



PARENT ADVISORY COUNCIL

cts.parents@gmail.com

CTS PAC Business & Executive Meeting Minutes January 10th, 2024

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

Executive member regrets: Julia Couper, Judy Kitts, Adrien Castle and Constance Fischer

1. Welcome and Acknowledgement: Emah Christiansen

- Territorial acknowledgements

- Review Agenda/Additions/Accept Agenda
 - Motion to accept: Michelle 1st; Louise 2nd

- Accept any Outstanding Meeting Minutes
 - November 8, 2023 meeting minutes to accept
 - Motion to accept: Sara 1st; Michelle 2nd

2. Principal's Report: Ms. Sue Ottenbreit

- Thank you to the PAC for purchasing the chess sets. There are thirty sets being used every week for chess club
- For the upcoming school year the school has decided to go with a new company for class and individual photos
- The company offers safe storage of all images and names; photographers are required to do training every three months; guaranteed faster turnaround with photos viewable within five business days and parents sign up online for retakes
- New information from the district about the use of inflatables at PAC events. The use must be approved by rentals and a permit is needed from SD61
- If there are any significant medical incidents at a PAC events it needs to be reported to the district
- Report cards were available online for the first time and went smoothly with only a few issues that were resolved quickly. Parents appreciated that they can access past report cards online
- This week is the beginning of grade five transition into middle school. Families received paperwork telling them which middle school their child will be enrolled in
- Kindergarten registration is the week of January 29
- The school expects to be full again next year and suggest kindergarten families register as soon as possible

- Ms. Ottenbreit wanted to mention all the wonderful volunteerism going on in the school including: chess club, cartooning club, rugby, strings, basketball, drumming club, textiles and needlework club, learn to swim for grade fives
- There is a club offering board outside Deanna's office that shows which clubs are going on, where and what staff member is sponsoring
- School is looking for donations of scrap yarn and craft supplies

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

- Concession at board game night raised over \$600 for the grade five legacy gift
- Grade fives will be doing one more fundraiser: Kernels popcorn for four Thursdays in a row. Students can buy popcorn at recess for \$3/bag. The grade fives are hoping to raise \$300
- Impressed with the extracurriculars offered at the school and the enthusiastic teachers and EAs that are leading these
- There will be an upcoming school fundraiser: 'Great Cheetah Chase'. Students will walk and run around the track with the goal for the school to cover the distance it would take to walk or run up the island. Classes will go from city to city learning all the cities on Vancouver Island

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

- See attached operating budget
- Removed Welcome back BBQ money as was not needed
- Expenses included chess sets, STEM supplies, staff appreciation
- Gaming account \$428.42 for PE equipment

5. Updates on Fundraising & Events:

1. Head lice fund

- Idea to have lice kits available for families who need them
- Ms. Ottenbreit mentioned this is not something the school can stock as many of the lice treatments have chemicals in them and that families do not often report lice to the school
- Unsure on how we could promote it
- PAC decided to leave this for now and revisit later if needed

2. WestCoast Seeds - Sacha

- Fundraiser will be open from January 15 to February 2
- Brochure will go out to families and they can order and pay online
- Important for families to fill out all details when ordering (i.e. teachers name, students name, division number) so seeds can be delivered quickly to them

3. The Card Project - Michelle
 - Excellent company to deal with
 - Administration would be happy to support this again next year as long as teachers know right away and have time to plan for it

4. Board Game Night
 - Board game night was a great success and would like to run again next year
 - Deanna would organize the grade five concession again for the legacy gift
 - Might book for later November next year
 - Add more attendees when booking so more staff from Board Game Cafe will come to help with games
 - \$222 was raised for the Jamie-Lynn fundraiser

5. Wheelchair Sports Day/Speaker/After school game - Adrien - is there an update on cost/dates available?
 - Moved to next meeting

6. Next PAC meeting on February 14
 - Move meeting to Tuesday, February 13

Meeting adjourned @ 8:30pm

Next PAC Meeting: Wednesday, February 13 7:30-9pm

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

January-2024

| General Account | | | |
|--|--------------------|-------------------|---------------------|
| Account Balance | \$25,961.47 | | |
| Reserve Funds | \$3,000.00 | | |
| 2023/2024 Operating Budget (\$6,000) | \$6,000.00 | | |
| Budgeted Funds | \$3,408.51 | | |
| Held Funds | \$0.00 | | |
| Available Funds | \$18,552.96 | | |
| 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 | \$1,423.00 | \$674.32 | \$750.68 |
| Committee Budgets (Fundraisers & Events) | | | |
| Halloween Dance | \$800.00 | \$751.27 | (\$0.00) |
| Year End Dance | \$500.00 | \$0.00 | \$500.00 |
| Music Program | \$150.00 | \$0.00 | \$150.00 |
| STEM Program | \$150.00 | \$42.17 | \$107.83 |
| Emergency Preparedness Supplies | \$500.00 | \$0.00 | \$500.00 |
| Grade 5 Gift to the School | \$500.00 | \$0.00 | \$500.00 |
| Garden Expenses | \$900.00 | \$0.00 | \$900.00 |
| Pre-Approved Expenditures | | | |
| Chess sets | \$419.44 | \$419.44 | \$0.00 |
| Total | \$5,944.44 | \$1,887.20 | \$4,058.11 |
| Revenue | | | |
| | Received to Date | Expenses | Net Revenue to date |
| Ongoing Fundraisers | | | |
| Oliver's Labels | \$0.00 | \$0.00 | \$0.00 |
| One Time Fundraisers | | | |
| Marks - School Supplies | \$531.69 | \$0.00 | \$531.69 |
| Halloween Dance | \$2,567.04 | \$751.27 | \$1,815.77 |
| Christmas cards fundraiser | \$1,694.40 | \$36.41 | \$1,657.99 |
| West Coast Seeds | \$0.00 | \$0.00 | \$0.00 |
| Year End Dance | \$0.00 | \$0.00 | \$0.00 |
| Pink shirt day t-shirts | \$0.00 | \$0.00 | \$0.00 |
| Bake/food sale | \$0.00 | \$0.00 | \$0.00 |
| Misc Income | \$0.00 | \$0.00 | \$0.00 |
| Total | \$4,793.13 | \$787.68 | \$4,005.45 |

| | |
|--------------------------------|--------------------|
| opening balance | \$23,091.95 |
| Income | \$4,793.13 |
| expenses | \$2,674.88 |
| Ending balance | \$25,210.20 |
| | |
| Halloween dance (double entry) | \$751.27 |
| year end dance (double entry) | \$0.00 |
| Bank balance | \$25,961.47 |
| Difference | \$0.00 |

| Gaming Account | | | |
|-----------------------------|-------------------|-------------------|---------------------|
| Account Balance | \$6,494.33 | | |
| Budgeted Funds | \$3,690.49 | | |
| 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 | \$428.42 | \$571.58 |
| Agendas | \$650.00 | \$489.12 | \$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 | \$2,059.51 | \$5,690.49 |
| Revenue | | | |
| | | | Net Revenue to date |
| Gaming Grant 2023-24 | | | \$6,600.00 |
| Total | | | \$6,600.00 |

| | |
|----------------------|-------------------|
| opening balance | \$1,961.64 |
| Income | \$6,600.00 |
| expenses | \$2,067.91 |
| ending balance | \$6,494.33 |
| O/S Expenses from PY | \$0.00 |
| Bank balance | \$6,494.33 |
| Difference | (\$0.00) |

Last Updated
 January 9, 2024