

Cultus Lake Community School  
PAC Meeting Minutes  
September 2024

**Date** September 11, 2024

**In Attendance:** Chrysta H. (online), Jessica S. (online), Dana D. (online), Marisa T. (online), Kate F., Ryan L., Courtney D., Michelle (online), Leslie S., Jenn F.(online), Tia G., Sher G., Jennifer H., Lisa W. (13 members in attendance)

**1. Call to Order** at 6:07PM

- Motion: Kate
- Seconded: Jen

**2. Approval of Agenda**

- Motion: Sher
- Seconded: Lesley

**3. Approval of June 2024 AGM Minutes**

- Motion: Dana
- Seconded: Marisa

**4. New Business**

- a. Principals Report and Discussion
  - See attachment for full report.
- c. CLCSA Liaison Report
  - Nothing new to share.
- d. New funding model to be introduced by PAC in October with intention to cut back on fundraising.
- e. Yearbook – Run as a club with students included in creation.
  - Lunch hours twice a month for interested grade 4/5 students.
  - Roles such as photographer, editor, layout, etc.
- f. DPAC Rep is responsible to bring questions from school PAC to District PAC
  - Guest speakers brought in to support whole district needs.
  - If a parent has a question PAC at school can not resolve, DPAC can work with the district to find an answer.
  - Question about wording on field trip forms came up last year and DPAC will follow up with the district.
  - DPAC provides parent advocacy.
  - Parent Complaint and Question Process – Classroom complaints/questions to teacher  
School complaints/questions to administrator, Lisa Wallace

- Most complaints/questions can be resolved through a conversation. If teacher or staff is unable to find an answer, they will inquire with the district to find a solution.
- g. 2024/25 Budget Discussion & Vote at next meeting
  - Please **review the DRAFT Budget before the next meeting** so we can have an informed vote.
  - Add \$200 to classroom fund line in budget.
  - Combine all field trip items into one budget line.
  - Going to work to collect donations to top up the budget.
  - Changes were discussed and edits will be made before next meeting.
- h. Bylaw and Constitution amended last year to include Proxy Voting
  - At next meeting if someone can not attend the meeting, they will be able to send in a proxy vote.
  - Will be amending constitution and bylaw at next meeting to add additional member(s) at large and changing to co-chair roles (2) from President and Vice President
- i. Discussion Points:
  - **Welcome BBQ**
    - BBQ – hot dogs are fine, but make sure Lisa arranges BBQ’s– PAC cooks food.
    - Ryan L. will coordinate, and buy food (4:30 pm to 6:30 pm), email needs to go out for volunteers.
  - **Action Items**
    - Halloween Committee Formation – Marisa will try to see if she can get volunteers together in the next week to create a plan for an event.
    - Volunteer for the Cultus Triathlon follow up: Volunteer 6 people each day to get a \$500 honorarium, Saturday, and Sunday – we are short two people for Saturday – shifts, package, and bike check-in (Let Leslie know if you can help at all). Runners come by for water and high-fives. Kids who are helpful are welcome to come along.
    - Discuss a Cultus Lake Comm. Elementary School Logo Soap for fundraising with River Valley Soap.
    - Add Marisa to Facebook posts and social media updates.

5. Meeting Adjourned at 7:44 PM

- Motion: Jen
- Seconded: Courtney

Next Meeting: October 8, 2024



## PAC Principal's Report September 2024

### Staffing

1. Melissa Davis – Gr 4/5
2. Stacy Timms – Gr 4/5
3. Terry-Lynn Daly – Gr ¾
4. Sarah Harrison – Gr 3/4
5. Reuben Vanderveen – Gr 3
6. Anna Hnatiw – Gr 2
7. Pamela Vander Helm – Gr 1/2
8. Susan MacLeod – Gr ½
9. Celeste Beesley – K/1
10. Carolyn McAuliffe – K
11. Resource Teacher – Sue McLeod
12. Counsellor – Sue McLeod
13. Learning Support/PE Prep/ELL – Kerry Pollock
14. Learning Support/PE Prep – Heidi Tester
15. Teacher Librarian – Jodi Knodel
16. EAs – Carrie Robinson, Nicole St. Laurent, Victoria Winship, April Heideman, Sarah Henn, Lisa Hamper
17. Admin Assistant – Leann Wiebe
18. Indigenous Ed EA – Kate Blaschek
19. Child and Youth Care Worker – Martina Hans
20. Speech and Language Pathologist – Kelly Purves
21. CLCSA Coordinator – Melissa Giles
22. Custodian – Mr. Sawatsky

