



École Charleswood School

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Nov 5, 2025, Meeting
Ecole Charleswood School Library, 6:30 p.m. – 7:30 p.m.

Meeting Minutes

Attendance: Lisa, Susan, Rachael, Ashleigh, Peggy (Principal), Tyler, Cassandra, Lisa, Lisa, Cassandra, Tina, Lori, Alex, Megan, Heather, Sandra, Graham, Shelly

Trustee attendee:

1. Call to Order – 6:33 pm
 2. Welcome and Introductions: (Lori/Lisa)
 3. Minutes and Agenda (Lori/Lisa)
 - Additions or amendments to the agenda
Motion to adopt amended agenda (Lisa, Susan) - Carried
 - Review and adoption of minutes from previous meeting
Motion to adopt meeting minutes (Lisa, Tyler) - Carried
 4. Council Reports
 - Lunch Program (Peggy on behalf of Pam) – there is more room in cafeteria with kids now having license to leave
 - Treasurer (Susan) – bank account, orders are for a few months, \$4,728 bank balance
 - Fun Lunch (Susan) – Oct 21: 220 orders for Boston Pizza and this time they did not send extra (just did not realize for this one), they did rush it over, reminders will be sent on how to order
 - Fundraising (Lisa on behalf of Ashleigh) – just waiting on license number for grocery raffle,
 - events recap: meeting was productive (see minutes below), are moving to event-based fund raising: are planning first movie night for grade 5's, expecting 100 kids and will sell food, suggestion to have a French movie (may start with a French "short" at the beginning), will go live on fundraising side of munch a lunch (within a week)
 - dance-a-thon planning, teachers are on board
 - need to vote for money to be set aside for event expenses
 5. Old Business
- Vote for members at large positions on PAC
- Members at Large- Rachael Pearson, Heather Lacoursiere, Megan Halwachs, Tyler Gingrich, Heather Thiessen, Tina Riggs, Alexandra Blinder **Motion to adopt the members at large** (Lisa, Lori) - Carried
6. New Business
 - Second parent information night will be planned
 - Policies on students after school – dismissal plans with regards to movie nights/fundraisers – grade 5 and 6 need to be handed off to a parent, once a grade 7 and 8 leaves then they can't come back (they need to provide a parent name and phone number), plans need to be known ahead of time, no phone policy
 - Celebration of learning: question/confusion of the style of this year's conferences, it is intended to

be a tri-conference style, teachers are trying to ensure they can be available to parents who need to connect, focus is on personal management, preparation for tests and classroom work

Sub committees:

7. Principal/Vice Principal Report (Peggy/Diane)

License to leave: if they leave, can they get food and come back: once the weather is colder than kids can come back to the school, kids have been allowed phone at lunch time but school will send a letter to ask for parent's opinion on whether their kids can have phone or not

Admin Report

- Bike Storage Update – divisions put gates with locking mechanism last week, teachers talked to the kids about closing the gates but realized that the locking mechanism need to be realigned
- PAC Movie Nights
 - Request for the grade 6 date (December 4) be adjusted? We are experiencing difficulty finding staff support the activity due to report writing responsibilities
 - How many staff / student leaders would PAC like for the November 21 grade 5 Movie Night?
- Follow up to Parent Information Evening with Constable Balke Muggleton – informative, light-hearted, approachable, and eye opening, powerful session, Peggy and Hillary were able to add information about the school community experience, could we get Grade 8 leadership kids to babysit for the one and half to allow for more parents to attend, more notice of the session
- School Update
 - There are issues with student focus, phones, kids are consuming a lot of candy
 - Effects of cell phones and student focus
 - SnapChat – there are some pictures shared that are not appropriate, messages often become mean, and marginalizing, there is private space, there is issues with the instant gratification setup of the app, kids block and unblock because of a fear of missing out, hard for teachers to break through to the kids, look at switching up topics more often, focus on project work, consequences don't seem to work, there is also learning hub to help kids learn, kids look for validation – there is work to do in building connections, how to have kids focus on work, with the phones not in class there is an improvement of interaction during the school day,
 - Resilience and problem solving – topics like media literacy (how to attach a document, save, plus safety on the internet), debates, want to talk and hear points of view
- Remembrance Service - November 7 at 11:00 p.m. (No school on Remembrance Day - November 11) - parents are invited
- Tri Conferences - November 13 and 18 from 4:00 - 7:00 p.m.
- Retake Day and class photos from grade 5 and 6 on November 13
- Teacher Candidates
- PD Days - No school - November 10 and December 5
- Winter Concert – Dec 11

