



PARENT ADVISORY COUNCIL

cts.parents@gmail.com

CTS PAC Business Meeting Minutes November 1, 2022

Executive Members in attendance: Kathryn Allan-Kwasnica, Sacha Anderson, Jennifer Meadows, Hilary Hagel, Judy Kitts, Michelle Boulos, Nancy Park, Erin McAskile, Louise Ward and Jeremy Tymoskik

Executive member regrets: Emah Christiansen

1. Welcome and Acknowledgement: Kathryn Allan-Kwasnica
 - Territorial acknowledgements
 - Roundtable to introduce administration, executive and parents
 - Review Agenda/Additions/Accept Agenda
 - Motion to accept: Michelle 1st; Jen 2nd
 - Accept any Outstanding Meeting Minutes - October 12, 2022 executive meeting minutes
 - Motion to accept: Michelle 1st; Jen 2nd

2. Principal's Report: Ms. Susan Ottenbreit
 - Garry Oak Tree Incident
 - A tree fell on Monday, October 31 near the blue/green playground
 - Staff did an amazing job at managing children to make it less scary
 - There was a debriefing for classes that need it after
 - Grounds crew were there almost immediately and took away the dangerous parts
 - Another tree in that area will be taken down
 - Arborist will be looking at all the trees and ensuring they are safe

 - Staffing updates
 - New librarian and STEM teacher, Kailyn Bell
 - New ELL teacher, Emily Barchyn
 - New grade 1 teacher Kaitlin Bain to support Mrs. Gordon

 - Extracurriculars
 - Grades fives will be having a soccer jamboree tomorrow with four other schools
 - Mr. Marta will be having an after school floor hockey group for grade fives. Other grades may be invited to participate depending on numbers

3. Vice Principal's Report: Mrs. Barb Sapsford
 - Big thank you to the grade fives who helped with the halloween dance carving pumpkins etc.
 - There have been great leadership opportunities for them including emceeding the assemblies. The next assembly will be the Remembrance day assembly



- Grade fives will also be leading a fundraiser for the Lamay Primary school as well as a bottle drive
- Running club has started at the school with Mrs. Petrovic leading

4. Treasurer's Report/Budget Review: Nancy Park

- See attached operating budget
- A lot activity in general account with a couple of fundraisers completed
- Not a lot happening in gaming grant
- Agenda books and grade five legacy t-shirts paid
- Budget Discussion regarding rising cost of busses for field trips
 - Used to pay \$315/bus now \$455/bus which is a large increase and the population of the school is growing
 - Question was asked about the electric buses coming to SD61. There are only a few buses and Jenna reached out to district for beach day and they are not available that day
 - Last year \$9,000 was paid towards busses for field trips
 - Kathryn raised the idea that instead of doing beach day this year we could expand fun day and make it a whole day school event
 - Shannon mentioned that kids love beach day. It is harder to go on field trips throughout the year for teachers as field trips are less affordable
 - Money allocated in the PAC budget to each individual teacher could go to the beach day which is \$225/teacher, however classes that do the salmon program rely on this money to release their salmon
 - Sue and Barb to ask staff if some that will not be using their field trip money would move it towards the cost of the buses this year for the other field trips we have planned (beach day, Naden band, symphony, track and field). Also to ask the teachers what they think of continuing with beach or if they like the idea of expanding fun day
 - Beach day has been booked already, but could be changed. The cost is \$375/bus
 - Michelle suggested asking families to put contributions in for buses (e.g. \$2/student as a donation). The PAC could contribute the rest
 - Another suggestion was to have students vote on if they would like beach day or fun day
- Kathryn made a motion to transfer the funds from the Seaquarium (\$1500) to the bussing line as the Seaquarium will not be done this year. The majority voted in favour



5. Updates on Fundraising & Events:

a. Coupon Books

- This fundraiser was more successful than last year with 432 books sold which is a \$5600 net profit
- Last year \$5300 was raised
- Jenna went to buy ice cream at Thrifty's for all the classes that sold 50% of their coupon books and Thrifty's generously donated the ice cream
- There are seven outstanding books that have not been returned or were damaged
- A new parent volunteer will be needed for this next year. Jenna will continue helping in the office with this

b. Poinsettias update - last year for this one?

- Judy has led this fundraiser and it looks like \$1500-\$1600 will be raised this year
- This will be the last poinsettia fundraiser as next year we will try the kids art fundraiser around holiday time

c. PAC Events:

i. Halloween Dance - Friday October 28th - a huge success!

