



PARENT ADVISORY COUNCIL ANNUAL REPORT September 2016 to June 2017 Prepared by: Starr Munro (Co-Chair)

Executive Committee

Co-Chair(s): Starr Munro & Melissa Piasta

Secretary: Nora Cumming

Treasurer: Erin McAskile

Members-at-Large: Stacey Haase, Tracey Knight, Sarah Stark

Executive Committee Meetings

- September 6, 2016
- October 18, 2016
- January 17, 2017
- April 18, 2017

PAC Business Meetings (*See School Website for Meeting Minutes*)

- September 13, 2016, 6:30-8:30 pm (First Meeting of Year)
- November 1, 2016, 6:30-8:30 pm
- February 7, 2017, 6:30-8:30 pm
- April 11, 2017, 6:30-8:30 pm
- May 2, 2017, 6:30 - 8:30 pm (Vote in New Executive / AGM)
- June 6, 2017, 6:30-8:30 pm (Budget & Planning Meeting)

Parent Information Nights - Organized by Shannon Wilkinson

- October 4, 2016 – Supporting Your Child's Learning @ CTS
- January 10, 2017 – Life in Middle School
- March 7, 2017 – Student Release Drill & Emergency Preparedness
- April 11, 2017 – Managing Student Anxiety

PAC Social Events – Organized by Adina Appenheimer

- Christmas Movie Night (December)
- Open Gym Night (February)
- Inflatable Fun Night (April)

Fundraisers

Save Around Coupon Books (September)

Organized by: Unika Attridge, Wayde Guptill, Stacey Haase, Starr Munro

Raised: \$2,900.00

Halloween Dance (October)

Organized by: James Whitehouse & Leslie Smith

Raised: \$1,368.96

Poinsettia's (November)

Organized by: Tara Poilievre

Raised: \$1,217.23

Craft Fair (November)

Organized by: Kendra Allen & Melissa Piasta

Raised: \$5,010.14

Hanging Basket & Potted Plants (March)

Organized by: Lily Riches

Raised: \$1,027.68

School Supplies (May)

Organized by: Kendra Allen

Raised: TBA

Year End Dance (June)

Organized by: Nora Cumming

Raised: TBA

QSP (Ongoing)

Organized by: Melissa Piasta

Raised: \$69.07

Thrifty Smile Cards (Ongoing)

Organized by: Erin McAskile

Raised: \$2,500

Uniform Consignment (Ongoing)

Organized by: Tracey Knight

Raised: \$1,131.56

Other Happenings

Staff Christmas Treats – In the final week of school in December (before Christmas break) Melissa Piasta and Starr Munro coordinated the purchasing of a special coffee/tea and dessert trays (including allergy friendly options) for the entire CTS Staff.

Grade 5 Legacy Gift – Grade 5 parent Korene Torney, (with assistance from Karen Grigolato and Stacey Haase) organized the annual Grade 5 Legacy Gift. This included the purchasing of graduation T-shirts for all Grade 5 students (on behalf of the PAC), and the option for students to purchase additional sweatshirts and hoodies.

100 Year Anniversary / 10 Years Traditional – The CTS PAC supported the purchasing of 500 zipper pulls logoed in remembrance of 2017 being the schools 100 years Anniversary and 10th Year as a Traditional School. All CTS Students will take home a zipper pull.

Staff Appreciation Luncheon – Tanya Creed coordinated the annual CTS staff appreciation luncheon on June 14, 2017. All CTS Staff were invited to a complimentary luncheon on behalf of the PAC.

Committees

Emergency Preparedness – Ginny Woodfine the Emergency Preparedness Committee Coordinator is in her final parenting year at CTS. Ginny worked with Ryan Burrell and Starr Munro to train them on the various Emergency Preparedness needs at CTS. All content in the Emergency Preparedness Bunker was inventoried, organized and documented. Comfort kits were re-issued, re-organized and distributed to the appropriate divisions. Blue Emergency Grab & Go Classroom bags were inventoried. \$2,000 from PAC funds was given to school for replacement of food and water supplies. An additional \$1500 was also spent on topping up items in Blue Emergency Grab & Go Bags, purchasing tent/canopy, tables and tarps.

Lice Check – Tara Poilievre headed up the Lice Check Committee and performed regular school wide head lice checks throughout the school year.

Gardening – A Parent led Gardening Committee is in its initial organizing stage. Starr Munro is currently leading the coordination of the parent Gardening Committee. The specific roles and responsibilities of the gardening committee are still to be determined. The PAC supported the purchasing of native plants and gardening supplies for the entire school to promote gardening, pollinator friendly habitats, ecological restoration. The Habitat Acquisition Trust also expressed interest in working with the PAC, Administration, Teachers and SD61 on an Garry Oak habitat restoration project on the school property.

