PARENT ADVISORY COUNCIL

Monthly Meeting
MINUTES

Date: June 9, 2016
Time: 6:30 – 8:30pm
Location: CTS @ Richmond Library

Members in Attendance: 14 Voting Members
4 Non-Voting Members (16/17 Kindergarten parents)

Executive Members in Attendance: Starr Munro, Co-Chair
Erin McAskile, Treasurer
Tracey Knight, Member-at-Large
Stacey Haase, Member-at-Large

Absent: Melissa Piasta, Co-Chair
Nora Cumming, Secretary

Administration in Attendance: Renee Pick, Principal

Meeting Called to Order: 6:30pm

1. **Welcome (Starr Munro)**
   - Starr welcomed those in attendance to the PAC Budget Planning Meeting. The current Executive was introduced. Parents and administration introduced themselves.
   - Childminding Reminder: all children are to be picked up promptly at the end of the meeting by 8:30pm.
   - Additions to Agenda / Accept Agenda / Accept May 3, 2016 PAC Meeting Minutes

     Motion: To accept the June 9, 2016 Agenda as written – Sarah Stark
     Second – Wayde Guptill
     Accepted

     Motion: To accept the May 3, 2016 PAC Meeting Minutes as presented – Karen Grigolato
     Second – Sarah Stark
     Accepted

   - Thank You's
     - Administration: Renee & Sandra, For being at every PAC business and executive meeting & every event. Being available and open dialogue with us throughout the year.
     - Thank you to all parents that signed up for volunteer shifts, attended events and participated in annual fundraisers

- Special Thank You's to Parent Coordinators (for the year):
  - Ginny Woodfine – Emergency Preparedness Committee, Quadra Village Days, Childminding
  - Adina Appenhemier – PAC Email/Contact & Mailchimp Coordination
  - Tracey Knight – Uniform Consignment Program
  - Nora Cumming – Back to School BBQ & Year End Dance
  - James Whitehouse and Leslie Smith – Halloween Dance
  - Tara Polievre – Lice Committee & Poinsettia Fundraiser
  - Samantha Woods – Grade 5 Legacy Gift
  - Lily Riches – Hanging Basket Fundraiser
  - Tanya Creed – Quadra Village Days & Staff Appreciation Luncheon
  - Shannon Petrovic – Quadra Village Days
  - Kendra Allen – Staples School Supply Fundraiser
  - Karen Grigolato – Christmas Concert & Year End Dance
- Stacey Haase – (presented with a token of appreciation) for service as Treasurer the past years. As well as being our "socials coordinator and helping with Year End Dance.
- To the Executive Committee – Thank you for all your volunteer countless hours and endless emails.

2. Principal Report (Renee Pick)

- Miss Pick presented a Year In Review slideshow
  - School Community
    - 280 Students, 226 families, 200 on bus and 80 driven, 25 in Choir, 11 in Mad Science, 25 in Swim Club, 12 Cross Country, 22 teachers and 12 reg support staff, 9 Itinerant support staff
  - Parent Teacher Interviews (Oct 2015): 96% of CTS Families in attendance
  - Student Led Conferences (April 2016): 89% of CTS Families in attendance
  - FSA Results 2015-2016
    - Reading: 88%
    - Writing: 78%
    - Numeracy: 76%
  - 38% of CTS Grade 5's plan to go to Cedar Hill Middle School in Sept/16. This is the smallest group ever! The rest are spread out across the city.
  - Civies Day May 27th: the Grade 5 Leadership club chose Fancy Dress-Up day. Many students and staff came dressed in fancy clothes.
  - Charity and Community Support
    - Terry Fox Foundation: $303, Lamay Primary School: $413, Heart and Stroke Foundation: TBD, Teacher for a Day: Miss Emma Smith, Rutledge Park Waterpark Student Input.
  - School Fundraisers
    - Spellathon: $4431.60, Grade 5 Legacy Fundraisers: Bottle Drive and Bake Sale $650
  - Challenge Opportunities
    - Gauss Math Testing: 7 students from Gr's 3,4 & 5
    - District Challenge Program: 5 students from Gr's 4&5
    - City Track: 13 students from Gr's 3, 4 & 5

