



PARENT ADVISORY COUNCIL

CTS PAC Board Of Directors Meeting

Date: September 2, 2010

Place of Meeting: Gret Dowd's home

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

Regrets: Ken Su

Next BOD meeting date: September 13th, 2010 7:30pm Gret will host

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 BOD meeting.

Safe Arrival

BOD feels that the program does not run effectively without fully committed volunteers. The opinion is that it provides a false sense of security, and the responsibility of running the program should fall onto the school/administration.

ACTION: Bring up at the PAC OSM and put to an opinion vote.

Finances

Melissa plans to meet with our prospective Account Manager next week to discuss protocol for changing signing authority. Once protocol is established, Duncan and Gret will follow the outlined steps.

Motion: To purchase 2 cash boxes, up to the value of \$50 total, from the PAC BOD Operating Budget.

Proposed: Stacey Haase 2nd: Melissa Nute **Approved** (unanimously)

Entertainment Guide

New dates: Fundraiser runs from Sept 13th – 24th

Books arrive at school this week and will be distributed to students on Sept 13th.

Sept 14th Liz Savoy assembly

Organised Fundraisers: Sept 18th-19th Table at Oak Bay Safeway

Sept 25th-26th (yet to be confirmed by Kathy) CTS Drive Through Sale

Volunteer request going out to previous years Class Reps (via Gret/Nikki).

Welcome Back BBQ

September 21st 6:30pm

Set up two tables to be used for asking parents/guardians permission to have the PAC/Class Reps contact them for School/PAC related items. This will also aid with the building Class Reps lists.

ACTION: Duncan to request 2 tables to be set up for PAC use.

ACTION: Stacey to create PAC Contact and Teacher/Division information sheets for the tables

CTS Handbook and Student/Parent Responsibility Agreement

Discussion: Responsibility Agreement wording. Adding a statement re: Parent Expectations – 10 hours of volunteering.

ACTION: Duncan to reword agreement.



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School Planning Council

Duncan has accepted the PAC BOD School Planning Council member position. Thank You Duncan!

Committee Heads

Looking for a Social Night Coordinator.

ACTION: Stacey to add to the PAC OSM Agenda

Newsletter

ACTION: Duncan to submit a brief synopsis of the 2010/2011 PAC Budget as well as an introduction of the Co-Chairs to Marlee for the Sept/10 PAC Newsletter.

PAC OSM Sitters

ACTION: Ken? to ask OSC staff if anyone is interested in providing childminding.

School Sign

BOD agreed to plan the dates and wording for the sign change at the monthly BOD meetings.

ACTION: Ask for Sign Volunteer at PAC OSM.

Duncan will take on the responsibility until someone else steps up.

Meeting adjourned



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Finances

Melissa met with our BMO Account Manager – Cole Chappell to clarify the process to change signing authority. Melissa drafted a letter stating that Duncan and Gret will be the new signing authority, removing Stacey and Maia. Letter was signed by Duncan and Gret and will be delivered to BMO to be kept on file.

A "Inquiry Only" bank card will be issued so Melissa can have the ability to view the bank accounts online.

Gaming Funds / Teacher requests

ACTION: Melissa to draft a letter for the Teachers explaining the changes as to how the gaming funds will be issued. It will also remind the Teachers of the \$100/div that is to be applied for in advance.

CTS Handbook and Student/Parent Responsibility Agreement

Duncan has reworded the agreement and has been forwarded to Kathy for review.

Newsletter

ACTION: Duncan to submit a brief synopsis of the 2010/2011 PAC Budget as well as an introduction of the Co-Chairs to Marlee for the PAC Newsletter.

Discussion: Adding the PAC Newsletter to the CTS Newsletter. Rationale: Parents are getting inundated with information. This way, once a month, parents will get all of the info they need in one shot. Also, by combining our efforts, we feel that it will show that we are working toward a more cohesive atmosphere with the school as a whole (PAC working w/ CTS instead of on our own)

ACTION: Gret to run suggestion past Kathy

PAC OSM Sitters

Sarah Campbell has confirmed she will do the Child Minding for the OSM's. Gret's daughter will act as an assistant.

A First Aid kit has been purchased to be on site at all times.



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Entertainment Guides

Melissa and Stacey will collect orders daily. Melissa would like to deposit the money daily. All money will be accounted for and signed off daily by two people.

Welcome Back BBQ

Two tables will be provided at the BBQ for PAC use.

ACTION: Gret to contact Greta about manning the tables.

School Sign

Created up-coming sign messages for Sept/Oct.

ACTION: Duncan to create an online "Google" calendar to keep track of sign messages

Rental Dates

Rentals for the 10/11 PAC OSM's, Halloween Dance, Craft Fair and Bottle Drive have been booked
Discussion: PAC Social dates.

The following dates have been selected for the PAC Socials: Dec 1/10, Jan 28/11, Feb 25/11,
Apr 1/11, Apr 29/11, May 27/11

The Year-End Dance will be on June 24/11.

ACTION: Stacey to request dates to be booked via CTS office.

Preliminary OSM Agenda reviewed

Meeting adjourned