

CHIEF TOMAT ELEMENTARY
PARENT ADVISORY COUNCIL

Chief Tomat Elementary PAC Meeting

Wednesday, September 27th, 2023 @ 6:30 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: Chantelle and Jillian

Approval of Minutes

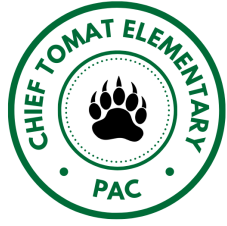
June 2023 AGM minutes posted online, and approved by Sarah Lebeter and Stacey Fyvie.

Treasurer's Report

- See attached for full report
- **\$2,500** budget for Halloween Dance or Halloween related PAC events; **voted unanimously**
- **\$500** General PAC Supplies for the year; **voted unanimously**
- Notice of Motion; CTE PAC 2023/2024 Budget presented at October meeting for debate and adoption

Principal's Report

- See attached for full report
- Teacher's were super appreciative of balloons and coffee
- Gaga ball pit has a grade each day playing; work order in for broken door
- Student numbers changing due to registrations
- Many long term staff who are happy to continue to teach at CTE; will add staff list to page
- Had many positive remarks from teachers who were happy to come to BBQ
- Christmas concert will be held Dec 15 for primary students; with an option for intermediate students to help
- Will continue to build community so all students feel important
- Finding out strengths and needs to be worked on by speaking with staff and students
- If no specific grade is listed for any events, it's open to all grades. Some activities can only be done for certain ages/grades
- Nursing students (second year) come in and speak about healthy eating, sleeping, handwashing and other various topics



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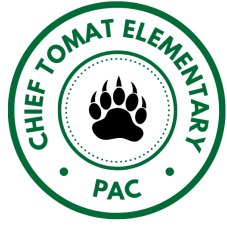
- Text messaging system to be sent reminders to parents; parent's may chose to opt in

Follow Up on Recent Events

- Back to School BBQ
 - Hard because of the day was first full day of Kindergarten; parent note
 - Felt like a party, and felt like a community; ballon arch and welcome sign were loved by all
 - Like the time of the event as it was early enough; may look into doing earlier due to quick set up and organization
 - Try and hold BBQ same day as staff meeting to have staff visit and mingle; some parents weren't aware teacher's were there and wearing name tags
 - Make sure who is selling tickets is half an hour early to make sure they are set up with the float and comfortable
 - Maybe have 3 tables: tickets. 50/50, sticker table to keep lines moving
 - Paynter's donated all fruit and veggies; gave back remainder to school for office and gathering room
 - Ice Cream truck gave 10% back to PAC; lots of community support for items
 - Really sat down and priced out various stores for best prices
 - Will have letters ready for donations
 - Super inclusive to all families/community; be able to have all families participate no matter costs is the PAC goal for all year

Fundraisers

- Mabel's Labels (**Sarah**)
 - On going; not a lot of traction
 - Keep in communication for the year
 - \$48 sitting in account; won't send cheque until account has \$50
- Colibri (**Kathi**)
 - We have sold \$349.82 in items already with a profit of \$125.48 coming back to CTE as we lose \$29 to shipping fees
 - Last day to place an order is October 2nd
- With Love Photography (**Shannon**)
 - May hand out paper copies
 - Gives a large percentage back to the PAC
 - Need to email or text to book an appointment; will be held at Shannon Lake
 - Will find out if the dates are only for Chief Tomat or for all school fundraisers



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- **Growing Smiles (Sarah)**
 - Plant fundraiser for 3rd season
 - Have reached out to set up, and will hopefully pick dates in the next few weeks
 - Will research where to set up for pick up due to activities booked in gym
- **Purdy's (Kathi)**
 - Will be done online only
 - Set up for November 27 deadline for parent's; with pick up in office second week of December

