



PARENT ADVISORY COUNCIL

PAC Business Meeting

First PAC Meeting of the New School Year

Tuesday, September 11, 2018 (6:30 – 8:30 pm @ CTS Library)

MINUTES

1. Welcome (Marilyn Kay)

Marilyn welcomed all PAC members in attendance and introductions were made, including the new PAC Executive member.

Additions to Agenda/Accept Agenda

MOTION: To accept the September 18, 2018 PAC Meeting Agenda as written with the inclusion of “Walk and Wheel to Work” after the Back to School BBQ line item (Marilyn Kay)

First: Starr Munro

Second: Erin McAskile

Accept May and June 2018 PAC Meeting Minutes

The minutes have been posted on the website PAC page.

MOTION: To accept the May 2018 and June 2018 PAC Meeting Minutes as written (Marilyn Kay).

First: Starr Munro

Second: Erin McAskile

2. Principal's Report (Mrs. Sandra Jost)

- Mrs. Jost welcomed the PAC.
- She provided a quick update on how Miss Pick was doing at her new school, View Royal Elementary.
- CTS has the smoothest start to date. All students were moved to their new classrooms on the second day of school.
- CTS has 311 students registered this year. There are 7 students new to the school, plus the 3 new Kindergarten classes. There are 15 Divisions this year. There are no split Grade classes.
- With the addition on the 15th division, CTS has lost its computer lab. The computers have been returned to the School District. The emphasis will be on using Chromebooks and iPads. The school has 540 Chromebooks used at the Grade 4-5 level, and 42 iPads used at the K-Grade 3 level. CTS is proactive with digital literacy and promoting safe use of the internet.
- The Staff have been excited to return to the new year. There are new and retuning staff. There are two positions still to be filled within the next couple of weeks.



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3. Vice Principal's Report (Mrs. Barb Sapsford)

- Mrs. Sapsford introduced herself as the new Vice Principal.
- She is focussing on organizing lunch monitors for the classrooms. Students will alternate between divisions for the opportunity to lunch monitor.
- Grade 5 students are also assisting with the equipment room/handout of equipment.

4. Treasurer's Report (Erin McAskile)

- Erin provided a summary of the current CTS PAC Budget, including an explanation of the two accounts: General and Gaming. The Gaming Account can only be spent of certain non-curricular items.
- The Budget was presented and voted in at the June PAC Meeting. The budget can be changed at any point with an approved motion at a PAC Business Meeting or by vote online.
- The Budget summary was attached to the meeting agenda.

5. About the PAC (Starr Munro)

- Starr introduced herself as an active member with the PAC and the outgoing Chair.
- She gave a summary of what the PAC is and what it does. The PAC includes all parents/guardians of CTS, not just the Executive.
- The PAC hosts Business Meetings as well as Parent Information Nights. All PAC members are welcome at these.
- The PAC also hosts and funds a number of social events. Some of these are fundraisers, others are free to attend.
- The PAC is active in fundraising. Fundraising is generally for the benefit of the entire student body.
- The PAC has funded a number of initiatives for the school including technology (IPads), picnic tables at the front of the school, buddy benches, bike racks, the 2 new playgrounds and more.
- There are many opportunities for PAC members to volunteers. Event and fundraising coordinators are always looking for volunteers. This may be to become part of a team or just to fill a shift at an event. The PAC is always looking for coordinators and people to shadow behind existing coordinators to pass on the knowledge of an event/fundraiser. The PAC Executive is always available to assist with past information.
- Starr manages the CTS PAC communications/emails (e.g. eBlasts). All PAC members who filled out the form at the beginning of the year giving permission for the PAC to contact them will start to receive emails. Keep your eyes out for these. There is also a PAC Board outside the office where information is posted.



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- The new email address for the PAC Executive is cts.parents@gmail.com. This goes to the PAC Executive members and will respond in a timely manner.

6. Welcome Back BBQ (Melissa Piasta)

- This year's welcome back will be a social in the gym with coffee and treats instead of a BBQ.
- The teachers will be introduced and then the parents can go to the classrooms.
- Uniform consignment will also be set up in the gym.
- Melissa is waiting on confirmation from Thriftys for a donation.

7. Walk and Wheel to School (Marilyn Kay)

- CTS is participating in the CRD Walk and Wheel to School week. October 1-5
- Students/families are encouraged to make their way to school by walking, bike, scooter.
- There are a few parks that have been designated as "Drive to 5" which means you can park and be able to walk to school in 5 minutes (or so).
- Marilyn will also put out a request for volunteers to join a walking school bus during that week. More information to come via email.

