



# PARENT ADVISORY COUNCIL

## PAC Meeting February 21, 2017 Meeting Minutes

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**Date: February 21, 2017**

**Time: 6:30 – 8:30 pm**

**Attendance: 12 PAC members, 2 staff**

### 1. **Welcome:** Starr Munro

Thanked everyone for coming and asked if there were any additions to the agenda. No additions or corrections were noted.

Motion to accept the agenda as presented – Karen Grigolato

Second: Kendra Allen

Passed.

Introduced the November 1, 2016 Minutes. No revisions needed.

Motion to accept the November 1, 2016 Meeting Minutes – Karen Grigolato

Second: Starr Munro

Passed.

### 2. **Principal's Report:** Renee Pick

- **Mural Project:**
  - CTS will apply for the October 2017 Artist in Resident Grant.
  - The mural 'Cloverdale and the Gary Oak Grove' will be an interior one made of felt and fabric completed by the full student body and those who like to hand stitch.
  - The theme will be Emily Carr, our Environment, Aboriginal Spirit of Alliance animals.
- **Sports Logo update:**
  - CTS has been working with Hot House Marketing who has had graphic artists create a design based in part on the student drawing.
  - We are now back checking it with other elementary school designs to confirm that it is not already being used.
  - The aim is to have the new jerseys by track season.
  - We have two parent connections with screening, however, if anyone else has a connection, we would be happy to speak with them.
- **School Budget:**
  - The budget is quite tight this year. Administration and staff are having to be very careful with supplies they use.
  - We are looking forward to hearing more about the new provincial announcements on increased funding.
  - We have received 0.3 LSS teacher thanks to new funding.
  - We have hired Mrs. Debra Swain, an experience LSS teacher, to our now 4 member team
  - We also welcomed Megan Loma today to join Mrs. Coulter's Grade  $\frac{3}{4}$  class



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- With every single purchase made by the PAC, Admin and staff think about the cupcakes sold, the coupon books sold, the many hours organizing Staples school supplies, etc. in order to make that purchase happen and we are grateful.
- School Enrolment and School Facilities:
  - CTS is working with the school district on use of space
  - We have received confirmation of a third Kindergarten class which means we need another room
  - We have had meetings with the school district and the onsite child care providers and are in the final stages of a plan.
  - Hopefully by March 3<sup>rd</sup> we will have confirmation.
  - The discussion is about portables being added to our school site. Enrollment continues to be very strong. There are 88 students on the wait list for 2017, 37 students for 2018 and 26 students for 2019.

### 3. Vice Principal's Report: Sandra Jost

- Chrome Books - a special thanks to the PAC for the Chrome Books that are now in the classrooms.
  - We have been able to purchase 31 chrome books and an additional 2 ipads.
  - We now have 30 ipads.
  - The chrome books have a cart that will allow for easy movement to classroom.
  - The grade 4 and 5 students have been working on digital citizenship and digital literacy in preparation of receiving their Google accounts
  - This will expand student learning and help with implementation of the new curriculum
- Report card feedback
  - Overall the feedback was very positive.
  - Parents liked the specific comments about their child.
  - There seemed to be very little concern about the new layout.
- 100 Year Celebration Committee
  - This committee had its first organizational meeting for Cloverdale School's 100th birthday and Cloverdale Traditional School's 10th birthday.
  - Attending the meeting was a former vice-principal, former teacher, former student, parent of former students and the district's archivist.
  - This celebration is scheduled to happen at the end of May.
  - Our hope is to connect with as many alumni as possible so we ask that you help encourage friends and family to add their name to our alumni list.



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## 4. Treasurer's Report: Erin McAskile

### General Account:

#### Income

Smile Cards (Oct - Jan) - \$630.16 + \$474.85 + 445.26 + .50.44 - To Date: \$2,080.71  
Craft fair income - \$5,912.10 (\$5,010.14 net)  
Poinsettia - \$3,693 income (\$1,217.23 net)  
SD61 Board of Education - \$250  
QSP Magazines - \$69.07  
Consignment - \$82  
Staples school supplies - \$580

