



# PARENT ADVISORY COUNCIL

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## CTS PAC Annual General meeting minutes May 3, 2022

**Executive Members in attendance:** Kathryn Allan-Kwasnica, Sacha Anderson, Jennifer Meadows, Erin McCaskill, Judy Kitts, and Hilary Hagel

**Executive Member regrets:** Emah Christiansen and Michelle Payne

### 1. **Welcome and Acknowledgement:** Kathryn Allan-Kwasnica

- a) Introductions & Territorial acknowledgments
- b) Review Agenda/Additions/Accept Agenda
  - Motion to accept: Sacha 1<sup>st</sup>; Hilary 2<sup>nd</sup>
  - Additions to agenda:
    - Read a graph sign (h)
    - Donation options (i)
- c) Accept Executive Meeting Minutes from April 13, 2022
  - Motion to accept: Jen 1<sup>st</sup>; Hilary 2<sup>nd</sup>

### 2. **Principal's Report:** Susan Ottenbreit

- There is a rugby jamboree in a two weeks with other schools
- There is a rainbow club that meets once or twice a week
- Grades threes, fours and fives will be going to a zone track meet
- Strings will have an orchestral performance outside of school time with several other schools being involved
- The first whole school assembly was last week and was successful
- The school is intending to host a skip-a-thon to fundraise for a new screen and projection system for the gym. Jenna is organizing this and would appreciate PAC support with a treat (possibly freezies) for the students
- School is looking for support from the PAC with some technology including things like headphones, USBs cords etc.
- Would the PAC be interested in presenting at staff meetings so the school staff know what is being planned
- Reminder that there was a survey that went out in regards to next year's schedule by district
- The school is trying to decide if they continue with a "working lunch" where the teachers supervisor while the students eat lunch or if they have lunch monitors where older students supervisor during the eating period
- Kathryn has heard of concerns with the lunch monitors for families with children that have allergies and how that is being monitored



**3. Vice Principal's Report:** Barb Sapsford

- Grade fives will be having their bottle drive at the school on May 28. All monies will go back to the school for legacy gift
- Track zone meet will be on May 26 and the school will be looking for parent volunteers
- Representatives from Cedar Hill Middle School came to talk to the grade fives and to answer questions about their transition to middle school
- Maturation talks will be put on by Island Sexual Health for grades fours and fives. There will be four sessions planned in May
- The school will be receiving a donation of chain nets for basketball hoops

**4. Treasurer's Report/Budget Review:** Erin McCaskill

**General Account:**

**Income**

Spring Flowers - \$6,590 (exp \$4,552 = \$2,038 net)

**Expenses/Pay-Outs**

Executive - \$432 (face masks) - \$1,044 remaining

Home reading - \$1,194 - \$0 remaining

Emergency Preparedness - \$1,000 - \$0 remaining

**Gaming Account:**

**Income:** NIL

**Expenses/Pay-Outs**

Sports - \$135 - \$805 remaining

Field Trips/Guest Speakers - \$60 - \$3,315 remaining

**Notes:**

- General Acct: Available funds - \$8,496
- Gaming Acct: Available funds - \$959
- Reserve fund - \$3,000

**Funds Requests:** NIL

**New Motion:**

To cover the costs of shipping donated stumps for the nature classroom. Motion amount is \$1,200. Approved.



## 5. Updates on Fundraising and Events:

### a) Log Stumps - Delivery fee Request/Vote

- The school has secured a donation of log stumps for seats for the outdoor classroom, however the delivery and transportation is not included
- The delivery and transportation cost is \$1,200
- The school has already paid for these logs to be installed
- There are sixteen douglas fir stumps and maybe a few cedar being donated
- Money will come from available funds
- **New Motion:** To cover the costs of shipping donated stumps for the nature classroom. Motion amount is \$1,200. Approved.

### b) Year End Outdoor Celebration

- PAC will be planning a year end party outside at the school
- Celebration will be scheduled on either June 3 or 10
- Possible ideas were a bouncy castle, barbeque, speaker with music
- Planning committee will be put together for this
- This event needs to be planned for the entire community regardless of their comfort level with COVID

### c) Larger purchase ideas - Outdoor Musical Instruments

- Will be discussed at another meeting

### d) Fundraiser updates - Monks PAC fee & Hanging Baskets wrapup

#### Monks fundraiser

- Kathryn has been in contact with Monks. She has told them our concerns from last year and has been assured that it will run smoother this year
- Families will be encouraged to order early and arrange to pick up school supplies at the school
- There is an option of having a 'PAC fee' added to the Monks orders where \$1-\$5 is added to the cost of each order. Erin said this was done in the past, but it was optional for parents whether they wanted to add the fee or not
- There was some agreement that having it optional would be preferred

#### Hanging baskets

- 212 plants delivered with over \$2,000 sold

### e) May 25 Information Night with Allison Rees

- Kathryn has secured a Communication presentation with Allison. It will be on May 25 from 7pm to 9pm on Zoom
- Allison has donated the second hour of presentation
- Sacha will follow up with Quadra PAC to see if they will join



