



PARENT ADVISORY COUNCIL

PAC Meeting November 1, 2016 Meeting Minutes

Date: November 1, 2016

Time: 6:30 – 8:30 pm

Attendance: 16 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: Tanya Creed

Passed.

Introduced the September 13, 2016 Minutes. No revisions needed.

Motion to accept the June 9, 2016 Meeting Minutes – Tanya Creed

Second: Kendra

Passed.

2. Principal's Report: Renee Pick

- Parent Teacher Interviews were very well attended – 93% of students had at least one parent/guardian visit their teacher.
- Enrollment continues to be very strong. There are 88 students on the wait list for 2017., 37 for 2018 and 26 for 2019.
- Current staff activities include working on delivery of the new curriculum, learning the new report card format, learning how to make best use of the technology available now in the classrooms, participating in Grade Grouping Support.
- The office has been busy getting verification forms done, looking at implementing an online payment system used by the School District, and managing staffing.
- Ms. Pick extends a big thank you to:
 - The head lice team
 - The Halloween Dance coordinators and volunteers
 - The Craft Fair coordinators
 - The crew that has been working on the classroom comfort kits
- Mrs. Camden – Norman Foote is once again coming to the school to work with the choir and perform. The concert will take place November 20 and tickets are available in the office and are \$10 for adults and \$5 for children.

3. Voting in new PAC Executive Member: Starr Munro

Motion: To add Sarah Stark as a new member of the PAC Executive.

Moved: Starr Munro

Second: Nora Cumming

Passed – All in Favour.



PARENT ADVISORY COUNCIL

- Carolyn Thompson was able to access funding to purchase a new fridge from the BC Fruits and Vegetables program.

4. Treasurer's Report: Erin McAskile

General Account:

Income

Smile Cards (Aug - Sept) - \$20.00 + \$118.50 - To Date: \$180.00
Uniform sales - \$943 – (Fact: prior year sales equaled \$512)
Save Around sales – 232 books - \$5,800 - \$2,900 net income (Fact: prior year sales – 178 books - \$4,450)
Craft fair table deposits (Sept to present) - \$850 - To Date: \$1,410
Table and bench donations – \$750 (CTS Grade 5 donation)
Halloween dance – gross sales of 1,794 (Fact: 2014 – \$1,332 / 2015 – \$1,520)

Expenses/Pay-Outs

Childminding - \$158
Craft fair, Save Around, consignment and meeting expenses - \$361
CTS – buddy bench installation - \$600
Science and social studies books – \$345
Halloween dance - \$392 (Fact: 2014 – \$255 / 2015 – \$215)

Gaming Account:

Income

Gaming funds received - \$5,600

Expenses/Pay-Outs

NIL

Notes:

- General Acct: Available funds - \$2,111
- Gaming Acct: Available funds - \$3,185
- 2017-2018 Budget - \$6,000
- Reserve fund - \$2,667
- Held funds (craft fair, uniform consignment, smile cards) - \$2,533

5. Project Updates

- Picnic tables / Buddy Benches:
 - The benches are ready to be installed – we paid the District \$300 per
 - One has been donated by Thrifty's the other by the past Grade 5 class – once they are installed, we will hold a recognition event.



PARENT ADVISORY COUNCIL

- The picnic tables are being redesigned and re-built and will take some more time
- Thank you picture with kids will be taken once they are installed.
- Sandboxes:
 - Sandboxes were identified as one of the spending priorities in the parent survey and from primary teacher feedback.
 - We are looking at a SD 61 design at other schools – for a 4'x8' box with sand, the cost is \$1200. The design is very durable and has a cover.
 - We would probably need two to accommodate all the children.
 - Looking at placement where the old playground was. Discussion on:
 - Permission from District to put playground in this location given that they would not permit new playground to be built there. Concern about overhanging Oak tree branches
 - What about the mess? Use on wet days?

Motion: For PAC to research the cost, location, design and process of purchasing and installing two sandboxes – Starr

Second: Nora

Passed.

6. Guest Speaker: Lise Richards – Active and Safe Routes to School

- The goal of this program is to decrease traffic congestion in the school neighbourhood by reducing barriers to walking, biking etc.
- The program will consult with parents, students and school community to identify “issues” faced in getting to and from school – e.g. sidewalks, paths, bus routes, etc. and there is funding available to address priority issues. and a survey will be sent home, and a school walk-about will take place.
- Lise will take the report identifying our neighbourhood needs to the program’s external committee partners including the CRD, Saanich, VIHA, BC Transit, etc. Following this information gathering, a report will be written.
 - Ms. Pick, a teacher and parent are to be involved in the committee.
- The funding available to address identified issues does not generally apply to infrastructure or capital projects.

7. Fundraiser Updates:

- Save Around:
 - Revenue from this year is \$2,900 from the sale of 232 books. This is at the high end of the range of revenue that we have earned from this fundraiser in the past.
- Hallowe’en Dance:
 - Best attendance ever! \$1400 profit.
 - Suggestion to move the ticket sales away from the main entry. It creates an unnecessary bottleneck because not everyone coming in wants to buy tickets but they end up stuck in the line not knowing that they could go around.
- Poinsettias:
 - Tara is all ready to go – orders have to be in on November 4th – it is a tight turnaround this year
 - Delivery will be December 1 and 2
 - Prices are same as last year.
- QSP – information for magazine orders will go out before Christmas.
- Craft Fair:
 - We only have one or two tables available out of a total of 49 and a good mix of vendors.