#### Expenses/Pay-Outs

Childminding – (Nov and Jan) \$111.75 – To Date: \$269.77  
Craft fair expenses - \$901.92  
Science and social studies books – \$153 – To Date: \$498  
Poinsettia - \$2,476 expense  
Bussing – Naden Band - \$567  
Technology packages - \$8,915  
Henderson Recreation (bench & table project) - \$4,615  
Office supplies (Monks) \$320  
Executive operating budget (treats and general supplies) - \$121

### Gaming Account:

#### Income

Craft fair raffle funds - \$1,343.95 (\$1,289.15 net)

#### Expenses/Pay-Outs

Craft fair raffle expenses - \$54.80  
Fine Arts (X-mas concert, Norman Foote & Story Theatre) - \$656.72 (Remaining \$343)  
Sports - \$1,000 (Remaining \$0)  
Agendas - \$375.73 (Remaining \$274)  
Guest speakers & field trips - \$788 (Remaining \$1,487)

### Notes:

- General Acct: Available funds - \$5,159
- Gaming Acct: Available funds - \$4,473
- 2017-2018 Budget - \$6,000
- Reserve fund - \$3,389
- Held funds (Uniform consignment, smile cards) - \$2,608



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## 5. Budget Additions and Related Motions: Starr Munro

- A review of the General Account and the Gaming Account was done. Currently, there are excess funds available for distribution so the Executive has put together a list of suggested budget additions to be voted on tonight. The budget additions include:

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### AGENDAS = \$375

MOTION: CTS PAC to reimburse the school \$375 to cover school's pre-paid portion of agenda costs for current school year.

*Note: \$650 was line amount in current CTS PAC budget for Agendas. \$375.73 has already been paid for PAC half of agendas. \$274.27 remains in line item. Additional \$100 would be required from Available Funds to full cover the cost of this motion.*

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### EMERGENCY PREPAREDNESS SUPPLIES = \$1,000

MOTION: To add an additional \$1,000 to current budget to cover the costs of Emergency Preparedness Supplies such as 10 x 10 foot canopy tent with sides, and replacement supplies for classroom emergency backpacks.

*Note: Canopy tent can be used as a "central" point or "triage" station in actual Emergency or drills. Also intend for canopy tent to be used outside as required at school and PAC events. Replacement supplies include items like alcohol swabs, hand wipes, foil blankets and batteries.*

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### SPORTS JERSEYS = \$3,000

MOTION: To add an additional \$3,000 to the current budget to cover costs of 60 new sports jerseys designed with new sports logo.

*Note: Price estimate is for 60 jerseys x \$50-\$60 per jersey. \$1000 additional funds are available from Times Colonist funding to cover portion of costs.*

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### MUSIC PROGRAM = \$500

MOTION: To add an additional \$500 to current budget to cover costs of a variety of purchases for the Music Program.

*Note: Music teacher has provided itemized wish list including items such as Ukulele song books, music teaching games, tambourines, bongo drums, sleigh bells, music stands etc.*

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### NATIVE & VEGETABLE GARDEN PLANTS = \$500

MOTION: To add an additional \$500 to the current budget to cover purchase costs of native plants and vegetable garden plants for empty garden beds on school property.

*Note: Miss Pick has been working with SD61 Facilities & Maintenance staff on list of approved plants. Various CTS Teachers are looking into additional training and funding opportunities to cover educational programming and plantings around school. CTS PAC and Teacher rep have registered to be trained as "Butterfly Rangers" supporting native plantings and school/community education in school yard and surrounding neighbourhood gardens.*

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## **BOOKS = \$1,000**

MOTION: To add an additional \$1,000 to current budget to cover costs of new books for school. New books could include any combination of library, curriculum based or home reading books for student use.

*Note: Thrifty Foods has added an additional \$500 to the Thrifty Food Smile Card Fundraising Program. This brings our fundraising potential for this program to \$2,500. The additional \$1000 for books could come from additional money raised via Thrifty Food Smile Card program AND current available funds.*

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## **STAGE SKIRT = \$1,000**

MOTION: To add an additional \$1,000 to current budget to cover the cost of replacing the Stage Skirt for Christmas Concert and other school wide performances.

*Note: After some research skirt rental does not appear to be an option. Stage skirting would need to be custom made to size of standard school stage. Currently unable to find local company to sew and assemble skirt. Likely need to purchase from U.S. U.S. exchange rates and shipping to be taken into consideration on price total.*

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## **100 YEAR ANNIVERSARY = \$500**

MOTION: To add an additional \$500 to current budget to cover the purchase of Cloverdale School's 100 Year Anniversary Celebration "take-away" item.

