

Cultus Lake Community School
PAC Meeting Minutes
September 2023

Date September 26, 2023

In Attendance

Kate F, Courtney D, Natasha M, Jessica B, Amanda D,
Ryan L Marisa T, Sher G (zoom), McGee (zoom), Carrie L, S

Absent

Chrysta H
Leslie W

1. **Call to Order** at 6:12 PM

- Motion: Ryan
- Seconded: Natasha

2. **Approval of Agenda**

- Motion: Marisa
- Seconded: Jen

3. **Approval of June 2023 AGM Minutes**

- Motion: Ryan
- Seconded: Jen

4. **New Business**

a. 2023/24 Budget Discussion & Vote

- Motion to Approve: Ryan
- Unanimous Vote

b. Principals Report and Discussion

- See attachment for full report

- i. Announcement to be posted on Facebook looking for volunteers for the Inclusive Education Advisory Committee (District-wide)
- ii. Sept. 28 – Activities for National Day of Truth and Reconciliation
- iii. Ryan will look into Keystone sponsoring Gingerbread houses (1 per class)
- iv. **Kate:** “How are we doing for staff?”
Lisa: “Great! We have a really good team this year, and all positions are filled.”
- v. **Sher:** “Can we beautify the portables?”
Lisa: “There are planter boxes behind the portables. Green team/teachers can arrange them in front of the portables.”
- vi. **Natasha:** “Are all class sizes around 18 students?”
Lisa: “Yes, we are fortunate to have small classes this year with room to grow up to 29 students per class.”
- vii. **Carrie:** “Is Indigenous funding for the individual indigenous students or for the school?”
Lisa: “Indigenous Ed is responsible for how this funding is allocated.”

c. CLCSA Intro – Welcome Melissa G

- Melissa Giles was unable to attend
- Community School Coordinator manages programs funding separate to school district funding

d. Committee Intros and Plans

i. Enrichment

- Kate: “Sheena is running a new committee dedicated to the enrichment of staff and students.”
- The committee will brainstorm ideas and are open to suggestions.
- Discussed Suggestions/Thoughts:
 - Outdoor learning tools for teachers
 - Sam Waddington doing wilderness hikes/outdoor survival
 - Snowshoeing
 - Committee needs to consider responsibilities/waivers/teachers for any proposed enrichment activity
 - Lisa confirmed that the school has 3 planned hikes for the year with at least 2 accessible options for all children
 - Ryan will add Sheena to the PAC Slack
 - Ideas can be brought to Melissa as well
 - Committee Idea Process: Brainstorm -> Decide on timing for ideas -> Ask PAC for funding budget -> Teacher feedback -> Changes/approval of activities/tools
 - Teachers vision board of ideas for the committee
 - Lisa notes that every teacher participates to varying degrees in Outdoor Learning with their students
 - Jen suggests Business Sponsors such as Algra Brothers
 - Kate suggests Selema Noom – Body Science/Physical Health -> Additional Education

ii. Yearbook

- Yearbook Committee is led by Chrysta
- There is a google drive set up; could that be a Teams channel with Jen having access to both? - Lisa will invite Jen
- Loose layout is made and student names are already in place
- Lisa will arrange contest for students to create cover of yearbook
- Yearbook Sales will start in February 2024

iii. Fundraisers

- Kristy & Jen have set up and signed up for fundraisers for the year
- Jen suggests spreading out fundraisers more
- PAC deferred Fresh to You fundraiser to the Green Team
- Volunteers are needed to give ideas for fundraising and for sorting orders
- Neufeld’s order will be delivered on Oct. 13 at 4:30 PM

iv. Hot Lunch

- Hot Lunch is a huge fundraiser for the PAC
- Teachers running hot lunches get to keep the money for their own class
- Teacher-ran hot lunches --> Teachers coordinate volunteers
PAC-ran hot lunches --> PAC coordinates volunteers
PAC does admin for all hot lunches

