



Chute Lake Elementary Parent Advisory Council (PAC) Agenda

Date: February 22, 2024 7:00pm

Location: CLE Library

Email CLE.PacPresident@sd23.bc.ca with additions to the agenda, questions or comments.

Jack Gordon
Kelly Lee
Nicola Baker
Laura Bushell
Kara Malcolm
Lisa Gordon
Gurp Hayher
Benita Crombie
Angela Brown (arrived 7:15)

The Chute Lake Elementary Parent Advisory Council acknowledges that this meeting is being held on the Traditional, unceded Territory of the Okanagan People.

All CLE Parents are members of the PAC and encouraged to attend meetings.

1. Call to Order by Jack at 7:02/ Welcome & Acknowledgements
2. Approval of Agenda – February 22 2024
Motion: To adopt the agenda of February 22, 2024 by Nicola, 2nd Laura, approved unanimously
3. Approval of January 18, 24 PAC Meeting Minutes
Motion: To approve the minutes of CLE PAC Annual General Meeting by Kelly, 2nd Nicola, approved unanimously
4. **Community Discussions** – Opportunity for questions & comments from CLE parents and caregivers.
 - a. School liaison officer is supposed to be doing patrols in the morning regarding traffic safety around schools. Once officer was seen recently. Will be going into enforcement around drop off and pick up regarding speeding and parking too close to crosswalks.
5. **CLE Admin Update – Principal Gurp Hayher & Vice Principal Benita Crombie**
 - a. See attached Principal's Report
 - b. Family Skate was a success with good turnout. Thanks to Care Dental for their sponsorship!
 - c. Robotics Club—big interest, may need more sets in the future!
 - i. K-3 students will be introduced to coding during library time
 - d. Enrollment projected to be down to 400 for next year so may lose a division
 - i. Discussion as to whether our portable classroom will be moved or not.
 - e. Family Reading Survey
 - i. Families are looking for ways to support literacy at home through games and activities
 - ii. Discussion among staff as to how it can be supported in ways that don't involve screens

1. Games in library that students can play with their big buddies and can also be taken home.
2. More info to come regarding the plan

6. Executive Position Opening – Secretary

- a. Dave Cartright has resigned as secretary. Thank you to Dave for all his time and effort at CLE and throughout Kettle Valley
- b. Plan to put a call out for secretary
 - i. Only 2 more meetings that will require minutes

7. Gaga Ball Pit update

- a. Kelly & Nicola met with City of Kelowna
 - i. If we want to partner with the city for this, (\$20,000 partnership where we can provide more funds than that)
 - ii. Will be a long complicated process, need to use approved contractors etc.
 - iii. Unsure of what pricing will be, City is wanting more expensive equipment installed that requires less maintenance
 - iv. City has done one Gaga Ball Pit in Rutland that we could look at
- b. Other groups also interested in upgrading Curlew Park, discussion in Upper Mission Facebook groups so if another group wants to take it over, we as a PAC could donate to it.
- c. Playground grants available to other non-profit groups outside of the school system
- d. Need someone who is passionate about this role that can advocate for this project
- e. Alexandra Lightman was looking to create opportunities in the community for families with young children

8. Morning Coffee – April 2nd or April 8th?

- a. Sponsorship for \$250 – Kettle Valley Dental Dr. Brown
- b. He is unable to attend as he will be working, so we need to pick a date
- c. First Tuesday back after spring break 0- -April 2nd
- d. Kelly able to pick up the coffee
- e. 2 tables one in front and one at back

9. Staff Appreciation Year End Event

- a. Charcuterie went over really well last year
- b. Need to set a date for this possibly June 25, will confirm (talent show is also this day)

10. Volunteer & Event Chairs – updates

- a. **Grade 5 Committee**
 - i. Gr 5 Committee Finances Management
 1. Grade 5 finances have been run through the school so it has been difficult to keep track of and there have been some mix-ups as to where the money went
 2. All grade 5 finances will now go through the PAC treasurer so we can keep track of it
 3. The hope is that each graduating class will leave at least \$500 in their account for the following year. PAC contributed that amount this year to start the process