    - Red Cedar Club: 18 students from Gr's 4 & 5
    - FAME Math Expo: 3 students from Gr 5
  - Seismic Upgrading: Photos shown of current status. Interior and exterior work still being done. Still on target for a late July finish. Changes are subtle, but secure.
  - Highlights: Gr. 5 Strings –Winners of Greater Victoria Performing Arts Festival! Cross Country Running – Largest Team Ever! New Sports: European Handball, Tennis, Rugby. Recording of O Canada as part of the largest children's choir! Performances – Earth Rangers, Teddy Anderson Hoop Dancer. Science World Presentation – Won by Triple C Club! School Wide Great Artist Study – Paul Klee. School Wide Spirit of Alliance Study – Wolf and Raven
  - Staff Teams, Professional Learning Communities:
    - Aboriginal Fund Granted - 3 teachers and VP working on expanding resources, strategies and knowledge to support Aboriginal education
    - Project Based Learning Grant – 3 teachers including VP discussing how we can engage students in making/creating a positive change in how they/humans impact the environment.
  - Thank You to the PAC for the following: Funds for Home reading books, Funds for Technology, Head Lice Team, Uniform donations and New Uniform Choices, Homework, Reading support, Teacher support, Behind the scenes support!

3. **Treasurers Report (Erin McAskile)**
   - Erin McAskile presented the current PAC budget summary (attached).
   - The Monthly Income & Expense Report since the last PAC Meeting on May 3, 2016 was provided:

General Account

Income

Smile Cards (Apr) - 126.67 To Date: $1,587.22

CTS Out of School care - $1,000.00

Expenses/Pay-Outs

Home reading books (Smile cards) - $847.53 ($1,152.47 remaining commitment)

Crossing Guard - $200.00 (May-Jun)

Uniform consignment payouts - $55.00

Gaming Account

Income

NIL

Expenses/Pay-Outs

Fieldtrips and Guest Speakers - $70.00

Notes

- Available funds, General Acct: $10,859
- Available funds, Gaming Acct: $2,241
- $39.90 left owing Reserve Funds for Vest/Jacket buy-out.
- $2,211 - Reserve fund now includes the estimated expense and donations for benches ($8,630 expense / $4,880 donations = $3,750 difference)

4. Current Fundraisers - Updates

- Craft Fair (Kendra Allen): Proposed Date Nov 26, 2016. Melissa Piasta agreed to coordinate Vendors. Will be looking for a few more station coordinators in Sept.
- Staples School Supplies (Kendra Allen): Opportunity to purchase pre-packaged school supplies from Staples online ends June 15th. Sales slow, but expected to increase as end date approaches. Watch for reminder labels in student's agendas. Purchased supplies will be delivered to student's 2016/17 classroom the first week of school.
- Year End Dance (Stacey Haase): 6:30-8:30 pm on June 10th at CTS – Richmond. Theme this year is Rainbow. Admission is by donation. Concession sale items: popcorn, ice cream and bottled water for sale. Grade 5's will be selling Candy Bags as apart of their Legacy fundraising effort. Bring a picnic and enjoy the sunshine. Volunteers sign-up sheet handed out. Emails have also gone out requesting volunteers. Thank you to Nora Cumming, Karen Grigolato and Stacey Haase for coordinating this exciting event for the school.
- Save Around Books (Stacey Haase): Thank you Wayde Guptill and Unika Attridge for co-coordinating this fundraiser. Set to run from Sept 12-23. Books sell for $25 with $12.50/book coming back to us.

5. Return to CTS Project Updates (Starr Munro)

- Front Entrance Plaza Upgrade Donations: PAC approved (May 2016) $6000 for purchase of 3 picnic tables and 2 Buddy Benches, with the caveat that donations would be sought after. To date, the following monies have been secured: $1000 Cloverdale Child Care, $1600 Brunnell Constuction Ltd, cost of 1 picnic table Farmer Construction, cost of 1 Buddy Bench Thrifty Foods. The 15/16 Grade 5's are also currently fundraising to make a contribution toward a Buddy Bench.

6. Volunteer Requests (Starr Munro)

- Fun Day Face Painting Station: 1pm June 22 at CTS-Richmond. Need approx. 8-10 people due to it being a high traffic station. Will also need to purchase more supplies.
- Emergency Preparedness Committee (ongoing): Ginny Woodfine is hoping more people will join her in updating the classroom earthquake kits as well as the large bin. She is also hoping to mentor someone this upcoming year, as it will be her last year at CTS.