### Numbers

1. Our total current enrolment is 179 students
2. We have 10 divisions
3. LakeShore ChildCare (Age 30 months to 5 years) in Learning Suite #1
4. StrongStart , LakeShore BASC, Community School in Learning Suite #2
5. Mrs. Davis in LS #3
6. Mrs. Timms in LS #4

### Safe Schools

1. Lunches can be dropped off at office. Students will be called down.
2. Fresh Cart is available for everyone for breakfast and snacks
3. Lunch Club is available for everyone
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
4. Needs to be updated this year
5. New school logo
6. Updated matrix

### **Indigenous Education**

1. Truth and Reconciliation
  - a. Our journey forward
  - b. In Class Learning
  - c. Monday Assemblies
  - d. Monthly Meetings
  - e. Special Events

### **September Events**

1. Welcome Back BBQ – Sept 18
2. Orange Shirt Week – Sept 23 – 26
3. Terry Fox Run – Sept 26
4. Professional Day – Sept 27 (no school)
5. Truth and Reconciliation Day Recognized – Sept 30 (no school)

### **Leadership Opportunities**

1. Mrs. Hans, Mrs. Davis and myself will be working with the Peer Leaders this year

### **School Wide Field Trips**

Petey's Pumpkin Patch  
Skating at Twin Rinks  
Hikes

**Parent Workshops** – flyers emailed out to families today

## Budget 2024/25

INCOME	Budgeted	Actual	Variance	Comments
Gaming Grant and SD33 Grant	\$ 3,700.00		(\$3,700.00)	\$20 per student + \$100 from School District
Donations	\$ 1,000.00		(\$1,000.00)	
Hot Lunch	\$ 3,500.00		(\$3,500.00)	
Popcorn Days/Concessions	\$ 650.00		(\$650.00)	
Purdy's Holiday (Christmas and Easter)	\$ 900.00		(\$900.00)	
Christmas Raffle	\$ 500.00		(\$500.00)	
River Valley Soap	\$ 100.00		(\$100.00)	
Fall Dinner/Canapes/Pub Night	\$ 1,500.00		(\$1,500.00)	
Colibri	\$ 200.00		(\$200.00)	Rotate w/ Mabel's Labels
Flip Give	\$ 200.00		(\$200.00)	Reactivate in September 2024
New Fundraiser Idea(s)			\$0.00	
	<b>\$ 12,250.00</b>	<b>\$0.00</b>	<b>(\$12,250.00)</b>	
EXPENSE	Budgeted	Actual	Variance	Comments
Promised in 2023/2024	\$ 10,000.00		\$10,000.00	Technology and Outdoor Space
Welcome BBQ	\$ 600.00		\$ 600.00	Refreshments & supplies (288 meals served 2023)
Kitchen/Hot Lunch	\$ 340.00		\$ 340.00	Kitchen utensils, toaster, munch a lunch fees
Operating Costs	\$ 200.00		\$ 200.00	Supplies, Cheques, Small Purchases, Square Reader
Pancake Breakfast	\$ 100.00		\$ 100.00	See note in treasurer's report - Donations covered
Guest Speaker Series	\$ 2,000.00		\$ 2,000.00	3-Part Series (Mental Health/Self-Regulation)
Classroom Fund	\$ 2,400.00		\$ 2,400.00	\$200 per division (10), gym & resource room
One School One Book	\$ 1,100.00		\$ 1,100.00	Requested 1 Year in Advance
Field Trips (School-wide)	\$ 6,700.00		\$ 6,700.00	Buses/Attendance Costs
Sports Day	\$ 300.00		\$ 300.00	supplies, juice, fruit
Beach Day	\$ 400.00		\$ 400.00	Lifeguards
Waterslides Inclusion	\$ 1,000.00		\$ 1,000.00	Support Kindergarten Parent Attendance
Grade 5 Year End Event	\$ 300.00		\$ 300.00	
Halloween Event	\$ 200.00		\$ 200.00	Pumpkins, decorations and supplies
<b>Total Expenses</b>	<b>\$ 25,640.00</b>	<b>\$0.00</b>	<b>\$25,640.00</b>	

2024/25 Summary	
Opening Bank Balance	\$ 20,845.55
Income	\$ 12,250.00
Expense	\$ 25,640.00
Carry Forward	\$ 7,455.55