regarding hiring an outside vendor to provide body science education to the students.

Classroom Based Assessment – A new round of assessments have been taking place in the entire school to see how the children are progressing, and to identify those needing help and in what areas.

Reading Link Challenge – This online challenge for the grade 4 & 5 students is offered through the Fraser Valley Regional Library. More information on this can be found at <https://www.readinglinkchallenge.ca/index.html>

Visioning MPR & our Food Services – After the water damage to the multi-purpose room over the winter break, Sean is looking at re-designing the MPR with a focus on better storage, workflow, and making it a pleasant environment to work in. The focus will be completely on food services, and afterschool arts-based programs will no longer be held in this room.

Covid 19 – With the easing of restrictions, the school district has experienced dramatic absenteeism over the past 2 weeks. This is perhaps not unexpected, but it is a reminder that the pandemic is not over.

Future

Tech Presentation – “Digital Awareness – Keeping Kids Safe & Healthy Online”. This presentation with digital wellbeing experts will be held on Apr 20th, for parents to learn some practical solutions to everyday concerns & challenges around our kids' use of screens and their mental health.

Basketball Jamboree – On April 29th, Central's grade 4 & 5 girls will be taking part in a basketball Jamboree at Riverside Secondary School.

Zooming into Kindergarten – May 4th at 3pm. This online introduction to the school is for families of incoming Kindergarteners.

May Day Parade – Central is registered to take part in the May Day Parade on May 7th.

Classroom Photos – Photos will be taken all day on May 19th.

Connecting to Kindergarten – May 25th from 3:00-4:30. This in-person introduction to the school is for incoming Kindergarten students & their families.

Mpowerment featuring Michelle Tremblay – May 30 – June 3. These self-regulation workshops combine yoga, martial arts & self-affirming messages

Michaela Slinger – June 7th. Musical sessions with grades 4 & 5, where they will learn how to write a pop song.

Moving/Motion & Fun Day (i.e., Sports Day) – June 10th.

HUB – June 15 & 21, Bicycle event! This program will focus on safe riding & skills. Sean will send out a survey soon

Indigenous Day – June 23. Central will be celebrating Indigenous Day with Games & weaving, acknowledgement & celebration.

Grade 5 Leaving Ceremony – On June 24, we will celebrate the contributions of our grade five students. The families of grade five students are invited to an assembly which will be in the gym. A parade will set the stage for what should be a great event! The grade fives will walk around the school with the route lined by all students & staff. The assembly will begin at 1:30 and will be attended by students in grade four & the families of grade five students.

Activity Day – June 27, Grade 4/5s – bowling for 5s in the morning and then off to the waterpark with the 4s in the afternoon

Summer Camps – Summer camps will be running at Pitt River Middle School this year.

2022-2023 School Year – the school is beginning to get organized for September. We currently have 350 students registered.

5. CHAIRPERSON'S REPORT

Body Science Workshops. Based on feedback from the PAC, Sean is creating a survey for all the parents, to determine the desires of the entire community with regards to hiring an external vendor to provide body science education to the student body. Based on that feedback, we will have a better understanding of what families want & need, and we can proceed accordingly. If we are to proceed with an external vendor, "Choices for Sexual Health" would be the first choice, as they provide a 90-minute parent information session, and it is the most cost-effective company.

BCTF Presentations for Parents. Antibullying presentation. Currently scheduled for Wednesday April 27th, this session clashes with another session being presented on online risks & trends – need to re-schedule. Maybe push out to May to give enough time between events.

PAC document repository. Due to privacy, liability & risk issues, the school district informed us that it is the school that must update the website (as opposed to the PAC). Bruce has provided Sean & Sandra with the desired layout & content, and it is now in their hands to perform the update as time permits. We're hoping that the website will be up-dated in early May, so that we can discuss the results at the AGM. Initially there will be quite a lot of work, but once the structure is in place, it will be easy to keep the information up to date.

2022 BC School Food Guidelines. In March, the BCCPAC informed us of the plans of the Ministries of Health & Education to update the Guidelines for Food & Beverage Sales in BC Schools. These updates are much stricter than the 2013 guidelines, as many foods & beverages offered, served or sold to students will no longer be acceptable at all (such as hot dogs, fruit juices, sweetened milk, cookies, cakes, donuts, etc.). This includes PAC fundraising events, hot lunch programs & movie nights. Bruce attended the webinar held on April 5th to gain more clarity, and the greatest takeaway from that webinar, is that this update is still in draft form. It is still in its early stages and no concrete decisions have been made yet. So, for the time being, there are no changes. We encourage everyone to read the draft & to complete the related survey. Please go to the links below for further information.

<https://healthyschoolsbc.ca/guidelinesconsultation/>

https://healthyschoolsbc.ca/wp-content/uploads/2022/03/BC-School-Food-Guidelines_Confidential-Draft-for-Consultation.pdf

6. TREASURER'S REPORT

Balance Sheet:

The balances at the end of March were:

- operating account balance \$ 8,338.54
- gaming account balance \$ 2,607.47
- accounts receivable balance \$ 275.00
- accounts payable balance \$ -1,000.00
- the total balance sheet was \$ 10,221.01

Income Statement:

Operating Account

At the end of March, the operating account has a surplus compared to the budget, as we still have some major expenses coming in before the end of 2022.