Upcoming Events

- **Hotdog day / Pizza day / hot lunch**
 - November 10 and December 1 dates for Hot Dog Days 2023; ask **Erin** to lead and **Stacey** will also help
 - Jennifer will get back to us about taking over Pizza Day; may keep Grade 5 to help support field trips and activities
 - Pizza day every week or add more vendors (keep on Wednesday due to Chef Sam schedule)
- **Munch a lunch**
 - Paper forms a week before to add to Munch a Lunch
 - Donation button will be added to buy any extra items
- **Halloween Dance**
 - Thursday October 26 is booked to use the gym
 - Touch base with Sam to share the gym as Taekwonda is happening; Can come in early to set up; during school hours
 - Approve **\$2,500 budget** (see above under Treasurer information) for DJ, Photo Booth (have a parent who will in touch base with); numbers based on last year Snowflake ball with a bit of cushion due to costs
 - Set up a sub committee; **Sarah** will lead and reach out to other parents who want to help out and than to volunteers
 - Sitting along perimeter, coat check available, small concession
- **Winter Market**
 - Izabela** will lead these events
 - Fall market October 19 and Winter market Nov 30; gym booked
 - Vendors are already reaching out; have vendors donate item for raffles basket
 - Will borrow tables from SD23
 - Add more vendors by removing MBSS Jazz band; will be able to have 30 vendors



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Other Discussion Items:

- Jennifer Casa-Todd Presenter
 - Tabled for now
- Dan Duncan
 - Various presentations held throughout year
 - Free to all SD23 families
 - Will post on social media for families; as well as community connections
- Copac school representative
 - Tabled until next meeting
- Events / fundraiser ideas between now and Christmas
 - Executive will run through an idea list but have many happening for the next few months; will ask for input from CTE families
- Gaga Ball Pit damage & maintenance
 - Looking into warranty and work order in to have fixed
 - Need to look into paperwork/agreement to see who maintains the Gaga Ball Pit in the future; may be the PAC as we paid for it
- Updates:
 - Outdoor LED sign
 - work order in to put App on Taniels computer
 - Parent Class rep
 - Teacher's were not interested and asked to think about the idea; Jennifer will bring it up again at next staff meeting
 - Questions around what the person can add/make a difference beyond based regular emails or agendas or Jennifer emailing a whole class quickly
 - How this parent will reach out to class (ie texting, emails, calling) and concerns around liability
 - Parent reps would get in the information from the PAC and present to other parent's within the classroom; such as fundraisers and events
 - PAC set up survey for parent's opt into the communication; have one parent to send out information so teacher's don't need to worry about the extra work



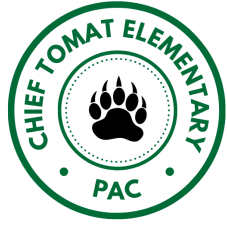
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Various Notes:

- Making sure that teacher's handout brochures that are placed in mailboxes
- Our main goal is to support CTE parent business or any community business, please reach out to us
- Teacher's funding and expenses in budget for PAC to help ease payments
- T-shirts to be done earlier in the year hopefully
 - Have an option on Munchalunch to opt out and one for sizes
 - Can base colour on particular events (ie pink shirt day)
 - Margarita** will take lead; Shannon will connect with Kristy to get information
- Can yoga and dance be brought in for experiences
 - Dance is in the curriculum
 - Yoga may be incorporated in classes for mindful breaks

Next meeting to be October 18 at 5:30 followed by Dan Duncan presentation 7-8:30 on Zoom in Chief Tomat Elementary

Meeting adjourned at 8:37pm and voted unanimously.