7. Staff Appreciation Event (Starr Munro)

- All CTS Staff and Admin have been invited to attend an appreciation luncheon on Wed, June 15th. Raw Authentic will cater the luncheon. Thank you Tanya Creed and team for organizing!

8. 2016/2017 School Year Overview & Proposed Fundraisers (Starr Munro)

- The following list of meeting and info night dates was presented:

2016 – 2017 Schedule of PAC Meetings, Parent Information Nights & Events

Executive Meetings (generally 3rd Tuesday of month)

- Tuesday, September 6, 2016, 7-9 pm @ Vista 18 (First Meeting of Year)
- Tuesday, October 18, 2016, 7-9 pm @ Vista 18
- Tuesday, November 15, 2016, 7-9 pm @ Vista 18
- Tuesday, January 17, 2017, 7-9 pm @ Vista 18
- Tuesday, February 21, 2017, 7-9 pm @ Vista 18

- Tuesday, April 18, 2017, 7-9 pm @ Vista 18

PAC Meetings: Business Meeting & Information Nights (generally 1st Tuesday of month)
PAC Business Meetings

- Tuesday, September 13, 2016, 6:30-8:30 pm (First Meeting of Year)
- Tuesday, November 1, 2016, 6:30-8:30 pm
- Tuesday, February 7, 2017, 6:30-8:30 pm
- Tuesday, April 11, 2017, 6:30-8:30 pm**– Business or info night combo**
- Tuesday, May 2, 2017, 6:30 - 7:00 pm (Vote in New Executive / AGM)
- Tuesday, June 6, 2017, 6:30-8:30 pm (Budget & Planning Meeting)

NEW - Parent Information Nights – *Thank you Shannon Wilkinson for coordinating the following:*

- Tuesday, October 4, 2016, 7:00 - 8:30 pm, (Topic: **Supporting Traditional School Learning**)
- Tuesday, January 10, 2017, 7:00 - 8:30 pm, (Topic: **Life in Middle School** / *CTS Parent & Student Grads*)
- Tuesday, March 7, 2017, 7:00 - 8:00 pm, (Topic: **TBA)**
- Tuesday, April 11, 2017, 7:00 - 8:00 pm, (Topic: **TBA) – Business or info night combo**

* Parent suggestion for Info Night topic: Telus Wise - Education on Internet safety for the community. Possibly at no cost to the PAC!

- Proposed PAC Fundraisers:
  - One-Time Fundraisers: Save Around Books, Halloween Dance, Craft Fair, Poinsettia sales, Hanging Basket sales, School Supply sales, Year End Dance
  - On-Going Fundraisers: Thrifty Foods Smile Cards, Uniform Consignment, Bottle Depot, Oliver's Labels, QSP – Magazine sales

9. 2016/2017 Proposed Budget (Starr Munro)

- 16/17 Budget was proposed as follows:

GENERAL ACCOUNT

General Account Income	2015/2016 Projected	2015/2016 Actual	2016/2017 Projected
Thrifty Smile Cards	2,000.00	1,587.72	2,000.00
Uniform Consignment	500.00	377.20	500.00
Bottle Depot	-	68.00	-
Oliver's Labels	-	69.00	-
Magazine Sales (QSP)	-	730.00	300.00
School Supplies	500.00	530.00	500.00
Save Around Books	2,000.00	2,225.00	2,000.00
Halloween Dance	1,000.00	1,305.00	1,000.00
Craft Fair 2015	3,000.00	-	3,000.00
Poinsettia Sales	1,000.00	1,106.00	1,000.00
Hanging Baskets	750.00	748.00	750.00
Scrap Metal Drive	1,000.00	-	-
Year End Dance	1,000.00	TBD	750.00
Budget Additions			
Operating budget	10,000.00	10,000.00	6,000.00
Total General Account Income	**22,750.00**	**18,745.92**	**17,800.00**