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 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.

Teacher's Wish List.

A motion was made to issue a cheque to Central for the Teachers' Wish List, as budgeted, in the amount of \$100 per class. The motion was **Moved** and **Seconded** to approve the disbursement.

MOTION CARRIED.

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

Field Trips:

Nothing has been planned at this time, apart from grade 5 leaving celebrations, however, no transportation is needed. Any online field trips we will save funds for the next school year. Once we see the income from the Coffee fundraiser, we will see what funds we have to disburse (and to ensure we do not overspend).

Gaming Grant Application.

The period to apply for next year's Gaming Grant runs from April 1st until June 30th. We shall wait until after our AGM to submit our application, so that Colleen can demonstrate the process to the new PAC Treasurer.

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

1. Daniella Munroe 2. Jessica Ellam. Approved.

7. DPAC REPRESENTATIVE'S REPORT

The DPAC General Meeting was held on Wed March 30th at 7pm. The following presentations were made.

Assistant Superintendent's Report - Gerald Shong

Presented were the summary of changes to the COVID-19 guidelines. Please go to the SD43 website to read them under the School District 43 Communicable Disease Management for further information.

<https://www.sd43.bc.ca/Pages/default.aspx>

Schools can have visitors in the building. In order for the Administration to know who is in the building, for safety reasons, please remember to go to the school office to sign in and sign out. Schools are no longer required to keep a list for contact tracing.

Foundry BC – Sierra Turner & Lily Louie

Presentation on balancing health & wellness for youth and recognizing the need for services in communities without physical centers. Currently there are 11 locations in BC, Foundry Virtual BC aims to fill in the gap with free & confidential online services for young people, aged 12-24 living in BC & their caregivers. Using the app, youth can take their sessions anywhere they feel the need, at home or at school. Some of the services that the youth can book an appointment for are Youth Peer Support, Family Peer Support & Primary Care. There is also a Drop-in Service called "In the Moment" where on Tues/Thurs 2-6 pm youth wait in a virtual queue for their turn to speak to a counsellor. The app has been designed to access other services/resources while you are waiting in line i.e., read blogs or watch videos.

- Foundry Works is a new supportive employment & education program for youth who are interested in working, going to school, or completing a training program. Helps youth between the ages of 15-24 build the skills & experiences they need to achieve their goals. For more information, please go to the website at:

<https://foundrybc.ca/virtual>

The next DPAC general meeting is to be held on Wednesday April 27th. The DPAC Annual General Meeting & Elections will be held on Wednesday, May 25th.

8. FUNDRAISING COORDINATOR'S REPORT

Make it Sow Seed Sale conclusion. As previously noted, Make it Sow charged GST on our orders, despite the details provided in their brochures. Due to the small amount, the PAC paid the \$16 GST to Make it Sow. From our fundraiser, Make It Sow was able to plant 5 trees on the school's behalf through their Plant-a-Tree Bonus Program.

Domino's Pizza Restaurant Night. We held our restaurant collaboration fundraiser with Dominos on Sunday Apr 11. 37 orders were placed, for a total of \$1,245.24. Of that, Domino's gives 20% back to the PAC. That totaled \$249.05; however, Robby, the proprietor, has made an additional donation that brings the fundraising figure up to \$275.00! The cheque is waiting at Domino's, and Bruce will pick this up in the next few days.

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. Ahead of the May Long Weekend, we will look at sending students home with another batch of pre-labelled bags. Bruce will reach out to No Frills for donations of clear / blue bags. In order to obtain the required 350+ labels, everyone is encouraged to go to the Return It depot and print out as many as possible.

Global Coffee Fundraiser. This fundraiser started on April 11th and will run until April 27th. Colleen has set up the schools fundraising account. There are three types of coffee and a hot chocolate for consumers to choose from. For every bag of coffee or hot chocolate ordered, \$5 goes back to the school PAC.

Future Fundraisers. For the remainder of the school year the PAC is looking into setting up a Meridian Meats gift card fundraiser in May and possibly another family restaurant night. Daniella will look into the Meridian Meats fundraiser further.

9. COMMITTEE REPORTS

Conflict & Bias Committee – nothing to report

Recycling Committee – The Return-It Depot account is at \$707.20. Colleen will pursue having these funds disbursed to our PAC account via e-transfer.

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

Cross Training. During the past two PAC meetings, 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.

AV System. After its arrival at the end of February, Sean has given the new AV system a test drive and he confirmed it has been awesome to use. As discussed in March's meeting, the PAC provided a cheque for \$,1000.00 towards the \$1,697.71 total cost the new system.