*Note: Specific take-away item still to be determined. Estimating approximately 500 items in the \$.0.50-\$1.00 range to be printed with Cloverdale / CTS logo and anniversary celebration wording. (E.g. might be a keychain). Thought is to have take-away items to give to CTS students, alumni and community members that attend the 100 Year celebration.*

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## **TOTAL PROPOSED BUDGET ADDITIONS = \$7,875**

- Each proposed item was read and discussed in detail. All questions about the proposed items were addressed and explained.

Motion to accept the proposed budget additions – Karen Grigolato

Second: Kendra Allen

100% all in favor

Passed.

## **6. Picnic Tables and Buddy Benches: Starr Munro**

- Project is now complete
- Thank-you gifts will be handed out this week
- Plaque has been finalized and purchased for the Buddy Bench which was donated by last year's Grade 5 students
- We are working on determining if there will be an opportunity to do some sort of recognition or celebration and photo with Grade 5 grads around the bench.



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## 7. **Sandbox Project:** Starr Munro

- The School District has confirmed that the old playground area is safe for students to play on and under the trees
- Melissa and Renee are considering options for locations and exploring possible sandbox designs. Progress is slow. At the moment, there are no further details to report. It is likely that this project will not be completed by the end of this school year.

## 8. **Emergency Preparedness Committee Report:** Starr Munro

- Ryan Burell is heading up the Emergency Preparedness Committee and starting to take over from Ginny.
- In December, we went through all the classroom emergency supply backpacks and checked items, added in water, and made notes of the items and quantities that need replacing.
- Ryan went through the outdoor bunker and suggested we acquire an outdoor tent or canopy. This canopy could be used as a triage station or central check in point.
- CTS is one of the 5 schools that will be participating in an Student Release Drill (also being called student/parent reunification drill). This is an inter agency emergency preparedness exercise and is part of the process of SD61 developing standardized Student Release Procedures in the event of an emergency. The drill will be held on Friday March 10 beginning at 2:00 p.m. The related Information Night will be held on Tuesday March 7 to explain this and provide some emergency preparedness information.
- Please note that it is very important that the person picking up your child from school on March 10 is actually listed as an emergency pick up person on the school forms.

## 9. **Parent Information Night Update:** Starr Munro

- The next Parent Information Night is on Tuesday March 7 from 7:00 p.m. to 8:30 p.m.
- This is an important information night. We need as many parents as possible to come out.
- Focus is on talking to parents about emergency preparedness, but also to explain a bit more about the Student Release Drill (on March 10) and student/parent reunification procedures in the event of an actual emergency situation.
- Please join us and spread the word. Invite your other CTS parent friends.
- Quadra supposedly had something like 80 parents at their information night. And it was key to helping make their Drill work successfully.

## 10. **Active and Safe Routes to School:** Guest Speaker - Lise Richard

- The goal of this program is to decrease traffic congestion in the school neighbourhood by reducing barriers to walking, biking etc.
- Lise led a group through a neighbourhood walk to see what barriers might be hindering families choosing to walk, bike, etc.
- A survey was sent out to CTS parents and the data has been compiled.
- Survey results:
  - 146 responses to the Family Survey
  - 12 classrooms completed the Hands-up Survey
  - 97% of respondents support Active School Travel Planning
  - 71% 'Agree' or 'Strongly Agree' that the neighbourhood is safe



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- Mainly vehicle travel to CTS – 67%
- 90% of students travel to school with a parent or grandparent
- Students are traveling the following distances to CTS:
  - 24% less than 0.5 kms
  - 32% 0.51 to 1.59 kms
  - 20% 1.6 to 3 kms
  - 24% over 3 kms
- Majority of parents would consider letting their child walk to school if they were not alone, traveling with an older person and/or lived closer
- Majority of parents would consider letting their child bike to school if they were older, there were safer routes and/or they were not alone
- Lise made the following suggestions to encourage active and safe traveling to CTS:
  - Bike racks! Need to be upgraded & have some moved to the front of the school. Show a culture of active travel.
  - Rear Entry:
    - No conflict zones on school grounds. Nice outdoor learning space + playground to be greeted with.
    - Install a doorbell at back entry?
  - Front Entry:
    - Can the curb lines be adjusted to support active travel safely onto school grounds?
    - Further upgrades to drop zone: include painted walkway defining area for kids to leave the school.
    - How can bus crew flow safely onto school grounds?
  - Side: Stairs to Thrifty's need repairs.
  - Behaviour change! Owning a role in this shift.

