



PARENT ADVISORY COUNCIL

cts.parents@gmail.com

CTS PAC Business Meeting Minutes June 6, 2023

Executive Members in attendance: Kathryn Allan-Kwasnica, Sacha Anderson, Erin McAskile, Hilary Hagel, Michelle Boulos, Nancy Park, Emah Christiansen, Sara Brownlee, Louise Ward and Judy Kitts

Executive member regrets: Jennifer Meadows, Julia Couper, Jill Morrison, Shazia Suleman, Adrien Castle, and Jeremy Tymoskik

1. Welcome and Acknowledgement:

- a) Territorial acknowledgements
- b) Roundtable to introduce administration, executive and parents
- c) Review Agenda/Additions/Accept Agenda
 - No additions
 - Motion to accept: Kathryn 1st; Louise 2nd
- d) Accept any Outstanding Meeting Minutes
 - May 2, 2023 Annual General meeting
 - May 10, 2023 Executive Committee meeting
 - Motion to accept: Kathryn 1st; Louise 2nd

2. Principal's Report: Ms. Susan Ottenbreit

- Three teachers retiring: Ester Clifford, Leigh McIntyre and Paul Pantaleao
- Several temporary teachers leaving
- Kindergartens will have their annual graduation celebration. Will have celebration in-house and send video links to families
- Seaquicum will not be happening again this year as the organizations were not able to secure funding to support the school
- Motion passed at the board level to eliminate the police liaison program

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

- Grade five end of year celebration will happening as part of an assembly on June 29
- School will be saying farewell to staff who are leaving; grade five strings will be performing; grade five send off with certificates and slideshow
- Grade five families can stay to watch slideshow and join their student outside at recess time with a picnic, can take photos etc.
- Track was a huge success. Students enjoyed themselves and did well at the meet.
- Grade fives legacy gift will be t-shirts for sporting events and an extra large chess set which can be used inside or outside

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

- See attached operating budget
- See attached 2023/24 CTS PAC budget
- 2023/24 budget voted on and passed with quorum

5. Updates on Fundraising & Events:

- a) Monks School Supplies – Emah
 - Fundraiser going ahead
 - Kindergarten families received their order forms in-person
 - Emah is working with Jenna to get forms photocopied to distribute to rest of school
- b) Coupon Book – Michelle & Louise
 - Erin and Michelle will meet with Jenna to make sure there is a smooth transition
- c) The Card Project – Michelle
 - All teachers on board
 - May need to purchase certain paper
 - Will have supplies ready for teachers first two weeks of September as the artwork will need to be completed for October 6
- d) Facebook Group Page – Judy
 - There is a CTS facebook page and a CTS facebook group
 - Questions about which one is best to use
 - Judy will take a look at them both and decide which one is better to post information to
 - Will let families know in first newsletter next school year which page PAC will be posting information on
- e) To Do Checklist - organizing a fundraiser/event – in progress
 - Michelle has started working on this with input from others and should have updated by September
- f) MS Teams – who can take this?
 - Cannot buy annual subscription and is currently linked to Kathryn's credit card
 - Emah to take this on from Kathryn
 - Questions about booking the library when the meetings are virtual
 - May want the library for the information session only
 - Michelle to let Jenna know the library does not need to be booked for the PAC meetings
- g) School Sign
 - Michelle's husband to take it on. Michelle will connect with Erin
- h) Review meeting schedule
 - Executive meetings and business meetings are usually one week apart and have content that overlaps. Would it be possible to have one longer meeting per month with the executive and admin at the beginning 30 minutes or so and then have other parents join
 - May need to try this out and see how it works
 - Sue is supportive
 - Michelle will update meeting schedule and send to Jenna and PAC executive

6. Roundtable: All

- Questions about lice policy in school. The school does not report and does not let other families know when there is lice. This is a school district and VIHA policy.
- Will do appreciation for school staff staff with treats near the end of school. Erin and Hilary to work together on this