Tent Canopies. After receiving a quote for branded canopies for the school from Impact Canopy, it was decided that they were too expensive from this vendor. Alternate suggestions were to purchase from either Costco or Amazon. It was also brought to the meeting by Daniella that "Big Box Outlet" sold the same canopies, but at a cheaper price than Costco (\$199.99). Colleen volunteered to call the Big Box Outlet store to confirm stock availability and to pick up & pay for 4 canopies on behalf of the PAC. Daniella also obtained a quote of \$20 per canopy to have the word "CENTRAL" printed on 2 sides of each of the canopies. This is an awesome price and being done as a special discount for the school. Once Colleen obtains the canopies, Daniella will pursue having them branded.

A motion was made to purchase the tent canopies from Big Box Outlet. The motion was **Moved** and **Seconded** to approve the purchase. **MOTION CARRIED.**

1. Bruce Catterall. 2. Daniella Munroe. Approved.

Grade 5 Leaving Committee. Sean has established the Grade 5 Leaving Ceremony and the June Activity Day. At the next meeting, we will discuss how the PAC can assist with these events.

May Day Parade. City of Poco. May 7th – The school has been registered to participate in the City of Port Coquitlam May Day Parade on Saturday 7th May. The next step is to plan the event. In the interest of time, it was discussed that the PAC should schedule a special general meeting to solely focus on the May Day Parade. The PAC agreed on Tuesday 19th April at 7 p.m. for this special general meeting. Bruce to send out an Agenda for this event.

11. NEW BUSINESS

Future Movie Nights/Treat Days – The PAC discussed the possibility of hosting a movie night on June 10th. The supplies we had stored in the MPR will need to be checked. It is likely they are past their best before date. To be discussed further at the next meeting.

Future PAC meetings on-line or in-person – We are now permitted to have our PAC meetings in person. The AGM will go ahead on-line. It was suggested that the final meeting in June perhaps be held in person. To be discussed further at the next meeting.

Election of Elections Chairperson:

According to the Constitution & Bylaws, an Elections Chairperson must be elected in preparation for the election of the new PAC Executive in May. To avoid a conflict of interest, this person shall NOT be eligible for the election for an executive position at the AGM. A notice with the agenda was sent out to the parent community, which detailed the duties of the Elections chairperson. There were no further questions about the position & duties of the Elections Chairperson.

Bruce made a motion to accept Anna Olson as the Elections Chairperson for the 2022 AGM. The motion was **Moved** and **Seconded**. **MOTION CARRIED.**

1. Jessica Ellam. 2. Colleen Fee. Approved.

AGM – Wed, May 11, 2022

At the AGM, the Executive will present their regular monthly reports. As well, the Chairperson, Fundraising Coordinator and Treasurer will present their annual reports, and we will hold our elections for the 2022-2023 PAC Executive. Colleen, Daniella, & Bruce to work on the annual reports (using the Constitution & Bylaws for reference).

Other New Business: It was mentioned that there is one lonely bench out by the playground. A suggestion was put forward to investigate maybe adding to the number of Benches available. Discussion around the costs of materials & safety codes came up. Something to look into at a later date. From this the topic of “Buddy Benches” came up (as other SD43 schools have them). The Buddy Bench is used in schools to address loneliness & foster friendship in the playground. Children who are upset, have no-one to play with, or who wish to talk about a concern can go to the Buddy Bench to chat with lunchtime supervisors or designated buddy pupils.

12. DATE OF NEXT MEETING

The next meeting is the AGM and is scheduled for Wednesday, May 11, 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. Colleen Fee. Approved.

The meeting was adjourned at 9.09pm.

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
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	1,169.84	2,000.00	830.16
Pizza Night	400.00	1,000.00	600.00
Chipotle Restaurant Night	452.88	-	452.88
Coffee Fundraiser	-	-	-
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
TOTAL INCOME	3,347.61	5,950.00	2,602.39
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
Seed Sale Fundraiser	336.11	-	336.11
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	36.00	50.00	14.00
TOTAL EXPENSES	947.11	6,800.00	5,852.89
(-SURPLUS) / DEFICIT	- 2,400.50	850.00	3,250.50

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	9.38	-	9.38
TOTAL INCOME	6,249.38	6,000.00	249.38
EXPENSES			
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
TOTAL EXPENSES	8,003.38	9,075.00	1,071.62
(-SURPLUS) / DEFICIT	1,754.00	3,075.00	1,321.00

2021-2022 BALANCE SHEET as at 05-Apr-22	
ASSETS:	
Bank - Operating Funds	8,338.54
Bank - Gaming Account	2,607.47
Accounts Receivable	275.00
TOTAL ASSETS	11,221.01
LIABILITIES:	
Accounts Payable	1,000.00
TOTAL LIABILITIES	1,000.00
TOTAL BALANCE SHEET	10,221.01

OPERATING ACCOUNT - ACCOUNTS PAYABLE / RECEIVABLE				
DATE	DESCRIPTION	DEBIT	(CREDIT)	BALANCE
08-Apr-22	Portable Audio System	1,000.00	-	1,000.00
10-Apr-22	Dominos Pizza Night Proceeds	-	275.00	725.00
		Payable	Receivable	Net
		1,000.00	275.00	725.00

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

CUMULATIVE - ACCOUNTS PAYABLE / RECEIVABLE			
	Payable	Receivable	Net
Operating & Gaming Accounts	1,000.00	275.00	725.00