



PARENT ADVISORY COUNCIL

cts.parents@gmail.com

CTS PAC Business Meeting Minutes September 20, 2022

Executive Members in attendance: Kathryn Allan-Kwasnica, Sacha Anderson, Jennifer Meadows, Hilary Hagel, Judy Kitts, Michelle Boulos, and Nancy Park

Executive member regrets: Erin McCaskill

Others in attendance: Susan Ottenbreit and Barb Sapsford

1. **Welcome and Acknowledgement:** Kathryn Allan-Kwasnica
 - Territorial acknowledgements
 - Roundtable to introduce administration, executive and parents
 - b. Review Agenda/Additions/Accept Agenda
 - Motion to accept: Jen 1st; Kathryn 2nd
 - c. Accept any Outstanding Meeting Minutes
 - Motion to accept: Jen 1st; Kathryn 2nd
2. **Principal's Report:** Ms. Susan Ottenbreit
 - Thank you for coming to the meet the teacher event. It was well attended and teachers enjoyed having families in the school
 - This year there has been an increase to the amount of divisions from 15 to 16
 - The new 4 / 5 class is in the learning support room
 - The learning support teachers have moved to the strings room
 - The strings teacher position is currently unfilled. It has been difficult to find a teacher as there are not many string teachers in the district
 - The crossing guards are now managed at school level with the CUPE staff doing this job
3. **Vice Principal's Report:** Mrs. Barb Sapsford
 - Terry Fox run will be on Monday, September 26. Students will do laps around the school and raise money for the Terry Fox Foundation
 - Asking families for a 'Toonie for Terry'
 - Goal is to raise \$500
 - Last year raised close to \$400
 - Grades fives started reading the announcements at the beginning of the day
 - Orange shirt day will be Thursday, September 29. There will hopefully be a drumming and other activities
 - Grade fives are lunch monitors in classrooms during the eating period. They are an extra set of eyes in the classroom, but staff are monitoring also
 - Grade fives will also be taking turns being the MC at the assemblies
4. **Treasurer's Report/Budget Review:** Nancy Park
 - See attached operating budget
 - \$225 was added to STEM and \$225 to the field trips as there is one more division
 - Motion to accept adjusted budget lines: the majority voted in favour
5. **Updates on Fundraising & Events:**



- a. Monks Fundraiser - looking for parent feedback
 - No reported issues
- b. Next Fundraiser is the Community Values Coupon Book
 - Coupons books might be out this week or next
 - Proceeds of this sale will go back to the PAC
 - There is no obligation to purchase, but if you don't want it you need to return the coupon book to school
 - Last year \$2000 was raised
- c. Other fundraisers this year:
 - i. Poinsettias
 - Will be done around the winter holidays. Christmas themed plants can be bought
 - ii. Holiday Art Project/Cards etc
 - Children doing art in classroom which will be turned into a greeting card, mug etc. for families to purchase if they choose
 - iii. Hanging Baskets
 - Springtime fundraiser
- Hoping to include another option for families to make a donation instead of buying a plant etc. if they still want to participate in the fundraiser
 - iv. Please enter your email address in the meeting chat if you can help with any fundraisers (e.g. handing out poinsettias etc.)
- d. PAC Events:
 - i. Halloween Dance - Friday October 28th. A parent volunteer Coordinator is needed for this event to happen
 - Mo Kheari will lead this event. She will be the one point of contact between the planning committee and the school
 - Other parent volunteers include Sacha Anderson, Kathryn Allan-Kwasnica, Michelle Boulos, Louise Ward, Shannon Petrovic, Hilary Hagel, Emah Christiansen and Natasa Cecez-Sekulic
 - Dance with a DJ
 - Sell pizza and goodie bags and admission by donation
 - Popular event for families
 - Jeremy Tymoskik will donate chips
 - ii. Information Night - volunteers needed to organize/research options
 - Usually an information night for parents
 - Victoria police officer reached out wanting to offer a safe kids program. Might be something for the whole family
 - Another suggestion was kids and technology as it is inclusive and is always evolving. Kathryn to reach out to her contact to see if they are able to do this talk for the school in October
 - Another suggestion was information on budget friendly ideas for food and nutrition. Help families with ideas for healthier meal



options or get them in touch with resources in the community to help with this. Kathryn will look into this one.