- District Affordability Fund now covers school supplies only
- Lisa will speak to the Food Securities Coordinator and look into purchasing an oven, 3-way split for new oven cost
Stoves must be brand new, white, and flat top.
Stove purchase does not go through district.
- Maintenance will stall
- Lisa will look into the inclusion fund for hot lunches
- Save-on-Foods could be potential sponsor for hot lunches
- Jen will speak to the board about the \$6 cap on lunches, hopefully increase to \$8 cap
- e. Bylaw and Constitution review and Exec Code of Conduct Sign On
 - Kate confirms Bylaw and Constitution was updated as of 2023
 - Kate will add Code of Conduct to Slack
 - Everyone needs to sign the Code of Conduct and give to Leann in the office – Marisa to follow up that everyone has signed
- f. Open Discussion Points
 - i. Printing needs/ Calendar discussion
 - Lisa: “Oldest or only child gets hard copies of the calendars”
 - Ryan will create a budget for printing needs
 - Sher will connect with Melissa on which programs to highlight / QR code
 - We need a link to add the PAC calendar to personal calendars for parents
 - ii. Seven Sacred Laws T-shirts Spirit Wear
 - We will do two new animals this year – Turtle and _____
 - Shirts will be green this year
 - iii. Committee Meeting for Halloween Event
 - Volunteers will be assigned jobs
 - Evening will have activities scheduled such as crafts, halloween games
- g. Additional Discussion Points
 - PAC supports teachers for field trips
 - Tia will attend community board meetings on behalf of the school PAC
 - Ryan brought donuts
- 5. Meeting Adjourned at 7:40 PM
 - Motion: Ryan
 - Seconded: Jen



PAC Principal's Report September 2023

Staffing

1. Melissa Davis – Gr 4/5
2. Jonathan Allen – Gr 4/5
3. Terry-Lynn Daly – Gr ¼
4. Sarah Harrison – Gr 3/4
5. Reuben Vanderveen – Gr 2/3
6. Anna Hnativ – Gr 2
7. Pamela Vander Helm – Gr ½
8. Susan MacLeod – Gr 1
9. Carolyn McAuliffe – K/1
10. Celeste Beesley – K
11. Resource Teacher – Sue McLeod
12. Learning Support/PE Prep – Kerry Pollock
13. Learning Support/PE Prep – Heidi Tester
14. Teacher Librarian – Jodi Knodel
15. EAs – Carrie Robinson, Nicole St. Laurent, Victoria Winship, Victoria Driedger, Sarah Henn, Lisa Hamper, Vandana Gogna, Emily Games
16. Admin Assistant – Leann Wiebe
17. Indigenous Ed EA – Mary Julian
18. Child and Youth Care Worker – Martina Hans
19. Speech and Language Pathologist – Nadine Gagnon
20. CLCSA Coordinator – Melissa Giles
21. Custodian – Mr. Sawatsky

Numbers

1. Our total current enrolment is 181 students
2. We have 10 divisions
3. Cultus Lake Community School Association in Learning Suite #1
4. StrongStart and Kid Zone in Learning Suite #2
5. Mrs. Davis in LS #3
6. Mr. Allen in LS #4

Safe Schools

1. Lunches can be dropped off at office. Students will be called down.
2. Breakfast Club has started
3. Lunch Club has started
4. Parent volunteers are welcome – need an up-to-date PIC
5. Volunteer sign in and name tags

School Growth Plan

1. Aligned with District Strategic Plan and District Values
 - a. Equity, Kindness, Inclusion, Collaboration, Innovation
2. Includes First Peoples Principles of Learning
3. Staff professional growth plans aligned

Indigenous Education

1. Truth and Reconciliation
 - a. Our journey forward
 - b. Orange Shirt Day
 - c. Truth and Reconciliation Day
 - d. Pro-D day
 - e. In class learning
 - f. Whole school learning
 - i. Assemblies
 - ii. Special events

