



PARENT ADVISORY COUNCIL

PAC Business Meeting Tuesday November 5, 2019

AGENDA

Executive Members in Attendance: Mrs. Jost, Principal; Mrs. Sapsford, Vice-Principal; Jennifer Meadows, co-chair; Kathryn Allan-Kwasnica, co-chair; Erin McAskile, treasurer; Hilary Hagel, Member-at Large (Temporary Secretary), Sarah Stark,

- Starr Munro (VCPAC representative) and Shanel (future member at large) also in attendance

Executive Members Regrets: None

1. Welcome: Jennifer Meadows

- a) Review Agenda/Additions/Accept Agenda –no additions
- b) Motion to accept agenda:
 - Starr 1st, Kathryn 2nd,
- c) Accept September 10, 2019 Business Meeting Minutes
Motion to accept minutes: Erin 1st, second Shanel 2nd
Motions accepted

2. Principal's Report: Mrs. Jost

- Thank you to all the parents for everything they add to our culture and community
- Staffing Updates – one of our Learning Support teachers who works Friday went to Colquitz full time. Emma Caya-EA for the past three years has moved on to a position with out of school society. Adina Appenheimer is joining staff as an EA. Kelly Gardiner's mat leave is coming up end of November this job posting will be coming out soon, Sara Eccols in position now. Kelsey Shaver took a position at Frank Hobbs; Josie Plunkett took this permanent position in the office
- Kindergarten discussions with the school district regarding 2020/2021 school year
- FSA exams finishing up for grade 4's; Mrs. Sapsford helping with marking. Exam results back in Dec/January
- Satisfaction survey for Grade 4 students, parents, and staff has been sent out

Vice Principal's Report: Mrs. Sapsford's Report

- Felt the dance and gardening were amazing this year
- Thrilled with what we do at CTS and happy to work here
- Reported that she will not be marking CTS FAS tests and that marking will be a great learning opportunity to see what other kids are doing in our province

3. Treasurer's Report: Erin McAskile

General Account:

Income

Smile Cards – \$304 to date

Welcome back BBQ - \$614 (donations)

Uniform consignment – \$1,688 (includes Able's portion)

Entertainment Book - \$5,390 (\$3,100 est expenses) - \$2,200 net

Halloween dance - \$1,792 (\$745 exp) - \$1,047 net

Expenses/Pay-Outs

Childminding - \$70 – (\$230 remaining)
PAC socials - \$643 Welcome Back BBQ (\$29 net expense)
 Executive Exp - \$68 (\$64 office / \$4 meeting snacks)
 Halloween dance - \$745
 Native garden – \$229 – (\$921 remaining)
 Entertainment Books - \$3,100 estimate

Gaming Account:**Income**

Gaming grant - \$6,240 (budget was \$6,120)

Expenses/Pay-Outs

Fine Arts - \$461 – (\$1,039 remaining)
Sports - \$189 for balls – (\$811 remaining)
Agendas - \$464
Fieldtrips - \$65 – (\$3,085 remaining)

Notes:

- General Acct: Available funds - \$27
- Gaming Acct: Available funds - \$5,878
- Reserve fund - \$3,000

Funds Requests: None

New Motion:

-Discussion regarding the \$5000 put aside for sports. Gaga ball pit request is still in progress. The SD came to look at our space and identified two locations to house the Gaga ball pit. The purchasing of equipment, location, and approval from SD is required. Mrs. Jost will submit a SR to SD and then the SD will come back with a quote. The major cost is levelling of the ground. A request was submitted to SD for quote/approval, unfortunately, projects are backlogged

-Mrs. Jost reported that we have received approval for basketball hoops. If we wait until July 2020 the SD will increase costs provided by threefold to install better pavement that would allow for vehicles to park on basketball hoops

-Starr proposed that the back to school bbq which is listed as a social, be moved to Fundraisers/Events from PAC socials

