



CYPRESS PARK  
PRIMARY SCHOOL

# Cypress Park Parent Advisory Council

## PAC Meeting Minutes June 14, 2022

The meeting was called to order by Co-Chair R. Baggio at 12:04 pm.

### IN ATTENDANCE

Principal K. Grimwood, Vice Principal S. Bell, PAC Co-Chair R. Baggio, PAC Co-Chair E. Baldwin, PAC Treasurer D. McKenzie, PAC Fundraising Committee Member K. Millius, PAC Communications Coordinator B. Perez, J. Calleja, E. LeBlanc, E. Little, D. Baldwin.

### APPROVAL OF MINUTES AND AGENDA

The Minutes from the May 10<sup>th</sup>, 2022, PAC meeting were motioned and approved. The Agenda for the June PAC meeting was motioned by K. Millius, seconded by E. Little, and approved.

### VICE PRINCIPAL REMARKS

#### Vice Principal S. Bell Update

Mrs. Bell started by expressing her gratitude to the PAC for all the support received this past year, especially given the circumstances transitioning out of COVID. Special thanks to co-chairs R. Baggio and E. Baldwin.

**Beaty Boxes** – Just finished with the last box for this year. It has been an amazing educational tool and teachers are keen to see if they can be introduced again next year.

**Sports Day** - was a huge success, same with the fun run. Was great to see all the kids working together. School is aiming to plan more of these multi-age activities next year. These events give students the opportunity to interact with each other and learn from the different age groups.

**Bridge Festival** - Thank you to those that attended. For such a small school, CP had a very large presence.

#### Future activities:

- **Kindergarten** – Butterflies to be released today
- **100<sup>th</sup> school day celebration** – Thursday June 16<sup>th</sup>
  - Grade 1 will be going to Lynn Canyon for a field trip for their sharing the planet unit.
  - Grade 2 will be doing to Stearman beach to work with the Ocean Ambassadors
  - Grade 3 will be preparing for their leaving ceremony.
- **National Indigenous day** – June 21<sup>st</sup>.
- **All School Beach Day** - Monday 27<sup>th</sup> , students and teachers included.

- **Leaving Ceremony for Grade 3** - Tuesday June 28<sup>th</sup>, 2 pm. Grade 3 parents will be welcomed in the gym for a formal farewell (something that has not been done in over 2 years) to wish them well onto their transition to West Bay. After that, families will transition to the outdoor space, where all kids will perform some music and French sing-along for all CP parents.
- **Last Day of School Year** - Wednesday 29<sup>th</sup>, 11:44 dismissal.

**Writers in our community** –The school is organizing a postcard/photo/letter challenge. Kids are invited to send as many as possible to the school during the summer (addressed to the school). They will be opened upon return to school in September. Kids can share their adventures, activities, and anything they do during the summer. This project aims to kick off the school’s promotion of the writing process and how we all would like to communicate and connect with each other through writing.

**Summer Reading Club** –The school would like to encourage all families to sign up their kids and do some reading over the summer. Help the school become the champions once again and bring the trophy back next school year!

### **Garden Project Update**

- Laura has added to her schedule over July and August the clearing and prepping of the back garden. Due to the lack of personnel, it will happen in parts, but hopefully will be all prepared and organized for the PAC planting crew to proceed when considered appropriate.
- She will also do some maintenance and beautification of the school sign on Marine Drive.
- New planters have been built, and they are just being housed at facilities until the area is prep and ready to go.
- She is providing costing estimates and knows what budget the school has available.

### **Art Project Update**

- VP S. Bell has decided to postpone this project due to pricing. It is still something the school want to continue with next year, particularly the outside mural. Will also work on figuring a more cost-effective way to beautify the common library space.

### **New principal**

- Michelle Labounty will be joining next school year as the new principal for West Bay and Cypress Park. She comes from Ecole Cedardale, where she brought the first IB French Immersion program in North America, so she has lots of experience with the IB program. She has been in the district for her whole career.

## **PAC EXECUTIVE UPDATE**

### **Co-Chairs Update – R. Baggio / E. Baldwin**

- **Year End Celebration** – Friday June 24<sup>th</sup> at 2:30 pm . Fun activities are being organized for the kids and to bring the community together. Spread the word!
- **Summer Garden Support** - Circulating sign-up sheet for garden support over the summer. Please sign up, schedules are flexible and need more volunteers to do some watering and weeding.

## **Treasurer's Update (D. McKenzie)**

Running totals of the school accounts have not changed much from last update:

- Regular Community Account - \$20,029
- Savings Account (gaming account) - \$7,363

Update from K. Millius on the gaming grant – It has been approved and the school should be receiving \$1,500.

## **Fundraising Committee Update (K. Millius)**

### **Fun Run**

- \$2910 was collected. Although it did not involve much work, the committee will evaluate if its something that they want to do again next year. Given the similarities with the Sport Day, both activities could be combined or could be moved to different terms in the school year.