1. What went well?

- Made around \$2,000

2. What could we do better?

- There were too many gluten free pizzas and too many pizzas in general
- Would suggest increasing the budget next year
- Mo got the DJ equipment for free which saved us around \$200
- Only executive members should be handling cash
- Executive members will be trained by Erin about cash handling procedures at the next PAC executive meeting
- When we are asking for volunteers we should make sure we make space for other parents to volunteer their time instead of taking it all on ourselves

ii. Upcoming Open Gym Night

1. How do we get in the school/lock up?

- The night custodian

2. What equipment are we allowed to use/access

- We can use any of the equipment, but make sure there are no students in the equipment room as it is not safe



3. Anything else we should know?

- Ideas for stations: floor hockey, scarves to tie on shoes to “skate” around gym
- Parent volunteers needed to supervise the stations

iii. Information Nights - volunteers needed to organize

- One coming up in January
- Need ideas and someone to organize this

6. Roundtable: All

- Need to educate families and be more transparent on what exactly we are trying to raise money for during our fundraisers
- Families may be more willing to donate if they knew what their money was going towards
- Could put together “PAC facts” to give families more information on the PAC and what it does as well as send home the letter from a student that was used in previous years to build more awareness

Meeting adjourned @ 8:00pm

Next PAC Business Meeting: Tue Jan 31, 2023



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

November 2022

General Account			
Account Balance	\$35,782.59		
Reserve Funds	\$3,000.00		
2023/2024 Operating Budget (\$6,000)	\$6,000.00		
Budgeted Funds	\$12,878.17		
Held Funds	\$0.00		
Available Funds	\$13,904.42		
Approved Expenses			
	Total Approved	Spent to Date	Remaining Funds
Original Expenses			
Childminding	\$0.00	\$0.00	\$0.00
PAC Socials	\$300.00	\$0.00	\$300.00
PAC Executive Operating	\$1,425.00	\$46.83	\$1,378.17
Committee Budgets (Fundraisers & Events)			
Welcome Back BBQ	\$600.00	\$0.00	\$600.00
Halloween Dance	\$600.00	\$901.80	\$0.00
Year End Dance	\$600.00	\$0.00	\$600.00
Bus Transportation	\$6,450.00	\$0.00	\$6,450.00
Music Program	\$225.00	\$0.00	\$225.00
STEM Program	\$225.00	\$0.00	\$225.00
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	\$0.00	\$1,500.00
Pre-Approved Expenditures	\$0.00	\$0.00	\$0.00
Total	\$13,425.00	\$948.63	\$12,878.17
Revenue			
	Received to Date	Expenses	Net Revenue to date
Ongoing Fundraisers			
Bottle Depot	\$0.00	\$0.00	\$0.00
Oliver's Labels	\$0.00	\$0.00	\$0.00
COBS Bread	\$0.00	\$0.00	\$0.00
One Time Fundraisers			
Monie - School Supplies	\$0.00	\$0.00	\$0.00
Coupon Books	\$15,145.00	\$5,425.60	\$5,619.40
Welcome Back BBQ	\$0.00	\$0.00	\$0.00
Halloween Dance	\$2,946.80	\$901.80	\$2,045.00
Winter plant Sales	\$3,161.00	\$0.00	\$3,161.00
Hanging Baskets	\$0.00	\$0.00	\$0.00
Year End Dance	\$0.00	\$0.00	\$0.00
Wak-a-thon	\$0.00	\$0.00	\$0.00
Bottle Drive	\$0.00	\$0.00	\$0.00
Music Income	\$500.00	\$0.00	\$500.00
Total	\$21,792.80	\$10,427.40	\$11,365.40

Gaming Account			
Account Balance	\$7,517.54		
Budgeted Funds	\$6,464.56		
Available Funds	\$1,052.98		
Expenses			
	Total Approved	Spent to Date	Remaining Funds
Grade 5 Legacy	\$1,092.00	\$806.40	\$285.60
Fine Arts	\$1,500.00	\$0.00	\$1,500.00
Sports	\$1,000.00	\$0.00	\$1,000.00
Agencies	\$6,500.00	\$17,100.00	\$10,600.00
Fieldtrips & Guest Speakers	\$3,600.00	\$0.00	\$3,600.00
Pre-Approved Expenditures			
BCPAC Membership	\$0.00	\$0.00	\$0.00
Total	\$7,842.00	\$1,377.44	\$6,464.56
Revenue			
	Received to Date	Expenses	Net Revenue to date
Gaming Grant 2022-23			\$6,280.00
Total			\$6,280.00

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
November 1, 2022