



PARENT ADVISORY COUNCIL

cts.parents@gmail.com

CTS PAC Business & Executive Meeting Minutes October 11th, 2023

Executive Members in attendance: Sacha Anderson, Michelle Boulos, Nancy Park, Emah Christiansen, Sara Brownlee, Louise Ward, Judy Kitts, Jill Morrison and Julia Couper

Executive member regrets: Constance Fischer and Adrien Castle

1. **Welcome and Acknowledgement:** Emah Christiansen

- Territorial acknowledgements

- Roundtable to introduce administration, executive and parents

- Review Agenda/Additions/Accept Agenda
 - Motion to accept Sacha 1st; Sara 2nd

- Accept any Outstanding Meeting Minutes
 - No minutes to accept

2. **Principal's Report:** Ms. Sue Ottenbreit

- Reminder to families to send students in appropriate clothing for all weather
- Parent teacher conferences are next week. The online booking system has gone smoothly and teachers are almost all booked
- Staffing shift due to increase in ELL and students with designations
- Extra FTEs given from District for ELL and learning supports
- Deanna has new partner teacher - Mr. Ellis
- Cross country club had their second meet yesterday and two more to happen. They practice twice weekly
- Fire drill today for fire prevention week
- School will participate in earthquake shakeout on October 19th
- School's fundraising has been well represented by families and the school will be able to pay for the bulk of the bussing for field trips that teachers want. The school did not know that some of the fundraisers would overlap

3. **Vice Principal's Report:** Ms. Deanna Reid

- Lunch monitoring in full swing and have received positive feedback from teachers
- Students are doing morning announcements and now onto third grade five class
- Grade four and five drummers will perform at the Premier Awards
- Two new clubs: Circus club run by EA Correne and Indigenous arts club with EA Ken

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

- See attached operating budget
- Ordered speciality paper for cards project; agenda books; grade five t-shirts and bank fee
- Gaming money was received

5. Updates on Fundraising & Events:

PAC Events:

WestCoast Seeds - Sacha

- Sent in application. Should have more information later this month

Monks Office Supplies - Emah

- Have not heard how much money was raised or if we will receive compassion kits

The Card Project - Michelle

- All art has gone back from Vancouver and will be ready for ordering Oct 20-Nov 12
- Will put up posters and update facebook page and maybe put sticker in agenda
- Will ask Jenna to send out an email

Halloween Dance - Michelle

- Questions about timing of event. Decided to keep event time from 6pm-8pm
- Decrease the amount of pizza bought. Judy and Sara to look into
- Will sell popcorn and chips
- Emah to buy juice, water and bubbly
- Michelle to purchase glow sticks
- Mo Kheari might have an extra speaker for us to borrow
- School has two speakers that can be used
- Jill to look into what speakers were used last year
- Need to ask grade five teachers if students can make posters
- Mo will get pumpkins to carve closer to the time
- May need smaller dj set up as school has grown
- Volunteers list to go out on facebook list
- Donation jars at the doorway
- Nancy to get two floats

Open Gym night - Sacha

- Scheduled for November 17 from 6:30-8:30 in school gym
- Free event to give families an opportunity to play in the gym together with various sports equipment
- Emah and Julia to help Sacha with set-up and clean-up

6. Roundtable: All

Board game fundraiser

- Deanna looked at details
- Can book board game night for up to 2 hrs
- Board Game Cafe staff are brought to help explain the games
- Booked December 8 at 6pm to replace the planned PAC movie night
- Estimated 100 people will attend
- Next meeting get group together to organize

- Need to confirm that they will bring board games for us to sell
- Will ask for donations at the door and for families to bring non-perishable food items to donate

School Newsletter

- Trying to encourage more families to read
- Possibly have PAC post on facebook page for families

Christmas concert

- No Christmas concert this year instead there will be a spring concert before spring break

7. Camera's on: Executive to stay on.

Meeting adjourned @ 8:45pm

Next PAC Business Meeting: Wed, November 8, 2023 7:30-9:00 pm

Cloverdale Traditional School ~ Parent Advisory Council
Summary Report - Fiscal Year July 1, 2023 - June 30, 2024

October-2023

General Account			
Account Balance	\$23,055.54		
Reserve Funds	\$3,000.00		
2023/2024 Operating Budget (\$6,000)	\$6,000.00		
Budgeted Funds	\$4,675.00		
Held Funds	\$0.00		
Available Funds	\$9,380.54		
Approved Expenses			
	Total Approved	Spent to Date	Remaining Funds
Ongoing Expenses			
Childminding	\$0.00	\$0.00	\$0.00
PAC Socials	\$0.00	\$0.00	\$0.00
PAC Executive Operating	\$1,425.00	\$0.00	\$1,425.00
Committee Budgets (Fundraisers & Events)			
Welcome Back BBQ	\$500.00	\$0.00	\$500.00
Halloween Dance	\$800.00	\$0.00	\$800.00
Year End Dance	\$500.00	\$0.00	\$500.00
Music Program	\$150.00	\$0.00	\$150.00
STEM Program	\$150.00	\$0.00	\$150.00
Emergency Preparedness Supplies	\$500.00	\$0.00	\$500.00
Grade 5 Gift to the School	\$500.00	\$0.00	\$500.00
Garden Expense	\$150.00	\$0.00	\$150.00
Pre-Approved Expenditures			
Total	\$4,675.00	\$0.00	\$4,675.00
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			
Monies - School Supplies	\$0.00	\$0.00	\$0.00
Halloween Dance	\$0.00	\$0.00	\$0.00
Christmas cards Fundraiser	\$0.00	\$36.41	(\$36.41)
West Coast Seeds	\$0.00	\$0.00	\$0.00
Year End Dance	\$0.00	\$0.00	\$0.00
Walk-a-thon	\$0.00	\$0.00	\$0.00
Bake/food sale	\$0.00	\$0.00	\$0.00
Misc Income	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$36.41	(\$36.41)

Gaming Account			
Account Balance	\$6,924.70		
Budgeted Funds	\$4,118.91		
Available Funds	\$2,805.79		
Expenses			
	Total Approved	Spent to Date	Remaining Funds
Grade 5 Legacy	\$1,500.00	\$1,137.97	\$362.03
Fine Arts	\$1,500.00	\$0.00	\$1,500.00
Sports	\$1,000.00	\$0.00	\$1,000.00
Agendas	\$650.00	\$493.12	\$156.88
Fieldtrips & Guest Speakers	\$0.00	\$0.00	\$0.00
Transportation - Buses	\$1,100.00	\$0.00	\$1,100.00
Pre-Approved Expenditures			
BCOPAC Membership	\$0.00	\$0.00	\$0.00
Total	\$6,750.00	\$1,631.09	\$4,118.91
Revenue			
			Net Revenue to date
Gaming Grant 2023-24			\$6,600.00
Total			\$6,600.00

Last Updated
October 11, 2023