



# PARENT ADVISORY COUNCIL

[cts.parents@gmail.com](mailto:cts.parents@gmail.com)

CTS PAC business meeting minutes June 7, 2022

**Executive Members in attendance:** Kathryn Allan-Kwasnica, Sacha Anderson, Hilary Hagel, Erin McCaskill, Nancy Park, and Michelle Boulos

**Executive Member regrets:** Judy Kitts, Teron Moore, Jennifer Meadows, Emah Christiansen and Michelle Payne

**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: Erin 1<sup>st</sup>; Sacha 2<sup>nd</sup>
  - c. Accept any outstanding meeting minutes - May 3, 2022 and May 11, 2022
    - Motion to accept: Erin 1<sup>st</sup>; Sacha 2<sup>nd</sup>
2. **Principal's Report:** Susan Ottenbreit
  - The parent appreciation coffee this morning was a big success. There was a nice turnout and good weather
  - Skipathon was a huge success last week and the school raised a significant amount of money for the projection system
  - Amanda Morrell is retiring at the end of the school year
  - The daytime custodian Gord Rufh will be going to Spectrum school next year
  - Two new teachers (Steve and Lisa Marta) will be joining the school next year
  - Emma Tennent will be leaving the school
  - Losing full time learning support teacher. Lauren Williamson will take that role next year
  - Julia Zhang is leaving the school
  - Reminder from Jenna to have emails from PAC tied to the bi-weekly newsletter emails
  - Sue asked PAC if strings were wanted next year. Will let the district know the school wants String next year. Registration will be in early September and that will determine how much time each school gets
3. **Vice Principal's Report:** Barb Sapsford
  - The bottle drive was a huge success and \$989 was raised. The grade fives will determine what their legacy gift will be with the money raised
  - Grade 5 year end recognition will happen at the June 23 assembly



- Seaquarium will be closing next week as the tank will be emptied for the Summer and refilled in the Fall
4. **Treasurer's Report/Budget Review:** Erin McCaskill
- Erin presented the operating budget (attached)
  - Erin presented the proposed 2022/23 budget (attached)
    - Kathryn proposal to accept budget: passed
5. **Updates on Fundraising and Events:**
- a. Log Stumps
- Twenty stumps are now with SD61 facilities and will be installed in the nature playground this summer
  - Saved PAC \$700 by having them picked up instead of having them delivered
- b. Year End Party
- Party is on Friday
  - Thrifty Foods has donated \$400 and Save-on-Foods \$50 which will cover the cost of all the food
  - There will be two inflatables, several different games, scavenger hunt, and face painting
  - About 170 people have RSVP'd
  - Still looking for some volunteers to fill some of the spots
- c. Fundraiser updates - Monks Supplies
- Fundraiser is set up and ready to go
  - Information will be sent home with students soon
  - Advising families to order early and pick supplies up at school
- d. 2022-2023 Schedule of Events/PAC Meetings
- Kathryn presented the proposed events and meeting schedule (attached)
  - Suggested in September that we ask the school community if we can get volunteers that would like to plan an information night or an open gym night. Allows other families that are not part of the executive to plan events
  - There was a question about the meeting times being two hours long. It was suggested that because we finish the meetings sooner than the two hours that we do not put an end time as it might deter parents from attending
  - There was a question about the frequency of the meetings and if they are needed. Suggested we keep the schedule as is for now and can cancel meetings if they are not needed



e. Sharing Chair Responsibilities

- Kathryn will chair until September
- After September it was decided that the Members-at-large will rotate Chair responsibilities (i.e. school responsibilities (newsletter), charring meetings, responding to emails and creating agendas

