



PARENT ADVISORY COUNCIL

cts.parents@gmail.com

Minutes November 2, 2021

Executive Members in attendance: Kathryn Allan-Kwasnica, Emah Christiansen, Shanel Higham, Sacha Anderson, Jennifer Meadows and Hilary Hagel

Executive member regrets: Judy Kitts

Others in attendance: Sue Ottenbreit, Barb Sapsford, Erin McAskile (former treasurer), Michelle Payne

1. **Welcome and Acknowledgement:** Kathryn Allan-Kwasnica
 - a) Introductions
 - Territorial acknowledgements
 - b) Review Agenda/Additions/Accept Agenda
 - Additions to agenda
 - Additional fundraisers for the year
 - Motion to accept: Hilary 1st; Shanel 2nd
 - c) Accept Executive Meeting Minutes from October 13, 2021
 - Motion to accept: Hilary 1st; Shanel 2nd
2. **Principal's Report:** Sue Ottenbreit
 - The school has received fifteen to twenty games from the Board Game Cafe that classes are using
 - Thank you to the PAC for the new IPADs as a few had reached the end of their life
 - As part of the Pathways and Partnerships program the school district is outfitting each elementary school with a tool trolley and students will have access to carpentry type tools. Teachers will be participating in training once the trollies arrive
3. **Vice Principal's Report:** Barb Sapsford
 - Huge thank you to the PAC for grade five t-shirts and hoodies. Students are enjoying wearing them
 - A no-sort bottle drive is scheduled for January 8, 2022 from 10:00 am to 2:00 pm. The bottles do not need to be sorted and the class will receive 80% of the monies raised



Seaquarium

- Lots of conversations happening around the tank
- Grade fives will take part in a Zoom workshop and learn more about the care and details of the Seaquarium as they are managing the tank
- New tidal pool creatures added and water has been changed over

Remembrance Day ceremony

- Bagpiper will be in the school piping as children watch the slideshow of photos of family that fought in the military
- One parent serves in the military and will help with laying the wreaths
- The ceremony will be on Wednesday, November 10 at 10:30 a.m.

4. **Treasurer's Report/Budget Review:** Shanel Higham

- See attached operating budget

5. **Updates on Fundraising and Events:**

a) Community Values Book: Erin McAskile

- This was a very successful fundraiser with 442 books sold and \$5300 raised
- There are 19 books outstanding so there may be additional monies coming
- There was a discussion about maybe the coupon book sold itself and the small toys were not needed as an incentive for the students to sell books
- As this was such a successful fundraiser it will probably be done again next year. The PAC can discuss at that time whether they include the toy incentives or not

b) Poinsettias: Hilary Hagel

- Orders are coming in
- E-transfers have been a bit of a challenge this year as forms are coming into the school saying they will e-transfer and e-transfers do not arrive
- There were not many restaurants who chose to participate in this fundraiser
- Orders need to be in by Thursday, November 5 and will be picked up on Wednesday, December 1
- There was a discussion as to if the volunteers handing on poinsettias would need to be vaccinated and if the PAC should be checking vaccine passports and identification. Kathryn will look into the requirements for this



c) Holiday Concert Ideas: All

- Sue talked to the district about this and what platforms could be used. They offered two platforms that could be used
- The school needs to figure out how to manage permissions to have students photographed or taped as it would require every single student to have permission for this specific event and some students cannot be photographed
- The school administration is working with Mrs. Jones and has reached out the district IT department and district principals
- Mrs. Jones has decided if they do anything there will be no singing as it is difficult having all the children singing in masks. She is trying to figure out if there is an alternative presentation that can be done
- The school has asked for patience as they work through the logistics on this. They want to make sure all permissions are in place and all students are safe. An event like this is also a huge undertaking
- The PAC has offered to help any way that they can

d) PAC Constitution and Bylaws: All

- Email sent out a few weeks ago with a link to the PAC bylaws
- Kathryn had proposed a change to the definition of the executive which limits the number of members to seven and would like to increase this to eleven
- Ruqaiya Khan has had to step down as a Member-at-Large as she is no longer part of the school community
- Michelle Payne, a parent, has stepped forward wanting to join the PAC
- **Motion:** Kathryn proposed a change to the number of executive members from seven to eleven
- Vote was taken and members were in favour of the change
- Kathryn will update the Bylaws and send to the school to be posted on the PAC section of the website

e) New Executive Member Michelle Payne

- Motion to add Michelle Payne as a Member-at Large
- Motion accepted
- Welcome to Michelle Payne

f) Additional fundraisers for the year

- No need to add anything further at this time as the fundraisers that have been held so far have been successful
- Will still plan to do the hanging basket fundraiser in the spring

6. **Roundtable:** All



- The PAC Executive meeting on November 10 will be cancelled

Meeting adjourned @ 7:50 pm.