7. In camera: Executive to stay on

Meeting adjourned @ 8:00pm

Next PAC Business Meeting: Wednesday, September 13, 2023

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

May-2023

General Account			
Account Balance	\$27,160.40		
Reserve Funds	\$3,000.00		
2023/2024 Operating Budget (\$5,000)	\$6,000.00		
Budgeted Funds	\$3,876.87		
Held Funds	\$0.00		
Available Funds	\$14,283.53		
Approved Expenses			
	Total Approved	Spent to Date	Remaining Funds
Ongoing Expenses			
Childcare	\$0.00	\$0.00	\$0.00
PAC Socials	\$300.00	\$0.00	\$300.00
PAC Executive Operating	\$1,425.00	\$537.28	\$887.72
Committee Budgets (Fundraisers & Events)			
Welcome Back BBQ	\$600.00	\$0.00	\$0.00
Halloween Dance	\$500.00	\$803.60	\$0.00
Year End Dance	\$500.00	\$0.00	\$0.00
Bus Transportation	\$4,350.00	\$5,608.33	\$2,841.67
Music Program	\$225.00	\$175.00	\$50.00
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	\$500.00	\$0.00
Insurance	\$0.00	\$0.00	\$0.00
Reservarium	\$0.00	\$0.00	\$0.00
Pre-Approved Expenditures			
Chess sets	\$406.56	\$406.56	\$0.00
Wheelchair sports day	\$450.00	\$450.00	\$0.00
Total	\$14,281.56	\$9,708.29	\$9,876.87
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
Coupon Books	\$15,145.00	\$9,504.00	\$5,641.00
Welcome Back BBQ	\$0.00	\$0.00	\$0.00
Halloween Dance	\$2,776.80	\$803.60	\$1,873.20
Winter Plant Sales	\$5,050.00	\$3,467.00	\$1,583.00
Hanging Baskets	\$3,194.00	\$2,145.37	\$1,048.63
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
Total	\$27,481.04	\$16,019.97	\$11,461.07

Gaming Account			
Account Balance	\$3,832.64		
Budgeted Funds	\$2,702.65		
Available Funds	\$1,129.99		
Expenses			
	Total Approved	Spent to Date	Remaining Funds
Grade 5 Legacy	\$1,092.00	\$806.40	\$285.60
Fine Arts	\$1,500.00	\$1,330.51	\$169.49
Sports	\$1,000.00	\$1,000.00	\$0.00
Agendas	\$50.00	\$571.00	\$0.00
Fieldtrips & Guest Speakers	\$3,600.00	\$1,352.44	\$2,247.56
Pre-Approved Expenditures			
CCPAC Membership	\$0.00	\$0.00	\$0.00
Total	\$7,842.00	\$5,060.35	\$2,702.65
Revenue			
			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
June 5, 2023

**2023/2024 CTS PAC Budget
INCOME**

	Student count					
	344	327		314	300	306
	2023/2024 Proposed	2022/2023 Actual	2022/2023 Approved	2021/2022 Actual	2020/2021 Actual	2019/2020 Actual
General Account Income						
Monks School Supplies	1,000.00	815.24	1,400.00	1,499.64	1,257.43	1,563.93
Entertainment Books						2,166.51
Community Values Coupon Book	4,000.00	5,641.00	3,500.00	5,320.57		
Halloween Dance	1,200.00	1,873.20	500.00			1,047.00
Poinsettia Sales		1,583.00	1,500.00	2,075.76	2,177.28	1,120.12
Hanging Baskets		1,048.63	1,500.00	2,038.32	1,469.68	607.12
Year End Event	500.00	TBD	500.00	81.14		
Walk-a-thon	1,000.00			-		3,623.86
Pasta Fundraiser						474.93
Bottle Drive						1,076.30
Thrifty Smile Cards				10.00	871.50	1,695.80
Uniform Consignment						554.25
Oliver's Labels					74.84	
Magazine Sales (QSP)				50.65		
Cards	1,000.00		100.00			
West Coast Seeds	750.00					
Bake sale food sales	500.00					
Miscellaneous		500.00		40.00		
Miscellaneous - PST rebate					1,760.51	
Miscellaneous - RBC						1,000.00
General Account Income Total	9,950.00	11,461.07	9,000.00	11,116.08	7,611.24	14,929.82
Gaming Account Income						
Gaming Grant	6,540.00	6,280.00	6,280.00	5,920.00	6,040.00	6,240.00
Royals 50/50 Draw						
Gaming Account Income Total	6,540.00	6,280.00	6,280.00	5,920.00	6,040.00	6,240.00
<i>* Income amounts are net of expenses for comparison purposes</i>						
Total Income	16,490.00	17,741.07	15,280.00	17,036.08	13,651.24	21,169.82

