



**Central Community Elementary School  
Parent Advisory Council – General Meeting Minutes  
February 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>	Ally Ferrier, Gillian Gore, Anna Olsen
<b>REGRETS:</b>	N/A		

**1. CALL TO ORDER**

Bruce called the meeting to order at 7:06 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. Leanne Francis. Approved.

**3. APPROVAL OF MINUTES**

There being no errors or omissions, it was then **Moved** and **Seconded** to approve the minutes from the January 12<sup>th</sup>, 2022 General Meeting, as circulated. **MOTION CARRIED.**

1. Colleen Fee. 2. Carmen Zukewich. Approved.

**4. PRINCIPAL'S REPORT**

**Past:**

**Safe and Sound Award** – Ms. Izumi's, division 13 was recognized for lots of great examples of the children being safe and kind on the playground. This will be awarded every two weeks.

**Gym/MPR** – Repairs have been held up. This is because of the insurance versus the school needs versus repair or replacement. In regard to the MPR looking to re-imagine area into a more professional kitchen environment, whilst being a comfortable place to work.

**Kindergarten Registration** – This went well. 54 children registered for next years intake. Zoom into kindergarten presentation planned before Spring Break.

**Announcements** – Great announcements with students during school time. Scripts are worked through and presented. the celebrating central assembly. The Territory acknowledgement was beautifully read by one of our indigenous students.

**Self-Regulation Squad** – Bumper stickers connected to self-regulation, and what's important to the school community.

**Present:**

**Student-Led Conferences** – student led conferences coming up on 16<sup>th</sup> and 17<sup>th</sup> February. There will be an early dismissal at 1:45 p.m. and students will bring their work home to share with their families.

**Middle Years Development Instrument (MDI)** – The MDI is a self-report questionnaire completed by Grade 4-8 students. It asks them how they think & feel about their experiences both inside & outside of school. The questionnaire includes questions related to the five areas of development that are strongly linked to well-being, health and academic achievement – Physical Health & Well-Being, Use of After-School Time, Connectedness, Social & Emotional Development, and School Experiences.

## Future

**Valentine's Day** – Feb 14. Exchanging cards will be allowed this year.

**Pink Shirt Day** – Feb 23. Sean will host an assembly with the students.

**Celebrating Central** – Feb 24. Sean will host the monthly assembly.

**Track Event** – Schools will host their own events for grades 4-5. Mr. Huston & Mr. Della Vedova are putting together a 1.2km relay for term 3.

**Young Actors** – starting next week. This two-week programme involves creative play, taking on creative identities, and developing language skills.

**Choir** – Currently practicing songs by the Beatles and from The Greatest Showman.

**Spring Break** – Unfortunately no camps are allowed at this time.

**Self Regulation** – This pilot project involves a weeklong residence with Michelle Tremblay. Activities will include mindfulness, stretching, safe martial arts, self empowerment & self control. It will run like the hip hop classes held at the end of 2021 – classes will come to the gym to work with Michelle.

**Family one pager** – Sean is developing a one-page handout of information to give to new families as a welcome to Central.

**Technology** – Sean is looking to bring in a speaker to present to parents on online safety, time spent on devices, and other technology concerns.

## 5. CHAIRPERSON'S REPORT

**BCTF Presentations for Parents.** Advocating for your child took place on January 19<sup>th</sup> 2022. Unfortunately, there were only 10 parents present for the online meeting. It was discussed that the time at which the meeting was held could interfere with children's bedtime routines. For those in attendance the meeting was informative and well received.

**The next BCTF presentation for parents.** Subject to be Anti bullying. Two dates were put forward. Wednesday March 30<sup>th</sup> or Wednesday April 27<sup>th</sup>. To help reach a wider audience it was suggested that maybe recording the online presentation, giving families the ability to watch it at a later time. Make it viewable for up to 7 days after the event. Multiple reminders were also suggested, with two-week advance advertising.

**Body Science workshops.** Three other vendors who specialise in education options for sexual health have been contacted for content and pricing.

**PAC document repository.** Looking at other SD43 schools and how they present their docs online. Bruce introduced what he has done for Central's document repository. Lots of amazing content and excellent work done so far to get it up and running on the school's website.

