

Citadel Park School Parent Association

January 14th, 2025, 6:45pm

In Person and Microsoft Teams

MINUTES

Present

C. Edwards, Principal	Chantell G., Social Coordinator	Jill W., Events Coordinator
A. Bates-Church, A.P.	A. Leslie, Casino	A. Gadhoke, Treasurer
C. Ditto, Chair	M. Singh, Secretary	A. Lawrence

Present - Online

Joshua L.	Felicia Y.	Jenna L.
Melanie J.	N.J.	

1. Call to Order and Welcome - Meeting called to order at 6:45pm by C. Ditto.

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

2. **Approval of the Minutes** – Motion: *to approve the minutes of the meeting held on June 11th, 2025, as presented (or as amended)*. Moved by A. Lawrence, seconded by Chantell G., **CARRIED**.

3. School and Committee Reports

A. Fundraising

Makers Market

- a. Went well with approx. 4 dozen student tables participating.
- b. There was zero cost to the school for this event and we were able to raise money with a couple of raffles made possible with vendor donations and an AGLC licence.

- c. Kids learned and thought through the process for what to make, money, selling and interacting with other people.
- B. Movie Nights – Jan 29 and April 23
 - a. Healthy Hunger will charge a fee of 4.5% for event tickets
 - b. Jan 29 movie is Lilo and Stitch, doors open at 6pm and the movie starts at 6:30, tickets online will be \$5.25 each
 - c. Have talked with Kernels popcorn
 - d. Will be selling snack packs for \$5 – include water, popcorn and chocolate
 - e. No pop please but can bring own food, drinks, blankets and chairs.
 - f. Motion to approve spending up to \$800 for spending for the dance.
Moved by A. Lawrence., seconded by Chantell G., **CARRIED.**
- C. Valentines Dance – Feb 11
 - a. Will get donation letters for requesting food and drink donations from various stores.
 - b. Ms. Rickard will ask students to come up with music requests for the DJ
 - c. Also looking into decorations, flowers and glowsticks for sale
 - d. Sponsorships- there were some companies interested in sponsoring our Halloween Dance which was unable to proceed, will reach out to see if there's still interest.
 - e. Motion to approve spending up to \$1000 for spending for the dance.
Moved by A. Lawrence., seconded by Chantell G., **CARRIED.**
- D. Social Media – our only social media is Instagram, we can be found at @citadelparkparent
- E. Fun Lunch – popcorn going strong
 - a. Fun lunches are not quite as busy
 - b. Will try to send reminders for parents not to send a lunch on fun lunch days

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

4. Treasurers Report - Gaming Funds

- A. Currently have \$89,299 in gaming funds
 - a. \$37,911 needs to be spent by Sept 2026
 - b. In December, we reimbursed the school for \$7,875 for IXL, \$2,235 for Rocks and Rings residency and \$337 for misc. music equipment and supplies.

- c. Total for the outdoor space was \$15,765 with a donation from the IODE of \$8,000. Leaving \$7,765 which was paid to the school in December.

Non-Gaming Funds

- A. As of January 7, 2026 we have \$5,534 in our bank account plus the Makers Market raffle generated \$384 in additional funds.
- B. Healthy Hunger contributions were \$90.32.
- C. The apple fundraiser cheque of \$916 has been received
- D. Made our annual payment of \$569 for insurance
- E. We reimbursed the school for \$131 in staff appreciation pizza
- F. Purchased \$639 in gift cards for the Giving Tree Program

5. School Spending Plan

- A. Old casino have about \$7,600 left to spend
- B. Spent about \$600 to buy a replacement stationary bike (and another one was purchased with Ed Matters money)
- C. New Casino and Old spending plan
 - a. Approx \$40,000 to spend from Jan – June 2026
 - b. Approx \$50,000 to spend Sept 2026 – 2027

Motion to approve the tentative spending plan. Moved by A. Gadhoke, seconded by A. Lawrence, **CARRIED.**

6. Playground Planning Update

- A. Suggested timeline for playground replacement
 - a. 2026 – Foundation and Readiness
 - b. 2027 – Planning and Design
 - c. 2028 – Budgeting and Fundraising
 - d. 2029 – Final Design and Funding
 - e. 2030 – Construction
 - f. 2031 – Maintenance and Future Planning (school will verify if counsel or the school board will be responsible for this after replacement)

7. **Key Dates**

Meetings: Feb 18th, March 11th (parent night), April 9th, May 13th and June 11th

8. **Next Meeting** – The next meeting will be on February 18th 2026, at 6:30pm as a hybrid of in-person meeting and streaming on Microsoft Teams.

Adjourned Moved by A. Leslie, seconded by Jill W., **CARRIED** – Meeting adjourned at 8:03pm

Notes prepared by M. Singh