**2023/2024 CTS PAC Budget
EXPENSES**

	Student count					
	344	327		314	306	306
	2023/2024	2022/2023	2022/2023	2021/2022	2020/2021	2019/2020
	Proposed	Actual	Approved	Actual	Actual	Actual
General Account Expenses						
Childminding						137.70
PAC Operating Budget	1,425.00	537.28	1,425.00	1,332.54	962.85	1,139.63
PAC Social			300.00	89.19		
Halloween Dance	800.00	903.60	500.00			744.97
Year End Event	500.00		500.00	728.31		
Home Reading Program (Thriftys)			-	2,000.00	1,984.42	2,503.71
Transportation - Busses	5,500.00	5,608.33	8,150.00	3,232.26		1,585.50
Emergency Preparedness Supplies	500.00	980.35	1,000.00	1,000.00	1,000.00	500.00
Garden Expense	150.00			531.82	896.40	1,014.18
Music Program	150.00	175.00	225.00	349.57	225.00	200.00
STEM Program	150.00	147.17		363.08	224.88	
Grade 5 gift to the school	500.00	500.00	500.00	500.00		500.00
Outdoor Learning Centres					2,477.68	
Miscellaneous (COVID Cushion)					1,301.50	
New Fundraising Event(s)						
Fine Arts					500.00	
Welcome Back BBQ	500.00		600.00			28.89
Seaquarium			1,500.00	1,500.00		
Gaga Ball Pit					6,042.12	
Chess sets		406.56				
Wheelchair sports day		450.00				
Stump shipping fees				500.00		
General Account Expenses Total	10,175.00	9,708.29	14,700.00	12,126.77	16,114.85	7,854.58
Gaming Account Expenses						
Grade 5 Legacy	1,500.00	806.40	1,092.00	863.92	704.55	651.83
Fine Arts	1,500.00	1,330.51	1,500.00	1,607.35		1,405.18
Sports	1,000.00	1,000.00	1,000.00	4,000.00	1,000.00	1,000.00
Agendas	650.00	571.04	650.00	650.00	445.78	455.58
Guest Speakers/Field trips	-	1,352.44	3,375.00	2,121.30	1,931.22	429.60
Chrome book cart					1,910.72	
Ipad bucket				3,086.33		
BCCPAC				75.00		
Transportation - buses	1,100.00					
Gaming Account Expenses Total	5,750.00	5,060.39	7,617.00	12,403.90	5,992.27	3,942.19
Total Expense	15,925.00	14,768.68	22,317.00	24,530.67	22,107.12	11,796.77
<i>* Double entry adjustment</i>		903.60		728.31	-	744.97
Net Surplus (Loss)	565.00	3,875.99	- 7,037.00	- 6,766.28	- 8,455.88	10,118.02

2023 / 2024 Net Surplus (Loss) 565.00

Add:
Savings - 2023/2024 Operating Budget 6,000.00
Reserve funds 3,000.00
Available funds - General Account 13,633.53
Available funds - Gaming Account 1,131.94

Less:
Savings - 2024/2025 Operating Budget - 6,000.00
Reserve funds - 3,000.00

Available for 2024/2025 15,330.47