- e) Nominations/Voting for the new executive positions
- Nominations were brought forward and the committee voted for the new executive for the 2022/23 school year
  - Nancy Park will be the new Treasurer
  - Sacha Anderson to remain as Secretary
  - Judy Kitts, Kathryn Allan-Kwasnica, Jennifer Meadows, Hilary Hagel, Erin McAskile, Teron Moore and Michelle Boulos will be Members at Large
  - Will discuss possibility of having a rotating chair at another meeting
- g) Timeline for Budget planning meeting - May 11th
- The budget meeting will be on May 11
  - The new executive can plan the budget for the 2022/23 school year at this meeting
  - The budget will be presented to the school community at the June business meeting
  - Sue and Barb will speak to staff about wish list items for the school for the 2022/23 school year
- h) Read a graph sign
- This is the sign outside the front entrance of school on Quadra Street
  - Erin has been changing this sign for seven years
  - Kathryn suggested that the grade five families sign up for a month at a time and hopefully there will be enough volunteers to do the whole year
  - Would need to think about the logistics and how the families would access the letter and pole for the sign and where it would be stored.
- i) Donation option for those that don't want to participate in fundraiser
- Some parents would prefer to donate money instead of ordering flowers, coupon books etc.
  - The PAC should consider providing this option to families at fundraisers going forward

**6. Roundtable: All**

***Meeting adjourned @ 8:06pm***

**Next PAC Executive Meeting: May 11, 2022**



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

May-2022

General Account			
Account Balance	\$90,756.04		
Reserve Funds	\$3,000.00		
2022/2023 Operating Budget (\$6,000)	\$6,000.00		
Budgeted Funds	\$13,259.70		
Held Funds	\$0.00		
<b>Available Funds</b>	<b>\$8,496.34</b>		
Approved Expenses			
	Total Approved	Spent to Date	Remaining Funds
<b>Ongoing Expenses</b>			
Childcare	\$0.00	\$0.00	\$0.00
PAC Socials	\$1,200.00	\$0.00	\$1,200.00
PAC Executive Operating	\$1,423.00	\$389.12	\$1,033.88
<b>Committee Budgets (Fundraisers &amp; Events)</b>			
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	\$150.00	\$128.90	\$21.10
STEM Programs	\$150.00	\$58.28	\$91.72
Garden Expense	\$50.00	\$0.00	\$50.00
Reading Programs	\$2,000.00	\$2,000.00	\$0.00
Art Supplies/Preparedness Supplies	\$1,000.00	\$1,000.00	\$0.00
Grade 5 Gift to the School	\$500.00	\$0.00	\$500.00
Sequoian	\$1,500.00	\$1,500.00	\$0.00
Painted Outdoor Circuit	\$2,000.00	\$0.00	\$2,000.00
<b>Pre-Approved Expenditures</b>			
	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$18,323.00</b>	<b>\$5,965.90</b>	<b>\$13,259.70</b>
Revenue			
	Received to Date	Expenses	Net Revenue to date
<b>Ongoing Fundraisers</b>			
Thirty Smile Cards *	\$10.00	\$10.00	\$0.00
Bottle Deposit	\$0.00	\$0.00	\$0.00
Oliver's Labels	\$50.85	\$0.00	\$50.85
CCSS Excel	\$0.00	\$0.00	\$0.00
<b>One Time Fundraisers</b>			
Mixto - School Supplies	\$1,499.64	\$0.00	\$1,499.64
Entertainment Books	\$13,450.26	\$8,129.68	\$5,320.57
Welcome Back BBQ	\$0.00	\$0.00	\$0.00
Halloween Dance	\$0.00	\$0.00	\$0.00
Principal's Sales	\$5,418.00	\$5,702.84	\$2,075.76
Pasta Fundraiser	\$0.00	\$0.00	\$0.00
Hangin' Barbets	\$6,380.00	\$4,551.68	\$1,828.32
Year End Dance	\$0.00	\$0.00	\$0.00
Walk a Thon	\$0.00	\$0.00	\$0.00
Bottle Drive	\$0.00	\$0.00	\$0.00
Misc Income - P57 Reimbursement/Other	\$40.00	\$0.00	\$40.00
<b>Total</b>	<b>\$27,066.95</b>	<b>\$18,041.63</b>	<b>\$11,024.94</b>

Gaming Account			
Account Balance	\$6,023.30		
Budgeted Funds	\$5,062.64		
<b>Available Funds</b>	<b>\$959.66</b>		
Expenses			
	Total Approved	Spent to Date	Remaining Funds
Grade 5 Legacy	\$825.00	\$880.09	\$0.00
Fine Arts	\$2,000.00	\$1,279.85	\$720.15
Sports	\$4,000.00	\$3,194.43	\$805.57
Agendas	\$650.00	\$438.08	\$211.92
Printouts & Guest Speakers	\$3,375.00	\$400.00	\$5,212.00
Chrome Book Carts	\$3,000.00	\$3,086.33	\$0.00
<b>Pre-Approved Expenditures</b>			
BCCPAC Membership	\$75.00	\$75.00	\$0.00
<b>Total</b>	<b>\$18,925.00</b>	<b>\$9,094.06</b>	<b>\$5,962.64</b>
Revenue			
			Net Revenue to date
Gaming Grant 2021-22			\$5,920.00
<b>Total</b>			<b>\$5,920.00</b>

**Note:**  
 All unused "Approved Expenses" funds will be zeroed on July 1, 2022  
 "Revenue Funds" balance will be carried over to next fiscal year.  
 \* - Funds held in "Held Funds"

Last Updated  
 May 3, 2022