



CHIEF TOMAT ELEMENTARY  
PARENT ADVISORY COUNCIL

## Chief Tomat Elementary PAC Meeting Wednesday, Nov 15, 2023 @ 5:30 pm | CTE Library

### PAC Members

**President:** Sarah Lebeter, **Vice President:** Stacey Fyvie, **Treasurer:** Shannon Tartaglia,  
**Secretary:** Kathi Kelly, **Members at Large:** Izabela De Paz and Margarita Montoya  
**Community Parents:** Jillian, Krista, Kohbi, Jeida (In Person)

### Approval of Agenda and Minutes

Motion to accept October 2023 minutes as circulated, approved by PAC vote.

### Treasurer's Report (Shannon Tartaglia)

- See attached for full report
- Due to munchalunch & multi-day ordering, hot dog day profits will be reported quarterly;
- Parent's are wanting to see funds raised from fundraisers spent before leaving the school; COPAC recommends using this year's fundraising for events next school year to avoid overspending.

### Principal's Report (Jennifer Adamson)

- See attached for full report
- Working on identity as a Wolverine; taking care of each other and land
  - All students were excited to have Poky donated by the PAC for Halloween as an extra treat and still used as rewards.
  - Remembrance Day assembly was very positive and well attended by parents and guests.
  - Teachers Kara Sikora, Taylor McRae, Ashley Lane and Nicolette Henning are meeting to build community and identity (Spirit Committee); goal: spend this year honing on identity as CTE family, and try breaking off into house groups with various grades and adults in the school; lots of leadership happening already
- Winter Concert: Grade 4 and 5 auditions for speaking roles and MC and choir of Grade 3 to 5 with songs at beginning and end of Winter concert; positive feedback from students who are looking forward to being apart of it
- Traffic officer came for observations; can help solve some troubles with education for parents and kids and videos; RCMP will come to stand if available and WFN Peace Officer

We acknowledge that we are learning on the unceded traditional territory of the Syilx, Okanagan, people.



CHIEF TOMAT ELEMENTARY  
PARENT ADVISORY COUNCIL

- All work for road signs or lights must be done through the City of West Kelowna & (Ministry of Transportation); can try to advocate for these items if needed.
- Winter concert tickets will be based on the amount of student attending; still working out details

## **Follow Up on Last Meeting**

- **CTE T-shirts (Margarita/Jennifer) Discussion:**
  - Goal, have students wear shirts on spirit day and assemblies as a whole school
  - For this year, suggest that Parent's can order through Munch A Lunch to have size children want and those not on Munchalunch can order through paper
  - Jennifer would like one brand that is consistently used every year; kids have input on design; only purchase for new students or if re-sizing is needed in future (to avoid waste)
  - Discussed creating a store online that parents can purchase various clothing items (ie Hoodies) - spirit wear store? Managed by PAC?
  - All kindergartener's get a new shirt and replace in older grades as they have outgrown
  - Create a swap table so parents can bring in ones that no longer fit and exchange for new ones
- **Wish and Win**
  - Postponed until Spring based on Courtney's advice. Margarita, Kiera and Hoa to head.

## **Fundraisers**

- **Purdy's (Kathi)**
  - Brochure's in teachers mailbox, and letter emailed to Jennifer for Weekly Connection; will also connect with Taniel for outdoor board
  - Due date is Nov 27 with pick up week of Dec 10 depending on arrival and ability to sort; may require one other person for sorting will see on how many orders come in
- **Growing Smiles (Sarah)**
  - Open and brochures will be handed out to teachers this week
  - End date will be Nov 27
  - Delivery date will be Thursday Dec 7 and pick up on Friday Dec 8
- **Hot Dog Days (Stacey)**
  - Next hot dog day is December 1
  - Parents liked donate option for lunches
  - Enough volunteers with a couple returning
  - Close the Friday the week before to have all numbers in.

We acknowledge that we are learning on the unceded traditional territory of the Syilx, Okanagan, people.



CHIEF TOMAT ELEMENTARY  
PARENT ADVISORY COUNCIL

## **Upcoming Events**

- **Holiday Movie/PJ day (Sarah)**
  - Dec 22 - during school.
  - Provide a small individual snack; bring own waters
  - Split Primary and Intermediate or have all students?
  - Jennifer will discuss with teachers and get back to us.
- **Break the Rules (Sarah)**
  - To address teacher concerns, PAC will present Jennifer with a list of ideas
  - Teachers are not wanting Break the Rules before Christmas due to having students having a hard following current rules and are working on this
    - Rename the title, work with teachers on rules.
  - Have parent's buy perks through Munch A Lunch
    - Teacher's can chose the rules to break?
- **Gymnastics (Jennifer)**
  - Booked Jan 15-18, classes get to go twice; K-5 involved
  - PAC has \$2,500 set aside to help cover cost of event.
- **Winter Concert**
  - Shannon will look into gaming license for VIP Raffle (\$2.00 per ticket)
  - Table for munch a lunch raffle set up?
  - VIP chairs/two couches
    - Dress up the couches to make festive?