- ii. **Motion: The Gr 5 Committee finances and any future deposits will be completed using CLE PAC bank accounts and oversight by the CLE PAC Executive proposed by Jack, 2nd by Nicola, approved unanimously**
 - iii. Grade 5 Dance was a big success. Notes taken to pass on for next year.
- b. **Hot Lunch**
 - i. **New Hot Lunch Co-Coordinator for 2024-25**
 - 1. Kara will be stepping down from the hot lunch role next year
 - 2. Tiffany Waite will be taking over next year, Kara will be helping with the transition
 - ii. Dawn will be remaining in her role next year, Maggie will continue helping on site and Laura will be helping with social media
 - iii. Hot lunch will go until April due to lack of volunteers last year
 - iv. 8 Vendors that are reliable, a few new ones to try for next year.
 - v. Discussion as to how much profit we are making per item, may need to increase prices
 - vi. Grade 5 will be running some pizza days for fundraisers
 - vii. Call out for more volunteers, and there have been enough
 - 1. Reminder emails being sent out and reminders for volunteers to let Dawn know if they can't make it
- c. **Family Free Skate – Feb 19, 2024 4:15-5:15 at Capital News Centre**
 - i. **Sponsored by Care Dental – Thank you!**
 - ii. 91 individuals signed up
 - iii. Skate Rentals were not available, which meant some people showed up and could not skate. Needs to be specifically confirmed for next year.
- d. **Carnival – Date: May 24, 2024**
 - i. Sponsorship Packages available!
 - 1. Title sponsor and 2 additional sponsors have been secured
 - a. Title Sponsor: Jeff Ishkanian with Kelowna Lifestyle Homes
 - b. Gold Sponsors: Alta Vie Health & Chiropractic Clinic and Kettle Valley Family Dental
 - c. One more sponsor pending so far
 - 2. Email carnival address clespringcarnival@gmail.com if anyone would like to sponsor
- e. **CLE Movie Nights – CLE PAC Trolls Family Movie Night**
 - i. Wednesday, March 13, 2024, 5:30pm- 8pm, Movie: Trolls Band Together (PG)
 - ii. Order Tickets, Food & Drink, and Snacks Packs at clesharks.ca
 - iii. Craft TBD suggestion to make friendship bracelets
 - iv. 50/50 wasn't successful last time as we didn't have volunteers to sell it, and so we will not be doing this
- f. **Volunteer Opportunities with the PAC**
 - i. Carnival committee – email clespringcarnival@gmail.com
 - ii. Hot Lunch – sign up when ordering
 - iii. CLE PAC Trolls Movie Night
 - 1. Volunteer sign up on hot lunch website when you book tickets

11. Fundraisers

- a. Spirit Wear – completed
- b. Basil Cooper – completed
- c. **Purdy's at Christmas/Easter-Deadline Feb 26, 2024**
 - i. **Order at <https://fundraising.purdys.com/1411406-115885>**
- d. Mabel's Labels - ongoing
- e. Bottle Drive at Bottle Depot- ongoing
- f. **West Coast Seeds- Completed**
 - i. Sold: \$397.06, Raised: \$158.82 – to be paid to CLE PAC by West Coast Seeds
 - ii. Watch for notice when seeds arrive
- g. **Krispy Kreme Donut fundraiser**
 - i. CMS did band fundraiser that was successful 250 box minimum, \$5 profit per box selling them at \$15 per box.
 - ii. May would be a good time to do it, or at Carnival or Garage sale.
 1. Kelly and Kara will be coordinating this

12. Treasurer's Report & Budget – presented by Angela

- a. **Discussion around spending being higher than fundraising, need new parents and new fundraising opportunities**
- b. Year to date we have \$50,773.31 of income, and have expenses / spending of \$49,720.62. Creating a current profit of \$1052.69, not including gaming. There are outstanding checks in the amounts of \$5599.73, putting the PAC into a loss position of \$4547.04 YTD.
- c. We had budgeted a loss of \$9560, (including gaming) so probably right on track for where we had forecast to be.
- d. Looking at the bottom of page 3 of the report, you can view the current cash flow;

Gaming Account \$12,158.75
Operating Account \$37540.71
Savings Account \$25,509.57
Grade 5 Fundraising Account (new!) \$50
- e. While still in a strong cash flow position, I would encourage us to think of new ways to engage the current parent group, as the spending will exceed the revenue this year, and will continue to exceed the revenue if additional opportunities are not explored.
- f. Updated on actions taken since our last meeting
- g. We have met with the administration and arranged that we will pay for bussing quarterly.
- h. The PAC treasurer will take on the Grade 5 account moving forward, and I have taken the appropriate actions in the book keeping to record Grade 5 transactions separate from the PAC operating accounts.
- i. **Motion: to approve the Treasurer's Report by Kelly, second by Laura.**

13. COPAC Update presented by Nicola

- a. White Hatter Digital/Online Safety online event March 5th @ 6:30pm
- b. Tues April 23 Cyberbullying

- i. 900 spots for SD23 for parents in our district, login to attend
- ii. Option to set up watch party at the school

14. Motion to adjournment at 8:30 by Nicola, second Kara.

Future Meeting Dates: CLE PAC General Meeting

April 18, 2024, 7:00pm Zoom, for purposes of Carnival