

Captain John Palliser

Parents Association – Meeting Minutes

Date: Sept. 29, 2026 at 7:30 pm

Location: Captain John Palliser School virtual via Teams Meeting called to order at 7:31 pm.

Participants: Dani S., Martina D, Katie M., Tamara G., Emily M., Melissa M, Candace B, Allison K, Corrine M., Courtney A., Gurpreet K., Sarah B., Andrea K., Stephanie T., Jana E., Carrolyn M., Skye S., Alison B.

Description and Speaker
Discussion on Parents Association Council – [Dani S., Chair] <ul style="list-style-type: none">Communicated to meeting participants that those parents who completed the membership form are entitled to vote.Anyone wishing to become a member can fill out the online form.CJP PA provided an information paper for students to bring home. It includes a QR code to sign up for a membership and links to the CJP PA website.
Acknowledgement of Agenda – Review the agenda [Dani S] <ul style="list-style-type: none">Amendments: None
Approval of Meeting Minutes from May 26, 2026 [Dani S] <ul style="list-style-type: none">Amendments: NoneMotion by Dani S, seconded by Emily M, motion carried.Agenda and minutes are posted on the school website.
Parent Association Updates [Dani S] <p><u>Volunteering:</u></p> <ul style="list-style-type: none">We now have book fair coordinators, so thanks to Yukie and Polly. Additional volunteers are needed to fill book fair spots for Thursday evening. A volunteer ask will be coming soon.One volunteer is needed to help out with lost and found items. Entails taking photos of items & posting them to social media once per month. No social media account required. Approximately 1 hour time commitment per month. <p><u>Events:</u></p> <ul style="list-style-type: none">Back to school meet and greet with activities on the compound was successful, Stephanie & Sean T now in this role.Meet the Teacher Night: Great success with food trucks, greeting table and spirit wear launch & swap. Another spirit wear swap could be possible during the book fair, depending on volunteer turnout.

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Treasurer Update and Budget Approval [Alison B]

Account balances update

- We just received our funds from our last Casino in April which was just over \$80,000.

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School Council/Parent Association	
Bank Account balances	
	as of
	September
	29, 2026
General Fund - Cash	7,286.30
General Fund - AR/(AP)	0.00
General Fund - Term Deposits	29,460.07
General Fund - Playground Maintenance Fund	6,484.27
Total General Fund	43,230.64
Casino Account - Cash	104,653.36
Casino Account - AR/(AP)	(6,000.00)
Casino Account - Term Deposits	36,483.00
Total Casino Account	135,136.36
Total	178,367.00

2026/27 Budget Presentation & Approval (*vote)

- 2 budgets for review: General Fundraising & Casino.
- In the general fund you'll find our fundraisers and event profits and costs. This would include Spirit Wear, Fun Lunch, Families in need, school requests. We're aiming to fundraise \$18,875.
- Casino funds cover bussing for field trips, IXL subscription, residency costs, insurance etc. We are spending just over \$40,000 which is the allocation for the year
- Casino funds have been split to cover a 2 year period.
- Question (Candace B.)** - Since we received new money from the current casino, will there be another big spend using this? Wouldn't we be expecting another casino in 18 months?
Answer (Alison B.) - We will likely be slotted in the next two years, but it's not confirmed yet. We are trying to spread the new funds over a two year period after this year and use up the last of the casino funds this year. **Answer (Martina D.)** - We may be slotted into either Q1 or Q2 of 2028, depending on casino availability. I've also heard that there might be more extended time between casinos from our trustee as more organizations see the benefits. It will depend on our slotting options and if casinos have availability for that quarter.
- Question (Courtney A.)** - Could the charging carts be put into the casino budget instead of the general budget? **Answer (Martina D.)** - Yes, it could be. However, we have already fully allocated this year's available casino funds, so it has been included in the general budget for now. If there are any changes to our casino budget or additional funds become available, we may be able to move it back under the casino budget at a later date.
- Question (Candace B.)** - How long can we keep our casino funds? **Answer (Alison B.)** - We have 36 months to spend casino money once funds are received.
- Question (Courtney A.)** - Did we not already vote on Math Kits? **Answer (Alison B.)** - Yes we had previously voted on the kits for last year - those were purchased. The ones we currently have in the budget are more additional math kids that have been requested by the school.

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- **Question (Courtney A.)** - The Casino Budget includes 'Inclusive Hoops' residency, what is that? **Comment (Jana E.)** - This is a great opportunity for students to experience what it is like to play basketball from a wheelchair while learning about accessibility and inclusion. It also provides a meaningful opportunity for a CJP student who uses a wheelchair to take a leadership role and share their experience with classmates.
- Vote to anonymously approve below budget for both General and Casino accounts passed, 12 responses all yes.

BUDGET ATTACHED BELOW.