6. Roundtable: All

**Meeting adjourned @ 7:40pm**

**Next PAC Executive Meeting - September 14, 2022**

**Next PAC Business Meeting - September 20, 2022**

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

June 2022

General Account			
Account Balance	\$29,346.98		
Reserve Funds	\$3,000.00		
2022/2023 Operating Budget (\$6,000)	\$6,000.00		
Budgeted Funds	\$12,350.64		
Held Funds	\$0.00		
<b>Available Funds</b>	<b>\$8,196.34</b>		
Approved Expenses			
	Total Approved	Spent to Date	Remaining Funds
Ongoing Expenses			
Childraving	\$0.00	\$0.00	\$0.00
PAC Socials	\$200.00	\$0.00	\$200.00
PAC Executive Operating	\$1,425.00	\$993.99	\$431.01
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	\$372.35	\$6,627.25
Music Program	\$350.00	\$126.96	\$223.04
STEM Program	\$350.00	\$199.69	\$150.31
Spoken Language	\$500.00	\$341.03	\$158.97
Reading Programs	\$2,000.00	\$2,000.00	\$0.00
Emergency Preparedness Supplies	\$1,000.00	\$1,000.00	\$0.00
Grade 5 Gift to the School	\$500.00	\$0.00	\$500.00
Seaboard	\$1,500.00	\$1,500.00	\$0.00
Palmetto District Circuit	\$2,000.00	\$0.00	\$2,000.00
Pre-Approved Expenditures			
Stump shipping fees	\$1,200.00	\$0.00	\$1,200.00
<b>Total</b>	<b>\$18,825.00</b>	<b>\$6,474.36</b>	<b>\$12,350.64</b>
Revenue			
	Received to Date	Expenses	Net Revenue to date
Ongoing Fundraisers			
Thirty Smiles Candy *	\$10.00	\$10.00	\$0.00
Bottle Deposit	\$0.00	\$0.00	\$0.00
Oliver's Labels	\$50.65	\$0.00	\$50.65
COBS Bread	\$0.00	\$0.00	\$0.00
One Time Fundraisers			
Monet - 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
Pansetta Sales	\$5,424.00	\$3,390.24	\$2,033.76
Pasta Fundraiser	\$0.00	\$0.00	\$0.00
Spring Services	\$6,190.00	\$4,551.68	\$1,638.32
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 - PFI Reimbursement/Other	\$40.00	\$0.00	\$40.00
<b>Total</b>	<b>\$27,994.95</b>	<b>\$18,041.63</b>	<b>\$11,024.94</b>

Gaming Account			
Account Balance	\$2,917.93		
Budgeted Funds	\$1,958.27		
<b>Available Funds</b>	<b>\$959.66</b>		
Expenses			
	Total Approved	Spent to Date	Remaining Funds
Grade 5 Legacy	\$825.00	\$480.00	\$345.00
Fine Arts	\$2,000.00	\$1,407.35	\$592.65
Sports	\$4,000.00	\$4,000.00	\$0.00
Agendas	\$450.00	\$428.08	\$21.92
Fieldtrips & Guest Speakers	\$3,375.00	\$2,093.30	\$1,281.70
Chrome Book Carts	\$3,000.00	\$3,000.00	\$0.00
Pre-Approved Expenditures			
BCCPAC Membership	\$75.00	\$75.00	\$0.00
<b>Total</b>	<b>\$18,925.00</b>	<b>\$12,108.75</b>	<b>\$1,958.27</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  
"Reverse Funds" balance will be carried over to next fiscal year.  
\* - Funds held in "Held Funds"

