

Citadel Park School Council

May 6th, 2025, 6:23pm

In Person and Online

MINUTES

Present - In Person

C. Edwards, Principal	C. Ditto, Chair	Jill W., Events Coordinator
A. Bates-Church, A.P.	Chantell G., Social Coordinator	A. Gadhoke, Treasurer
A. Lawrence, Fun Lunch	Jenna L.	Felicia Y., Key Communicator

1. **Call to Order and Welcome** - Meeting called to order at 6:23 pm by C. Ditto.

2. **Review of the Agenda** – Motion: *to approve the agenda as presented (or as amended)*. Moved by Jill W. , seconded by Felica Y., **CARRIED**.

3. **Approval of the Minutes** – Motion: *to approve the minutes of the meeting held on April 8th, 2026, as presented (or as amended)*. Moved by Jill W. , seconded by Felicia Y., **CARRIED**.

4. **School Report**, C. Edwards & A. Bates-Church
 - A. Budget Update
 - a. School received budget allocation, funding increased however higher staffing costs from the 3% contract increase offset the gain. Leaving the school in the same position.
 - B. Enrollment Update
 - a. Lower enrollment for, especially for Kindergarten – school projected for 59 kindergarteners but currently only have 50 enrolled for September.
 - b. Funding by Grade breakdown:
 - i. Kindergarten approx \$3,000 / student
 - ii. Grades 1 – 3 just over \$6,000 / student
 - iii. Grades 4 – 5 just under \$6,000 / student.

- c. Current enrollment by grade for 1 – 5
 - i. Grade 1 - 76 registered vs 73 projected
 - ii. Grade 2 - 84 registered vs 80 projected
 - iii. Grade 3 - 79 registered vs 82 projected
 - iv. Grade 4 - 93 registered vs 92 projected
 - v. Grade 5 - 113 registered vs 160 projected
 - d. Multiple families have already indicated they are leaving next year and move movement will happen over the summer.
 - e. School is still planning for approx 500 students total.
 - f. Budget and classroom organization needs to be finalized by Friday with the formal budget submitted Monday.
 - g. Some grades may change from 4 - 5 classes / grade down to 2 –3 classes / grade.
- C. Buffalo Art Project / Blank Page Residency
- a. Students completed painted buffalo pieces as part of the residency
 - b. Blank Page Studio will be back May 22 to install the buffalo on the school fence
 - c. The fronts will be facing outward and sprayed to preserve them and the backs, facing inward on the fence may fade with time.
 - d. About 20 volunteers will be needed to help with installation and a Sign Up Genius should be coming soon for that.
- D. Residency Funding Update
- a. One IODE chapter contributed \$250
 - b. About \$6,000 remains outstanding
 - c. School is awaiting another IODE groups decision in June
 - d. Council may be asked in June for more support if additional funding does not come through.
- E. Physical Education and Residency Conversation
- a. Admin requesting feedback on Alien Inline, it seems to be well enjoyed however it's just under \$9,000 for 3-4 lessons per child and having done it for multiple years, parents are open to exploring alternates and doing Alien Inline every two years.
 - i. Tennis
 - ii. Dance
 - iii. Curling
 - iv. Martial Arts
 - v. Theatre
 - vi. Lacrosse

- b. School will gather student input on preferences and bring the results back in June
 - c. School Climbing Wall – has been inspected and staff certification is planned in the fall before opening the wall
 - d. Administration is also considering phys-ed staffing models and the possibility of a morning **Box** program for students needing additional movement opportunities.
- F. Volunteer Tea and School Dates
- a. Volunteer Tea – May 22
 - b. Kindergarten and Grade 1 Orientation – June 4 at 6:30pm
 - i. Council invited to attend and introduce council and volunteer opportunities to new families.

5. Committee Reports

- A. Key Communicator
- a. There was a meeting April 22 2026
 - b. Main topics included class size and complexity, budget planning for the upcoming year and three year capital planning.
 - c. Citadel Park School will receive one Classroom Complexity Team of 1 teacher and 2 educational assistants supporting EAL students, students with mental health and emotional struggles and early literacy struggles
 - d. Next COSC meeting is June 10

6. AGM Planning and Elected/Required Roles

1. Chair – open
2. Treasurer – Ashvin expected to run
3. Secretary – Michelle open to returning but open to passing role along if any interest
4. AGM role descriptions, end of the year reporting materials are being prepared.
5. More detailed succession/handover documents are important and would be useful for future councils.

7. Key Dates

Meetings: Thursday June 11th (AGM)

- May 22 — Volunteer Tea
- May 22 — Buffalo installation support
- June 4, 6:30 PM — Kindergarten / Grade 1 orientation
- June 11 — AGM
- June 11 — Tentative Krispy Kreme pickup
- June 19–20 — Tentative bottle drive
- June 24 — Sports Day

8. **Next Meeting** – The next meeting will be on June 11th 2026, at 6:30pm as a hybrid of in-person meeting and streaming on Microsoft Teams.

9. **Adjourned** – Meeting adjourned at 7:10pm

Notes prepared by M. Singh