



Capitol Hill PAC Meeting Minutes

Thursday October 10th 2025 in-person

Notes on attendance:

5 people in person

VOTES:

Movie Night Expenses: \$200 for concession and snack combos - APPROVED

Student field trip subsidy: \$15/student for field trips - DEFERRED to today

\$5280 for the school from the gaming account - APPROVED

Musical License: \$500 last half of the fee - APPROVED

Website: \$100 website - APPROVED

Principal & Head Teacher Report

- Good start to October
- Successful Sept
 - ◆ Had 4 assemblies
 - ◆ Routines & in classrooms
 - ◆ E of Sept - reviews
 - Lots of work in class placements
 - Allows teachers to talk about how it's going - learning team and support and what's working
 - ◆ IEP plan? Ind E Plan
 - Learning support
- Today was last day for x country
 - ◆ 11 - kids every Wednesday
 - ◆ Ran well and improvements
 - ◆ Go to B lake - course
 - ◆ Awards today
 - ◆ Parking is very busy - be aware about that if your kids are joining
- Next week safety week 14 - 17
 - ◆ Fire, h&s, great shake out 16th, lockdown
 - ◆ How to stay safe
- Movie Night 23rd
- Pro-D Day the next day
- Halloween - Friday
 - ◆ No weapons

- ◆ Not too scary - parade
- ◆ No blood
- ◆ Good to play in
- ◆ Will send an email out
- Field trip planning
 - ◆ Supporting families in need
 - ◆ Ministry funding has been cut
 - ◆ Ensure all kids have access to the extra curricular
 - ◆ Affordability grant is gone so we need to come up with a good idea
 - Direct donations - variable amount
 - Tell families what happening and how they can help
 - Attach where the \$ goes when people give
 - Can kids fundraise and get a treat for raising the most amount of money?

Question(s):

n/a

Chair's Report

- Popcorn Fridays – starting October 10
 - ◆ Approx. 120 pre-paid orders
 - ◆ If you haven't pre-paid and your child would like popcorn, please send them with \$2
 - ◆ Reduced the price for the preorders
 - ◆ Made over \$6k
- We have received the gaming grant - \$7,200
 - ◆ Based on last year's enrollment numbers
- Breakfast club
 - ◆ Part of the feeding futures - wanted to support kids who don't have access
 - ◆ Now it's Monday Wed Fri - will be fully going M-F later (Ms.N is out sick at the moment)
 - Starts at 9 am
 - ◆ can only be offered after the morning bell unless we can have a parent volunteer who can run it before school starts
 - ◆ We need volunteers - to run it with Ms.N
 - ◆ Put it out to the community and see
 - ◆ Mr. H can schedule
- Movie night – October 23
 - ◆ Pro-D Day
 - ◆ Mr. H will not be there
 - ◆ Discussion – potential for pre-teen movie another night maybe in February
 - Option 1 - K-3 in the gym 4-7 elsewhere
 - Option 2 - preteen night

- We would have to poll it see the interest - make it worthwhile
 - Wouldn't be a
- Potential for a special project – outdoor canopy, resurface basketball court, other?
 - ◆ We need to find out what that would involve and how do we go about that?
 - ◆ The PAC has carried a surplus - good to cushion but could we use that for the school and continue the work that is ongoing?
 - Would have to set up for a longer fundraising plan
 - ◆ Rainy season prompts the discussion
 - Different options
 - Outdoor classroom is not utilized as much but could allow the community to use the space in a way that we don't want it to be used
 - There are grants and the city of Burnaby does pay for the construction
 - There are different types of shelters and maintenance costs would be something to consider
 - Options are good to present to the community
- Grade 7 funding discussion
 - ◆ The funds shouldn't have to go through the PAC for voting
 - ◆ We would prefer to have it be separate
 - ◆ The 10% was too much
 - We don't have a sense of what the funds are going to
 - Some things wouldn't align with what the PAC wants to do
 - Last year there was an information night
 - Email can be sent to the grade 7 parents
 - Schools are moving away from camp
 - Issues and
 - Other activities sometimes get more action
- We do not currently have a DPAC rep, is anyone interested in taking on this role?
 - ◆
- Potential for a dance?
 - ◆ DATES
- Apple Fundraiser – Starts October 22 for delivery in November
- Purdy's holiday order – starts in November 5th - 8th for pick up in December 11th

Fundraising

- Popcorn Fridays – starting October 10
- Movie night – October 23
- Grade 7 funding discussion
- Apple Fundraiser – Starts October 22 for delivery in November
- Purdy's holiday order – starts in November for pick up in December

NEW*

- Valentine's Day Bake Sale

- ◆ February 13?
- Dance
- ◆ potential dates March 6 or April 10?

*any more fundraising would require more volunteers.

Important Dates

October 10th: First popcorn day of the year

October 13th: Thanksgiving

October 24th: Professional Development day - no school

November 11th: Remembrance Day

December 22 to January 7: Winter Vacation

Treasurer's Report

As of October 5, 2025

School Year: 2025 / 2026

Category	Details	Amount (CAD)
Opening Bank Balance		\$17,047.95
Funds In	Gaming Grant	\$7,200.00
	SD41 PAC Grant	\$0
	Fundraising	\$4,684.00
	Health & Safety Funds	\$0
	Interest	\$0
	Total Funds In	\$11,884.00
Funds Out	Expenditures	\$0
	Other Miscellaneous	—
	Total Funds Out	\$0

Ending Bank Balance		\$28,932.95
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Account Breakdown

Account	Balance (CAD)
General Use*	\$9,957.00
Gaming (Restricted)	\$8,097.87
Grade 7 Funds	\$1,958.13
Health & Safety Fund	\$3,918.95
Total	\$23,931.95

*Accounts include **committed expenses not yet paid**: \$5,000.00

Meeting ended at 7:40pm

Next PAC meeting will be held on November 13th in person at the Cap Hill library