## **New Discussion Items:**

- **Harvest Bin Project (BC Agriculture in the Classroom) (Sarah)**
  - Needs to be applied for; need two teachers and principal support
  - 5 plastic bins and money for soil and seeds to create garden; need a 3 year commitment; can eat the food grown.
  - Will send link to Jennifer; application deadline is Dec 8th.
- **Spring Market (Izabela)**
  - Run event earlier (2:00 or 2:30) to get better parent participation.
  - May 2; coordinate with Book Fair. Need earlier access to the gym to make it work. Jennifer to ensure the gym is available.

**Next meeting dated TBD based on PAC Executive Schedules and need.**

Meeting adjourned at 7:30 pm. .

We acknowledge that we are learning on the unceded traditional territory of the Syilx, Okanagan, people.



CHIEF TOMAT ELEMENTARY  
PARENT ADVISORY COUNCIL

## Principal's Report



November 15, 2023

CTE – ~~Caring Together~~ Everyday

CTE Wolverines take care of themselves, others and the land

### Gratitude

- ♥ PAC for the awesome October events. The dance was so much fun and the market was awesome. Thank you for all your hard work and planning. What a success!
- ♥ PAC for the treats on Halloween – the students were so happy and excited.
- ♥ Parents and guests who attended our Remembrance Day Assembly. Thank you to Carey Adams and Sara Oltsher who planned and led it!
- ♥ CTE's CTE team (Community Team Enthusiasts - Kara Sikora, Taylor McRae, Ashley Lane, Nicolette Hennig) who have met to discuss ways to build our school community and sense of identity and belonging as Chief Tomat Wolverines
- ♥ The PAC and many volunteers who helped on Hot Dog day – thank you! The kids loved it!
- ♥ Teachers Laura Goodmanson, Carey Adams, Julie Summerland and Janika Prescott for putting so much extra time into working so hard to prepare students for the Winter Concert. Choir practice twice a week and speaking roles 2-3 times a week.
- ♥ Chris Maxwell for starting volleyball with the grade 4s and 5s at lunch; possible afterschool games with other West Kelowna schools
- ♥ Jamie Morrison for helping to plan Harmony Day assembly and ideas

### Updates/Recent Events

- ❖ Held our 3 fire drills and 'duck, cover, hold' drill very successfully. We will do the 'hold and secure' drill and 'lockdown' drill in the next couple of weeks. Sent home notice with links and resources the week before
- ❖ Traffic on East Boundary – contacted SD23 Traffic officer and our school liaison officer; school liaison officer came for a morning of observation and feel that we can solve some of the issues through education and communication

### CTE Information and Conversations

- Winter concert, Friday December 15 – there will be limited tickets for the evening (6:00) show. The 12:30 show will be for the whole school and other family members.
- Building community and belonging in the school:
  - Students connected in the class, but not necessarily within the school or

We acknowledge that we are learning on the unceded traditional territory of the Syilx, Okanagan, people.



CHIEF TOMAT ELEMENTARY  
PARENT ADVISORY COUNCIL

## Principal's Report

with other students, staff or adults in the neighbourhood (2022/23 MDI data, school scan)

- Community Teams – postponing the 4 different teams until next year; focusing on building our Wolverine Family this year so that next year we can be "one family, four teams/houses"
- Want the team houses (ex. name/logo/colour) to come from the students
  - Building belonging and identity as Wolverines through weekly assemblies, morning announcements, school activities
  - Hoping to do some break out activities in teams (may use bracelets to divide students for that day)
- Is it possible for the PAC to support some school initiatives/programs? Does the PAC have a preferred way of looking at funding requests?
  - Home reading program? Artist Janice Kierstead?