PARENT ADVISORY COUNCIL

- Coordinators are as follows:
 - Communications: Starr
 - Concession: Nora
 - Raffle: Karen and Sarah
 - Gift Baskets: Tina
 - Front Door: Tanya
 - Signage: Adina
 - Bake Sale: Tracey and Samantha
 - Coffee Crew: Ms. Pick
 - Crafts: Alicia
 - Facepainting: Janine
- We are still in need of coordinators for games and parking. If we can't find a coordinator for these activities, we will not include them in the plan.
- We need two gaming licenses – one for front door and one for raffle – there are new rules in place so we will have to revamp the tickets to meet these requirements
- No minors on cash or raffle sales.
- Mrs. Jones will have the choir perform carols
- Bill will be the announcer

8. Movie Night – December 2

- Looking for Christmas movie recommendations
 - We will put a request out on FB for suggestions and then send out a survey for the choice.

9. Crossing Guard

- Beacon Community Services is responsible for hiring our school crossing guards and are having trouble finding anyone
- Funding for these positions comes from the municipalities
- We need someone on shift one hour before school and one hour after
- Pay is \$20 per hour
- Average traffic at Quadra/Linwood intersection – 9-12 kids
- Average traffic at Quadra/Cloverdale intersection – 20-25 kids
- Can we find a volunteer? Please share any thoughts or suggestions with the school office.

10. Emergency Preparedness:

- The committee has finished sorting the comfort kits into the correct classrooms – this was a very time-consuming exercise.
- Currently, kindergarten and any new students are asked to send in a kit while the kits for existing students are transferred to their new classrooms. Some of these are in pretty bad shape and it is a time-consuming process to move them.
 - Should we change this and have families send in a new kit each year?
 - What about kids who don't have one?
 - What about an overall kit for the classroom?
- Two options moving forward:
 - Parents send in a comfort kit in September and it is sent home again in June



PARENT ADVISORY COUNCIL

- Parents send in a comfort kit in September and the school keeps it and moves it to the new classroom, sending requests to any new students, or to those whose kit goes missing/is in bad shape.
- Most members in attendance agreed on the following:
 - Time the request for the comfort kit with back to school, rather than later as in the past.
 - Send the kits home in June so that they can be updated and are actually relevant to the child's age.
 - Provide better examples of what to include for parents.
 - Set up a station at the Welcome Back BBQ
 - Pre-label the bags and send them home – make it as easy as possible.

6. VCPAC Update

Motion: To apply to the Parent Education Fund for \$220 to cover the cost of 2 tickets to the Vancouver Island Parent Conference. The tickets would be given to two parents to attend the conference with the intent that these parents will present information acquired at the conference at a future CTS PAC Parent Information Night or PAC meeting – Kendra

Second: Tracey

Passed.

Next Meetings: January 10, 2017 – Life in Middle School
February 7, 2017 – PAC Business Meeting

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

October/2016

General Account			
Account Balance			\$38,295.62
Reserve Funds			\$2,667.22
2017/2018 Operating Budget (\$6,000)			\$6,000.00
Budgeted Funds			\$24,984.17
Held Funds			\$2,533.00
Available Funds			\$2,111.23
Approved Expenses			
	Total Approved	Spent to Date	Remaining Funds
Ongoing Expenses			
Childminding	\$750.00	\$158.01	\$591.99
PAC Socials	\$800.00	\$0.00	\$800.00
PAC Executive Operating	\$1,300.00	\$106.75	\$1,193.25
Committee Budgets (Fundraisers & Events)			
Craft Fair 2016	\$1,500.00	\$230.73	\$1,269.27
Halloween Dance	\$500.00	\$391.83	\$108.17
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	\$0.00	\$5,040.00
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	\$345.07	\$1,654.93
Onsite Sports	\$400.00	\$0.00	\$400.00
Pre-Approved Expenditures			
Technology	\$10,000.00	\$0.00	\$10,000.00
One Time Expenses	\$0.00	\$0.00	\$0.00
Total	\$26,240.00	\$1,255.83	\$24,984.17
Revenue			
	Received to Date	Expenses	Net Revenue to date
Ongoing Fundraisers			
Thrifty Smile Cards *	\$180.00	\$0.00	\$180.00
Uniform Consignment *	\$943.00	\$23.44	\$919.56
Bottle Depot	\$0.00	\$0.00	\$0.00
Oliver's Labels	\$0.00	\$0.00	\$0.00
Magazine Sales (QSP)	\$0.00	\$0.00	\$0.00
One Time Fundraisers			
Staples - School Supplies	\$0.00	\$0.00	\$0.00
Save Around Books	\$5,800.20	\$2,900.00	\$2,900.20
Halloween Dance	\$1,794.05	\$391.83	\$1,402.22
Craft Fair 2016 *	\$1,410.00	\$230.73	\$1,179.27
Poinsettia Sales	\$0.00	\$0.00	\$0.00
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
Total	\$10,127.25	\$3,546.00	\$6,581.25

Gaming Account			
Account Balance			\$9,010.68
Budgeted Funds			\$5,825.00
Available Funds			\$3,185.68
Expenses			
	Total Approved	Spent to Date	Remaining Funds
Grade 5 Legacy	\$900.00	\$0.00	\$900.00
Fine Arts	\$1,000.00	\$0.00	\$1,000.00
Sports	\$1,000.00	\$0.00	\$1,000.00
Agendas	\$650.00	\$0.00	\$650.00
Fieldtrips & Guest Speakers	\$2,275.00	\$0.00	\$2,275.00
One Time Expenses	\$0.00	\$0.00	\$0.00
Total	\$5,825.00	\$0.00	\$5,825.00
Revenue			
			Net Revenue to date
Craft Fair Raffle			\$0.00
Gaming Grant 2016-17			\$5,600.00
Total			\$5,600.00

Table and Bench Project			
	Received to Date	Expenses	Amt from PAC funds
Table and bench project	5,711.60	9,004.48	(3,292.88)

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.

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

* - Funds held in "Held Funds"

Last Updated

October 30, 2016