4. Updates on Events and Fundraisers:

a) Halloween Dance: Jennifer Meadows

- Dance was held on a pro D Day so this may have impacted our revenue
- Not as many supplies were left over this year from the last dance; which meant more were required to be purchased this year. There are still chips and drinking boxes available; plan to set up a table at the movie night and sell the remainder of the chips and juices boxes at a low cost
- Pizzas went over budget as not enough last year. There were 12 pizzas left over and given away or sold for less

- Thoughts for next year: Clear donation jars, parking volunteers and mark up costs of items sold
 - Overall it was a great success
- b) Uniforms/Crested Items: Erin McAskile/Sarah Stark
- crested items to be added up and send an invoice to Able
 - Donate uniforms at the end of the year
 - Two mornings in January to sell consignment items
- c) Poinsettias: Tara Polievre
- Forms in with some stragglers, less than last year
 - As of tonight \$2129 (\$4 donations) raised with \$1221.08 going to Hilltop Nurseries, resulting in a \$907.92 profit thus far
 - Final order to be submitted Thursday
 - Delivered December 5th at noon and still looking for volunteers; Bethany Campbell will run the order. Request for an E-blast to request volunteers. Someone will do Friday am
 - Erin reported that Jenna Haywood has showed interest in helping next year
- d) Open Gym Night (November 15th)
- Posters from Adina to be put up asap. Kathryn has offered to put them up tomorrow am
- e) Royals 50/50 & or Chuck a Puck: Hilary Hagel/Erin McAskile
- CTS was offered a Chuck a Puck for November 22, December 28th, January 11th, or March 14th. In the past the Chuck a Puck raised \$1400 and required CTS to sell two hundred tickets
 - Group decision that it is not entirely worth effort and to focus more on Walk-a-thon
- f) Christmas Movie Night (December 6th)
- Jennifer has some Christmas DVD's to bring to next Executive meeting to decide on movies November 20th. Movies will need to then be approved by Mrs. Aerts
 - Small table with water and snacks to sell leftovers from dance. Mrs. Jost approved
- g) Managing Anxiety Workshop – Info Night possibilities
- Tara Zala was looking into contacts; the past two presenters to CTS are no longer presenting. Mrs. Jost reported that our School Counselor, Mrs. Wolsak, might be able to speak/host event. Mrs. Jost is to confirm with Mrs. Wolsak. Middle school night and the decision to change the topic is still pending. It was determined that it is worthwhile to host parent info night with past students to discuss experiences not showcase middle schools despite little room for transfers to other catchments in the future.
- h) Walk-a-thon: Hilary Hagel
- Unanimous vote to move forward with decision to host our first Walk-a-thon Thursday March 12th
 - Instead of canvassing for draw prizes Erin suggested we do themed baskets for prize draws similar to the way they were done for previous school fairs
 - Erin will determine if a gaming licence required
 - It was suggested in lieu of bracelets we do key chains as a participation prize for all students. Starr provided the name for Island Business Print to supply key chains
 - Hilary to reach out to Thrifty's regarding the costs of buying Shamrock cookies for all the kids in addition to freezies
 - Hilary to reach out to Karen Grigalato to find her contact to assist with gift baskets
- i) Thrifty's Smile Cards: Hilary Hagel/Kathryn Allan-Kwasnica