## 6. TREASURER'S REPORT

### Balance Sheet:

The balances at the end of January were:

- operating account balance 7,608.77
- gaming account balance 2,606.55
- accounts receivable balance 452.88
- accounts payable balance 0.00
- the total balance sheet was 10,668.20

### Income Statement:

The operating account at the end of January shows we have a deficit compared to the budget.as we still have a few up-coming fundraisers in 2022.

### Gaming Account:

At the end of January, we have a surplus compared to budget. This surplus is because the school spirit wear came in under budget. The money for S-Vibe hip hop and the school flags was also paid out, but we still have money budgeted for sex education not yet used.

### Monthly report

See **Appendix A** for specifics of the monthly report.

Colleen mentioned that the RBC branch has relocated to Oxford and Lougheed.

There being no errors or omissions, it was then **Moved** and **Seconded** to accept the financials for Feb 5<sup>th</sup>, as presented. **MOTION CARRIED.**

1. Carmen
2. Jessica. Approved.

## 7. DPAC REPRESENTATIVE'S REPORT

Presentations were made by Erica Steward from the BC Bereavement Helpline, covering such topics as bereavement and the stages of recovery; and Brittany Borean from the Crossroads Hospice Society, discussing youth and young adult programs and services.

The BC Bereavement Helpline is a non-profit, free, and confidential service that connects the public to grief support services within the province of BC. Call the BC Bereavement Helpline to speak with one of their caring volunteers for information on their bereavement support groups, agencies, and peer-based support. Your call is free, confidential, and anonymous. They will help you find the most appropriate support for your specific type of loss. Call the Helpline at 604-738-9950 or toll-free at 1-877-779-2223, Monday - Friday 9am - 5pm, or email at [contact@bcbh.ca](mailto:contact@bcbh.ca).

<https://www.bcbh.ca/>

The Crossroads Hospice Society is a volunteer based, non-profit organization serving the Tri-Cities, Anmore and Belcarra. They provide compassionate care to people with life-limiting illnesses and their families, and support individuals along their grief journeys. Their mission is to provide compassionate care and support to people with life-limiting illnesses and their families, and to support youth and adults who are grieving the loss of a loved one.

<https://crossroadshospice.org/pages/youth-young-adults>

<https://crossroadshospice.org/>

The next DPAC General Meeting will be held on Wed Feb 23 at 7pm, and will include a presentation on Indigenous Education.

## 8. FUNDRAISING COORDINATOR'S REPORT

**Chipotle restaurant night.** Thanks to all our families who ordered from Chipotle. With your help we raised \$452.88

**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.

**2022 Up-Coming fundraisers** – Make it Sow seed fundraiser to go out to families Monday February 14<sup>th</sup>, and will run for two weeks. Last day for ordering will be Monday 28<sup>th</sup> February. This will be a mainly online fundraiser. Payment for orders can be sent by e-transfer to the PAC bank account. We will also look into organizing additional fundraisers with Meridian Meats. Domino's Pizza and a coffee fundraiser were also suggested.

## 9. COMMITTEE REPORTS

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

**Recycling Committee** – The Return-It Depot account is at \$473.45 – 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

**Division Representative Vacancies** – We are still looking for volunteers. The Division Representatives are parent / guardian volunteers from each classroom division who simply ensure that any questions & concerns from their particular division are addressed at General Meetings. For more information, please email the PAC. [centralcompac@gmail.com](mailto:centralcompac@gmail.com)

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

**Grade 5 Leaving Committee** - Bruce asked Sean to send out an email to Grade 5 families to see if there are willing volunteers to help. Bruce will prepare an email to be sent out in early March and late March.

**Grade 5 Hoodies & School Spirit Wear-** Grade 5 students received their hoodies on January 28<sup>th</sup>. Lots of happy faces from the grade 5 students. A big thank you to Daniella for organising and ordering, and to Ms. Laura for helping with the sizing the students. Central's new Spirit wear t shirts were also given out the same day. The Green colour is a big hit. Special thanks to Colleen for organizing and ordering the t-shirts, and thanks again to Ms. Laura for collating all the sizes for each child in each division.

