CYPRESS PARK
PRIMARY SCHOOL

Cypress Park Parent Advisory Council
PAC Meeting Minutes December 14th, 2021

The meeting was called to order by Co-Chair R. Baggio at 10:35 am.

IN ATTENDANCE
Principal K. Grimwood, Vice Principal S. Bell, PAC Co-Chair R. Baggio, PAC Co-Chair E. Baldwin, PAC Fundraising Committee Member K. Millius, PAC Committee Member N. Hincks, PAC Communications Coordinator B. Perez, S. Cahill, N. Meghijiani, H. Cave.

APPROVAL OF MINUTES AND AGENDA
The Minutes from the November 9, 2021 PAC meeting were motioned by E. Baldwin, seconded by B. Perez, and approved.
The Agenda for the December PAC meeting was motioned by E. Baldwin, seconded by B. Perez, and approved.

PAC EXECUTIVE UPDATE

Co-Chairs Update (Erin Baldwin and Rosalin Baggio)
- Experts-in-Residence Program:
    - Beaty Boxes - Whale Flipper X-Ray Beaty Box from the UBC Museum of Biodiversity was a success. Teachers are excited for the next one to come.
    - Steamoji – Mrs. Bell is working with Grade 2 and 3 classes to determine a fit.
    - Jess Dance – booked for January 2022.
- Community Spirit Events:
    - Christmas Caroling happening today at 2pm – Singing, hot chocolate and candy cane.
    - Dundarave Festival of Lights – Cypress Park tree is up there, go check out with the family.
    - Lunar New Year celebrations – Parents organizing Lion's dance on Jan 28th, and booked from 12-2:30 pm.
    - Nowruz – If any parents are willing to volunteer and organize an activity to celebrate and showcase this day, please kindly reach out to us.
- Website PAC content: Becky Perez, parent from Grade 1, has agreed on helping update our PAC content on the site.

Treasurer's Update (Erin Baldwin on behalf of Dan McKenzie)
Revised Budget will be reviewed during today's meeting.
Running totals of the three (3) school accounts are as follows:

- Checking Account - $31,978.74
- Savings Account - $12,827.73
- Trust Account (controlled by the district) – $6,850.53

There are couple of outstanding cheques, but overall we have a pretty healthy cash position. Once the revised budget is approved, funds will be distributed to the School. Motion to be made later in the meeting.

Fundraising Committee Update (Nikki Hincks)

- Raffle raised $11,850 and prize winners were drawn last week. Most kids were part of it with at least 1-2 raffle books sold. A bunch of kids sold over 3 books. And 1 kid sold over 8!
    - Recognition to be published on the next e-bulletin. No student's last name can be included for privacy purposes.
    - Suggestion was made to include the number of books sold by each winning student, so that some kids may have a goal in subsequent years.
    - The PAC may consider a kids' next year so all kids can participate even if they sell "only" 1 book.
    - Winners were notified by email and/or by phone after the draw took place.
    - There are stipulations on how to run a raffle and limitations on how to use the funds, so will need to reassess next year's raffle.
    - The Committee is required to submit report to the Gaming Commission.
- Future events:
    - Spring Fun Run at (community spirit and little bit of fundraising too) TBC
    - Mother's Day flower fundraiser
    - VIP Parking coming up for another bid
    - Vice Principal for a Day
- New Gaming Grant Application to be submitted by Kristi M – roughly $20 per student. Application to be submitted between April-June. Grant would be received by the end of September at the latest. Funds can only be used for extra-curricular activities.

Project Greenthumb Update (Erin Baldwin on behalf of Natalie Quilty/Erika Keyes)

- Back Garden: Erika is working on the drawings for the back of the school right now (Phase 3 of the project). She met with Mrs. Bell and discussed adding more sand boxes and changing the path material, so they are lower maintenance.
- Garden Committee: Still looking for garden committee members from Kindergarten and Grade 1, who can help longer term.
- Fairy Doors: Hoping to have them installed over the holidays.

DPAC Update (Rosalin Baggio on behalf Renee Bourchier)

- Please note that any WV parent can attend the District PAC meetings – applicable to all school levels, elementary and high school.
- Communication: They continue encouraging one single communication out to parents a week. The district will further test some emergency text communication next year. Please note that school will contact parents in case of emergency IF action is needed.