- Kathryn reported that she hasn't checked our folder as of late will. She will put out an E-blast to entire school to increase revenue
- j) Traditional School Legacy Ideas
- Starr and Mrs. Gordon brought forward ideas for legacy gifts. Determined that painting rocks by each student might result in them wandering due to their size
 - Kathryn was looking up ideas- hand prints/finger prints to go on a mural
 - If each student did a handprint where would handprints go? Perhaps each division would receive a stone to decorate to help with the nature garden path
 - Jennifer suggested a page in year book as a legacy to CTS
- 5. Catchment Boundary Review Brainstorming:** Mrs. Jost/Kathryn Allan-Kwasnica/
Starr Munro
- Upcoming meeting Nov 6th, 2019 with Colin Roberts- 1st steps to see where we are at with our concerns (siblings, costs, and culture). We are seeking clarity on siblings and what the reality for siblings is moving forward. We would like to have statements so families can make decisions. Costs coverage for logos and signage, how that will be handled, and how to work together to maintain culture
 - Feedback from PAC on changes with name change- logos etc(keep and then change traditional school to Elementary), keep sports logo
 - Erin reported that we are not a society or charity and very little change would be required with our name change. Signers will need to go into the Bank and our account will be under CES aka CTS. Question if we can use our old cheques up first prior to ordering new ones
 - Kathryn reported that a motion passed by the school board to have a formal process to receive feedback on how the catchment boundary review went

6. VCPAC Update: Starr Munro

VCPAC Communications

At the October VPCAC meeting there was a lengthy discussion with parents in attendance about improving communications between VCPAC and other PAC's.

- Is your PAC or receiving the monthly VCPAC Meeting Agenda email? Anyone from any PAC can receive this email. It is typically sent out to VCPAC School Representatives and whatever contact information VCPAC has for the PAC at each school. Simply email info@vcpac.ca to request receipt of the VCPAC Meeting Agenda email which comes out monthly.
- Did you also know that there is a weekly (Monday) SNIPS Email that goes out from VCPAC? This is a subscription based email and anyone can sign up to receive it. Go to the VCPAC website at <https://vcpac.ca> and subscribe on the top left. The weekly SNIPS contains District Wide information of interest to parents including Board Meeting & Board Committee Meeting Highlights, as well as parent information events and happenings across the School District. SNIPS is a great way to keep up-to-date on a variety of topics, issues and opportunities for parents to be engaged in public education.

A wide variety of other communication related items were discussed and the VCPAC Executive Committee is compiling a list of actionable items and improvements as a result of the discussion. "Improving Communications with Parents" will be an ongoing theme with VCPAC this year. If anyone from CTS PAC has any suggestions or ideas for ways VCPAC can improve

communications with PAC's please provide the recommendations to Starr Munro (Starr.munro@gmail.com) and they will be reviewed with the VCPAC Executive Committee.

Inclusion Committee

The other primary discussion point at the VCPAC meeting was around the activities of the VCPAC Inclusion Committee, which intends to provide feedback to the School District in regards to the development of a parent survey as it relates to experiences, issues and challenges related to "inclusion" in the classroom/school. If any parents want to participate in the VCPAC Inclusion Committee the general committee is open to anyone and the last meeting had approximately 40+ members in attendance.

Donations - School Cash Online

There was some discussion around how the Donations Button on each school website worked, and where money goes if a patron donates money to a PAC via this button. It was clarified that money donated via the School Cash Online system, for the purposes of tax receipts, remains in the control of the School District, not individual PAC's. However, PAC's should be notified of any money donated through this process, and money donated to a PAC through this process, should be ear marked through the school financial clerks to only be spent on PAC approved items only. It was reported that this process is not happening in reality at all schools. If you are curious about how things work in regards to this donation option at your school, please connect with your school's financial clerk and/or Principal to discuss. If money donated to your PAC is going "missing" through this payment/donation portal, please be sure to inform VCPAC as the VCPAC Treasurer is working with the School District's Secretary Treasurer to improve processes around this payment/donation option for PAC's.

7. Roundtable: All

- Water testing- Mrs. Jost had confirmation November 5th morning that all drinking water is clear of lead. If unsure of water quality, signs to run water for 30 seconds are posted. Filling stations are all filtered. If needed there would be a sign saying not drinkable.
- Kathryn requested that all members send her PAC Facts – fun facts about the PAC to go out in future E-blasts

Meeting adjourned @ 8:36pm

Next PAC Business Meeting:
Tuesday February 4, 2020 7-9pm

Next PAC Executive Meeting:
Wednesday November 20, 2019 7-9pm