



Cedar Grove Elementary PAC Meeting Minutes

Meeting Information		
Date: Wednesday Sept 12, 2019	Time: 7:00 – 8:55 pm	
Chair: Christine Hardt	Recorder: Christine Hardt	
Attendance (23)		
Tracy Aiken , Chair	Eliina Friesen, Vice Chair	Lyle Magnus, Treasurer
Christine Hardt, Secretary	Olwen Cowan, Principal	Sue Girard, School Board Trustee
Tamara Hedden	Karen Graves	Aja Plows
Dan Tsuji	Lucy Yoo	Scott Davis
Linda Shute	Courtney Facchin	Tara Robens
Denielle MacDonald	Nick Weber	Lisa Patterson
Dawn Bartlett	Katy Latham	Nicole Arnett
Urszula Dragowska	Yoshiko Beauchesne	
Regrets:		
Housekeeping	Action Items	
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: Rubbermaid containers, raffle		
4. Minutes from last PAC meetings: June 5, 2019 Revisions: None Motion to Approve: Lisa Patterson, Seconded by: Aja Plows		
5. Outstanding Action Items: <ul style="list-style-type: none"> • Raffle – Completed in June • Barry to investigate options for book bag order – Completed, Barry ordered the bags • Old fridge removal – Completed • \$250 request for summer reading program book bags – Request cancelled by Barry Krangle at end of June, advised that the school paid. • Thank you card for Courtney’s parents’ donation to breakfast program – Completed • Request for student involvement in PAC – pending • Courtney to purchase Rubbermaid containers and re-organize the kitchen. - pending 		
6. Regular Reports	Action Items	
6.1 Chair’s Report: Tracy Aiken <ul style="list-style-type: none"> • School Gear: Online apparel website has been up and running since June. A selection of sample sizes have been ordered and will be put on display. • Teacher Wishlist: request forms have been circulated to the staff • Bridge the Gap Math – The PAC Chair from Gibsons Elementary is considering having the author of the book come and do a work shop for parents. Has asked if we are interested in hosting with them. Eliina suggested that we might wish to purchase a couple copies of the book for the school library. 		
6.2 Treasurer’s Report: <ul style="list-style-type: none"> • Bank Balance: \$12,000 • Gaming Account Balance: \$11,100 • Received a thank you letter from the recipient of Cedar Grove’s bursary; letter was read to all present • Received receipt from M. Stevens for last year’s teacher wish list purchase • If submitting receipts for reimbursement, please use the reimbursement form. If leaving IGA receipts in the treasurer’s box for purchases on the PAC account, the receipts should have notes on them as to what it was for and what budget it should come from. 		

<p>7.3 Principal's Report: Olwen Cowan</p> <ul style="list-style-type: none"> • Has had a great first 2 weeks • Enrolment increased a bit, have 246 students – not including Share, Shine and Field • Kids are quite settled in their new classes • 3 new teachers this year: Meghan Hewitt, Gordon Tultz and Signy Bjarnason • Parent welcome night is planned for October 3rd with hard end at 6:30 and then funnel parents into Library for PAC meeting. • Orange shirt day is coming up on September 30th, will have an assembly to explain the story of orange shirt day. • Winter production will be Dec 17th matinee and Dec 18th evening. It will look different this year, some teachers and Ms. Cowan will organize it in a more traditional way. Each class will come up and sing a song. • 'West Coast recess' will be observed, please send kids with boots, jackets and umbrellas. • Division 9 is nut free this year; the rest of the school is ok to have nuts. Children will be told not to share snacks on the playground. • 2 proposals from teachers: <ul style="list-style-type: none"> ○ Request to finance an emergency GPS beacon. Older grades often go on trips outside of cell range and 1st priority is safety (2nd is fun!). Cost is \$400, requesting assistance to purchase the GPS beacon. ○ Ms. Calvori does a baking program every Friday. Over the year she spends approximately \$250 on baking supplies, requesting money to support the baking program. • School calendar for teachers has been shared with PAC for addition to the online calendar. 	
<p>7.4 School Trustee Report: Sue Girard</p> <ul style="list-style-type: none"> • New school year, so getting everything started up • New strategic plan has been launched; Patrick will attend the October 3rd meeting to present • Swore in the new student, Jessica Carol, from Elphinstone Secondary • New school district website is now up and running, still ironing out some kinks. It includes the new branding, strategic plan, etc. • A few students from Halfmoon Bay did a public service announcement on 91.7FM re road safety and school buses, check it out on utube. • BC Children's Literacy Team has selected SD46 to be one of 5 rural districts interested in working to improve Mental Health & Wellness in their community (there is a strong focus in the new strategic plan, which speaks to a holistic approach to wellness.) • Patrick Bocking will attend our next PAC meeting to present the new strategic plan. Every 4 years the school district develops a new plan. • Beginning work on the environmental action plan and looking at how to implement it in our schools • After a mediation break, talks will resume with BCTF. • Ministry of Education has identified childhood mental health as a priority • All school board committees will be run on the 4th Tuesday of each month, meetings will run back to back all day and parents are always welcome to attend. 	
<p>7.5 DPAC Report: Scott Davis</p> <ul style="list-style-type: none"> • DPAC is the 'District PAC', it is the next level up from PAC and they discuss issues across all schools for all ages from Kindergarten to Gr 12 • Scott represents our school to provide a voice and bring back updates • Upcoming speaker that DPAC is bringing in is Andrea Sinclair, to discuss the parent voice. Eliina explained that she heard this speaker at the BCCPAC conference; she will explain the steps in how to have your problems resolved. • Reminder to register for BCCPAC, we owe \$75. Eliina advised that she completed our registration. • Next DPAC meeting is Sept 26th at Elphinstone, 7pm 	