### **Next Year**

The incoming fundraising committee has already met to discuss options for next year.

- Gala event – Idea would be to not do raffles or auctions, to avoid tying the funds to specific expenses (give the school flexibility on the usage of funds). Ticket prices will be on the higher end instead. Recommendation is to approach Tonja, current PAC chair for West Bay, to discuss this event (WB and CP used to alternate years for a gala).
- Book drive – Have parents sign up for a book they will want to donate to the school (cover all books required by the school).
- Pumpkin Patch – TBC but used to be a community event organized by the school in the past.
- Wish list – A recommendation provided by Tonja from WB. Very effective way to raise money without spending too much time, and without restricting the use of funds (e.g., gaming license).

## **Budget 2022-2023**

Motion by K. Millius, seconded by J. Calleja, to adopt the proposed budget for 2022-2023 as presented.

Discussion items prior to approval:

- VP S. Bell noted that this is the proposed budget , but there will be an opportunity to reassess on the first meeting next year.
- Field trips will be paid by the parents going forward, as it used to be in the past. Estimated cost is \$50 per kid. Current budget amount allocated to this was \$3,000 plus \$1,500 for bus rentals. There will be special considerations for parents who may not be able to afford it.
- VP S. Bell advised she will continue to monitor the technology in the school. The District would not cover the cost of a new projector if one failed. If something like that occurs next year, the PAC would be able to discuss and vote to re-divert funds.
- In working with Opus and the artist, Erika Keyes and S. Bell have advised that the interior library mural (the idea was for the children to each paint a canvas) would require \$2,000 from next year's budget. As mentioned earlier, the project has been

put on hold. Erika and S. Bell are now looking into alternative designs which might cost less to execute, and into securing a larger grant through Opus.

Please refer to the chart below for further details on the budget.

