



# PARENT ADVISORY COUNCIL

## PAC Business Meeting

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

## MINUTES

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### 1. Welcome (Marilyn Kay)

#### ***Additions to Agenda/Accept Agenda***

**MOTION:** To accept the November 6, 2018 PAC Meeting Agenda as written (Marilyn Kay).

First: Samantha Wood

Second: Melissa Piasta

#### ***Accept September 11, 2018 PAC Meeting Minutes***

The minutes have been posted on the website PAC page. These will be sent out with the next PAC Meeting Agenda. Wait to approve at the next PAC Meeting.

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

- Mrs. Jost thanked the PAC for all that it does. The teachers greatly appreciate all of the PAC's fundraising efforts.
- The School District will be sending out a survey mid-November re: Catchment Boundary Review. Please take the time to complete the survey so Cloverdale is represented.
- The school is getting ready for the Christmas Concert. The extra divisions and extra families will mean there will be limited space for the performances. Ticket information will be sent home. The concert is the last week before the winter break.

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

- Mrs. Sapsford is getting settled in her new role at the school.
- She loves the gardening program.
- She is getting the lunch monitoring going with the Grade 5s.
- The school is also working on the Remembrance Day Assembly. The Choir and the Grade 5s will be performing.
- FSAs are almost complete.
- Mrs. Sapsford was so impressed with the Halloween Dance. It was very well done.

### 4. Treasurer's Report (Marilyn Kay)

- Erin provided a summary of the current CTS PAC Budget, including a summary of the two accounts: General and Gaming.



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- The Save Around Coupon fundraiser did better than expected. Orders are still rolling in. This will be closed by the next PAC meeting.

## 5. Update – Events & Socials

- Back to School Social (Melissa Piasta): The teachers felt that the timing was bad considering there was no food to eat for dinner. Teachers felt that the turnout was lower than previous years. Request that the PAC look in to different ideas for next year that include food for dinner (e.g. bring your own picnic, food trucks, etc.). The key is that you still need someone to coordinate it. Other schools the PAC assists but the teachers do it. Will need to consider the cost and whether or not to charge.
- Walk and Wheel to School (Marilyn Kay): There was good participation for the event this year in October, but not as many as were hoped. The PAC would like to consider doing it again in the Spring and promote it differently.
- Movie Night (Melissa Piasta): Movie Night is scheduled for Friday December 7. Adina Appenheimer is organizing the free PAC Social. Movies are yet to be decided, but will likely be a few short films rather than one long one. Adina and the Executive will look at what has been shown in the past.

## 6. Update – Fundraisers & Events

- Save Around Books (Melissa Piasta): As mentioned in the Treasurer's report, the fundraiser did better than expected considering the new format. Many lessons learned if the PAC decides to go ahead with it again next year. Thank you Erin for taking this on!
- Poinsettias (Tara Polievre): Today was the last day for orders, but expecting a few stragglers. It was another successful year. The PAC made ~\$1,300 this year. Thank you Tara for coordinating again this year.
- Royals 50/50 Draw (Melissa Piasta): Erin has not heard back from the Royals yet. It is unlikely that the PAC will get one of the last 50/50 nights available. If this is the case the PAC may need to consider additional fundraising to supplement.
- Thrifty Small Cards (Melissa Piasta): People have been using their cards but profit is lower than expected. Melissa will draft a letter to be sent out to the Kindergarten families and add a reminder to Agendas.



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- e) Halloween Dance (Jennifer Meadows): The Halloween Dance was an overwhelming success! So many families in costumes, all the food was gone, probably the biggest turn out yet. The PAC will get a list of ideas from Jen. Some lessons learned and things to add for next year (e.g. An MC with a mic, additional ticket table). Thank you Jen for coordinating this event for the first time. And thank you to all of the other volunteers for their help. This fundraiser can't be done without you.
  
- f) Garden/Nature Stewardship-School Wide Planting (Starr Munro): On October 29 and 30, the whole school collected at the Living Knowledge Garden (native plant garden). The garden was introduced and Mr. Kisinger talked about the Camas and its use, as well as a discussion on the importance of plants and pollinators. The students planted Camas bulbs and mulched. The school is still waiting on the split rail fence that will go around the Living Knowledge Garden, as well as informational signage. The school will plan to do something in January (e.g. start growing seeds indoors) and will also plan another Earth Day event in April. Each division will have seeds to plants in their garden beds. Starr will be working with the school to determine the most efficient ways to keep the gardens watered in the late spring and summer.
  
- g) Grade 5 Legacy (Samantha Wood): Samantha will be taking the lead on arranging for the Grade 5 T-shirts. She is also leading the Grade 5 Legacy Gift back to the school. The gift has yet to be determined, but fundraising will get under way. They have planned 2 bottle drives (January 12 and May 25). Communications to come from the PAC.

## 7. VCPAC Update (Starr Munro)

- CTS PAC has paid for their membership to the BCCPAC.
- CTS PAC has applied for the Parent Education Fund.
- Reminder that the School District will be sending out the Catchment Boundaries Survey mid-November. Please participate.
- There was a discussion on how schools and PACs are using the financial systems (e.g. online payments). Some Elementary schools are using it. The payments are managed through the school and there is a question as to whether or not PACs should have to pay for the service. More to come.
- The Vancouver Island Parent Conference is in March. More information will be sent out. The PAC usually receives free tickets that are offered to PAC members.



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

### ***PAC Executive Meetings***

*Executive Meetings (generally 3<sup>rd</sup> 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 1<sup>st</sup> 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)