## 11. Switching up Lunch Period / Recess: Starr Munro

- A few parents have requested that we explore the option of our school switching the lunch recess so that it happens before the eating period at lunch. Kids would play, then come in, have lunch and then start class.
- This has been discussed with the school administration and it is felt it wouldn't negatively affect lunch time monitoring or EA support.
- Teachers still need to be approached to see how they feel about it.
- During the meeting, a few parents voiced their opinions and we heard both pros and cons.
  - Pros:
    - Kids could get out right away and blow off steam
    - Kids would be hungrier and eat faster when they come inside
  - Cons:
    - There have been cases of mood swings so kids not behaving as well
    - Classroom would be dirty and the teacher would be more responsible for cleanup
- Depending on the initial feedback from teachers, we would like to consider sending out a school wide survey to see how many people are having issues with children eating lunch and how many are interested in switching up the schedule.
- If the response is positive, CTS could consider doing this switch for the next school year.



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## 12. Upcoming Fundraisers: Starr Munro

- Hanging Basket Fundraiser
  - Lily Riches has agreed to organize it again.
  - The plan is to have the baskets delivered the week prior to the Mother's Day weekend. With this goal in mind, we will be holding the fundraiser from Tuesday March 7 until Thursday March 16. All orders must be handed in at the office no later than that Friday morning, March 17.
  - We typically make \$1000 off of this fundraiser.
- Year End Dance
  - This event has been scheduled for June 9 from 6:30 to 8:30 p.m.
  - We are looking for a parent or couple of parent volunteers to coordinate this event. Ideally, we should have a coordinator in place by the middle of April, no later than the beginning of May. Interested volunteers should come forward with any questions they might have. We have lots of information and templates for how successful dances have been run in the past.
  - It is often a fun thing for a Grade 5 parent to take on, and to work with the Grade 5 classes to come up with a theme and decorations etc.
  - The year end dance typically makes anywhere from \$500-\$1000 for the PAC.

## 13. Upcoming PAC Events: Starr Munro

- Open Gym Night – just had one on February 17<sup>th</sup>. Next family fun night is April 28<sup>th</sup>.
- If anyone has any ideas for future info night topics, please don't hesitate to share.

## 14. Vancouver Island Parent Conference: Starr Munro

- This event is this Saturday, Feb 25<sup>th</sup> and CTS has 3 parents attending. If anyone else is interested in going, there are still tickets available.

## 15. VCPAC Updates: Starr Munro

- The next meeting is Tuesday February 28, 2017 from 7:00-9:00 p.m.
  - CTS is very excited to be hosting the meeting this month in our library.
  - Everyone is invited to attend.
  - This meeting will be very interesting. They will be discussing future revisions to the School Transfer Policy and the parent survey that will be coming out next week seeking parent feedback on the topic.
- January VCPAC meeting was attended by Starr Munro.
  - The topic of conversation was developing a School District Code of Conduct. VCPAC is reviewing the proposed SD61 Volunteer Policy Regulations and organizing parent feedback and questions about the draft of the policy. The intention is to make it easier for parents to volunteer without creating issues of concern for the Teachers Union and CUPE.
  - During this meeting, we also discussed what the next focus will be for VCPAC. Examples such as how is the organization relevant to PAC's, what are the roles in the school district, any changes that need to happen etc.





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## 16. CTS PAC Executive Nomination Process: Starr Munro

- We are still looking for parents to fill the roles of Chair & Secretary on next year's CTS PAC Executive Committee. Please note that our PAC will not be able to operate next year without these positions filled. Nominations for next year's CTS PAC Executive will be accepted in April 2017. We will vote in the new PAC Executive at our May AGM. We are currently inviting parents with interest in joining next year's CTS PAC Executive Committee to join us at our monthly PAC meetings and/or Executive Meetings to learn more about what we do.

