



# PARENT ADVISORY COUNCIL

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

CTS PAC Business & Executive Meeting Agenda May 22, 2024

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

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

## 1. Welcome and Acknowledgement: Emah Christiansen

- Territorial acknowledgements
- Review Agenda/Additions/Accept Agenda
  - Motion to accept: Hilary 1<sup>st</sup>; Nancy 2<sup>nd</sup>
- Accept any Outstanding Meeting Minutes - April 10, 2024
  - Motion to accept: Michelle 1<sup>st</sup>; Hilary 2<sup>nd</sup>

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

- Track meet is on Friday. Students are practicing several times a day
- Large group of students running the 100m, 800m and 4x100m relay events
- Students can run up to two events with the 100m and 800m being timed events
- Sue to email a list of times when events are happening
- Last meeting there was discussion about the school's Code of Conduct. The school has been asked by the district to hold off for now as they need to add conduct around electronic devices for students
- Eventually the district would like to work towards a common code of conduct for all schools
- Besides the addition to the electronic devices there isn't much change to last year's Code of Conduct
- The proposed school calendar for the 2025/26 year is on the district's website and are asking families for feedback

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

- There was a staff versus grade five students basketball game at lunch this month
- All grade fives are going to board game cafe for end of year celebration
- Over 40 board games have been donated for the board game library at the school. Donations are still being accepted

- 25 grade fours are auditioning to be the MC for the recognition ceremony for grade fives. Those that don't get selected will be put on a list to MC at one of the assemblies next year
- Deanna is leaving at the end of the school year and will be going to Craigflower elementary. Diane Chretien from Sundance Bank will be the new Vice Principal

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

- See attached operating budget
- Gaming account - \$500 to just dance performer
- Money paid in transportation line to help with busses for track
- Look at adding more money in the sports line for next year to purchase jerseys

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

##### 1. Hanging baskets fundraiser - Michelle

- \$300.90 made

##### 2. Monk Office Supply fundraiser - Emah

- Emah to contact them tomorrow to start working on fundraiser for next school year
- Will ask parents to collect supplies at Monks

##### 3. The Card Project fundraiser - Michelle

- School happy to support this fundraiser again next year
- Michelle to get all information so teachers have it for next year
- Hilary to help with card projects

##### 4. End of year party - June 7th - update/team

- Moving the date of the party to June 14
- Obstacle course needs to have a permit and go through rentals. Sue to give Michelle the facilities contact
- Planning bring your own picnic, lawn games, obstacle course, bake sale and cake walk
- Applying for gaming license for raffles as fundraiser
- The places that the PAC has reached out to include: Saanich Recreation, Wind Cries Mary, Big Wheel Burger, Axe and Grind and Flying Squirrel
- No concerns from Sue. PAC to keep her apprised of places that they reach out to so there is no duplication

#### 6. Roundtable: All

- Question about if we apply for PAC grants. Nancy confirmed she has already applied for this for next year

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

Meeting adjourned @ 8:45pm

Next PAC Meeting: Wednesday, June 12th, 2024 7:30-9pm

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

General Account			
Account Balance	\$24,462.48		
Reserve Funds	\$3,000.00		
2023/2024 Operating Budget (\$6,000)	\$6,000.00		
Budgeted Funds	\$2,069.43		
Held Funds	\$0.00		
<b>Available Funds</b>	<b>\$13,393.05</b>		
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	\$1,275.00	\$674.32	\$500.68
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	\$110.51	\$39.49
STEM Program	\$150.00	\$124.21	\$25.79
Emergency Preparedness Supplies	\$300.00	\$300.00	\$0.00
Grade 5 Gift to the School	\$500.00	\$0.00	\$500.00
Garden Expense	\$1,200.00	\$1,196.53	\$3.47
Pre-Approved Expenditures			
Cheer sets	\$419.44	\$419.44	\$0.00
Wheelchair Sports Day	\$300.00	\$0.00	\$300.00
<b>Total</b>	<b>\$5,894.44</b>	<b>\$9,776.28</b>	<b>\$2,069.43</b>
Revenue			
	Received to Date	Expenses	Net Revenue to date
Ongoing Fundraisers			
Oliver's Labels	\$0.00	\$0.00	\$0.00
One Time Fundraisers			
Months - School Supplies	\$531.69	\$0.00	\$531.69
Halloween Dance	\$2,967.04	\$751.27	\$1,815.77
Christmas cards fundraiser	\$1,894.40	\$38.41	\$1,855.99
West Coast Seeds	\$0.00	\$0.00	\$0.00
Year End Dance	\$0.00	\$0.00	\$0.00
Hanging Baskets	\$1,574.50	\$1,184.41	\$390.09
Bake/food sale	\$0.00	\$0.00	\$0.00
Misc Income	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$6,967.63</b>	<b>\$1,972.09</b>	<b>\$4,995.54</b>

opening balance	\$23,091.95
Income	\$6,967.63
expenses	\$5,748.37
<b>Ending balance</b>	<b>\$23,711.21</b>

Haloween dance (double entry)	\$751.27
year end dance (double entry)	\$0.00
Bank balance	\$24,462.48
Difference	\$0.00

May-2024

Gaming Account			
Account Balance	\$4,403.07		
Budgeted Funds	\$1,599.23		
<b>Available Funds</b>	<b>\$2,803.84</b>		
Expenses			
	Total Approved	Spent to Date	Remaining Funds
Grade 5 Legacy	\$1,500.00	\$1,137.97	\$362.03
Fine Arts	\$1,500.00	\$1,000.00	\$500.00
Sports	\$1,000.00	\$999.67	\$0.33
Agendas	\$600.00	\$493.12	\$106.88
Fieldtrips & Guest Speakers	\$0.00	\$0.00	\$0.00
Transportation - Buses	\$1,100.00	\$520.01	\$579.99
Pre-Approved Expenditures			
BCCPAC Membership	\$0.00	\$0.00	\$0.00
<b>Total</b>	<b>\$6,750.00</b>	<b>\$4,150.77</b>	<b>\$1,599.23</b>
Revenue			
			Net Revenue to date
Gaming Grant 2023-24			\$5,600.00
<b>Total</b>			<b>\$6,600.00</b>

opening balance	\$1,961.64
Income	\$6,600.00
expenses	\$4,138.57
ending balance	\$4,403.07
O/S Expenses from PY	\$0.00
Bank balance	\$4,403.07
Difference	(\$0.00)

Last Updated  
May 19, 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.