8. Old Business	Action Items
<p>8.1 Mural: Last year we approved to spend up to \$4000 on a school mural which we had hoped would include student involvement in painting it. So far we have paid \$3000 and the mural is not quite finished. We are not certain where this was left off.</p>	<p>Ms. Cowan will follow-up with the mural artist.</p>
<p>8.2 Student Voice: Last school year we received a letter from a grade 7 student who was requesting for students to have input in PAC decisions. We had asked her to attend a meeting, but unfortunately she was not able to and now she has moved on to Elphinstone Secondary. Discussed options for including students in the PAC. Some ideas that were offered were:</p> <ul style="list-style-type: none"> • ask kids to attend PAC meetings, though some felt the discussion is not always suitable for our children • parent volunteer to run a kids advisory committee that reports to the PAC, this means we would need to find a parent to do this • agreed that it would be good to have accountability with the students for the money we spend, ideas for fundraisers from the kids would be good, and maybe they would help • Suggested going around to the classrooms to ask for ideas/input, Tara volunteered to do this. All present felt this was the best option. Tracy will email questions to Tara, and then Tara can talk to the classes and present the answers at PAC meetings. 	<p>Tara volunteered to talk to classes and obtain student input for PAC events; Tracy to email questions to Tara.</p>
<p>8.3 Nut Ban: Update was provided in principal's report; only division 9 is nut free this year.</p>	
9. New Business	
<p>9.1 Hot Lunch:</p> <ul style="list-style-type: none"> • Courtney and Christine provided an update on changes to the hot lunch program this year. Hot lunch will now be offered on a monthly basis for ordering (instead of quarterly). Planning to offer pizza, subs, sushi, chicken strips/Caesar salad and perogies (parent volunteers will make the perogies), plus we will be adding edamame to sushi day. All hot lunch containers are recyclable. • We are still looking for volunteers to assist with hot lunch. • Due to a governmental change in banking policies, Pay Pal is now considered to be an online bank. In order to continue using PayPal our account requires significant validation of identity, using personal information from our PAC members. This process would need to be repeated with changes in the PAC executive every year. Our account was shut down in June, and the decision has been made to stop using PayPal. The HotLunch online website vendor has advised that many schools are having this issue, and they strongly recommend moving to using Bambora, an online payment processing company. This would allow parents to pay for hot lunch with their credit card, and it would not require an account. Lyle is currently working to get the PAC set up with Bambora, then Christine will set it upon the hot lunch ordering system. 	
<p>9.2 Class Reps: Karen has found some class, but is still working to finalize. She advised that she needs a list of the divisions and an email list for the classes. Discussed options and advised that each class rep should be responsible for obtaining a class list and email addresses, either from the teacher or Theresa.</p>	
<p>9.3 Budget Planning/Group Brainstorm:</p> <ul style="list-style-type: none"> • Reviewed last year's budget amounts and discussed options for this year's budget. • Reviewed last year's fundraisers and decided not to offer chicken for sale this year, as orders were quite low. • We will do a raffle again this year but will offer the tickets for sale for a longer period of time, and we will also do hanging basket sales for spring/mother's day. Tamara provided details on another new fundraiser, advent calendars from a local chocolatier. All present liked the idea. • Discussed the school family BBQ and decided to have it in May • A burger and beer night was suggested but will require volunteers to organize; tabled for discussion at a later time. • PAC Executive will prepare the draft budget and present it for approval at the October meeting. 	