**Next Meetings:** March 7, 2017 – Emergency Preparedness & Reunification Drill  
April 11 / May 2, 2017 – PAC Business Meetings

Cloverdale Traditional School ~ Parent Advisory Council  
 Summary Report - Fiscal Year 2016-2017

February/2017

General Account			
Account Balance			\$30,730.72
Reserve Funds			\$3,388.50
2017/2018 Operating Budget (\$6,000)			\$6,000.00
Budgeted Funds			\$13,574.96
Held Funds			\$2,607.95
<b>Available Funds</b>			<b>\$5,159.31</b>
Approved Expenses			
	Total Approved	Spent to Date	Remaining Funds
Ongoing Expenses			
Childminding	\$750.00	\$269.77	\$480.23
PAC Socials	\$800.00	\$17.50	\$782.50
PAC Executive Operating	\$1,300.00	\$374.46	\$925.54
Committee Budgets (Fundraisers & Events)			
Craft Fair 2016	\$1,500.00	\$901.96	\$0.00
Halloween Dance	\$500.00	\$425.09	\$0.00
Year End Dance	\$500.00	\$0.00	\$500.00
Uniform Consignment	\$150.00	\$23.44	\$126.56
Home Reading	\$300.00	\$0.00	\$300.00
Bus Transportation	\$5,040.00	\$567.00	\$4,473.00
Earthquake Preparedness	\$2,000.00	\$0.00	\$2,000.00
Science Materials	\$1,000.00	\$0.00	\$1,000.00
Science & Social Studies Books	\$2,000.00	\$497.76	\$1,502.24
Onsite Sports	\$400.00	\$0.00	\$400.00
Pre-Approved Expenditures			
Technology	\$10,000.00	\$8,915.11	\$1,084.89
One Time Expenses	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$26,240.00</b>	<b>\$11,992.09</b>	<b>\$13,574.96</b>
Revenue			
	Received to Date	Expenses	Net Revenue to date
Ongoing Fundraisers			
Thrifty Smile Cards *	\$2,080.71	\$497.76	\$1,582.95
Uniform Consignment *	\$1,025.00	\$23.44	\$1,001.56
Bottle Depot	\$0.00	\$0.00	\$0.00
Oliver's Labels	\$0.00	\$0.00	\$0.00
Magazine Sales (QSP)	\$69.07	\$0.00	\$69.07
One Time Fundraisers			
Staples - School Supplies	\$580.00	\$0.00	\$580.00
Save Around Books	\$5,800.20	\$2,900.00	\$2,900.20
Halloween Dance	\$1,794.05	\$425.09	\$1,368.96
Craft Fair 2016	\$5,912.10	\$901.96	\$5,010.14
Poinsettia Sales	\$3,693.00	\$2,475.77	\$1,217.23
Hanging Baskets	\$0.00	\$0.00	\$0.00
Scrap Metal Drive	\$0.00	\$0.00	\$0.00
Year End Dance	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$20,954.13</b>	<b>\$7,224.02</b>	<b>\$13,730.11</b>

Gaming Account			
Account Balance			\$7,477.43
Budgeted Funds			\$3,004.55
<b>Available Funds</b>			<b>\$4,472.88</b>
Expenses			
	Total Approved	Spent to Date	Remaining Funds
Grade 5 Legacy	\$900.00	\$0.00	\$900.00
Fine Arts	\$1,000.00	\$656.72	\$343.28
Sports	\$1,000.00	\$1,000.00	\$0.00
Agendas	\$650.00	\$375.73	\$274.27
Fieldtrips & Guest Speakers	\$2,275.00	\$788.00	\$1,487.00
One Time Expenses	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$5,825.00</b>	<b>\$2,820.45</b>	<b>\$3,004.55</b>
Revenue			
			Net Revenue to date
Craft Fair Raffle			\$1,289.15
Gaming Grant 2016-17			\$5,600.00
<b>Total</b>			<b>\$6,889.15</b>

Table and Bench Project			
	Received to Date	Expenses	Amt from PAC funds
Table and bench project	6,473.20	9,044.80	(2,571.60)

**Note:**

All unused "Approved Expenses" funds will be zeroed on July 1, 2017

"Craft Fair 2017" balance will be carried over to next fiscal year.

"Reverve Funds" balance will be carried over to next fiscal year.

\* - Funds held in "Held Funds"

**Last Updated**

February 18, 2017