**Citadel Park School Parent Association**

**October 7th, 2026, 7:33pm**

**In Person and Microsoft Teams**

**MINUTES**

**Present - In Person**

| | | |
|---|---|---|
| C. Edwards, Principal | B. Dew, Chair | A. Leslie, Casino |
| A. Bates-Church, A.P. | M. Singh, Secretary | F. Dutcher |
| Jenny Regal, School Trustee | Chantell G., Social Coordinator | Diana |
| Jenna L. | | |

**Present - Online**

| | | |
|---|---|---|
| A. Lawrence, Fun Lunch | Iulia S. | |

1. **Call to Order and Welcome** - Meeting called to order at 7:33pm by B. Dew.

2. **Review of the Agenda** – Motion: *to approve the agenda as presented (or as amended)*. Moved by Chantell G., seconded by A. Leslie, **CARRIED.**

3. **Approval of the Minutes** – Motion: *to approve the minutes of the meeting held on September 9th, 2026, as presented (or as amended)*. Moved by Chantell G., seconded by A. Leslie, **CARRIED.**

4. **Motion**: *to vote Chantell as Volunteer Coordinator*. Moved by A. Lawrence, seconded by A. Leslie, **CARRIED.**

5. **Online Motion Results:**
    1. Meet the Teacher Thank You Basket – online motion passed with 5 / 8 agreeing (exceeding the 60% needed)

2. iXL Renewal – online motion passed with 6 / 8 agreeing (exceeding the 60% needed)

**6. Admin Update:**

1. Want to streamline fundraising emails
2. And make sure we are properly set up with messaging and materials with clarification on what that looks like.
3. Spending Plan
    1. iXL about $22.50 per student
    2. usage about 134 hours used since start of September
4. Numeracy – Wipebooks highly used and appreciated by teachers and need replacement. They are invaluable for math collaboration amongst students - $1000
5. Kindergarten – Needs some new art easels - $1074
6. Library – book replacement for some highly used books - $2500
7. Fieldtrips – clarification that it's $300 / bus and 2 classes can fit on each bus, greatly reducing the expected cost.
8. Residencies:
    1. Tennis November 16 – 26 $2850
    2. Curling (Rocks and Rings) Jan 4 – 14 $2280 + GST
    3. Boulder Wall Teacher training $500 - COMPLETE
    4. Dance March 1 – 12 $5300
    5. iMovie – there is a grant for $6600 leaving a cost of $7450
    6. Considering the possibility of Council paying for # 1 – 4 and charging families for the iMovie residency.
    7. Indigenous Education – photo blow up plus plants - $8000
        1. This year might just be working with Blank Page (who are also indigenous plant experts) in planning and actual purchasing might be for a future time.
    8. Music – handbell tables, sheet music and music stands - $5000
    9. Other – Podium and Stage - $15,000

9. With budget considerations, council is considering the following amendments to the proposed budget:
    1. Council pays for the residencies 1 – 4 and parents pay for the iMovie residency
    2. iXL for only Grades 3 – 5 (costing approx. $6200) as they use it more

3. Outdoor classroom space is paused for now – spending only for the blown up photo at $500

10. Motion: to approve the spending plan with the above three amendments. Moved by A. Leslie, seconded by Chantell G., **CARRIED.**

**7. School and Committee Reports - Events**

A. Casino
   a. Everyone came and it was a huge success.
   b. We made $190 in tips
   c. Money should come in February

B. Fun Lunch
   a. Popcorn day on Oct 8
   b. Subway is the first Fun lunch and there are already 8 parent volunteers

**** Parents **MUST opt-in** to receive fun lunch/fundraising emails due to CASL regulations on advertising****

C. Social Media
   a. Quite busy in September with all our events and fundraising messages.

D. Fundraising
   a. Approximately $1400 was raised from apples – pick up date not yet know but will be in November.
   b. Old Dutch closed a day early than expected but we were able to work around – 113 cases to be delivered to school and more 30 cases to a parent in a different order.
   c. WestJet fundraiser – met with someone at WestJet who should be able to help us get a raffle fundraiser set up in the spring.
   d. Purdies – looking into it, works because there is no set minimum order.
   e. Krispy Kreme – looking into it, would need to purchase at least 50 dozen at $9 each and then sell them at the Makers Market or other times.

E. Halloween Dance
   a. Dance will be on Oct 29, DJ is booked.
   b. Motion: *to approve a budge up to $2000 for the dance*. Moved by A. Leslie, seconded by Diana, **CARRIED**

F. Makers Market will happen in December, it will be discussed more next meeting.

8. **Key Dates**

- November 4
- January 13
- February 17
- March TBA closer to Parent Night
- April 7
- May 5
- June 9 (AGM)

9. **Next Meeting** – The next meeting will be on November 4th 2026, at 7:00pm as a hybrid of in-person meeting and streaming on Microsoft Teams.

**Adjourned** – Meeting adjourned at 8:27pm

Notes prepared by M. Singh