

Citadel Park School Parent Association

September 9th, 2026, 7:29pm

In Person and Microsoft Teams

MINUTES

Present - In Person

C. Edwards, Principal	B. Dew, Chair	Jill W., Events Coordinator
A. Bates-Church, A.P.	M. Singh, Secretary	A. Gadhoke, Treasurer
A. Lawrence, Fun Lunch	Chantell G., Social Coordinator	F. Dutcher
A. Leslie, Casino	Diane	

Present - Online

Hiroki	Muhammad A.	Masha
Larissa W.	Hisham B.	Jamie L.
Jessica M.		

- 1. Call to Order and Welcome** - Meeting called to order at 7:29pm by B. Dew.

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

- 2. Approval of the Minutes** – Motion: *to approve the minutes of the meeting held on Feb 18th, 2026, as presented (or as amended)*. Moved by A. Lawrence, seconded by A. Gadhoke, **CARRIED**.

- 3. School and Committee Reports - Events**
 - A. Casino
 - a. 36 positions in total, currently there are 20 spots filled, deadline will be Sept 25 for signups so we will set up a table at Meet the Teacher and hopefully fill the rest of the spots.
 - B. Fun Lunch
 - a. Two more fun lunches and 2 more popcorn days

- b. Looking for volunteers for May Fun Lunch

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

C. Social Media

- a. There has been growth on both Facebook and Instagram.

D. Volunteer Coordinator

- a. For any events that need volunteers we will continue to set a firm cut off date so if there are not enough volunteers then the event will not happen.

E. Parents Night

- a. Open to anyone who would like to organize, there is no topic selected yet.

F. Fundraising

- a. Purchasing 500 school stickers and will sell at \$2 per sticker at events
- b. Motion: *to purchase \$175 of Citadel Park School stickers for selling at school events.* Moved by F. Dutcher, seconded by A. Leslie, **CARRIED.**
- c. Apples – link was set up as soon as it opened, were delivered about Oct 20 last year and should be around the same time this year but the exact date has not been confirmed yet.
- d. Old Dutch chips, scheduled for delivery at the end of October, mini bags of chips and popcorn twists are being offered with ordering through Healthy Hunger.
- e. Currently setting up a Fundraising Calendar which will lay out what we are doing and will try to have one fundraiser a month.

G. Spending Plan

- a. Asks:
 - i. 6 DOC cameras - \$2200
 - ii. Movie Licence - \$635
 - iii. iXL - \$10,125
- b. Fieldtrips - \$13200 (at \$600 per bus and 1 class per bus) this would be the max cost as some grades and classes can fit 2 classes on a bus.
- c. Residencies:
 - i. Tennis November 16 – 26 \$2850
 - ii. Curling (Rocks and Rings) Jan 4 – 14 \$2280 + GST
 - iii. Boulder Wall Teacher training \$500
 - iv. Dance March 1 – 12 \$5300
 - v. Considering but haven't booked the following:
 - 1. Karate
 - 2. Elev8 Lacrosse

3. STEM

- d. Outdoor Classroom – up to \$7500
 - i. And Ani Pisi photo blow up \$500
- e. Stage has been ordered – no known delivery date
- f. Motion: *to approve purchase of DOC cameras and the movie licence for another year.* Moved by A. Leslie, seconded by A. Gadhoke, **CARRIED.**
- g. Motion: *to approve payment of liability insurance for council.* Moved by A. Leslie, seconded by Jill W., **CARRIED.**
- h. A mobile stage has been found and is approx. \$12,000 and school is
- H. Welcome Back Bash – will go ahead on Sept 11 rain or shine
 - a. Food trucks which will park on the property will arrive around 10:30am
 - b. Side door will be open for bathroom use
 - c. Chalk ordered for kids to decorate
 - d. Kids should bring a ball with them if they want to play as the school is losing a lot of equipment each lunch and recess.
 - e. Parents should bring chairs
 - f. Council will set up an information table along with stickers for sale and casino information.
 - g. Motion: *to repay Jill for the purchase of chalk for the Bash.* Moved by Chantell G., seconded by A. Lawrence, **CARRIED.**
- I. Halloween Dance
 - a. Will have a signup genius soon
 - b. Dance will be on Oct 29, DJ will be booked this week.
- J. Makers Market will happen in December, no date selected yet
- K. Motion: *to pay food costs for the teachers during the conferences.* Moved by A. Leslie, seconded by A. Lawrence, **CARRIED.**

4. Treasurers Report - Gaming Funds

- A. Currently have \$73,900.81 in gaming funds
 - a. From June 7th to Sept 7th we reimbursed the school \$4, 520.43 for Blank Page art project.

Non-Gaming Funds

- A. As of September 7, 2026 we have \$10,200.86 in our bank account.
- B. Healthy Hunger for Hunger lunch was \$262.56.
- C. Rain Barrel fundraising proceeds \$ 486.00

- D. Bottle Drive proceeds \$885.60
- E. Krispy Kreme fundraiser \$1148.19

5. **Key Dates**

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

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

Adjourned – Meeting adjourned at 8:26pm

Notes prepared by M. Singh