



**Central Community Elementary School  
Parent Advisory Council – General Meeting Agenda  
October 19, 2022 @ 7:00pm (Held in  
person)**

<b>PAC Executive</b>			
<b>Chairperson:</b>	Colleen Fee	<b>Vice Chairperson:</b>	Bruce Catterall
<b>Treasurer:</b>	Leanne Francis	<b>DPAC Representative:</b>	Jessica Ellam
<b>Secretary:</b>	Carmen Zukewich	<b>Fundraising Coordinator:</b>	Daniella Munroe
<b>Community &amp; Multicultural Liaison:</b>	Edina Shaw	<b>Principal:</b>	Sean Della Vedova
<b>Members at Large:</b>	Aimee Jones Amy Marples	<b>Members at Large:</b>	Gillian Gore

Regrets: N/A

**1. Welcome & Call to Order**

Colleen called the meeting to order at 7:06 pm and Leanne read the Territory Acknowledgement. In accordance with the Constitution & Bylaws of the PAC, the quorum requirements had been achieved and the meeting proceeded.

**2. Introductions**

Colleen began the meeting by welcoming all those in attendance to introduce themselves. Each PAC Member introduced themselves. Colleen thanked all those in attendance, it's great to see some new faces once again.

**3. 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. Bruce Catterall. 2. Leanne Francis. Approved.

**4. Approval of Minutes**

There being no errors or omissions, it was then **Moved** and **Seconded** to approve the minutes from the September 14, 2022 PAC Executive Meeting & September 21 2022 General Meeting Minutes, as circulated. **MOTION CARRIED.**

1. Bruce Catterall. 2. Leanne Francis. Approved.

**5. Principal's Report**

**PAST**

Class Based Assessments and Class Reviews

- review needs and what we are doing to assist
- completed these reviews and we are now able to offer the correct support to those students that need it and make sure it is in place. This is a supportive approach to our students

APL Squad

- Action Plan for Learning. Goals are literacy focused - reading aloud and engaging with students of all ages

Body Science Workshops

- well attended, with around 90% attendance and generally sense a positive response from the students.
- positive point to takeaway this year is that we engaged with the parent community and got feedback in advance for those families that wished to opt out, and also provided the parent information session

Hockey

- drop in for grade 4/5 and during lunch time

Terry Fox

- successful runs and assemblies were held
- they were separated out by grade groups to ensure that kids stay engaged and, on the course.

## **PRESENT**

### Coding & Tech

- iPads and skill building (Staff and students)
- about 15 iPads are coming with the goal of all classes having them within a few years.
- 1 teacher is taking this on and having a lot of success as the tech guru

### Choir

- started with about 35 kids in grade 4/5 and they are ramping up for Remembrance Day

### Volleyball

- Grades 4/5 practices soon leading up to Nov. 29 Jamboree for Grade 5s

### Literacy

- Teachers from other school districts came in and met with Ms Eastman to hear her approach as she leads literacy at Central. One key is to understand pre-reading strategies like tapping into prior knowledge on the subject.

### Math Workbooks

- Grade 4/5 has elected to go with a workbook in addition to a textbook that is solely used in class

### Riverside Buddies

- Students in the Leadership Program are coming over and working with classes of Huston, Izumi & Siano.

### \$\$\$\$

- Will keep communicating with the school community to ensure families are aware that there is support available for those families that are needing it in various ways

## **FUTURE**

### Central Store

- October 25, Tuesday – concept will be that families can come in and pickup food items that they are in need of

### Taiko Drumming

- all day workshop on October 25th

### Halloween

- parade outdoors if weather ok. Indoor grade groups if weather not good – will share the timing so that families can participate if they desire

### Remembrance Day

- November 10, an in-person assembly will be held

### \$\$\$?

- Continue to develop ideas on how we can spend PAC funds and distribute to each division

### Parent/Caregiver Survey

- sent out 33% completion for completed submissions

### Movie Night!

- Systems are good to go for the movie night on October 28<sup>th</sup>

## **6. Chairperson's Report**

Colleen thanked Sean for the updates. As mentioned, we have our first movie night of the year scheduled for Friday, October 28th. Excited to hear what the committee has planned for the night. As you will see, this is a standalone agenda item for discussion tonight.

I was part of the parent night with Corrine from Choices. Thrilled at the turn out we had that evening and was very impressed with Corrine and her presentation.

I have been working on the changes required on the document repository page on the school website. I hope to have those completed soon and over to Sandy so she can update.

One housekeeping item to note, Bruce and I signed off on the annual financial audit from the 2021/2022 fiscal year. A copy of the signed document has been sent to Leanne for the records.

Since our last meeting, there have been a few fundraising ideas circulated, including another coffee vendor and backpack reflectors so these can be up for discussion during the fundraising agenda item.