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Treasurer's Report

Meeting Date	September 27, 2023	Prepared by:	Shannon Tartaglia, CTE PAC Treasurer 2023/2024
Highlights Since Last Report	<ul style="list-style-type: none"> 🍷 Playground Loan Balance: \$5,955.32 🍷 Munchalunch has been set up to try to reduce PAC cash handling, reduce paper, and strengthen PAC communication. Target launch October 2023. 🍷 Welcome Back BBQ: PAC Profit \$419.05, including 50/50 profit. 🍷 Gaming: 2023/2024 Community Gaming Grant Application & 2022/2023 Gaming Summary Report have been submitted. Should hear about Gaming Grant in October. 🍷 Draft Budget has been prepared and is being reviewed by the Executive. Budget will be brought forward to the October PAC Meeting for discussion and approval (all CTE parents/caregivers can vote). 🍷 2023 Reporting Correction: In the February to June 2023 Treasurer Reports, an incorrect profit was reported for the Snowflake Ball. The correct profit was \$115.05 instead of the previously reported \$815.05 profit. All reported bank statements and other financial statements remain correct. 		
Reconciled Account Balances (Sept 26/23)	BMO Restricted Gaming Acct: \$165.00	RBC Restricted School Acct: \$150.00	BMO Unrestricted Community Acct: \$29,100.18
Unreconciled Cheques/Deposits	BBQ: (\$10.00)	0	Welcome Back BBQ: (\$751.45) PAC General Supply:) Munchalunch: (\$260.31) (\$268.80))
Anticipated Accounts Payable in October	0	0	Gaga Pit: (\$10,000. Halloween Event: 00) Bank Fees: (\$2,500.0 0) (\$2.50)
Anticipated October 31 Balance	\$155.00	150.00	\$15,317.12
Requests for PAC Funding Received Since Last Report	🍷 None		
Budget Related Discussion Items	<ul style="list-style-type: none"> 🍷 Brainstorming for fundraisers, what do we want to fund/plan/support in 2023/2024 – goal: keep equity/inclusion lens on. Will be built into the budget. 🍷 Recommend approving an interim budget for October budget items prior to formal approval of the 2023/2024 Budget at the October PAC Meeting. 		



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<p>Proposed Motions</p>	<p>👏 THAT the CTE PAC approved the following interim budget items:</p> <ul style="list-style-type: none"> 👏 A \$2,500 budget for a Halloween Dance or other Halloween related PAC hosted events. 👏 A \$500 budget for General PAC Supplies for the year. <p>Notice of Motion: That the CTE PAC 2023/2024 Budget will be presented for debate and adoption at the October 2023 PAC Meeting.</p>
<p>Carry Forward Budget Related Items</p>	<p>Motions Approved During May 2023 PAC Meeting:</p> <ul style="list-style-type: none"> 👏 THAT the CTE PAC will pay for half the cost of the fall 2023 Gymnastix Program up to \$2,500. 👏 THAT the CTE PAC would like to have more specific details on the inline skating program (dates, costs, how the program runs, who is included) and is willing to revisit in a future meeting.
<p>Treasurer Action Items</p>	<p>Ongoing:</p> <ul style="list-style-type: none"> 👏 Look into PAC Safe usability. 👏 Plan to attend the COPAC Treasurer Zoom Presentation on October 3, 2023. Look into Gaga Pit agreement and payment status with Mrs. Adamson Work with Mrs. Adamson to determine teacher/school funding for this year and where the PAC may be able to help. Work with the President to find out who pays/status of the COPAC annual fee for CTE.

2019 CTE PAC BYLAWS & CONSTITUTION – Treasurer Related Sections:



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<p>Treasurer Responsibilities</p>	<ul style="list-style-type: none"> 👤 Shall receive, collect and deposit all funds on behalf of the council in the council bank accounts in a timely manner. 👤 Shall keep an accurate account of all receipts and expenditures. 👤 Shall pay by cheques all bills and accounts which have been approved by the Council 👤 Shall submit a bank statement at each general meeting. 👤 Shall maintain an account at a recognized financial institution approved by the Executive. 👤 Shall have a basic understanding of accounting. 👤 Will have signing authority. 👤 Make financial records and books of accounts available at each PAC meeting to members upon request. 👤 Have the financial records and books of account ready for inspection or audit annually. 👤 With the assistance of the executive, draft an annual budget. 👤 Ensure that the application for Community Gaming Grant funds is completed and submitted on a timely basis. 👤 Prepare and submit as required by legislation, any and all reports regarding the expenditure of Gaming Funds. 👤 Ensure that another member with signing authority has access to the financial records and books of account in the treasurer's absence. 👤 Submit an annual financial statement at the annual general meeting. 👤 Responsible for organizing, facilitating and tracking teacher funding requests while working coordinating with the school administration team.
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**Section 11:
FINANCE**

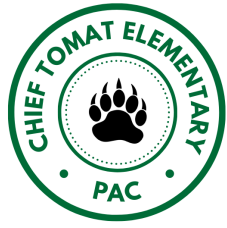
The annual fees for member Parent Advisory Councils set by the Central Okanagan Advisory Council at their June meeting shall be remitted to that council by the following Oct 31.

