



# PARENT ADVISORY COUNCIL

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

CTS PAC Business & Executive Meeting Minutes February 13th, 2024

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

**Executive member regrets:** Judy Kitts, Adrien Castle Jimm Morrison and Constance Fischer

## 1. Welcome and Acknowledgement: Emah Christiansen

- Territorial acknowledgements
- Roundtable to introduce administration, executive and parents
- Review Agenda/Additions/Accept Agenda
  - Motion to accept: Michelle 1<sup>st</sup>; Sacha 2<sup>nd</sup>
- Accept any Outstanding Meeting Minutes - January 10, 2024
  - Motion to accept: Michelle 1<sup>st</sup>; Sara 2<sup>nd</sup>

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

- It is rainbow flag week
- There is a student learning survey that has gone out to all grade 4 students and staff. It is a short survey indicating how you feel about school
- Kindergarten registration is completed
- The district has been asked to make a policy on how to deal with cell phones at schools

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

- Grade fives did the kernels popcorn fundraiser and raised \$1,500. There are 80-90 bags left to sell and another popcorn day will be planned to sell the remaining bags
- Grade 5 students talking about ideas for legacy gift
- Great Cheetah Chase has begun and the school has run around Vancouver Island twice
- Students are collecting pledges
- March 7 there will be a final run as a school
- Front runners has donated prizes including running shoes and water bottles

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

- See attached operating budget

#### 5. Updates on Fundraising & Events:

##### 1. Recognizing Mrs. Jones - Emah

- The PAC to think of ideas on how to recognize Mrs. Jones around the Spring concert

##### 2. WestCoast seeds - Sacha

- The fundraiser has closed with 26 orders placed and over \$500 raised
- Orders will be delivered to the school in the next month or so

##### 3. Open gym night - Sacha

- Next Friday, February 23 6:30-8pm in school gym
- Julia, Emah and Louise to help

##### 4. Purdy's Easter Fundraiser - Hilary

- Might be too late to do it this year. This could be an idea for next year

##### 5. Hanging baskets - Michelle

- Michelle will lead this fundraiser
- Will offer a small list of plants that can be ordered

##### 6. Wheelchair Sports Day/Speaker/After school game - Adrien

- More information to be provided at a later date

##### 7. PAC social event April 26

- Gym booked for a social event
- Some ideas that were thought of was another board game night, craft night or movie night
- Decided to cancel this and work on a year end party

#### 6. Roundtable: All

- Reminder that the school is doing the '100 days of school' donation drive to collect 100 donations of socks and toothpaste to the Kool Aid Society and food to Shelbourne Community Kitchen
- Will be asking families to bring non-perishable food items to the Spring concert
- Question raised about if buses will be used for field trips
- School is not going to do beach day, but rather park day and will walk to Playfair park in June
- Track for grades 3-5 will be happening

- Some teachers that are wanting to go on field trips will be asking for donations from families for transportation

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

Meeting adjourned @ 8:20pm.

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

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

February-2024

General Account			
Account Balance	\$25,914.43		
Reserve Funds	\$3,000.00		
2023/2024 Operating Budget (\$6,000)	\$6,000.00		
Budgeted Funds	\$3,361.47		
Field Funds	\$0.00		
Available Funds	\$13,552.90		
Approved Expenses			
	Total Approved	Spent to Date	Remaining Funds
<b>Ongoing Expenses</b>			
Childminding	\$0.00	\$0.00	\$0.00
PAC Socials	\$0.00	\$0.00	\$0.00
PAC Executive Operating	\$1,425.00	\$674.32	\$750.68
<b>Committee Budgets (Fundraisers &amp; Events)</b>			
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	\$89.21	\$60.79
Emergency Preparedness Supplies	\$500.00	\$0.00	\$500.00
Grade 5 Gift to the School	\$500.00	\$0.00	\$500.00
Garden Expense	\$900.00	\$0.00	\$900.00
<b>Pre-Approved Expenditures</b>			
Chess sets	\$419.44	\$419.44	\$0.00
<b>Total</b>	<b>\$5,344.44</b>	<b>\$1,894.24</b>	<b>\$3,961.47</b>
Revenue			
	Received to Date	Expenses	Net Revenue to date
<b>Ongoing Fundraisers</b>			
Oliver's Labels	\$0.00	\$0.00	\$0.00
<b>One Time Fundraisers</b>			
Monks - 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
<b>Total</b>	<b>\$4,793.13</b>	<b>\$787.68</b>	<b>\$4,005.45</b>
opening balance	\$23,091.95		
Income	\$4,793.13		
expenses	\$2,721.92		
Ending balance	\$25,163.16		
Halloween dance (double entry)	\$751.27		
year end dance (double entry)	\$0.00		
Bank balance	\$25,914.43		
Difference	\$0.00		

Gaming Account			
Account Balance	\$6,410.38		
Budgeted Funds	\$3,605.54		
Available Funds	\$2,804.84		
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	\$522.37	\$477.63
Agencies	\$650.00	\$408.12	\$241.88
Fieldtrips & Guest Speakers	\$0.00	\$0.00	\$0.00
Transportation - Buses	\$1,100.00	\$0.00	\$1,100.00
<b>Pre-Approved Expenditures</b>			
BCCPAC Membership	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$6,750.00</b>	<b>\$2,148.46</b>	<b>\$4,601.54</b>
Revenue			
			Net Revenue to date
Gaming Grant 2023-24			\$6,600.00
<b>Total</b>			<b>\$6,600.00</b>

opening balance	\$1,961.64
Income	\$6,600.00
expenses	\$2,131.26
ending balance	\$6,410.38
O/S Expenses from PY	\$0.00
<b>Bank balance</b>	<b>\$6,410.38</b>
Difference	(\$0.00)

Last Updated  
February 13, 2024