8. Announcements

- Nov 10 and 11 no school
- Nov 18 – fun lunch
- Nov 13 and 18 – conferences in the evening
- Next PAC meeting is December 3

Adjourned 7:36 pm

Fundraising Meeting held October 29, 2025

In attendance: Lori, Lisa, Heather, Tina, Rachel, Marli, Cassandra, Randi, Ashleigh, Pam

Movie Night Schedule

Date Grade Notes

Fri Nov 21 Grade 5 Movie Night Thu Dec 4 Grade 6 Movie Night (no school next day)

Thu Jan 29 Grade 7 Movie Night (no school next day)

Thu Feb 12 Grade 8 Movie Night (no school next day)

~100 students expected

Movie Night - Grade 5

Date: Friday November 21, 2025

Attendance: Approximately 100 students

Drop off Time: 5:30 p.m. – 6:00 p.m.

Pick up Time: 8:00 p.m. – 8:30 p.m.

Movie Time: 6:00 p.m. – 8:30 p.m.

Ticket Price: \$15 (no treats included)

Sales Deadline: Two days before event (Wed Nov 19 at 11 p.m. Munch-A-Lunch), can accommodate walk ups.

Reminders: No outside food; devices not allowed (phones placed in pouches); children may bring pillows/blankets.

If assistance is needed for a child's participation, families are asked to contact the school directly — this is a PAC run (not school-run) event.

Planning & Operations

Availability: Tina, Rachel, Lisa, Lori, Heather, Randi, Ashleigh, Pam, Lindsay M.

To Do / Action Items

- Movie Selection: Each member to suggest options in the What's App ECS Event Committee chat — finalize 2 weeks before event.
- Canteen Setup:
 - o Candy, pizza, drinks advertised.
 - o Pizza: \$2.50 per slice – Lisa has booked (15 ordered already).
 - o Wholesale shopping: Heather & Pam.

o Popcorn: Randi.

- Supervision Roles: Minimum 6–8 adults plus teachers.

o Hallway monitor / Bathroom checkers / Door supervisors / Floaters.

o Ask: 2–4 teachers (Lori & Lisa to coordinate; ideally one male and one female teacher) or one male volunteer.

- Room Setup @ 5 p.m. (Loft board, mats from gym) → Rachel, Pam, Heather.

- Front Desk Sign In/Out: 4 lists by homeroom; parents must sign children in/out [logistics TBD]

- Logistics: Ashleigh to check permits and custodial availability; email Principal about popcorn machine and lunch list; Lisa to confirm dismissal process for PAC events. Ashleigh to set up Munch-A-LunchDance-A-Thon (Whole School)

Date: Friday, February 27, 2026

Times: 5 p.m. – 9 p.m. [Grades 5–6, Time 5 p.m. – 6:30 p.m. | Grades 7–8, Time 7:30 p.m. – 9 p.m.]

Plan Overview

- DJ: Pam to message Keri (5–9 p.m.). Marli has Beaverlodge contact – 2 hrs for \$300.

- Split sets: Early set (gr. 5–6), late set (gr. 7–8).

- Prizes & Incentives: “Build a Beard” sticker challenge for teacher buy-in?

o Winning class = fun lunch (e.g., ice-cream bar) + last hour free period.

o Teachers submit to PAC mailbox.

- Fundraising Window: 1 month of collections before event.

- Extras: Glow gear sales + photo booth.

- Food: Pizza for both early and late groups.

- Budget: Set aside portion of movie night profits to fund Dance-A-Thon expenses.