**AV System,** - Not yet procured. This is due to the gym sustaining damage over the Christmas period. It is still in the budget and will be purchased at a later date.

**Tent Canopies** - Quote has been received from Impact Canopy. Daniella also suggested another option for branding the canopies, which she is looking into. Bruce will send the dimensions of the canopy to Daniella so she is able to look into that further.

## 11. NEW BUSINESS

**Nominating Committee** – According to our Constitution & Bylaws, at our next meeting we will need to establish our Nominating Committee in preparation for the election at the AGM. Assuming that only the usual people attend that meeting, we will need to determine how to establish this committee. Perhaps the easiest action would be to assume that we are ALL members of the committee (except Bruce), & we don't nominate a Chair of the Committee. To be discussed at the next meeting.

**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.

**May Day Parade** – The City of Port Coquitlam is planning to host the May Day Parade once again. More information from the city is to come, and then we can determine how & if Central can participate.

## 12. DATE OF NEXT MEETING

The next meeting is scheduled for Wednesday, March 9, 2022 at 7pm.

## 13. ADJOURNMENT

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

1. Daniella. 2. Colleen. Approved.

The meeting was adjourned at 8:58 pm.

## Appendix A

CENTRAL COMMUNITY SCHOOL PARENT ADVISORY COUNCIL				MONTHLY REPORT		July 1, 2021 to June 30, 2022			
<b>OPERATING ACCOUNT</b>				Year to Date	Annual	Budget			
<b>2021-2022 INCOME STATEMENT</b>				Actuals	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	-	400.00	400.00						
Event Floats - In	-	150.00	150.00						
<b>TOTAL INCOME</b>	<b>2,273.73</b>	<b>5,950.00</b>	<b>3,676.27</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						
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	28.00	50.00	22.00						
<b>TOTAL EXPENSES</b>	<b>603.00</b>	<b>6,800.00</b>	<b>6,197.00</b>						
<b>(-SURPLUS) / DEFICIT</b>	<b>- 1,670.73</b>	<b>850.00</b>	<b>2,520.73</b>						
<b>GAMING ACCOUNT</b>				Year to Date	Annual	Budget			
<b>2021-2022 INCOME STATEMENT</b>				Actuals	Budget	Remaining			
<b>INCOME</b>									
Government Gaming Grant	6,240.00	6,000.00	240.00						
Interest	8.46	-	8.46						
<b>TOTAL INCOME</b>	<b>6,248.46</b>	<b>6,000.00</b>	<b>248.46</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						
Bank Charges	3.50	-	3.50						
Flags	343.22	-	343.22						
<b>TOTAL EXPENSES</b>	<b>8,003.38</b>	<b>9,075.00</b>	<b>1,071.62</b>						
<b>(-SURPLUS) / DEFICIT</b>	<b>1,754.92</b>	<b>3,075.00</b>	<b>1,320.08</b>						
<b>2021-2022 BALANCE SHEET as at 08-Feb-22</b>									
<b>ASSETS:</b>									
Bank - Operating Funds	7,608.77								
Bank - Gaming Account	2,606.55								
Accounts Receivable	452.88								
<b>TOTAL ASSETS</b>	<b>10,668.20</b>								
<b>LIABILITIES:</b>									
Accounts Payable	-								
<b>TOTAL LIABILITIES</b>	<b>-</b>								
<b>TOTAL BALANCE SHEET</b>	<b>10,668.20</b>								
<b>OPERATING ACCOUNT - ACCOUNTS PAYABLE / RECEIVABLE</b>									
DATE	DESCRIPTION	DEBIT	(CREDIT)	BALANCE					
27-Jan-22	Chipotle Night	-	452.88	452.88					
		Payable	Receivable	Net					
		-	452.88	- 452.88					
<b>GAMING ACCOUNT - ACCOUNTS PAYABLE / RECEIVABLE</b>									
DATE	DESCRIPTION	DEBIT	(CREDIT)	BALANCE					
		Payable	Receivable	Net					
		-	-	-					
<b>CUMULATIVE - ACCOUNTS PAYABLE / RECEIVABLE</b>									
Operating & Gaming Accounts		Payable	Receivable	Net					
		-	452.88	- 452.88					