I want to thank Leanne, Jess & Bruce for attending the DPAC 101 meeting. Appreciate all of you lending your time and representing Central so well. A little birdie told me Bruce was asked to run a part of the meeting, so can't wait to hear more about that.

## 7. Treasurer's Report Balance Sheet:

The balances at the end of September 2022 were:

- operating account balance	6,484.02
- gaming account balance	8,560.09
- accounts receivable balance	600.00
- accounts payable balance	1338.00
- the total balance sheet was	14,306.11

### Income Statement:

At the end of September, the operating account has a deficit of \$512.00 compared to the budget. This is due to the recording of the contingency fund allocation. A cheque for \$600 from the Return-It express account was deposited. There is a yearly e-transfer limit of \$1000. We had already transferred \$700 back in April 2022, so the Etransfer option wasn't available for the \$600 requested. The on-going bottle drive and recycling at the school continues reap rewards. The Return-It account currently stands at \$113.95.

### Gaming Account:

At the end of September, we have a surplus of \$6,525.47. The gaming grant for this year was successfully deposited into our PAC gaming account. Although this is a large surplus, we expect it to be balanced out quickly as we pay for the Body Science classes, and the arts-based activities that Sean has booked for the school. The budget for the Gaming account shows a deficit, but the final invoice came in from Choices for Sexual Health at \$1,338.00; \$162 under budget.

### New Debit Card:

We received a new debit card for the PAC operating bank account. It has a new PIN number and has replaced any previous debit card issued under the account. The Tap option was also deactivated, and the PIN number has been shared with all PAC signing authorities.

See Appendix A for the monthly report.  
See Appendix B for the Annual Financial Audit

There being no errors or omissions, it was then **Moved** and **Seconded** to accept the financials for Aug 31st, as presented. **MOTION CARRIED.**

1. Bruce Catterall
2. Jessica Ellam. Approved.

## 8. DPAC Representative's Report

Jessica attended the first DPAC Parent Meeting which is "PAC 101" and held on October 5 where they reviewed the Executive Roles and Responsibilities in detail. Our PAC is well formed based on the information shared.

The next meeting will be on October 26 and will review Indigenous Education and Territorial Acknowledgment.

November 8<sup>th</sup> is a stand-alone digital awareness session run by Amanda Todd's family

## 9. Fundraising Coordinator's Report

Daniella spoke to the upcoming events:

- Movie Night is next week on October 28
- DFS flyers will be ready at the start of November and the fundraiser will run for 3 weeks so that items are ready in advance of Winter Break. This also reduces the risk of some shortages on high-demand products that occurred last year.
- Grade 5 Hoodies – order form has gone out. Deadline to receive forms back is October 28<sup>th</sup>. Payments can be made by cash in the office or through KEV. Sizing and signatures will be completed on October 24<sup>th</sup>
- Treat Day – Plan for November 25 as a Hot Chocolate and Candy Cane
- West Coast Seeds – Plan for January, application is already made and awaiting feedback if Central has qualified
- Cookbook! – A previously done cookbook was found in the PAC archives and this is of interest to try pull off this year. TBD.

### **Bottle drive – ongoing:**

The PAC would like to remind parents of the ongoing opportunity to donate your bag of recycling to our fundraising efforts. To help raise funds for Central, you just place your used, RINSED bottles in a clear bag and then take them to the Biggar Bottle Depot located at 2577 Kingsway Avenue. Print a tag at the self-serve printer using the school's phone number 604-941-0355, stick it to the bag, SCAN the sticker and drop it off in a bin.

Did you know the average bag generates between \$6-8 in fundraising for the school? Thanks to the students and staff who regularly recycle their containers at school towards our fundraising efforts!

Discussion was held by the group with other possible fundraising ideas to try this year. More to come on all the ideas below. Thank you for the great discussion by all those that attended the meeting.

- Request for Purdy's Fundraiser or possibly Charlie's Chocolate Factory (as they are local)
- Bake sales, craft fairs, Gingerbread Houses (families make them and then we raffle them)
- Community Cookbook
- Hot Lunches throughout the school year, alternating one month with a hot lunch and then the next a treat day. Challenge in the past has been the number of volunteers that are needed to organize the event as well as on-site to distribute lunches to classrooms as this task cannot fall on teaching staff. Based on the discussion this evening, it sounds like the volunteers may be in order and PAC/Sean will investigate if there are any roadblocks in terms of menu and dietary requirements.

**Cobs Bread – Raising the Dough:** We have an account with Cobs Bread that was started back in 2019. When parents shop at the Oxford Street location, if they mention the Central PAC, we receive 5% of the sales.

