



PARENT ADVISORY COUNCIL

cts.parents@gmail.com

CTS PAC Business & Executive Meeting Minutes June 19th, 2024

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

Executive member regrets: Judy Kitts, Julia Couper, Hilary Hagel, Jill Morrison, Adrien Castle and Constance Fischer

1. Welcome and Acknowledgement: Emah Christiansen

- Territorial acknowledgements
- Review Agenda/Additions/Accept Agenda
 - Motion to accept: Sara 1st; Sacha 2nd
- Accept any Outstanding Meeting Minutes - May 22, 2024
 - Motion to accept: Michelle 1st; Louise 2nd

2. Principal's Report: Ms. Sue Ottenbreit

- Busy doing reporting writing and reading assessments
- There is a shift with reporting and the new reporting order. The final report cards are called the 'Summary of Learning' and are different from the typical third term report. It is focused on progress throughout the year and not specific to the third term
- There is more about goal setting and an overview as well as more specific language
- The school is looking at class placements for next year. Asking parents that they do not request specific teachers as it is a conflict of interest for other teachers
- Neighbours have been commenting lately on unsafe behaviour of students and families on the street and on the sidewalk. Classes are talking about road safety
- Park day next Monday at Rutledge park
- Classes will be walking to the park after recess and be at the park for 3-4 hours
- It is opening day for the park and the municipality has a few things planned
- Wednesday is 'fun day' in the afternoon
- The concert for next year will be moved to the winter and the idea is to have the concerts alternate each year between winter and spring

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

- Busy writing and reading report cards
- Grade fours have been lunch monitoring with grade fives and are not monitoring on their own
- Next year all grade four students will have the opportunity to lunch monitor
- Grade fives will enjoy a pizza lunch tomorrow
- The grade five Board Game Cafe field trip was great and the school purchased a few board games for the board game library

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

- See attached operating budget
- See attached 2024/25 proposed budget
- Will vote in the new budget in September as not enough Executive members to vote
- Questions from administration about the 'field trip' line as in the past the budget line was for field trips and guest speakers
- Executive decided that the budget line would be changed to 'field trips and guest speakers' so that the funds could be used for guest speakers too.
- The funds would be split equally amongst the divisions. If a class did not want to use their funds it could be moved to another class

5. Updates on Fundraising & Events:

- Monk Office Supply fundraiser - Emah
 - Emah will lead this fundraiser and will get information to parents by the end of the school year
- The Card Project fundraiser - Michelle
 - Deadline for artwork from teachers is October 3
 - Michelle will draft an email to send to Sue who will distribute to teachers by the end of the school year

7. Camera's on: Executive to stay on

Meeting adjourned @ 8:35pm

Next PAC Meeting: Wednesday September 18th, 2024 7:30-9pm

General Account	
Account Balance	\$25,148.03
Reserve Funds	\$3,000.00
2023/2024 Operating Budget (\$6,000)	\$6,000.00
Budgeted Funds	\$1,000.11
Held Funds	\$0.00
Available Funds	\$15,147.92

Approved Expenses

	Total Approved	Spent to Date	Remaining Funds
Ongoing Expenses			
Chiliminding	\$0.00	\$0.00	\$0.00
PAC Socials	\$0.00	\$0.00	\$0.00
PAC Executive Operating	\$1,175.00	\$778.78	\$396.22

Committee Budgets (Fundraisers & Events)

Halloween Dance	\$800.00	\$751.27	(\$0.00)
Year End Dance	\$500.00	\$410.13	\$89.87
Munk Program	\$150.00	\$135.98	\$14.02
STEM Program	\$150.00	\$150.00	\$0.00
Emergency Preparedness Supplies	\$500.00	\$500.00	\$0.00
Grade 5 Gift to the School	\$500.00	\$500.00	\$0.00
Garden Expense	\$1,200.00	\$1,196.53	(\$0.00)