Last Updated  
June 6, 2022



**2022/2023 CTS PAC Budget  
INCOME**

	Student count						
	323	314		300	306	306	298
	2022/2023 Proposed	2021/2022 Actual	2021/2022 Approved	2020/2021 Actual	2019/2020 Actual	2018/2019 Actual	2017/2018 Actual
<b>General Account Income</b>							
Monks School Supplies	1,400.00	1,499.64	1,200.00	1,257.43	1,563.93	1,454.11	1,347.56
Save Around Books						1,350.00	2,902.50
Entertainment Books					2,166.51		
Community Values Coupon Book	3,500.00	5,320.57	1,500.00				
Halloween Dance	500.00				1,047.00	1,483.29	1,280.35
Poinsettia Sales	1,500.00	2,075.76	1,200.00	2,177.28	1,120.12	1,644.20	1,255.16
Hanging Baskets	1,500.00	2,038.31	750.00	1,469.68	607.12	988.52	743.18
Year End Dance	500.00	TBD	500.00			597.55	196.28
Walk-a-thon			3,000.00		3,623.86		
Pasta Fundraiser					474.93		
Bottle Drive					1,076.30		
Thrifty Smile Cards				871.50	1,695.80	2,104.22	2,003.82
Uniform Consignment					554.25	720.50	1,436.00
Royals 50/50 Draw						259.95	462.81
Bottle Depot							6.65
Oliver's Labels				74.84		16.39	22.43
Magazine Sales (QSP)						15.86	71.62
COBS Bakery							28.24
Cards	100.00						
Miscellaneous - PST rebate				1,760.51			
Miscellaneous - RBC					1,000.00		966.67
<b>General Account Income Total</b>	<b>9,000.00</b>	<b>10,934.29</b>	<b>8,150.00</b>	<b>7,611.24</b>	<b>14,929.82</b>	<b>10,634.59</b>	<b>12,523.27</b>
<b>Gaming Account Income</b>							
Gaming Grant	6,280.00	5,920.00	6,000.00	6,040.00	6,240.00	7,224.00	6,220.00
Royals 50/50 Draw						4,367.50	4,869.00
<b>Gaming Account Income Total</b>	<b>6,280.00</b>	<b>5,920.00</b>	<b>6,000.00</b>	<b>6,040.00</b>	<b>6,240.00</b>	<b>11,591.50</b>	<b>11,089.00</b>
<i>* Income amounts are net of expenses for comparison purposes</i>							
<b>Total Income</b>	<b>15,280.00</b>	<b>16,854.29</b>	<b>14,150.00</b>	<b>13,651.24</b>	<b>21,169.82</b>	<b>22,226.09</b>	<b>23,612.27</b>



**2022/2023 CTS PAC Budget  
EXPENSES**

	Student count						
	327 2022/2023 Proposed	314 2021/2022 Actual	2021/2022 Approved	306 2020/2021 Actual	306 2019/2020 Actual	306 2018/2019 Actual	298 2017/2018 Actual
<b>General Account Expenses</b>							
Childminding					137.70	310.26	401.31
PAC Operating Budget	1,425.00	993.99	1,425.00	962.85	1,139.63	1,320.82	604.06
PAC Social	300.00		1,200.00			670.29	961.76
Halloween Dance	500.00				744.97	448.92	347.95
Year End Dance	500.00	TBD	500.00			350.00	686.57
Home Reading Program (Thrifty's)		2,000.00	2,000.00	1,984.42	2,503.71	2,500.00	
Transportation - Busses	6,650.00	372.75	7,000.00		1,585.50	590.63	567.00
Emergency Preparedness Supplies	1,000.00	1,000.00	1,000.00	1,000.00	500.00		9.80
Garden Expense		341.03	500.00	896.40	1,014.18	843.96	2,947.46
Music Program	225.00	126.90	350.00	225.00	200.00	200.00	200.00
STEM Program		139.69	350.00	224.88			
Grade 5 gift to the school	500.00		500.00	500.00			
Outdoor Learning Centres				2,477.68			
Miscellaneous (COVID Cushion)				1,301.50			
New Fundraising Event(s)							224.18
Fine Arts				500.00			
Welcome Back BBQ	600.00				28.89		
Seaquarium	1,500.00	1,500.00	1,500.00				
Painted Outdoor Circuit			2,000.00				
Gaga Ball Pit				6,042.12			
Uniform Consignment							250.00
Science & Social Studies Books (Thrifty's)							998.08
Rugby Jerseys (Thrifty's)							1,500.00
Onsite Sports							400.00
<b>General Account Expenses Total</b>	<b>13,200.00</b>	<b>6,474.36</b>	<b>18,325.00</b>	<b>16,114.85</b>	<b>7,854.58</b>	<b>7,234.88</b>	<b>10,098.17</b>
<b>Gaming Account Expenses</b>							
Grade 5 Legacy	1,092.00	880.69	825.00	704.55	651.83	744.47	657.32
Fine Arts	1,000.00	1,607.35	2,000.00		1,405.18	1,000.00	1,062.43
Sports	1,000.00	4,000.00	4,000.00	1,000.00	1,000.00	1,000.00	960.08
Agendas	650.00	428.08	650.00	445.78	455.58	650.00	436.88
Fieldtrip / Speakers	3,375.00	2,031.30	3,375.00	1,931.22	429.60	2,578.88	2,251.00
Chrome book cart				1,910.72			
Ipod bucket		3,086.33	3,000.00				
Transportation - Busses						2,979.38	2,978.07
Bike racks							1,046.20
<b>Gaming Account Expenses Total</b>	<b>7,117.00</b>	<b>12,033.75</b>	<b>13,850.00</b>	<b>5,992.27</b>	<b>3,942.19</b>	<b>8,952.73</b>	<b>9,391.98</b>
<b>Total Expense</b>	<b>20,317.00</b>	<b>18,508.11</b>	<b>32,175.00</b>	<b>22,107.12</b>	<b>11,796.77</b>	<b>16,187.61</b>	<b>19,490.15</b>
* Double entry adjustment		-		-	744.97	798.92	1,034.52
<b>Net Surplus (Loss)</b>	<b>- 5,097.00</b>	<b>- 1,653.82</b>	<b>- 18,025.00</b>	<b>- 8,455.88</b>	<b>10,118.02</b>	<b>6,837.40</b>	<b>5,156.64</b>