Other Items of Note:

New Front Entrance – September 2016 marked the return of CTS to the Quadra/Cloverdale school site after a seismic upgrade. Representatives from the school Administration and CTS PAC actively worked with SD61 Staff to ensure that as well as being seismically upgraded that during the time away from the school additional improvements to the school were made. These improvements included: new parent drive thru drop off area, creation of a school front entrance on the Quadra side of the school, moving of the medical room to inside the office, installation of new water fountains with water bottle filling stations, moved staff copy room, new paint for entire school both inside and outside. Melissa Piasta and Starr Munro coordinate the design and delivery of special thank you gifts (Cookies and Framed Photos) to SD61 Board Office, SD61 Facilities Office and Farmer Construction.

As part of the new front entrance at the school the CTS PAC also sought donations for the installation of 4 coloured picnic tables to create an outdoor learning and socializing space. Two buddy benches were also installed in the school yard. Special thank you cards and/or recognition was given to Brunnell Construction, Thrifty Foods, Cloverdale Child Care Society, the CTS School Community and the 2016 CTS Grade 5 Graduating Class.

Chromebooks – A classroom set of Chromebooks and additional supporting technology (totalling \$10,000) was purchased for the school by the CTS PAC.

Ready Set Learn – Starr Munro and Tracey Knight attended the February Ready, Set, Learn event to promote the CTS PAC and to provide uniform information to new future kindergarten parents. Approximately \$130 was made for the uniform consignment at this event.

Parent Student Reunification Drill – On March 10 CTS held its first ever Student Release / Parent-Student Reunification Drill. Approximately 160 students were picked up by parents or guardians during the drill. In preparation for the drill a Parent Information Night was held on March 7. Over 70 parents attended this information night, making it one of the best attended parent information sessions of the year.

Constitution & Bylaw Amendments – In recognition of the difficult challenge that was posed to the Executive Committee this year in recruiting parents to join the 2017-2018 Executive Committee, it was decided that the current Bylaws need revision to ensure that the CTS PAC could continue to function/operate at least at a minimum level without the primary Executive Committee positions being filled at all times throughout the school year. Voting to update the Bylaw & Constitution and Roles & Responsibilities took place at the May 2, 2017 AGM.

Additions to Annual Budget – On February 21, 2017 the PAC voted to spend approximately \$8,000 in available funding that had not yet been allocated from the annual budget. The money was put towards a variety of different items including books, emergency preparedness supplies, the music program, sports jerseys, native plants & vegetable gardens and the 100 year anniversary.

Quadra Village Days – CTS had a booth at the May 13 Quadra Village Days. Tanya Creed, Ginny Woodfine and Shannon Petrovic coordinate the manning of the CTS information and activity booth at this event.

Kindergarten Orientation - On May 18, 2017 Starr Munro and some other parent volunteers attended the Kindergarten Orientation to provide information to Kindergarten parents about the CTS PAC, uniforms and the Monk Office School Supply Fundraiser.

Able Cresting Sizing Event – On May 18, 2017 Able Cresting was onsite for the Kindergarten Orientation and an afternoon sizing event to allow families to try on and order new crested uniform items for the following school year.

Bike Racks – CTS participated in the Active & Safe Routes to School Program this year. It was identified that the school needed better bike racks to encourage biking as a mode of student transportation. The PAC dedicated \$2,000 towards the purchasing of 2 bike racks. A portion of costs for the bike racks will also be donated by the Grade 5 graduating class, as well.

VCPAC / BCCPAC / VIPC – CTS has parent representation at all VCPAC meetings throughout the year. CTS PAC also voted on resolutions (by proxy) of the BCCPAC presented at their AGM. Three CTS parents also attended the Vancouver Island Parent Conference.

PAC Bulletin Board – The CTS PAC has a large bulletin board in the front entrance of the school. The content on this bulletin board has been maintained by Co-Chairs Melissa Piasta and Starr Munro. Content on the bulletin board includes information about meetings, events, fundraisers, uniforms, Bylaws, VCPAC and other information relevant to parents. Parents and guests to our school are regularly found perusing the information on this board.

School Sign – Erin McAskile and family have been diligently maintaining the school sign on Quadra Street. Each week the sign is updated with new information about school events, fundraisers, pro-d and holidays. The sign is a great communication tool not only for the school, but within the greater community,