



PARENT ADVISORY COUNCIL

CTS PAC Executive Meeting

Date: April 18, 2011

Place of Meeting: Gret Dowd's house

Attendees: Duncan Cardinal, Gret Dowd, Melissa Nute, and Stacey Haase

Regrets: Ken Su

Next BOD meeting date: May 24, 2011 7:30pm

All BOD meetings will take place, unless otherwise noted, on the Monday, 8 days prior to the PAC OSM at 7:30pm. Location to be determined at previous months Exec meeting.

2011/2012 CTS Agendas

Gret presented the primary edition sample provided by "Student Planner". This company has provided us with the lowest quote for a comparable product to what is currently being used.

ACTION: Gret to forward all information to CTS Admin and wait for a response.

NEXT STEP: Once Admin has chosen a company/agenda, Exec and Admin will confirm custom content.

CTS Sign Messages

Sign messages for Apr/May have been noted.

Newsletter

Ideas for upcoming PAC Newsletter: Sign Changer request, 11/12 PAC Exec/SPC Call for Nominations reminder, Uniform sale date, PAC AGM date.

ACTION: Stacey to forward ideas to Marlee

ACTION: Stacey to ask Mrs. Adams to combine the PAC Newsletter with the CTS Newsletter. This would reduce the amount of emails parents are receiving.

PAC Exec 2011/2012

No nominations received at this point.

ACTION: PAC Exec to spread the word and seek out interested parents.

Grade 5 Recognition Legacies

Waiting for an email response from Kathy with regards to confirmation of a parent's interest in taking on the project.

ACTION: Stacey to send out requests via Class Reps if the above-mentioned parent is not interested.



PARENT ADVISORY COUNCIL

Review previous meeting actions/minutes

After School Programs – Stacey contacted the UVic Sports Co-ordinator. They would like more specific information, but are willing to help us find a soccer coach. Requested to contact them once CTS has a plan for a soccer club.

ACTION: Duncan to contact local soccer clubs for coaching info.

Reminder Letter for Teachers (classroom funds) – Melissa spoke to the Teachers individually, reminding them of their available funds. Teachers were grateful for the reminder, and hoped to have the funds requests in shortly.

New Principal 'wish list' – Duncan has completed the list and forwarded it to Sherri Bell.

Cash Management Procedure

Rationale – When a fundraiser involves the handling of cash the Exec would like to see a set of protocols in place. In the past money has gone missing and there have been discrepancies between money sent in and money collected.

Discussion – Ideally, all cash would be reconciled daily by two people. All cash would be kept in a safe (Admin's office?) until the Treasurer is available to collect it for deposit. Any discrepancies should be looked into the day they are noted.

ACTION: PAC Exec to create a set of protocols for Cash Management based on the discussion above.

Preliminary OSM Agenda discussed/reviewed

Meeting adjourned