- In-Person Events: Board meetings will resume in-person. Expectation is that there will be more in-person events in January and February, depending on the school.
- Enrollment: Declining student enrollment related partially to dependency on international students, as well as out-of-district students. Anybody who knows anybody at Kindergarten age, please encourage enrollment in West Van.
- Open Houses and Virtual events are coming in January. Cypress Park had its Open House in person already.
- There is a lot of support available for parents around vaping, internet use, and eating disorders (most relevant to high school children).
- Hot lunch – likely to move to 3 days a week in term 3.
    - Need to look for ways to have the providers' support taking the trash out, and prioritize those providers that are willing to do so.
    - No drinks should be included in the offerings. There was some confusion, but drinks will be taken out from next registration for sure.

Revised Budget for 2021-2022 (Rosalin Baggio and Erin Baldwin)

Motion to approve a revised Budget for 2021-2022 (attached) was moved by E. Baldwin, seconded by B. Perez, and approved.

The current/first budget was put together in the summer based on the available knowledge at that time. Now that the PAC has received feedback/requests from Ms. Bell, the revised budget has been put forth.

Revenue

- Overall revenue decreased slightly from $29,740 to $29,655, with changes mostly related to changes to source of funds
    - Miscellaneous grants increasing from $2,940 to $5,655
    - Fundraising Revenue down from $26,800 to $24,000
    - Hot Lunches Revenue down due to COVID (2x/week vs 3x/week)

Expenses

- Overall expenses increased from $29,740 to $33,125.
    - Reduced Student Enrichment from $13,450 to $12,920.
    - Social enrichment from $2,390 to $3,500
    - School resources and equipment from $12,550 and $15,805 (includes now new books)

PRINCIPAL AND VICE PRINCIPAL REMARKS

Vice Principal S. Bell Update

- Board Meeting – Staff Presentation
    - All teachers did a presentation on the Importance of Purposeful Play in the Primary Years and how through play we can foster deep and rich learning.
    - Presentation was titled: "You see, I see" and really showcased the quality of educators we have at Cypress Park.
    - Recording should be available on the WV School District site.

- Young Actors Projects (Experts-In-Residence program) came to the school – big thank you to the PAC
    - There were 3 sessions, which teachers found fabulous. The program also serves as professional development for the teachers themselves, as they worked on drama activities that could be incorporated into the class.
    - Teachers would enjoy having the group come again next year. The timing before Christmas worked great (when kids need to do more 'get up and move' activities).
- District Physical Literacy has been in the school to work with students and teachers
    - Ongoing program is run by Ms. Anderson for the school; resumes on Jan 17.
    - The team assesses all kids based on a pre-set list of skills. This data is used to train the teachers and any important feedback will be reflected on your child's CSL report.
    - The data can be made available for parents, if required. If the teacher hasn't approached the parent, that means there probably is nothing of concern.
- Community Support – thank you!
    - To all the families for their support with the Grade 3 Christmas Camper and the Kindergarten Kindness Ninjas Blanket Drive.
    - Looking forward to Caroling this afternoon, mostly as an opportunity to get together as a community with a little bit of singing, hot chocolate, candy cane.
- Next Year's update:
    - 4 sessions of Jess Dance coming in next year – great movement and also development opportunity for the teachers.
    - The Buddy Bench – plan is to make a joint celebration on Pink Shirt day to acknowledge and remember the idea behind the bench and give it the appreciation it deserves.
- Holiday travel:
    - If you are planning holiday travel it is a requirement for students to be away from school for 14 days after getting back to Canada. No exceptions. Government site information to be shared in upcoming e-bulletin.
- Questions/Comments from PAC:
    - If there are any programs like the Young Actors Projects that the teachers or the Principal would find valuable, not only for the kids, but to provide teachers development opportunities, the PAC would be happy to support.
    - Opportunity to order CP branded pink-shirts? PAC/Ms. Bell to discuss.

Principal K. Grimwood
Big Thank You on behalf of the staff for the Christmas gifts. Wishing everybody a great Holiday!

Ajournement
A motion to adjourn was made at 11:20 am, seconded, and passed.