



# PARENT ADVISORY COUNCIL

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

## CTS PAC Business Meeting Minutes January 31, 2023

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

**Executive member regrets:** Erin McAskile

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

- Territorial acknowledgements
- Roundtable to introduce administration, executive and parents
- Review Agenda/Additions/Accept Agenda
  - Microsoft Teams expiring April 2023
  - Motion to accept: Michelle 1<sup>st</sup>; Sacha 2<sup>nd</sup>
- Accept any Outstanding Meeting Minutes from January 10, 2023 Executive committee meeting minutes
  - Motion to accept: Nancy 1<sup>st</sup>; Michelle 2<sup>nd</sup>

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

- Grade five basketball started at lunch time. There will be in-house round robin style games instead of playing other schools as finding drivers is a challenge
- After school floor hockey is ongoing with Mr. Marta
- Running club is meeting at lunch time once a week
- Strings is moving forward with performing at the music festival. Thank you to the PAC for supporting the registration and bussing fees
- Rugby for grades fours and fives will start before spring break with Mrs. Crust and Mrs. Kheari and Marley from out of school care leading
- There is construction on Quadra Street in front of the school. Last week there was an issue with an unmarked gas line being cut. Fire crews came as is protocol and told the school that everything was fine, but then came back to say that the gas was leaking into the water line and the school needed to be evacuated. Thank you to families for collecting their students so quickly
- Kindergarten registration is complete. There will be three full kindergarten classes next year. The school will not be accepting any non-siblings and non-catchment students at this time as the school is at capacity
- Total student number for the 2023/24 school year is 340 students with 16 divisions
- All the trees on the school property have been assessed and the school has received the report. One more tree will need to be removed near the breezeway

- Sacha and Kathryn to follow up with Jenna to confirm open gym night is happening on February 24

### 3. Vice Principal's Report: Mrs. Barb Sapsford

- No report

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

- See attached operating budget
- Spending for staff appreciation before the winter break, cost of bus for Naden band outing, entry fee for strings festival, STEM supplies, earthquake preparedness supplies and invoice for winter plant sale

### 5. Updates on Fundraising & Events:

#### PAC Events:

##### Guest speaker - Nutritionist - Judy

- Judy presented the Kristen Yarker (nutritionist) proposal
- Krisiten thinks 90 minutes would be best
- Cost is \$300
- Kathryn has experience with this nutritionist and she is excellent
- There will be a recording so can circulate to families that miss the presentation
- Judy to reach out the Kristen and confirm dates

##### Wheelchair sports day - Sacha/Adrien Castle

- Adrian proposed a wheelchair sports day where students have the opportunity to play various wheelchair sports
- The organization runs out of PISE and runs programs in the community and is used to coming into schools and working with students age 4-14
- The organization brings has 10 wheelchairs and runs 30 minute classes where students will be briefed on the use of the wheelchairs and be able to try some different sports
- They are available to come to the school on a Thursday after spring break
- Cost is \$450 for the day, but are flexible with the cost. They just want to know ahead of time how much will be paid
- Richard Peter a multi-medal paralympic athlete may also be able to attend
- There was some interest in bringing this group into the school
- School interested and Sue will talk to staff at their next staff meeting to see if the teachers are also interested
- Kathryn to reach out to Erin regarding where in the budget this money would come out of

##### Mothers day fundraiser - Hilary

- Hanging baskets is the next fundraiser
- Need to decide if we order through Holland nursery or Hilltop nursery
- Holland nursery the forms usually need to be in before spring break
- Hilltop nursery the forms need to be in after spring break
- Questions about how much was made with each company. Will have to look at past years, but thought the amount raised was similar about \$1500
- Questions about the cost of the plants and if there is cheaper option
- Need to offer a smaller selection of plants to simplifying the ordering

- Kathryn and Michelle to touch base about this sale and see if there something that can be done about a post spring break sale
- Need to reach out to Holland Nursery to see what they are offering this year as we have not received that information

To Do Checklist - organizing a fundraiser

- Table agenda item until Erin can attend
- Kathryn found hard drive

To Do Checklist - running an event

- Table agenda item until Erin can attend
- Kathryn found hard drive

6. Microsoft Teams expiring April 12, 2023

- Need to do price comparison with Teams and Zoom
- Bring forward to next executive meeting

7. Roundtable: All

- Sara Brownlee wants to join as a member at large. Will start attending meetings and can officially join in May at AGM

8. In camera: Executive to stay on.

**Meeting adjourned @ 7:51pm.**

**Next PAC Business Meeting:** Tuesday, April 4th 2023 7-9pm

General Account			
Account Balance	\$12,288.53		
Reserve Funds	\$3,000.00		
2023/2024 Operating Budget (\$6,000)	\$6,000.00		
Budgeted Funds	\$10,297.07		
Held Funds	\$0.00		
<b>Available Funds</b>	<b>\$12,991.46</b>		
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	\$1,425.00	\$222.28	\$1,202.72
Committee Budgets (Fundraisers & Events)			
Welcome Back BBQ	\$600.00	\$0.00	\$600.00
Halloween Dance	\$500.00	\$903.60	\$0.00
Year End Dance	\$500.00	\$0.00	\$500.00
Bus Transportation	\$8,150.00	\$1,278.13	\$6,871.87
Musical Program	\$225.00	\$0.00	\$225.00
STEM Program	\$225.00	\$147.17	\$77.83
Emergency Preparedness Supplies	\$1,000.00	\$980.35	\$19.65
Grade 5 Gift to the School	\$500.00	\$0.00	\$500.00
Seaquarium	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
Pre-Approved Expenditures			
<b>Total</b>	<b>\$13,425.00</b>	<b>\$9,631.53</b>	<b>\$10,297.07</b>
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			
Monks - School Supplies	\$815.24	\$0.00	\$815.24
Claudio Books	\$15,145.00	\$9,504.00	\$5,641.00
Welcome Back BBQ	\$0.00	\$0.00	\$0.00
Halloween Dance	\$2,776.80	\$903.60	\$1,873.20
Winter plant Sales	\$5,050.00	\$3,467.00	\$1,583.00
Hangings/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	\$500.00	\$0.00	\$500.00
<b>Total</b>	<b>\$24,287.04</b>	<b>\$19,874.60</b>	<b>\$10,412.44</b>

Gaming Account			
Account Balance	\$6,671.78		
Budgeted Funds	\$5,618.80		
<b>Available Funds</b>	<b>\$1,052.98</b>		
Expenses			
	Total Approved	Spent to Date	Remaining Funds
Grade 5 Legacy	\$1,052.00	\$506.40	\$545.60
Fine Arts	\$1,500.00	\$845.76	\$654.24
Sports	\$1,000.00	\$0.00	\$1,000.00
Agendas	\$450.00	\$171.04	\$278.96
Relationships & Guest Speakers	\$3,600.00	\$0.00	\$3,600.00
Pre-Approved Expenditures			
BCOPAC Membership	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$7,602.00</b>	<b>\$2,229.20</b>	<b>\$5,372.80</b>
Revenue			
			Net Revenue to date
Gaming Grant 2022-23			\$5,280.00
<b>Total</b>			<b>\$5,280.00</b>

**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**

January 30, 2023