



PARENT ADVISORY COUNCIL

cts.parents@gmail.com

CTS PAC Business meeting minutes February 1, 2022

Executive Members in attendance: Kathryn Allan-Kwasnica, Emah Christiansen, Sacha Anderson, Jennifer Meadows, Judy Kitts Michelle Payne, and Hilary Hagel

Executive member regrets: Shanel Higham

Others in attendance: Sue Ottenbreit and Barb Sapsford

1. **Welcome and Acknowledgement:** Kathryn Allan-Kwasnica
 - a) Introductions
 - Territorial acknowledgments
 - b) Review Agenda/Additions/Accept Agenda
 - Motion to accept: Michelle 1st; Hilary 2nd
 - c) Accept Executive Meeting Minutes from January 12, 2021
 - Motion to accept: Michelle 1st; Hilary 2nd
2. **Principal's Report:** Susan Ottenbreit
 - Kindergarten registration went smoothly. This is the second year of online registration. On Friday or Monday registrants will receive their placement letters
 - Fun lunch was hugely successful and the next one is Friday, February 4
 - The school received their tool trolley from the District's Pathways and Partnerships program. All elementary schools received a mobile workbench. Teachers will complete WorkSafe training and then will be able to use the workbench with their classes
 - Thank you to the PAC for help with the purchase of personal protective equipment. This will be used for an extra supply of masks for students that forget theirs or need a replacement during the day
 - The school will get a visit later this month from WITS (Walk away, Ignore, Talk it out, Seek help) to help students solve problems on the playground. WITS will visit on Random Act of Kindness day and classes will be meeting them (and their pink car) outside (weather permitting)
3. **Vice Principal's Report:** Barb Sapsford
 - Thank you to our school community for raising over \$900 for our sister school in Tanzania
 - The January bottle drive was canceled and it will be rescheduled in May. After the bottle drive the grade fives will start deciding what their legacy gift to the school will be



- Thank you to the PAC for the donation to purchase sports equipment. The school has purchased some equipment, but are thinking of new ideas for equipment that has not been purchased before
4. **Treasurer's Report/Budget Review:** Shanel Higham
- See attached Operating budget
5. **Updates on Fundraising and Events:**
- a) Hanging Baskets Fundraiser
- Hilary will organize this fundraiser and is looking for help from other parents
 - Orders will have to be returned right before Spring break to receive the plants in time for Mother's Day
 - Hilary will contact Oliver's Nursery to see if they are able to accommodate the school's orders this year and if not, Hilltop Nursery will be used
- b) School supplies Fundraiser
- Kathryn has done some research and was not able to find another company that gives 10% of the fundraising back to the school like Monk Office does
 - Some families did not have a good experience with Monk Office last year and some did not have any issues at all
 - Kathryn will do more research and see if she can find another company or have Monks Office agree to terms and conditions for the fundraiser this year
- c) New fundraiser idea for next year - cards drawn by students
- There was a new fundraising idea for next year to have child's artwork put on greeting cards for families to purchase
 - This could be done around the holidays or any other time of year
 - This fundraiser would not replace the poinsettias fundraiser as this is often a popular fundraiser for families
 - Emah will do some research on how this fundraiser and report her findings at the next Executive meeting
- d) Year End Outdoor Celebration
- Would it be possible to have a safe outdoor gathering with the school community
 - Sue thought it is too early to decide if this is something we can do as we do not know where we will be in May or June in regards to COVID
- e) Larger purchase ideas?
- It was a successful year of fundraising and there is money in the budget to do a larger purchase
 - Michelle suggested purchasing outdoor instruments. She will do some research and bring her findings back to the next PAC meeting
 - Sacha suggested the possibility of building an outdoor classroom which is covered, has seating and secured cabinets for supplies, whiteboard etc. It is costly and needs permits from Saanich. The school is still hoping to add the



seating area in the nature playground which could be used as an outdoor classroom. The school has asked the school community if anyone has logs to donate to this project. Jen and Kathryn might have a contact for someone who is able to provide this to the school. If not, it was suggested that maybe the PAC could purchase the logs for the school

- Emah suggested having a mural painted on the Thrifty's wall next to the school. This is something that has been looked into before and is very expensive. The building is not owned by Thrifty's, but they lease it

f) April 5th Meeting/Information Night

- There is money in the budget to plan a parent information night
- Kathryn will get some quotes for different information nights to hold after the PAC meeting on April 5

- There were questions as to if there will be a "going to middle school" information night for those students and families leaving Cloverdale
- The PAC could host this online event to make the transition for parents and students as easy as possible
- The event could involve student ambassadors that were previous Cloverdale students to attend to speak to the current grade five students about their middle school

g) New Treasurer needed

- Shanel has been acting treasurer and will be stepping down on February 20
- The PAC needs someone to volunteer for this and preferably be able to commit to a year or two
- Kathryn will put a call out in the PAC newsletter asking if someone would be willing to do this

6. Roundtable: All

a) School sign on Quadra Street

- Erin McAskile has been updating the sign for the past several years. She can continue to do this for another year, but needs someone else to take this on after that
- Kathryn will put a call out in the PAC newsletter asking if someone would be willing to do this

b) Police Liaison program

- Lisa Gunderson is looking for feedback on this program
- Sue said that the Constable that they have now comes regularly and he tends to come during recess or lunch time so he can spend time outside with students
- Sue thinks it is a valuable program as it allows students to connect with a police officer in a very positive way
- Kathryn will write a letter to Lisa letting her know that is a positive experience for our school and we would like to see it continue



- PAC Executive meeting is not needed on February 9, 2022 and will be canceled

Meeting adjourned @ 8:08pm

Next PAC Executive Meeting:

Wednesday, April 13, 2022, 7-9pm

Next PAC Business Meeting:

Tuesday, April 5, 2022, 7-9pm



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

January-2022

General Account			
Account Balance	\$31,344.15		
Reserve Funds	\$3,000.00		
2019/2020 Operating Budget (\$6,000)	\$6,000.00		
Budgeted Funds	\$15,886.13		
Held Funds	\$10.00		
Available Funds	\$6,448.02		
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	(\$52.15)	\$1,477.15
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	\$126.90	\$223.10
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 Grouit	\$2,000.00	\$0.00	\$2,000.00
Pre-Approved Expenditures			
Gaga Ball Pit	\$0.00	\$0.00	\$0.00
Total	\$19,925.00	\$2,438.87	\$15,886.13
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	\$50.65	\$0.00	\$50.65
Magazine Sales (CSP)	\$0.00	\$0.00	\$0.00
COBS Bread	\$0.00	\$0.00	\$0.00
One Time Fundraisers			
Monks - School Supplies	\$1,499.64	\$0.00	\$1,499.64
Entertainment Books	\$13,450.26	\$8,129.69	\$5,320.57
Welcome Back BBQ	\$0.00	\$0.00	\$0.00
Halloween Dance	\$0.00	\$0.00	\$0.00
Poinsettia Sales	\$5,426.00	\$3,350.24	\$2,075.76
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	\$20,476.55	\$11,479.99	\$8,996.62

Gaming Account			
Account Balance	\$6,217.11		
Budgeted Funds	\$5,257.45		
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	\$1,279.85	\$720.15
Sports	\$4,000.00	\$3,059.62	\$940.38
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			
BOCPAC Membership	\$75.00	\$75.00	\$0.00
Total	\$13,925.00	\$8,809.57	\$5,257.45
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
 "Reserve Funds" balance will be carried over to next fiscal year.
 * - Funds held in "Held Funds"

Last Updated
 Jan31/22