9.4 Spending Decisions:		
<ul style="list-style-type: none"> • Motion: <i>Lisa Patterson motioned to spend \$400 on the requested emergency GPS Beacon, seconded by Eliina Friesen.</i> Motion was approved. • \$250 request for baking supplies; discussed that this is not a teacher wishlist request. Suggestion was made that this could come from our breakfast program budget. Courtney will follow-up with the community schools program to see if their breakfast funding could be used to fund the muffin baking. Asked that Ms. Calvori keep her receipts as we can get this funded, we just need to determine which funds we can use. 		<p>Motion Passed: Spend up to \$400 on emergency GPS beacon</p> <p>Tabled to next meeting: \$250 Baking Supplies</p>
Meeting Adjourned at: 9:00pm		Next Meeting: October 3, 2019 at 7pm

Attachments: Financial Report – YTD Ending Aug 31, 2019

Cedar Grove Elementary School PAC

Actual Results to Budget

Year Ending August 31, 2019

	2018/19 Annual Budget			2018/19 YTD Actuals			Variance to Budget
	Revenues	Costs	Net	Revenues	Costs	Net	
REVENUES							
Fundraising:							
Hot Lunch	\$36,000	(\$30,000)	\$ 6,000	\$ 32,926	(\$28,693)	\$ 4,233	(1,767)
Popcorn	3,000	(1,500)	1,500	2,512	(1,639)	873	(627)
Progressive cards	1,500	-	1,500	1,376	-	1,376	(124)
Concessions (Movies, BBQ)	1,800	(1,300)	500	1,965	(1,366)	599	99
Purdy's	500	-	500	601	-	601	101
Craft night (plates)	600	(600)	-	310	(292)	18	18
Vesey bulbs	2,000	(1,000)	1,000	1,301	(651)	650	(350)
Chicken sales	6,000	(5,500)	500	4,263	(3,838)	425	(75)
Carnival / lantern festival	5,000	(2,000)	3,000	3,595	(1,729)	1,866	(1,134)
Family dance	3,000	(1,500)	1,500	1,812	(548)	1,264	(236)
CGE gear / clothing	500	-	500	-	-	-	(500)
Raffle & 50/50	4,000	(1,000)	3,000	4,250	(1,882)	2,368	(632)
Yearbooks	2,000	(2,000)	-	892	(954)	(62)	(62)
Miscellaneous	-	-	-	650	-	650	650
	65,900	(39,900)	19,500	56,453	(41,592)	14,861	(4,639)
Parent donations			1,000			986	(14)
TOTAL REVENUES			20,500			15,847	(4,653)
EXPENSES							
Administrative Gifts			200			-	200
Babysitting			200			60	140
BCCPAC (fees & conference)			75			525	(450)
Breakfast Program			1,000			-	1,000
Bursary			1,000			1,000	0
Contest Prizes			200			-	200
Grade 7 donation (Grad)			250			200	50
Miscellaneous			500			443	57
PAC Website			150			102	48
Parent Education			500			241	259
Playground / story garden			500			414	86
Body Science Education			2,000			1,585	415
Teacher Appreciation Lunch			150			45	105
Teacher Wish Lists			3,000			2,320	680
Emergency kits - replenish			500			-	500
Mural			4,000			3,000	1,000
Popcorn machine			2,500			2,118	382
Tables			1,000			-	1,000
Kitchen counter / cart			460			460	0
Discretionary fund			9,000			-	2,215
Sets for Christmas show						5,000	
Fridge						1,008	
Sports day lunches						777	
TOTAL EXPENSES			27,185			19,298	7,887
NET PROFIT - Current year			(6,685)			(3,451)	3,234
Bank account (plus SD46 a/c)- opening balance			16,700			16,715	15
Less: Gaming account transactions **						(1,368)	
Bank account (plus SD46 a/c)- closing balance			\$ 10,015			\$ 11,896	1,881

** Deposited to / paid from gaming grant account.
(net revenue from 50/50 = \$107.50 and raffle = \$2,260.30).