- 👤 Bank cards are allowed to be used for facilitating online banking for our accounts but must be in “view only” mode, making sure that there is no withdrawal, deposit or change functions.
- 👤 All money over and beyond the amount of \$100.00 will be presented and voted on by the Executive, then approved by a majority vote at a general meeting. All other expenditures may be made at the discretion of the Executive.
- 👤 The financial signing authorities shall be vested in the President, Vice-President and Treasurer, with two of the signatures required.
- 👤 In the event of dissolution of the Council, the funds remaining after all outstanding debts shall remain in the Parent Advisory Councils account until a new Parent Advisory Council is formed and elected.
- 👤 Books must be reviewed annually by a third party.

The financial year of the Council will be September 1st to August 31st

The Treasurer, with the assistance of the executive, will prepare a budget and present it to the membership for consideration at or before the October meeting each year. Notice of motion must be provided so that members are prepared to debate and adopt the budget at the next general meeting.

- 👤 The Treasurer and President are to sign and authorize each bank statement on a monthly basis, paying special attention to any deposit and withdrawals to make sure they align with the monthly activities.
- 👤 A Treasurer’s Report to all members shall be published in the CTE newsletter prior to the end of each school year.



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Principal's Report

September 27, 2023

Gratitude

- ♥ Thank you to all the families, staff and students for the smooth, positive start to the school year – it's going to be G.R.E.A.T (gratitude, relationships, excellence, all students, together)
- ♥ Thank you to the members of the PAC executive who were able to meet with me in the summer and share some of their ideas and hopes.
- ♥ Thank you to the PAC for the welcome treats, coffee, and decorations in the staff room for our staff.
- ♥ The Welcome Back BBQ was a huge success and so much fun! I loved the opportunity to connect and meet new families, parents, and caregivers. That was a huge amount of work and such a gift to our school community. Thank you to all of the volunteers as well. Well done CTE PAC!
- ♥ The gaga ball is a huge hit! Students have been taught the rules and each class has a day to play at lunch and recess. Work order is in for the broken door.
- ♥ Grateful to be asked to open our gym and school to provide a smoke-free area for families and young children to play during the last week of August.
- ♥ Thank you to everyone for the welcome and support as I started in the summer as Principal of CTE. The families, staff and students have been wonderful. I am very grateful to be the principal of this amazing school.

Updates/September Events

- ❖ New portable, gaga ball pit, moving of Gathering Room
- ❖ 303 students
- ❖ Staff updates:
 - 14 classroom teachers (including Mr. Maxwell and Mrs. Sikora who joined the teaching team)
 - Support Teachers: LAT (Mrs. Stafford); SEL (Mrs. Adams); Counsellor (Mr. Lewis M,W, F); 2 classroom support teachers; Resource teacher (Mrs. Zumbo); Librarian (Mrs. Brew)
 - PREP teachers: Music (Mrs. Prescott – Mon/Fri) PHE teacher (Mrs. Jeffrey – Tues/Wed) and Mrs. Brew
 - Each class will have the opportunity to be taught by a music specialist and the PE specialist, at least for one term
 - Winter Concert – Kindergarten to Grade 2; Spring Concert – Grade 3 to Grade 5
 - 9 CEAs
- ❖ COMMUNITY: We have had 4 assemblies to bring our school together, set expectations and to build our community – Welcome back and into new classes; Expectations (We are Wolverines!); Terry Fox and Truth & Reconciliation Introduction; Terry Fox Run
- ❖ Grade 5 leaders: Lunch monitoring, Playground helpers, Crossing Guards, Sous Chefs, Equipment sign-out, Announcements.