Next PAC Executive Meeting:
Wednesday, January 12, 2022

Next PAC Business Meeting:
Tuesday, February 1, 2022, 7-9 pm

Cloverdale Traditional School ~ Parent Advisory Council
 Summary Report - Fiscal Year July 1, 2021 - June 30, 2022

November-2021

General Account			
Account Balance		\$35,251.08	
Reserve Funds		\$3,000.00	
2019/2020 Operating Budget (\$6,000)		\$6,000.00	
Budgeted Funds		\$15,949.68	
Held Funds		\$10.00	
Available Funds		\$10,291.40	
Approved Expenses			
	Total Approved	Spent to Date	Remaining Funds
Ongoing Expenses			
Childminding	\$0.00	\$0.00	\$0.00
PAC Socials	\$1,200.00	\$0.00	\$1,200.00
PAC Executive Operating	\$1,425.00	\$11.20	\$1,413.80
Committee Budgets (Fundraisers & Events)			
Welcome Back BBQ	\$0.00	\$0.00	\$0.00
Halloween Dance	\$0.00	\$0.00	\$0.00
Year End Dance	\$500.00	\$0.00	\$500.00
Bus Transportation	\$7,000.00	\$0.00	\$7,000.00
Music Program	\$350.00	\$0.00	\$350.00
STEM Program	\$350.00	\$58.28	\$291.72
Garden Expense	\$500.00	\$0.00	\$500.00
Fine Arts	\$0.00	\$0.00	\$0.00
Reading Programs	\$2,000.00	\$805.84	\$1,194.16
Emergency Preparedness Supplies	\$1,000.00	\$0.00	\$1,000.00
Grade 5 Gift to the School	\$500.00	\$0.00	\$500.00
Seaquarium	\$1,500.00	\$1,500.00	\$0.00
Painted Outdoor Circuit	\$2,000.00	\$0.00	\$2,000.00
Pre-Approved Expenditures			
Gaga Ball Pit	\$0.00	\$0.00	\$0.00
Total	\$18,325.00	\$2,375.32	\$15,949.68
Revenue			
	Received to Date	Expenses	Net Revenue to date
Ongoing Fundraisers			
Thrifty Smile Cards *	\$10.00	\$0.00	\$10.00
Uniform Consignment *	\$0.00	\$0.00	\$0.00
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
COBS Bread	\$0.00	\$0.00	\$0.00
One Time Fundraisers			
Monks - School Supplies	\$0.00	\$0.00	\$0.00
Entertainment Books	\$12,790.00	\$0.00	\$12,790.00
Welcome Back BBQ	\$0.00	\$0.00	\$0.00
Halloween Dance	\$0.00	\$0.00	\$0.00
Poinsettia Sales	\$0.00	\$0.00	\$0.00
Pasta Fundraiser	\$0.00	\$0.00	\$0.00
Hanging Baskets	\$0.00	\$0.00	\$0.00
Year End Dance	\$0.00	\$0.00	\$0.00
Walk-a-thon	\$0.00	\$0.00	\$0.00
Bottle Drive - Gaga ball pit	\$0.00	\$0.00	\$0.00
Misc Income - PST Reimbursement/Other	\$40.00	\$0.00	\$40.00
Total	\$12,840.00	\$0.00	\$12,840.00

Gaming Account			
Account Balance		\$10,038.24	
Budgeted Funds		\$9,078.58	
Available Funds		\$959.66	
Expenses			
	Total Approved	Spent to Date	Remaining Funds
Grade 5 Legacy	\$825.00	\$880.69	\$0.00
Fine Arts	\$2,000.00	\$0.00	\$2,000.00
Sports	\$4,000.00	\$518.34	\$3,481.66
Agendas	\$650.00	\$428.08	\$221.92
Fieldtrips & Guest Speakers	\$3,375.00	\$0.00	\$3,375.00
Chrome Book Carts	\$3,000.00	\$3,086.33	\$0.00
Pre-Approved Expenditures			
BCCPAC Membership	\$75.00	\$75.00	\$0.00
Total	\$13,925.00	\$4,988.44	\$9,078.58
Revenue			
	Net Revenue to date		
Gaming Grant 2021-22			\$5,920.00
Total			\$5,920.00

Note:

All unused "Approved Expenses" funds will be zeroed on July 1, 2022

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

* - Funds held in "Held Funds"

Last Updated

Nov 1-21