## 10. Movie Night – October 28, 2022

Bruce presented the details that have been planned for the upcoming movie night as follows:

Schedule:

- volunteers arrive at 5:30 to set up
- doors open at 6pm; play Halloween music from 6-6:30pm
- movie starts at 6:30pm
- intermission half-way through movie (around 7:15) with the concession closing after intermission
- event ends around 8pm and volunteers stay until 8:30-9:00 to clean up & count cash
- on Nov 1st or 2nd, 1 volunteer cleans the popcorn machine & 2 volunteers update the inventory list

Doors:

- admission - \$2 per person, no presales
- parental supervision required for the full event (16+)
- cash box & float required
- table & chairs
- perhaps 50-50 style tickets
- prefer 2 volunteers and table should be staffed from 5:45-6:45

#### AV System Requirements:

- screen, equipment stand, projector, blu-ray player, speakers & mixing board, microphone, extension cord, masking tape
- Bruce has learned how to set up the system; however, Sean will be present to assist
- Sean has given Bruce permission to purchase a new Blu Ray player (which the school will pay for)

#### Movie:

- movie length should be less than 2 hours
- DVD or Blu Ray can be purchased or borrowed from FVRL - if purchased, it can be raffled off at the end of the night
- 3 movie suggestions from Bruce & Leanne:
  - o Happy Halloween Scooby Doo / Hotel Transylvania 2 or 3 / Addams Family (animated)
  - o All in attendance voted and the movie will be Happy Halloween Scooby Doo
  - o Check out the trailer here [https://www.imdb.com/title/tt12838958/?ref=fn\\_al\\_tt\\_0](https://www.imdb.com/title/tt12838958/?ref=fn_al_tt_0)

#### Bathrooms:

- confirmed with Sean that students & parents are to use the change room bathrooms
- since these bathrooms aren't regularly used, we may have to ensure that toilet paper & paper towels are stocked

#### Concession:

- glow bracelets / necklaces - 100 from dollar stores
- 2 x each from Costco – chips, Famous Amous cookies, Skittle/Starbursts, mixed chocolate bars, wagon wheels or Rice Krispie treats
- beverages - 100 juice boxes, 100 cans of soda & 100 bottles of water from Costco, cooler & ice
- hot dogs - halal wieners, chicken wieners from No Frills, buns, ketchup, mustard, relish, hot dog wrappers & napkins, perhaps extension cord
- popcorn - popcorn/butter packages (from FreshMart?), bags, extension cord
- other supplies - trash / recycling bins, cash box & float, tables & chairs
- prefer 3-4 volunteers on table and 1 on popcorn machine
- tables should be staffed from 545-730
- need to purchase the remaining supplies, & determine the price points
- create reusable poster board with menu & prices? maybe a portable white board?
- Jessica & Carmen to perform a dry run of the popcorn machine, and assess if it's better (at least for this time) to make popcorn or buy giant bag(s) from Cineplex

#### Volunteers

- 2 at the door, 3-4 on concession, 1-2 on popcorn, 1-2 on AV, 3-4 on cleanup, 2 to count cash before the event, 2 to count cash after the event
- 7-10 volunteers in total

#### Other Notes

- PAC volunteers are to pay for their (and their family's) full admission & concessions
- all transactions must occur ACROSS the table (not behind the table)
- purchase items at the start, if possible
- advertising notice should include day & time, movie presented, price of admission (\$), concessions will be available, parental supervision required, costumes are encouraged, cash
- floats are to be double counted at the start of the event AND at the end of the event
- at the end, floats are to be restored & hopefully locked up
- need keys to the PAC cupboard & storage room for the duration of the event

#### Questions for the future:

- could we sell pizza?
- could we show a cartoon before the main feature?
- could we set up a PAC table to answer parent questions & solicit more volunteers?
- could we request donations for the food bank at the door?

## 11. Old Business

Discussion around Pancake Breakfast to be potentially planned for December. Tabled for this meeting.  
Hot Lunch – Gill has reached out to White Spot, A&W, Dominos and another to explore a hot lunch program

## 12. New Business

### Committees (Conflict & Bias Committee, Grade 5 Leaving Committee, Recycling Committee)

Conflict and Bias Committee:

- Nothing to report at this time. They will mediate any conflict at the PAC level. Taura Rieu, Robia Facher, Aimee Jones have previously volunteered for this committee.

Grade 5 Leaving Committee :

- Nothing to report at this time.
- This group will help organize any event to celebrate the Grade 5s and planning any send-off events. Further discussion will occur between the previously formed committee: Taura Rieu, Robia Facher, Lissa Beaupre, Deepthi Mangalagiri, Leanne Francis, Daniella Munroe

Recycling Committee

- Recycling of the school's returnable items continues. The PAC volunteers will continue to sort. Students are encouraged to rinse and sort containers on site. Jessica Ellam, Leanne Francis, and Taura Rieu have previously volunteered to spearhead this committee.