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General Account
 Budget for July 1, 2026 - June 30, 2027

Fundraising/Events	Budgeted Income	Budgeted Expenses	Budgeted Total	Amount Descriptions
CJP Spirit Wear	2,500.00	2,200.00	300.00	
Student Art Fundraiser	2,000.00	100.00	1,900.00	
Spring Fundraiser - Read-a-thon	2,500.00	350.00	2,150.00	
MAPSS Art Auction	1,000.00	2,000.00	(1,000.00)	CJP PA/SC pays for the community classes' supplies - often a year lag in collections
Healthy Hunger (Fun Lunch)	6,000.00	1,500.00	4,500.00	If there is a surplus of funds from sponsor a student, this will be used to support families in need or to supply food for the office to provide to students as required. Expenses may include bags and juice boxes.
Winter Dance	1,700.00	2,000.00	(300.00)	
Mabel's Labels	200.00	0.00	200.00	
Flipgive	100.00	0.00	100.00	
Skip the Depot	500.00	0.00	500.00	
Donations/Grants	100.00	0.00	100.00	
Pedalheads	1,775.00	0.00	1,775.00	
Fit Set Ninja	400.00	0.00	400.00	
Benevity	100.00	0.00	100.00	
Interest	0.00	0.00	0.00	
Interest (Term)	0.00	0.00	0.00	
Total Fundraising	18,875.00	8,150.00	10,725.00	

Operating Expenses/Disbursements	Budgeted Income	Budgeted Expenses and Disbursements	Budgeted Total	Amount Descriptions
Staff Appreciation		1,100.00	(1,100.00)	Food/refreshments, supplies, gifts
SC & PA Discretionary, Expenses & Stationery		1,500.00	(1,500.00)	website domain, 'signup' fee; printer for the PA this year
2026/27 Events		2,500.00	(2,500.00)	Meet the teacher, community building (approx \$400 x 2), spring picnic (\$750), bike to school, book swap (\$750)
Discovery Garden Maintenance/Improvements		2,500.00	(2,500.00)	Fall and spring cleanups, updates to native plant garden (approx \$350/clean up), tree assessment/potential removal (\$500 to remove 2 - we have 6) - Prior year budget of \$2,500, \$300 spent, will need to address this year
Playground Maintenance savings		2,000.00	(2,000.00)	Add to term desposit
School Requests		5,000.00	(5,000.00)	Potential for chromecart/charging station needed
School Requests - Families in Need		2,000.00	(2,000.00)	Gift cards for families in need
Grade 6 Farewell		600.00	(600.00)	Freezies and books
Sports Day		800.00	(800.00)	Sports day snack is funded by profits from Fun Lunch
Total Operating Expenses	0.00	18,000.00	(18,000.00)	
Total 2026-27	18,875.00	26,150.00	(7,275.00)	

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Casino Account
Budget for July 1, 2026 - June 30, 2027

Allocation for 2026-27		41,489.43		
Casino Income/Disbursements	Budgeted Income	Budgeted Disbursements	Budgeted Income/(Loss)	Comments
Travel - In Province				
Bus Cost for Field Trips		17,500.00	(17,500.00)	PA will cover 2 bus cost per class (25 classes)
Bus for Patrollers		350.00	(350.00)	
Resource Materials/Supplies				
IXL		12,000.00	(12,000.00)	\$11,025 in 25/26
Math Learning Kits		3,000.00	(3,000.00)	maybe 2-3 more kits (\$3,000)
Inclusive Hoops		3,570.00	(3,570.00)	
Administrative Expenses				
2026/2027 PA Insurance		1,500.00	(1,500.00)	\$1,023 in 25/26
Wages, Salaries, Fees for Service and Honorariums				
Potential Honorarium for residency		2,000.00	(2,000.00)	
Potential Gala for residency		1,500.00	(1,500.00)	Potential printing/matting costs
Interest			0.00	
Interest (Term)			0.00	
Total	0.00	41,420.00	(41,420.00)	

2025/26 Financial Statements

- Reviewed Financial statements will be presented at the AGM, Alison potentially has found 2 people to approve financials, TBC.

Fundraising Updates

Fun Lunch [Carrolyn M.]:

- First Fun Lunch of the year - Panago Pizza with lunches for 277 students & 8 sponsored lunches.
- The next fun lunch is Subway Oct 28, deadline is October 23, 2026.

Spirit Wear [Emily M.]:

- Fall campaign from Sept.17- Oct 5, two hoody options. Sales to date: \$1438.00, 62 items sold
- There are also shoe charms for sale that can go on hoodie strings or crocs.
- Affordable and accessibility the priority for this launch, with equipment purchased by volunteers to lower the cost.
- Using Zeffy this year.
- 20 T-shirts will be donated to families

Art Fundraiser [Martina D.]:

- Artwork to be submitted by teachers by mid October, ordering starting late October, mid November (TBC).

Teacher Appreciation Update [Carrolyn M.]

- First week of September a welcome coffee was arranged.
- Custodial staff will receive cards for Custodial Day.
- World Teacher Day: Oct. 5th, treats for teachers/staff.

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Keep in Touch [Dani S]

- Stay connected with us! You can become a member of the Parents Association by filling out an online form. Or check out our website, join our private Facebook group or follow us on Instagram.
- To check out the current volunteer opportunities head over to the website!
- You can also email us directly at connect@cjppa.ca or chair@cjppa.ca

Next Meeting [Dani S]

- Next School Council and Parents Association meetings are October 27, 2026 (AGM).
- Meeting format (Virtual).

Adjournment of meeting at 8:12pm [Dani S]

- Motion by Dani S, seconded by Martina D, motion carried.

Signature of Secretary	Date Submitted	Signature of Chair	Date Approved
Skye Stanley	October 1, 2026	Dani Smythe	October 17, 2026