CYPRESS PARK PAC BUDGET 2022-2023 (PROPOSED)			
ACCOUNT BALANCES		10-May-22	
Community Account		\$ 19,410	No restrictions
Gaming Account		\$ 7,363	Extra-curricular or enhancements only
Trust Account		\$ 3,098	Review restrictions
<b>TOTAL</b>		<b>\$ 29,871</b>	
	REVISED BUDGET 12.02.2021	PROPOSED 2022-2023	COMMENTS
REVENUE			
<i>Grants Income</i>			
Gaming Grant	\$ 1,500	\$ 1,500	Exact TBC
District Grant	\$ 500	\$ 500	Exact TBC
Miscellaneous Grants	\$ -	\$ -	Possible Opus Grant in future years?
Whole Foods Project Greenthumb Grant	\$ 3,655	\$ -	
<b>Total Grant Revenue</b>	<b>\$ 5,655</b>	<b>\$ 2,000</b>	
<i>Net Fundraising Income</i>			
Hot Lunch	\$ 5,000	\$ 5,000	May be able to increase with 3X per week
VIP Parking	\$ 1,000	\$ 1,500	Based on avg \$375/stall in two periods for the year
Fall Fundraiser (Raffle/Wish List/other)	\$ 12,000	\$ 13,000	Based on avg \$150/student
Spring Fundraiser (Fun Run/other)	\$ 4,000	\$ 4,000	Based on avg \$50/student
Spirit Wear	\$ -	\$ -	Still only breaking even
Vice Principal for a Day	\$ 300	\$ 300	Based on historical
Donations	\$ 700	\$ 700	Wild card
Mother's Day Flowers	\$ 1,000	\$ 1,000	Based on historical
<b>Total Fundraising Revenue</b>	<b>\$ 24,000</b>	<b>\$ 25,500</b>	
<b>TOTAL REVENUE</b>	<b>\$ 29,655</b>	<b>\$ 27,500</b>	
EXPENSES			
<i>Student Enrichment</i>			
Field Trips*	\$ 9,220	\$ -	22/23 parents to pay their own; hist. \$3K based on \$750/class (combined with EIR second half of 21-22)
Field Trip Bus Rentals	\$ -	\$ -	22/23 parents to pay their own; hist. \$1.5K based on \$375/class; \$450 one sm bus, but public sometimes used
Experts-in-Residents Program	\$ -	\$ 5,000	Ex: \$895 Actors, \$1400 Jess Dance, \$500 Beaty Boxes, \$2Hollyburn badminton athlete, external artist project
Cultural Enrichment - LNY, Nowruz	\$ 1,200	\$ 1,200	LNY lion dance \$600 + food and decorations \$300; Nowruz \$400 for food and decorations, buffer, etc.
Health Education	\$ -	\$ 350	Selima Noon; sometimes no cost if combined with Westbay
Grade 3 Math Competition	\$ -	\$ 100	Sometimes no cost if combined with Westbay
<b>Total Student Enrichment</b>	<b>\$ 10,420</b>	<b>\$ 6,650</b>	
<i>Social Enrichment</i>			
Community Spirit Events	\$ 3,000	\$ 3,700	Coffee G \$100X3, Fall \$800, Movie N \$200, FofLights \$750, Sports Day \$250, Year End \$800, G3 Grad \$300, buffer
Grade 3 Graduation Party	\$ 300	\$ -	Combined above
Sports Day	\$ 200	\$ -	Combined above
Staff Spirit Wear	\$ -	\$ 150	
<b>Total Social Enrichment Expenses</b>	<b>\$ 3,500</b>	<b>\$ 3,850</b>	
<i>School Resources and Equipment</i>			
Literacy	\$ 2,000	\$ 3,200	Just Right reading \$1500 + non-fiction \$1000 + Adrienne Gear subscription \$700
Physical Literacy*	\$ 1,000	\$ 1,000	Auxiliary or replacement sports equipment
Technology	\$ 5,000	\$ -	Approx. \$7K 10 iPads. School to monitor projectors, etc. Consider resuming an annual savings for tech annually.
Project Greenthumb	\$ 3,855	\$ 1,200	Material top ups, hoses, maintenance, etc.
Teaching Resources/Classroom Supplies*	\$ 3,000	\$ 3,000	Based on \$750/class
Leadership Projects	\$ 1,000	\$ -	Combined above due to Special Projects below (22-23 only)
Auxiliary Learning Support*	\$ 700	\$ 700	\$200 Music, \$200 French, \$150 ELL, \$150 LST requested by SB
Vice Principal Special Purchases*	\$ -	\$ 350	Example: teacher wants a particular book for a project
Emergency Health and Safety*	\$ 300	\$ 300	
First Aid Training/Supplies*	\$ 150	\$ 150	
<b>Total Resources and Equipment</b>	<b>\$ 16,805</b>	<b>\$ 9,900</b>	
<i>Community Support and Appreciation</i>			
Teacher Appreciation	\$ 500	\$ 500	February lunch
Volunteer gifts	\$ 50	\$ 100	End of year cards, etc.
<b>Total Support and Appreciation</b>	<b>\$ 550</b>	<b>\$ 600</b>	
<i>Administrative Expenses</i>			
Contingency Fund	\$ -	\$ 1,800	\$1,500 possible bus rentals (transition year) + \$300
Student-in-Need Fund	\$ 200	\$ 350	Possibly \$60 field trips, \$25 Spirit hoodie, \$75 per term for some hot lunch orders
Bank charges	\$ 50	\$ 50	
Miscellaneous	\$ 100	\$ 100	
<b>Total Administrative Expenses</b>	<b>\$ 350</b>	<b>\$ 2,300</b>	
<i>Special Projects (One Time Cost)</i>			
Classroom enhancements	\$ -	\$ 2,600	\$550 G2 table & chairs, \$600 G2 & G3 privacy screens, \$600 K&G1 foam mats, \$800 K & G1 teacher surround
Banners with updated logo	\$ -	\$ 1,000	Quote needed
Digital Sound Stage for G3 News Cast	\$ -	\$ 300	\$150 mic, \$50 curtains, \$50 green screen curtains, \$50 iPad stand
Portable Recording Studio	\$ -	\$ 300	Portable iPad mic & DIY booth
<b>Total Special Projects</b>	<b>\$ -</b>	<b>\$ 4,200</b>	
<b>TOTAL EXPENSES</b>	<b>\$ 31,625</b>	<b>\$ 27,500</b>	
<b>TOTAL REVENUE OVER EXPENSES</b>	<b>\$ (1,970)</b>	<b>\$ -</b>	
*Up-front cheque to School total		\$ 6,100	

Motion passed and proposed budget for 2022-2023 was approved as presented.

## **New PAC Exec team 2022-2023**

Motion by R. Baggio to elect by simple majority vote by a show of hands - rather than by secret ballot – the Executive Officers below:

- Chair: Kristi Millius
- Treasurer: Dan McKenzie
- Communications Coordinator: Becky Perez
- DPAC Representative: Elizabeth LeBlanc
- Past Chair & Community Spirit Events: Erin Baldwin
- Past Chair & Experts-in-Residence Program: Rosalin Baggio

Additionally, and for reference only, the following positions have been appointed:

- After-School Program Coordinator: Elizabeth LeBlanc
- Fundraising Team: Alex Barrow
- Fundraising Team: Josette Calleja
- Fundraising Team: Nikki Hincks
- Hot Lunch Coordinator: Shery Elmamlouk
- Project Greenthumb: Erika Keyes
- Project Greenthumb: Natalie Quilty
- Project Greenthumb: Kirsten Boyd

All in favor. Motion passed.

### **Final Notes**

Heartfelt thank-you from VP S. Bell to Principal K. Greenwood for being our leader and championing our little school for the past few years. We all wish K. Greenwood the very best on her future endeavors.

Similar big thank-you to the leaving PAC Co-Chairs, R. Baggio and E. Baldwin, for their outstanding job this past year. And all the support to incoming PAC Chair, K. Millius.

### **Ajournement**

A motion to adjourn was made at 12:50 pm seconded and passed.