General Account Expenses			
Crossing Guard	1,000.00	1,000.00	-
Child Minding	1,000.00	600.00	750.00
PAC Operating Budget	1,450.00	600.00	1,300.00
Craft Fair	1,500.00	-	1,500.00
Halloween Dance	500.00	216.00	500.00
PAC Social	750.00	460.00	800.00
Year End Dance	500.00	TBD	500.00
Uniform Consignment	200.00	-	150.00
Home Reading Program	2,000.00	2,000.00	300.00
One time expenses		661.50	
Budget Additions			
Operating budget	6,000.00	6,000.00	6,000.00
Technology	5,000.00	10,000.00	-
Reserve Fund	2,000.00	2,000.00	-
Transportation - busses			5,040.00
Emergency preparedness supplies			2,000.00
Science materials			1,000.00
Science library books			1,000.00
Social studies library books			1,000.00
Onsite sports			400.00
Total General Account Expense	**21,900.00**	**23,537.50**	**22,240.00**
Net Surplus (Loss) - General Account	**850.00**	**(4,791.58)**	**(4,440.00)**

GAMING ACCOUNT

Gaming Account Income	2015/2016 Projected	2015/2016 Actual	2016/2017 Projected
Gaming Grant	6,080.00	6,728.00	5,600.00
Craft Fair Raffle	1,000.00	-	500.00
Total Gaming Account Income	**7,080.00**	**6,728.00**	**6,100.00**
Gaming Account Expenses			
Transportation - busses	1,500.00	1,500.00	
Grade 5 Legacy	540.00	540.00	900.00
Fine Arts	1,000.00	1,017.00	1,000.00
Sports	1,000.00	1,000.00	1,000.00
Agendas	650.00	591.00	650.00
Fieldtrip / speakers	1,200.00	1,310.41	2,275.00
One time expenses		450.00	
Total Gaming Account Expense	**5,890.00**	**6,408.41**	**5,825.00**
Net Surplus (Loss) - Gaming Account	**1,190.00**	**319.59**	**275.00**

Total Income	2015/2016 Projected	2015/2016 Actual	2016/2017 Projected
Total General Account Income	22,750.00	18,745.92	17,800.00
Total Gaming Account Income	7,080.00	6,728.00	6,100.00
Total Income	**29,830.00**	**25,473.92**	**23,900.00**
Total Expenses			
Total General Account Expenses	21,900.00	23,537.50	22,240.00
Total Gaming Account Expenses	5,890.00	6,408.41	5,825.00
Total Expenses	**27,790.00**	**29,945.91**	**28,065.00**
Total General and Gaming Account Surplus (Loss)			
General Account Net Surplus (Loss)	850.00	(4,791.58)	(4,440.00)
Gaming Account Net Surplus (Loss)	1,190.00	319.59	275.00
Total Surplus (Loss)	**2,040.00**	**(4,471.99)**	**(4,165.00)**
Excess funds from prior year			
Excess funds from prior year - General	10,500.00	11,159.00	8,000.00
Excess funds from prior year - Gaming	1,827.00	1,379.00	
Total Excess funds from prior year	**12,327.00**	**12,538.00**	**8,000.00**
Excess funds available for next year	**14,367.00**	**8,066.01**	**3,835.00**

* Prior Year Excess Funds	
2014/2015 available funds	8,681.00
2014/2015 unused budget	2,478.00
	11,159.00

- Notable changes from 2015/16 Budget:
  - Removal of Crossing Guard expense and Scrap Metal Fundraiser income
  - Addition of Home Reading Program Maintenance expense, Emergency Preparedness Supplies expense, Science Materials expense, Onsite Sports expense.
  - Reconfigured Transportation budget. Now includes bussing for beach day, strings performance, ukulele rehearsal, Naden Band concert, track meet and UVic Symphony.
  - Thrifty Foods Smile Cards: 3 year commitment to purchasing books for the Home Reading program now complete. Discussion: If Smile Card application approved, funds raised will go toward purchasing Science and Social Studies library books to support the new curriculum.

Motion: to accept the Budget, PAC Meeting Dates and Fundraisers as presented for 2016/17: Wayde Guptill
Second: Kendra Allen
Moved

Motion: to use Thrifty Foods Smile Cards profit ($2000) towards the purchase of Science and Social Studies library books: Karen Pavich
Second: Sarah Stark
Moved

10. PAC Event Dates 2016/17: Starr Munro

PAC Events

- Halloween Dance: Friday, October 28, 2016 (6:30-8:30 pm)
- Craft Fair: Saturday, November 26, 2016 (9 am -3 pm)
- Movie Night: Friday, December 2, 2016 (6:30-8:30 pm)
- Open Gym: Friday, February 17, 2017 (6:30 – 8:00 pm)
- Inflatable Fun Night: Friday, April 28, 2016 (6:30-8:00 pm)
- Year End Dance: Friday, June 9, 2016 (6:30 – 8:30 pm)

11. VCPAC Updates: Starr Munro

- Former VCPAC President, John Bird now sits as BCCPAC President.
- Local representation lobbying for monies on all Government levels for supporting Earthquake Preparedness protocols across all school districts.

