



PARENT ADVISORY COUNCIL

cts.parents@gmail.com

CTS PAC Business & Executive Meeting Minutes November 8th, 2023

Executive Members in attendance: Sacha Anderson, Michelle Boulos, Nancy Park, Emah Christiansen, Sara Brownlee, Louise Ward, Judy Kitts and Adrien Castle

Executive member regrets: Constance Fischer, Jill Morrison and Julia Couper

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

- Territorial acknowledgements
- Roundtable to introduce administration, executive and parents
- Review Agenda/Additions/Accept Agenda
 - Motion to accept Michelle 1st; Louise 2nd
- Accept any Outstanding Meeting Minutes
 - September 19, 2023 and October 11, 2023 meeting minutes to accept
 - Motion to accept Michelle 1st; Louise 2nd

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

- Teachers are thrilled with new chess sets that the PAC are purchasing
- Mr. Marta is going into grade 1-5 classrooms and teaching students to play chess
- Thank you to PAC for posting the school's newsletter on Facebook page
- Formal Remembrance day assembly will be on Friday
- There are twelve student teachers in the school on Wednesdays. They are second year students from UVic

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

- There will be several guests for Remembrance day assembly
- Grade fives are still doing lunch monitor duties with new monitors being trained
- Grade fives helping kindergarten students in the nature playground during recess
- Indigenous drummers will be performing at the Premier Awards
- School is starting 'One Book One School' where every month a new book focused on social development will be read by each class. This month the classes will be reading 'Speak Up' by Miranda Paul

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

- See attached operating budget
- Few expenses this month: new lock for PAC room; square terminal; chess sets
- Halloween dance came under budget

5. Updates on Fundraising & Events:

1. Monks Office Supplies - Emah
 - Emah has experience doing this fundraiser and will lead it next year
 - Just under \$500 raised and school will receive five compassion kits
 - Might work better if parents pick up from Monks directly

2. Halloween Dance
 - Event went smoothly, and families enjoyed the event
 - Michelle will put together a 'tips and tricks' document for next year's planning

3. WestCoast Seeds - Sacha
 - Application was accepted
 - Fundraiser will run mid-January to mid-February
 - Families will order and pay online, seeds will be sent to school for PAC to sort and distribute to families

4. Open Gym Night - Sacha
 - Reminder that this event will be happening on November 17
 - Sacha will lead and reach out to Julia and Emah for help with setup and clean up
 - Sacha will put together stickers for agendas and post to Facebook with event information

5. The Card Project - Michelle
 - Orders are due November 12 for free delivery
 - Made over \$1300 so far
 - From the school's perspective it went well. The company sent good examples to go by, but art projects are time consuming for teachers
 - Sue hasn't asked teachers if they would be interested in doing this again
 - Teachers were given gifts of student cards which they appreciated

6. Board Game Night - December 8th
 - Possible fundraiser - Sara
 - Student at the school has a liver disease and has spent time in hospital and is concerned about the lack of toys for kids in hospital. She had Canadian Tire donate money for her to buy toys and Chek news did a story on her
 - This event may be a good opportunity to have a toy drive
 - Student went in and bought toys as she was very specific in what types of toys she wanted to buy for kids that would be easy to use
 - Might be better to set up a donation jar for her at this event so she can personally pick out toys with money raised

 - Grade five concession - Deanna
 - All grade fives teachers agreed to come and help for 30 min shift
 - Grade fives will do bake sale and sell juice boxes and water
 - Grade fives will volunteer with teacher supervision

- Tables will need to be set up in gym
- Get volunteers together for this event
- Board Game Cafe said that families can buy board games online through a portal and they can bring back to PAC to distribute

7. Pink Shirt Day (February)- Adrien

- Adrien works with Indigenous marketing company who sell shirts for pink shirt day
- If interested, the school could do a bulk order on the shirts. The more shirts that were ordered the bigger the discount
- More details will be coming out soon regarding cost and sizing and Adrien will provide more information then

8. Wheelchair Sports Day/Speaker/After school game - Adrien

- Had this event last year in May and it was well received from school
- Costs was about \$500
- This year could also include having a paralympian come in to speak to students. Would be an additional cost
- The PAC would have the budget to do this again this year
- The school would support this event

9. Planter boxes - Sue

- School requested funds from PAC to purchase lumber to replace planter boxes at the school. There are four planter boxes, but not all need to be replaced at once
- School would prefer cedar as it last longer and cost would be about \$340/box
- PAC voted for buying wood to replace two planter boxes; all in agreement

6. **Roundtable:** All

- N/A

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

Meeting adjourned @ 8:25pm

Next PAC Meeting: Wednesday, January 10th, 2024 7:30-9pm

General Account			
Account Balance		\$24,404.63	
Reserve Funds		\$3,000.00	
2023/2024 Operating Budget (\$6,000)		\$6,000.00	
Budgeted Funds		\$3,876.49	
Held Funds		\$0.00	
Available Funds		\$11,528.14	
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	\$466.68	\$958.32
Committee Budgets (Fundraisers & Events)			
Welcome Back BBQ	\$500.00	\$0.00	\$500.00
Halloween Dance	\$800.00	\$751.27	\$48.73
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			
Chess sets	\$419.44	\$0.00	\$419.44
Total	\$5,094.44	\$1,217.95	\$3,876.49
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	\$0.00	\$0.00	\$0.00
Halloween Dance	\$2,567.04	\$751.27	\$1,815.77
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	\$2,567.04	\$787.68	\$1,779.36

opening balance	\$23,091.95
Income	\$2,567.04
expenses	\$2,005.63
Ending balance	\$23,653.36

O/S Expenses from PY	\$0.00
Prior year income received in CY	\$0.00
Bank fees	\$0.00
Halloween dance (double entry)	\$751.27
year end dance (double entry)	\$0.00

Bank balance	\$24,404.63
Difference	\$0.00

Gaming Account			
Account Balance		\$6,922.75	
Budgeted Funds		\$4,118.91	
Available Funds		\$2,803.84	
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			
BCCPAC Membership	\$0.00	\$0.00	\$0.00
Total	\$5,750.00	\$1,631.09	\$4,118.91
Revenue			
			Net Revenue to date
Gaming Grant 2023-24			\$6,600.00
Total			\$6,600.00

Last Updated
 November 6, 2023

Note:
 All unused "Approved Expenses" funds will be zeroed on July 1, 2024
 "Reserve Funds" balance will be carried over to next fiscal year.
 * - Funds held in "Held Funds"

opening balance	\$1,961.64
Income	\$6,600.00
expenses	\$1,638.89
ending balance	\$6,922.75
O/S Expenses from PY	\$0.00
Bank balance	\$6,922.75
Difference	(\$0.00)