8. Fundraisers

a. Monk School Supplies (Tara Zala)

- This was a very successful fundraiser. 168 kits were ordered. The PAC received \$1,454 from the 10% donation from Monks and the PAC fee for each kit. Thank you Tara and Starr for taking the lead on this!

b. Save Around Books (Erin McAskile)

- Erin gave an update on the new Save Around Book fundraiser. The books will no longer be available. Instead, there will be a pamphlet of 20 coupons to purchase for \$20 and included is access to the new App that has way more coupons to choose from. You will be able to use the coupons on the App, no need to print. The PAC will make \$10 from every sale. The PAC is expecting less revenue from this fundraiser, but is going to try it out and see how the PAC responds.

c. Royals 50/50 Draw (Erin McAskile)

- The PAC did the 50/50 draw at a Royals game last year and it was very successful. Erin is willing to coordinate this fundraiser again this year. She is waiting for the game dates for Jan-Mar and hopes to get a 50/50 draw date again. The PAC will need to sell 300 tickets in order to secure the date. There was no issue in selling these tickets last year.



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The PAC could do a Chuck a Puck night but that makes less money overall. More information to come once the dates have been determined.

d. Thrifty Smile Cards (Melissa Piasta)

The PAC has been accepted to participate in the Thrifty Foods Smile Card fundraiser again this year. The PAC can make up to \$2,500. This money has been dedicated to the Home Reading Book Program. You must use one of the Smile Cards with the CTS code on it or the money will not come to the PAC. These are available in the School Office. 5% of the money you load on the card will come back to the PAC. There is no limit on the number of cards you can have, so feel free to hand them out to family and friends.

e. Halloween Dance (Melissa Piasta)

The Halloween Dance is one of the most attended events the PAC puts on. It is a successful fundraiser having raised over \$1,000 in the past. The former Coordinators have graduated from the school. Melissa Piasta will be the PAC liaison for the event and will be working with 2 new parent coordinators. We will need many volunteers for short shifts. This is an easy fundraiser to volunteer for. More information to come via email.

9. Able Cresting New Uniform Items (Erin McAskile)

- The PAC has arranged for crested items to be purchased through Able Cresting. This is the only source for new crested items. Ordering information is on the PAC Board and on the website. There will be no bulk order shipments so shipping will need to be paid for by the individual.

10. New/Used Uniforms and the Consignment Program (Erin McAskile)

- Sarah Stark is the new Coordinator for the uniform consignment program. Items will be out for sale at PAC events. There are currently a lot of girl cloths available. There are some crested items but in the XS and XL sizes only.
- To arrange to buy items from consignment or to consign items, contact ctsuniforms@hotmail.ca or go to the website or PAC Board for more information.
- This program has been successful for the PAC raising funds and helping families with their uniform needs. You can chose to donate 50% of the sales of your items to the PAC.

11. 2018/2019 PAC Meeting and Event Dates (Melissa Piasta)

- Melissa presented the list of dates for PAC Meetings and Events for the school year (attached).



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12. VCPAC Update (Starr Munro)

- Starr Munro is the CTS PAC representative at the VCPAC. She attends monthly meetings and reports to the PAC at the next PAC meeting. Contact the PAC Executive if you have more questions about the VCPAC.



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2018 – 2019 Schedule of PAC Meetings, Parent Information Nights & Events

PAC Executive Meetings

Executive Meetings (generally 3rd Tuesday of month)

- Tuesday, September 4, 2018, 7-9 pm @ CTS (First Meeting of Year)
- Tuesday, October 16, 2018, 7-9 pm @ CTS
- Tuesday, November 20, 2018, 7-9 pm @ CTS
- Tuesday, January 15, 2019, 7-9 pm @ CTS
- Tuesday, February 19, 2019, 7-9 pm @ CTS
- Tuesday, April 16, 2019, 7-9 pm @ CTS

PAC Business Meetings

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

- Tuesday, September 11, 2018, 6:30 - 8:30 pm (First Meeting of Year)
- Tuesday, November 6, 2018, 6:30 - 8:30 pm
- Tuesday, February 5, 2019, 6:30 - 8:30 pm
- Tuesday, April 9, 2019, 6:30 - 8:30 pm – Business or info night combo
- Tuesday, May 7, 2019, 6:30 - 8:30 pm (Vote in New Executive / AGM)
- Tuesday, June 4, 2019, 6:30 - 8:30 pm (Budget & Planning Meeting)

Parent Information Nights

- Tuesday, October 2, 2018, 7:00 - 8:30 pm, (Topic: TBA)
- Tuesday, January 8, 2019, 7:00 - 8:30 pm, (Topic: TBA)
- Tuesday, March 5, 2019, 7:00 - 8:30 pm, (Topic: TBA)
- Tuesday, April 9, 2019, 7:00 - 8:30 pm, (Topic: TBA) – Business or info night combo

PAC Events

- Halloween Dance: Friday, October 26, 2018 (6:30 - 8:30 pm)
- Open Gym: Friday, November 16, 2018 (6:30 - 8:00 pm)
- Movie Night: Friday, December 7, 2018 (6:30 - 8:30 pm)
- Open Gym: Friday, February 22, 2019 (6:30 - 8:00 pm)
- Inflatable Fun Night: Friday, April 26, 2019 (6:30 - 8:00 pm)
- Year End Dance: Friday, June 7, 2019 (6:30 - 8:30 pm)