6. PAC Executive Positions:

- a. Kathryn Allan-Kwasnica & Michelle Boulos have volunteered to Co-Chair this year - vote for this change
 - Motion to have Kathryn and Michelle take on roles of Co-Chair on the executive committee: the majority voted in favour
- b. Member-at-Large positions are available if anyone wants to join the Executive
 - Jeremy Tymoskik, Louise Ward and Emah Christiansen would like to join the Executive as Members-at-Large

7. Roundtable: All

8. Provincial student and family affordability fund: Sue

- The District has been given money by the province to help with the rising costs of going to school for families. The district has ask each individual school to go their PAC to get ideas on what this money should be used for
- There are families that need extra support at the school with things like food, school supplies, sometimes clothing
- PAC is receiving a school supply donation and money from Uptown
- School already feeds some families lunch when they do not have it. The school is supported by Thrifty's with gift cards to buy food for these students
- The majority thought it would be good to use this money for healthy food for families that cannot afford it
- Sue will take this information back to the district

Meeting adjourned @ 8:10pm

Next PAC Business Meeting: Tuesday November 1, 2022 @ 7pm (virtual)



Cloverdale Traditional School ~ Parent Advisory Council
 Summary Report - Fiscal Year July 1, 2022 - June 30, 2023

September 2022

General Account			
Account Balance	\$24,502.52		
Reserve Funds	\$3,000.00		
2023/2024 Operating Budget (\$6,000)	\$6,000.00		
Budgeted Funds	\$13,423.50		
Held Funds	\$0.00		
Available Funds	\$2,079.02		
Approved Expenses			
	Total Approved	Spent to Date	Remaining Funds
Ongoing Expenses			
Childminding	\$0.00	\$0.00	\$0.00
PAC Socials	\$300.00	\$0.00	\$300.00
PAC Executive Operating	\$1,423.00	\$1.50	\$1,421.50
Committee Budgets (Fundraisers & Events)			
Welcome Back BBQ	\$600.00	\$0.00	\$600.00
Halloween Dance	\$500.00	\$0.00	\$500.00
Year End Dance	\$500.00	\$0.00	\$500.00
Bus Transportation	\$6,650.00	\$0.00	\$6,650.00
Music Program	\$225.00	\$0.00	\$225.00
STEM Program	\$225.00	\$0.00	\$225.00
Greenhouse Preparedness Supplies	\$1,000.00	\$0.00	\$1,000.00
Grade 5 Gift to the School	\$500.00	\$0.00	\$500.00
Steadarkym	\$1,450.00	\$0.00	\$1,450.00
	\$0.00	\$0.00	\$0.00
Pre-Approved Expenditures			
Total	\$13,423.00	\$1.50	\$13,421.50
Revenue			
	Received to Date	Expenses	Net Revenue to date
Ongoing Fundraisers			
Bottle Drive	\$0.00	\$0.00	\$0.00
Oliver's Labels	\$0.00	\$0.00	\$0.00
COBS Break	\$0.00	\$0.00	\$0.00
One Time Fundraisers			
Moments - School Supplies	\$0.00	\$0.00	\$0.00
Coupon Booklets	\$0.00	\$0.00	\$0.00
Welcome Back BBQ	\$0.00	\$0.00	\$0.00
Halloween Dance	\$0.00	\$0.00	\$0.00
Pumpkin Sales	\$0.00	\$0.00	\$0.00
Harvest 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	\$0.00	\$0.00	\$0.00
Misc Income	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

Gaming Account			
Account Balance	\$2,616.93		
Budgeted Funds	\$7,842.00		
Available Funds	(\$5,225.07)		
Expenses			
	Total Approved	Spent to Date	Remaining Funds
Grade 5 Logics	\$1,000.00	\$0.00	\$1,000.00
Fine Arts	\$1,500.00	\$0.00	\$1,500.00
Sports	\$1,000.00	\$0.00	\$1,000.00
Agendas	\$650.00	\$0.00	\$650.00
Tradings & Guest Speakers	\$2,892.00	\$0.00	\$2,892.00
Pre-Approved Expenditures			
BOCPAC Membership	\$0.00	\$0.00	\$0.00
Total	\$7,842.00	\$0.00	\$7,842.00
Revenue			
			Net Revenue to date
Gaming Grant 2022-23			\$0.00
Total			\$0.00

Note:
 All unused "Approved Expenses" funds will be zeroed on July 1, 2023
 "Reserve Funds" balance will be carried over to next fiscal year.
 * - Funds held in "Held Funds"

Last Updated
 September 19, 2022