

Date: Tuesday, October 8, 2024

Time: 6:45pm

Location: Room 124, Castlemore Public School

1. Attendees

- **Chairperson:** Wayne Spencer, Vice Principal
- **Executives:** Jessy Wong, Supriyo Majumdar, Alice Su
- **School staff:** Kelly Lo
- **Parents (in-person):** Anita Huang
- **Parents (virtual):** Bo Peng, Jieting Wu, Soofia Qureshi, Qun Tian, Kitty, FL, and more.
- **Absent:** Leeanne Hoover-Joy (Principal), Sharon Shih (Treasurer), Soofia Qureshi (Co-Chair)

2. Approval of Previous Meeting Minutes

- **Discussion:** N/A

3. Principal's Report

- **Key Updates:** Reviewed slide deck from previous meeting, including [this training video](#) of fundraising guidelines for school councils. Reviewed CPS fundraising spending plan for 2024/2025.
- **Actions:**
 - Discuss what the funds can or cannot be used for. Talk about when the funds should be used.

4. Treasurer's Report

- **Budget Overview:**
 - Available funds: \$20,070.88
 - Last year's movie night had low ROI - high effort, with approx. \$30 profit.
 - Holiday cards were expensive last year.
 - Love Gelato was a great partnership, earning over \$1,000
- **Actions:**
 - **Mr. Spencer and/or Ms. Hoover-Joy** to review movie night earnings from last year. \$30 seems low.

5. Other Action Items

- ☐ **Kelly** to provide a list of kindergarten outdoor games and supplies needed (for example: blocks, bean bags, stackable buckets, etc.).
- ☐ **Mr. Spencer and/or Ms. Hoover-Joy** to provide a detailed list of STEAM materials and other line items (including instruments) of the Castlemore Fundraising Spending Plan.
- ☐ **Mr. Spencer and/or Ms. Hoover-Joy** to provide a list of board-approved speakers and vendors for council to review.
- ☐ **Mr. Spencer** to ask lunch monitors if they can come earlier to help sort milk cartons. The number of volunteers will determine the number of days we can run the milk program.
- ☐ **Supriyo** to obtain the login credentials for the CPS school council email account.
- ☐ **Execs** to draft October school council newsletter to send to families.

6. New Business & Ideas

- Apply for [Parents Reaching Out grant \(PRO\)](#) for parent engagement. \$800 available. TBD at the next meeting.
- “grams” for occasions like Christmas, Lunar New Year, Valentine’s Day, etc. Doesn’t have to be candy (think pencils, erasers, etc.).
- Pay \$1 to have a friend’s birthday announced in the morning?
- Dance-a-thon? Sell glow sticks?
- Open gym nights on Wednesdays? If yes, we need volunteers.

7. Ongoing Business

- Reconsider movie night. Any new ideas to make it interesting with higher ROI?
 - Great for young families, but older kids may need a different form of engagement.
- Re-introduce milk program, but need volunteers.
- Think about smoothie and/or bubble tea programs. Expensive, but popular.

8. Questions and Open Discussion

- N/A

Time Adjourned: 8:15pm

Next Meeting Date and Time: Monday, November 4, 2024 at 6:45pm

Signature of Secretary:

Jessy Wong

Date Prepared:

Friday, October 11, 2024