### Class Representatives

Compiling the parent survey submissions to determine if a contact has stepped forward from each division.

### Grade 5 Hoodies

Daniella has already begun planning the Grade 5 Hoodies for around 60 students. Order forms and signature page will need to get out as quickly as possible.

Daniella and Leanne will coordinate a day where they can come to the school to size the children.

### Open Discussion

Variety Club Grant – they will match up to \$10,000. Look into making use of this for next year.

<https://www.variety.bc.ca/support/variety-school-grants/>

Teachers Wishlist – \$100 per division. The funds are already allocated, so discussed to move forward with allocating these funds earlier in the year than in the past.

Taiko Drumming – PAC has budgeted for this event and will be approximately \$1500

### PAC Facebook page and Email account:

Parents are encouraged to visit the PAC Facebook page at:

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

To increase traffic/awareness on Facebook page, continue to comment on posts, rather than just liking them. If you have any questions or concerns for the PAC, please email us at: [centralcompac@gmail.com](mailto:centralcompac@gmail.com)

## 13. DATE OF NEXT MEETING

The next general meeting is scheduled for Wednesday, November 9, 2022. Location TBD

## 14. ADJOURNMENT

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

1. Bruce Catterall.
  2. Edina Shaw.
- Approved.

The meeting was adjourned at 9.03pm



## Appendix B

ANNUAL FINANCIAL AUDIT SUMMARY		
Organization Name:	Central Elementary School Parent Advisory Council	
Organization Mailing Address:	2260 Central Avenue, Port Coquitlam, BC V3C 1V8	
Financial Institution Name		
Financial Institution Address		
Operating Account Number		
Gaming Account Number		
Report completed on:	22-Sep-22	
For the Operating Account fiscal year ending on:	05-Jul-22	
For the Gaming Account fiscal year ending on:	30-Jun-22	
Title	Vice Chairperson	Chairperson
Name	Bruce Catterall	Colleen Fee
Phone Number		
Email Address		
OASR Reviewed	Y	Y
GASR Reviewed	Y	Y
Signatures		
OPERATING ACCOUNT SUMMARY REPORT		
<b>SECTION 1</b>		
Opening Balance Of Operating Account	\$	5,438.04
<b>SECTION 2</b>		
Revenue from Events	\$	-
Revenue from Fundraising	\$	6,863.81
Other Revenue	\$	-
<b>Total Revenue</b>	<b>\$</b>	<b>6,863.81</b>
<b>SECTION 3</b>		
Expenses for Events	\$	-
Banking Fees	\$	48.00
Operating Fund Disbursements	\$	75.00
Operating Fund Disbursements	\$	336.11
Operating Fund Disbursements	\$	1,000.00
Operating Fund Disbursements	\$	395.96
Operating Fund Disbursements	\$	1,900.00
Operating Fund Disbursements	\$	85.60
Operating Fund Disbursements	\$	56.76
Operating Fund Disbursements	\$	200.00
Operating Fund Disbursements	\$	1,589.00
Operating Fund Disbursements	\$	119.40
<b>Total Expenses &amp; Disbursements</b>	<b>\$</b>	<b>5,805.83</b>
<b>SECTION 4</b>		
Closing Balance of Operating Account	\$	6,496.02
<b>SECTION 5</b>		
Operating Account Balance at Fiscal Year-End	\$	6,496.02
<b>SECTION 6</b>		
Control Balance (should be zero)	\$	-
GAMING ACCOUNT SUMMARY REPORT		
<b>SECTION 1</b>		
Opening Balance Of Gaming Account	\$	4,360.14
<b>SECTION 2</b>		
PAC Grant Revenue	\$	6,240.00
Other Revenue	\$	11.97
<b>Total Revenue</b>	<b>\$</b>	<b>6,251.97</b>
<b>SECTION 3</b>		
Expenses for Prizes	\$	-
Expenses for Events	\$	-
Gaming Fund disbursements	\$	3,157.41
Gaming Fund disbursements	\$	343.22
Gaming Fund disbursements	\$	4,499.25
Gaming Fund disbursements	\$	3.50
Gaming Fund disbursements	\$	500.00
Gaming Fund disbursements	\$	75.00
<b>Total Expenses &amp; Disbursements</b>	<b>\$</b>	<b>8,578.38</b>
<b>SECTION 4</b>		
Closing Balance of Gaming Account	\$	2,033.73
<b>SECTION 7</b>		
Gaming Account Balance at Fiscal Year-End	\$	2,033.73
<b>SECTION 8</b>		
Control Balance (should be zero)	\$	-