Inclusive Education Advisory Committee

1. Looking for parents who are willing to participate on this committee

Leadership Opportunities

1. Mrs. Hans and myself will be working with the Peer Leaders this year
2. Service Projects

School Wide Field Trips

Sept 27 – Green Acres Farm

December 19 – Skating at Twin Rinks

January 18 – Chilliwack Cultural Centre – *Disney's Descendants*

DRAFT Budget 2023/24

INCOME	Budgeted	Actual	Variance	Comments
Gaming Grant	\$ 3,700.00		(\$3,700.00)	
Donations	\$ 500.00		(\$500.00)	
Hot Lunch/Concession	\$ 7,500.00		(\$7,500.00)	
Treat Days	\$ 1,200.00		(\$1,200.00)	
Halloween Concession and 50/50 Draw	\$ 300.00		(\$300.00)	
Coffee Sample and Sell Event	\$ 200.00		(\$200.00)	
Neufelds	\$ 400.00		(\$400.00)	
Holiday Plant Sale	\$ 500.00		(\$500.00)	
Purdy's Holiday	\$ 650.00		(\$650.00)	
Windward Lavender	\$ 100.00		(\$100.00)	
Christmas Raffle	\$ 600.00		(\$600.00)	
Pub Night	\$ 2,500.00		(\$2,500.00)	
Sinamon Bun Fundraiser	\$ 300.00		(\$300.00)	
Westcoast Seeds	\$ 400.00		(\$400.00)	
Spring Book Fair	\$ 300.00		(\$300.00)	
Spring Fair	\$ 1,000.00		(\$1,000.00)	Move to a Weekend
Mabel's Labels	\$ 200.00		(\$200.00)	Run in May for June delivery
Flip Give	\$ 200.00		(\$200.00)	Advertise More
	\$ 20,550.00	\$0.00	(\$20,550.00)	
EXPENSE	Budgeted	Actual	Variance	Comments
Welcome BBQ	\$ 600.00		\$ 600.00	Refreshments & supplies
Kitchen/Hot Lunch	\$ 300.00		\$ 300.00	Kitchen utensils, toaster, munch a lunch fees
Operating Costs	\$ 300.00		\$ 300.00	Supplies, Cheques, Small Purchases, Square Reader
Pancake Breakfast	\$ 400.00		\$ 400.00	Pancakes, Sausages, Juice, Serving Ware - CLSA donated
Classroom Enhancement Fund	\$ 3,250.00		\$ 3,250.00	\$250 per division, gym, resource
Ice Skating	\$ 2,000.00		\$ 2,000.00	
Arts- Local Play	\$ 2,500.00		\$ 2,500.00	School wide
Field Trips (School-wide)	\$ 3,500.00		\$ 3,500.00	Buses/Attendance Costs (2 trips)
Sports Day	\$ 300.00		\$ 300.00	supplies, juice, fruit
Transition Fund	\$ 400.00		\$400.00	
Beach Day	\$ 400.00		\$ 400.00	Lifeguards - Move food to hot lunch
Cultus Spirit Wear	\$		\$	No income from sales
Yearbook	\$ -		\$ -	Prepayment from now on
Literacy Supports	\$ 800.00		\$ 800.00	School wide book purchase
Concert Costumes/Headsets	\$ 300.00		\$ 300.00	
Halloween Event	\$ 200.00		\$ 200.00	Pumpkins and supplies
Staff Appreciation	\$ 300.00		\$ 300.00	Lunch/Coffee/Treats in breakroom 3 times per year
Childcare for Meetings	\$ 250.00		\$ 250.00	Childcare for PAC meetings
Total Expenses	\$ 15,800.00	\$0.00	\$15,800.00	
2023/24 Summary				
Opening Bank Balance				
Income	\$ 20,550.00			
Expense	\$ 15,800.00			
Carry Forward	\$ 4,750.00			

\$6,000.00 Constitutional Value Set as Hold Over

**Cultus Lake Community School Parent Advisory Council
Treasurer's Report July 1, 2023 - June 30, 2024**

	General	Gaming	Breakfast
Bank Balance - July 1, 2023	\$16,922.25	\$64.14	\$220.27
Revenue			
Coupon Book	\$180.00		
Colibri			
Treat Days			
Halloween Event			
Natasha's Pies			
Neufeld Farms			
Pointsettas			
Spirit Wear T-Shirts			
Windward Lavendar			
Christmas Concert Raffle			
Veggie Box			
Government Grant			
Silent Auction and Dinner with 50/50			
Spring Fling w/ Raffle Draw			
Spring Plant Sale			
Donations			
West Coast Seeds			
Yearbook			
Interest Income			
Coffee Fundraiser (Nezza)			
Hot Lunch			
Purdy's Chocolates			
Expenses			
Kinderfair Food			
Welcome Events (Kindergarten and BBQ)	\$555.76		
Terry Fox Run			
Readathon			
Teacher/Admin/PAC Gifts			
Munch A Lunch			
Emergency Supplies - Water			
Classroom Supplies (Teacher Fund)	\$219.82		
Sports Day			
Office Supplies (Cheque Order)			
Christmas Concert			
Trophies/Medals			
Beach Day			
School Hikes			
A/V System Replacement			
Field Trips			
Breakfast Program			
Grade 5 Lunch			
PAC Kitchen			
Meeting Childcare			
Pancake Breakfast			
Cross Country/Sports Day			
Flip Give Balance - \$219.16			
Net Increase/(Decrease) in Funds	-\$595.58	\$0.00	\$0.00
Bank Balance - September 23, 2023	\$16,326.67	\$64.14	\$220.27