Pre-Approved Expenditures

Dress sale	\$419.44	\$419.44	\$0.00
Wheelchair Sports Day	\$500.00	\$0.00	\$500.00
Total	\$6,894.44	\$4,842.15	\$1,000.11

Revenue

	Received to Date	Expenses	Net Revenue to date
Ongoing Fundraisers			
Oliver's Labels	\$0.00	\$0.00	\$0.00

One Time Fundraisers

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	\$525.46	\$0.00	\$525.46
Year End Dance	\$1,225.94	\$410.13	\$815.81
Hanging Baskets	\$1,274.50	\$1,184.42	\$90.09
Bake/food sale	\$0.00	\$0.00	\$0.00
Misc Income	\$0.00	\$0.00	\$0.00
Total	\$8,119.03	\$2,882.22	\$5,796.81

opening balance	\$23,091.95
Income	\$8,119.03
expenses	\$7,224.35
Ending balance	\$23,986.63

Haloween dance (double entry)	\$751.27
year end dance (double entry)	\$410.13
Bank balance	\$25,148.03
Difference	\$0.00

Gaming Account	
Account Balance	\$2,823.08
Budgeted Funds	\$362.03
Available Funds	\$2,461.05

Expenses

	Total Approved	Spent to Date	Remaining Funds
Grade 5 Legacy	\$1,500.00	\$1,137.97	\$362.03
Fine Arts	\$2,000.00	\$2,000.00	\$0.00
Sports	\$1,000.00	\$999.67	(\$0.00)
Agendas	\$650.00	\$468.12	\$0.00
Fieldtrips & Guest Speakers	\$0.00	\$0.00	\$0.00
Transportation - Buses	\$1,100.00	\$1,100.00	\$0.00

Pre-Approved Expenditures

BCCPAC Membership	\$0.00	\$0.00	\$0.00
Total	\$6,250.00	\$5,730.76	\$562.03

Revenue

	Received to Date	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	\$5,738.56
ending balance	\$2,823.08
O/S Expenses from PY	\$0.00
Bank balance	\$2,823.08
Difference	(\$0.00)

Last Updated
 June 17, 2024

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

**2024/2025 CTS PAC Budget
INCOME**

		<i>Student count</i>	335
		2024/2025	
		Proposed	
General Account Income			
	Monks School Supplies		700.00
	Community Values Coupon Book		
	Halloween Dance	1,600.00	
	Poinsettia Sales	1,800.00	
	Hanging Baskets	1,000.00	
	Year End Event	500.00	
	Bottle Drive		
	Oliver's Labels		
	Cards	1,500.00	
	West Coast Seeds	500.00	
	Bake/food sale		
General Account Income Total			7,600.00
Gaming Account Income			
	Gaming Grant	6,700.00	
	Royals 50/50 Draw		
Gaming Account Income Total			6,700.00
<i>* Income amounts are net of expenses for comparison purposes</i>			
Total Income			14,300.00

**2024/2025 CTS PAC Budget
EXPENSES**

		<i>Student count</i>	335
		2024/2025	
		Proposed	
General Account Expenses			
	PAC Operating Budget	900.00	
	Halloween Dance	1,000.00	
	Year End Event	700.00	

Field trips	3,750.00
Emergency Preparedness Supplies	500.00
Garden Expense	100.00
Music Program	150.00
STEM Program	150.00
Grade 5 gift to the school	
Welcome Back BBQ	500.00
Chess sets	
Wheelchair sports day	500.00
Stump shipping fees	
General Account Expenses Total	8,250.00
Gaming Account Expenses	
Grade 5 Legacy	1,500.00
Fine Arts	1,100.00
Sports	1,700.00
Agendas	600.00
Technology	1,800.00
Guest Speakers/Field trips	
Transportation - buses	
Gaming Account Expenses Total	6,700.00
Total Expense	14,950.00
Net Surplus (Loss)	- 650.00