### Upcoming Dates and Events

- Harmony Day Assembly – Thursday, Nov. 16<sup>th</sup> at 12:30
- Harmony Day, Photo retakes – Nov. 17
- Westside Warriors visit (most) classes – Monday, Nov. 20
- Winter Concert – Dec. 15 at 12:30 (for school and families) and 6:00
- Learning Updates go home – December 21
- Last day of school before Winter Vacation – December 22
- Watercolor artist Janice Keirstead – painting with every student in the new year.
- Gymnastix Jan.15-18 \$4,483.50

Thank you so much,

Jennifer Adamson

Principal, Chief Tomat Elementary

*It is with gratitude that I respectfully acknowledge that I live, love, work, play and learn on the beautiful, unceded, Traditional territory of the Okanagan Syilx peoples.*

We acknowledge that we are learning on the unceded traditional territory of the Syilx, Okanagan, people.



# Chief Tomat PAC – TREASURER’S REPORT



<b>Meeting Date</b>	November 15, 2023	<b>Prepared by:</b>	Shannon Tartaglia, CTE PAC Treasurer 2023/2024
<b>Highlights Since Last Report</b>	<p>🔥 <b>Playground Loan Balance:</b> \$5,955.32</p> <p>🔥 <b>Gaga Pit Invoice received:</b> \$6,647.75 (well below budget)</p> <p>🔥 <b>Halloween Dance:</b> \$120.45 profit (stayed well within budget)</p> <p>🔥 <b>November Hot Dog Day:</b></p> <ul style="list-style-type: none"> <li>🔥 15 donated lunches (thank you to our amazing community), allowed the PAC to cover the cost of hot dogs for our CTE kids facing financial hardship. <ul style="list-style-type: none"> <li>▪ Hot Dogs delivered to classroom for these kids rather than kept in office = meeting our equity goals.</li> </ul> </li> <li>🔥 \$20 in angel donations for our CTE Kids facing hardship (thank you!)</li> <li>🔥 \$20 in donations for the general CTE PAC budget (thank you!)</li> </ul> <p>🔥 <b>MunchaLunch:</b> Funds deposited as of Nov 7<sup>th</sup> - \$1,485.86.</p> <p>🔥 note: the bank account isn't an accurate representation of actual profit, due to multiple ordering dates &amp; funds are deposited as orders are received &amp; expenses will follow. Hot dog day profits will be reported quarterly.</p>		
<b>Reconciled Account Balances (Nov 7/23)</b>	<b>BMO (Restricted) Gaming Acct:</b> \$6,540.00	<b>RBC (Restricted) School Acct:</b> \$150.00	<b>BMO (Unrestricted) Community Acct:</b> \$31,746.01
<b>Uncleared Cheques/Deposits</b>			COBSS Bursaries (\$1,050)
<b>Accounts Payables</b>			Halloween Dance (\$461.45) Hot Dog Day (\$285.49) Gaga Pit (\$6,647.75)
<b>Accounts Receivables</b>		With Love Photography TBD	Munchalunch \$192.54
<b>Requests for Non-Budgeted PAC Funding</b>	🔥 None		
<b>Budget Related Discussion Items</b>	<p>🔥 Brainstorming for fundraisers, what do we want to fund/plan/support in 2023/2024 – goal: keep equity/inclusion lens on. Looking for ideas from parents/caregivers, kids, and staff.</p> <p>🔥 Discuss amending bylaws re: third party audit (Goal: Use COPAC best practices/recommendations as guide).</p>		
<b>Proposed Motions</b>	🔥 None		
<b>Carry Forward Budget Related Items</b>	<p><b>Motions Approved During May 2023 PAC Meeting:</b></p> <p>🔥 <b>THAT</b> the CTE PAC will pay for half the cost of the fall 2023 Gymnastix Program up to \$2,500.</p> <p>🔥 <b>THAT</b> the CTE PAC would like to have more specific details on the Alien inline skating program (dates, costs, how the program runs, who is included) and is willing to revisit in a future meeting. (Note: Principal to provide update at future mtg)</p> <p><b>Motions Approved During September 2023 PAC Meeting:</b></p> <p>🔥 <b>THAT</b> the CTE PAC approved the following interim budget items:</p> <ul style="list-style-type: none"> <li>🔥 A \$2,500 budget for a Halloween Dance or other Halloween related PAC hosted events.</li> <li>🔥 A \$500 budget for General PAC Supplies for the year.</li> </ul> <p>🔥 <b>2023/2024 Budget approved</b> – October 17, 2023</p>		
<b>Treasurer Action Items</b>	<p>🔥 Follow-up with COBSS re: uncashed cheque.</p> <p>🔥 Work with Mrs. Adamson to determine teacher/school funding for this year and where the PAC may be able to help (music program, concerts, other?).</p> <p>🔥 Work with President to find out who pays / status of the COPAC annual fee for CTE.</p> <p>🔥 Look into PAC Safe usability.</p> <p>🔥 Gaming License Reports submitted for BBQ and fall market.</p>		