Discussion:

- Watch for information in upcoming CTS Newsletter regarding how you can help CTS prepare for the move back to our home school

Meeting Adjourned: 7:55 pm

Next Meeting: Business Meeting – PAC Meeting
Tuesday, September 13, 2016
6:30pm
CTS Library

Cloverdale Traditional School ~ Parent Advisory Council **June-2016**

Summary Report - Fiscal Year 2015-2016

General Account

Account Balance	$32,868.92
Reserve Funds	$2,211.53
2016/2017 Operating Budget ($6,000)	$6,000.00
Budgeted Funds	$12,680.80
Held Funds	$1,117.39
Available Funds	**$10,859.20**

Approved Expenses

	Total Approved	Spent to Date	Remaining Funds
Ongoing Expenses			
Crossing Guard Bonus	$1,000.00	$1,000.00	$0.00
Childminding	$1,000.00	$459.28	$540.72
PAC Socials	$750.00	$455.25	$294.75
PAC Executive Operating	$1,450.00	$588.57	$861.43
Committee Budgets (Fundraisers & Events)			
Craft Fair 2015	$0.00	$0.00	$0.00
Halloween Dance	$500.00	$216.10	$283.90
Year End Dance	$500.00	$0.00	$500.00
Uniform Consignment	$200.00	$0.00	$200.00
Pre-Approved Expendatures			
Technology	$10,000.00	$0.00	$10,000.00
One Time Expenses	$661.50	$661.50	$0.00
Total	**$16,061.50**	**$3,380.70**	**$12,680.80**

Revenue

	Received to Date	Expenses	Net Revenue to date
Ongoing Fundraisers			
Thrifty Smile Cards *	$1,587.72	$847.53	$740.19
Uniform Consignment *	$512.00	$134.80	$377.20
Bottle Depot	$67.95	$0.00	$67.95
Oliver's Labels	$68.56	$0.00	$68.56
Magazine Sales (QSP)	$729.36	$0.00	$729.36
One Time Fundraisers			
Staples - School Supplies	$530.00	$0.00	$530.00
Save Around Books	$4,450.00	$2,225.00	$2,225.00
Halloween Dance	$1,520.26	$216.10	$1,304.16
Craft Fair 2015	$0.00	$0.00	$0.00
Poinsettia Sales	$3,176.00	$2,069.76	$1,106.24
Hanging Baskets	$2,486.00	$1,738.24	$747.76
Scrap Metal Drive	$0.00	$0.00	$0.00
Year End Dance	$0.00	$0.00	$0.00
Total	**$15,127.85**	**$7,231.43**	**$7,896.42**

Gaming Account

Account Balance	$4,890.40
Budgeted Funds	$2,649.28
Available Funds	**$2,241.12**

Expenses

	Total Approved	Spent to Date	Remaining Funds
Buses	$1,500.00	$0.00	$1,500.00
Grade 5 Legacy	$540.00	$426.30	$113.70
Fine Arts	$1,000.00	$1,016.76	$0.00
Sports	$1,000.00	$513.01	$486.99
Agendas	$650.00	$591.00	$59.00
Fieldtrips & Guest Speakers	$1,800.00	$1,310.41	$489.59
One Time Expenses	$450.00	$450.00	$0.00
Total	**$6,940.00**	**$4,307.48**	**$2,649.28**

Revenue

	Net Revenue to date
Craft Fair Raffle	$0.00
Gaming Grant 2015-16	$6,728.00
Total	**$6,728.00**

Projects

	Net Revenue to date
SD61 Account	$0.00

Vest/Jacket Buy-Out

Funds borrowed from Reserve Funds	**$2,146.90**
Sales	$2,107.00
Amount still owing Reverve Funds	$39.90

Note:
All unused "Approved Expences" funds will be zeroed on July 1, 2016
"Craft Fair 2016" balance will carried over to next fiscal year.
"Reverve Funds" balance will be carried over to next fiscal year.
* - Funds held in "Held Funds"

Last Updated
June 3, 2016