

Citadel Park School Parent Association

November 18th, 2025, 7:01pm

In Person and Microsoft Teams

MINUTES

Present

C. Edwards, Principal	Chantell G., Social Coordinator	Jill W., Events Coordinator
A. Bates-Church, A.P.	M. Singh, Secretary	A. Gadhoke, Treasurer
C. Ditto, Chair	Felicia Y.	Jenna L.
A. Leslie, Casino	Melanie J.	L. Bingley

1. **Call to Order and Welcome** - Meeting called to order at 7:01pm by C. Ditto.

1. **Review of the Agenda** – Motion: *to approve the agenda as presented (or as amended)*. Moved by L. Bingley., seconded by Melanie J., **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 Melanie J., seconded by L. Bingley, **CARRIED**.

3. **School and Committee Reports**
 - A. Fundraising
 - a. Apples generated \$916 with approximately half the amount of time for sales of the previous year.
 - b. Contact info has been saved for next year
 - B. Makers Market
 - a. A draft email has been sent to Carrie with information to be sent out to parents
 - b. Will be held on December 11th – with the Christmas Concert being cancelled, we still have the gym booked but it's available.

- c. Currently the biggest concern is about the number of tables we have for the market.
- d. Will likely be a Sign up Genius to sign up for a spot at the market.
- e. Will likely start with 20 spots available and open more if there is interest and more tables can be found.
- f. Admission price or tickets for door prizes would be a way to generate some money for the school as money made by the children stays with them.
- g. Nothing that requires refrigeration, weapons or nuts
- h. Likely hours 5:30 – 7:30pm
- i. Cash only event.

C. Social Media – our only social media is Instagram, we can be found at @citadelparkparent

D. Fun Lunch – next one is next Thursday and is Pizza, we have full volunteer slots but can always use more hands

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

E. Old Casino Spending Plan (to be used by Sept 2026)

- a. Mystery Science was \$2329
- b. Rocks and Rings was \$2320
- c. Alien Inline has had the deposit paid and will end up totalling \$8935
- d. Long and McQuade for moon whackers
- e. IXL has also been purchased for the year

4. Events

- a. Movie Night is hoping to be January 29th, with no school the following day as well as April 23
 - a. Can use funds previously designated for the Halloween Dance, unused with the strike.
 - b. For concessions, looking for donations though parents often bring their own food for that one
- b. Valentines Dance on Feb 11
 - a. Any volunteers can contact Parent council to discuss helping
 - b. Can order more popcorn to sell at the concession during the dance.

5. Fundraising Goals and Round Table

- A. New playground fundraising should begin being thought about now. The playground was built in 2006 and has 5-7 more years meaning there are 5-7 years to raise the approx \$500,000 needed to remove, design and replace it.
- B. Casino funds can be used towards this however there is a limited number of years for the funds to be used therefore we can't accumulate them until we have enough.
- C. Will look into ways to spread out the process and spending as well as if there are any AGLC extensions that we can apply for.
- D. Grants are also being looked into for this
- E. Can use Hidden Valley School as an example
- F. Another possible fundraiser could be a WestJet raffle if we knew a WestJet employee that was able to run it – additional information will be sought and brought to a future meeting.
- G. Possibly some future events linking the Citadel Park Community Association and school together, though they are currently in the brainstorming phase.

6. Parent Night

- A. Looking into speakers still, possible connection to vocabulary which the school development plan is focusing on

7. Treasurers Report - Gaming Funds

- A. Currently have \$120,507.63 in gaming funds
 - a. \$37,911 needs to be spent by Sept 2026
 - b. In November, we reimbursed the school for June – Sept spending including \$1625 for Frisbee Rob, \$163 for Long and McQuade instruments, \$893 for Aline Inline and @2329.26 for Mystery Science for a total of \$4992.89
 - c. Currently waiting for the final donations for the outdoor space to be received and once confirmed, will be paid to the school

Non-Gaming Funds

- A. Currently have \$8,406.18 in our bank account after outstanding cheques
- B. Healthy Hunger paid us \$398 for April, \$303 for May and \$365 for June.

- C. We reimbursed the school \$777 for the Grade 5 Graduation, \$92 for the staff appreciation and \$1575 for the kindergarten carpet replacement.
- D. Annual Movie Licence was renewed for \$635

8. **Key Dates**

Meetings: Jan 14th, Feb 18th, March 11th (parent night), April 8th, May 13th and June 10th

- 9. **Next Meeting** – The next meeting will be on January 14th 2026, at 6:30pm as a hybrid of in-person meeting and streaming on Microsoft Teams.

Adjourned – Meeting adjourned at 8:33pm

Notes prepared by M. Singh