**2022 / 2023 Net Surplus (Loss)** (5,037.00)

<b>Add:</b>	
Savings - 2022/2023 Operating Budget	6,000.00
Reserve funds	3,000.00
Available funds - General Account	8,196.34
Available funds - Gaming Account	968.66

<b>Less:</b>	
Savings - 2023/2024 Operating Budget	- 6,000.00
Reserve funds	- 3,000.00

**Available for 2023/2024** 4,119.00



## PARENT ADVISORY COUNCIL

### 2022-2023 Schedule of PAC Meetings, Parent Information Nights & Events

#### **PAC Executive Meetings - to be held virtually**

*Executive Meetings (to be 2nd Wednesday of the month to align with CTS staff meetings)*

- Wednesday, September 14, 2022 7-9 pm
- Wednesday, October 12, 2022 7-9 pm
- Wednesday, November 9, 2022 7-9 pm
- Wednesday, January 11, 2023 7-9 pm
- Wednesday, February 8, 2023 7-9 pm
- Wednesday, April 12, 2023 7-9 pm
- Wednesday May 10, 2022, 7-9pm (Budget Planning)

#### **PAC Business Meetings - TBD if virtual or in person (please book the library)**

*PAC Meetings: Business Meeting & Information Nights (generally 1<sup>st</sup> Tuesday of month)*

- Tuesday, September 20, 2022 7-9 pm (First Meeting of Year)
- Tuesday, November 1, 2022, 7-9 pm
- Tuesday, January 31, 2023 7-9 pm
- Tuesday, April 4, 2023 7-9 pm – Business or info night combo
- Tuesday, May 2, 2023 7-9 pm (Vote in New Executive / AGM)
- Tuesday, June 6, 2023 7-9 pm (Budget Presentation Meeting)

#### **Parent Information Nights -**

- Tuesday, October 4, 2022 7:00-8:30 pm, (Topic: TBA)
- Tuesday, January 10, 2023 7:00-8:30 pm, (Topic: TBA)
- Tuesday, February 28, 2023 7:00-8:30 pm, (Topic: TBA)
- Tuesday, April 4, 2022, 7:00-8:30 pm, (Topic: TBA) – Business or info night combo

#### **PAC Events**

- Halloween Dance: Friday, October 28, 2022 (6:30-8:30 pm)
- Open Gym: Friday, November 18, 2022 (6:30-8:00 pm)
- Movie Night: Friday, December 2, 2022(6:30-8:30 pm)
- Open Gym: Friday, February 24, 2023(6:30-8:00 pm)
- Family Social Night: Friday, April 28, 2023 (6:30-8:00 pm)
- Year End Party: Friday, June 9, 2023 (6:30-8:30 pm)