



## Cedar Grove Elementary PAC Meeting Minutes

Meeting Information		
<b>Date:</b> Thursday February 6, 2020		<b>Time:</b> 7:00 – 8:40 pm
<b>Chair:</b> Tracy Aiken		<b>Recorder:</b> Christine Hardt
Attendance (14)		
Tracy Aiken , Chair	June Metz, Treasurer	Christine Hardt, Secretary
Olwen Cowan, Principal	Sue Girard, School Board Trustee	Lisa Patterson
Nick Weber	Tamara Hedden	Scott Davis
Courtney Facchin	Warren Brander	Michelle Crandlemire
Linda Shute	Eliina Friesen	
<b>Regrets:</b>		
Housekeeping		Action Items
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: None		
4. Minutes from last PAC meetings: Revisions: none Motion to Approve: Scott, Seconded by: Lisa		
<b>5. Outstanding Action Items:</b> <ul style="list-style-type: none"> <li>• Tracy to post Healthy School handouts on PAC website. – <b>In Progress</b>, posted on Facebook, website is pending.</li> <li>• Tracy to draft a communication plan – <b>Completed</b>, to review at this meeting</li> </ul>		
6. Regular Reports		Action Items
<b>6.1 Chair’s Report: Tracy Aiken</b> <ul style="list-style-type: none"> <li>• June Metz has accepted the treasurer position until the end of this school year.</li> <li>• Eliina has stepped down from her Vice Chair position as she has accepted a teaching position with the district and per the constitution PAC executive members cannot be school district employees. If anyone is interested in filling this vacant position, please let Tracy know.</li> <li>• Lots of exciting fundraisers coming up. Just had a movie night, and lantern festival is coming up.</li> <li>• Jacquie Shelemey, president of SC Teacher’s Association will attend the next meeting as a guest speaker</li> </ul>		
<b>6.2 Treasurer’s Report: June Metz</b> <ul style="list-style-type: none"> <li>• There is no report tonight as June has just accepted the position and is getting settled. First report will be at the next meeting.</li> </ul>		
<b>7.3 Principal’s Report: Olwen Cowan</b> <ul style="list-style-type: none"> <li>• Thank you to Tamara and Lindsay for putting together Christmas hampers</li> <li>• Thank you to Jen MacInnes for organizing the amazing winter production.</li> <li>• 5 new students registered at Cedar Grove since school started in January</li> <li>• Literacy week just wrapped up and are hoping to have even bigger and better events next year</li> <li>• Teachers are now working with Paula Howley who is here until after spring break.</li> <li>• Sex education is starting with Jessie Wollen after spring break.</li> <li>• Thank you to parent volunteers for coaching basketball; we would not have teams without them.</li> <li>• Kids may have come home talking about tampons and pads; it is part of a new provincial law to provide them in all public washrooms.</li> </ul>		

<ul style="list-style-type: none"> <li>• A learning team has been put together at Cedar Grove, consists of Olwen, a student support teacher, the school counsellor Mr. Apple, Ms. Calvori and Ms. Hewitt, with a professor/inclusion person named Shelli Moore. For 3 sessions and a couple more next year, will be working with Shelli and other schools to look at how to include divergent learners and all kids. Video from Shelli Moore’s website was presented to provide an overview of inclusion: <ul style="list-style-type: none"> <li>○ Institutionalization separates children from their families</li> <li>○ Movement was made to welcome people with disabilities to be included in their families and communities</li> <li>○ Equitable access to community education</li> <li>○ There has been a shift from segregated to integrated schools and classrooms – but we need to do better. Just being together is not enough</li> <li>○ Now need to move from integration to inclusion</li> <li>○ For further information, go to: <a href="http://www.fivemooreminutes.com">www.fivemooreminutes.com</a></li> </ul> </li> <li>• On March 11, Kerry Mahlman will be here to talk about indigenous education, 6:30pm at the Cedar Grove Library</li> </ul>	
<p><b>7.4 School Trustee Report:</b></p> <ul style="list-style-type: none"> <li>• Students from India were here from Sacred Heart Academy, they visited Elphinstone.</li> <li>• The board is now holding a full day of committee meetings each month, but not located at the school board office as they are renovating their space.</li> <li>• Sue is now the chair of the education committee.</li> <li>• Movie night at our school went well, she attended with her grandson</li> <li>• Attended the Cedar Grove Christmas concert; it was a wonderful show</li> <li>• The school board started school tours in January; they are visiting each of the schools to check in and see what is new.</li> <li>• Transportation meeting – discussing extended the arm on the school buses. Studies show a 55% reduction in traffic flow around the bus when the arm is longer. RCMP will also start riding on school buses and taking down license plates of people who pass the stopped bus. There has also been discussion about community speed reduction programs.</li> <li>• North vs. South school hockey game was held January 22nd at Gibsons Arena, North won 3-0. Last year South won, so it is nice to share it back and forth.</li> <li>• Compliments on the Cedar Grove school website, it is looking great!</li> </ul>	
<p><b>7.5 DPAC Report: Scott Davis</b></p> <ul style="list-style-type: none"> <li>• The DPAC meeting was held January 23<sup>rd</sup> at Elphinstone</li> <li>• Kate Kerr presented about the middle years development index. Compared data between the areas on the coast and found significant differences. Are looking into it.</li> <li>• Maria Hampvent from SD46 presented on behalf of the board. They are looking into dash cams on the buses to capture license plates of vehicles that pass the bus. West Sechelt has been approved for a school expansion,</li> <li>• Patrick Bocking reported on what been happening in the district, such as the Nutcracker which a lot of students attended. Negotiations are still underway with the teacher’s union.</li> <li>• Nicholas Weswick presented on the school budget. There is surplus rom last year that is carrying over to the next school year, are asking PACs what they would like the money spent on.</li> <li>• Marilyn Bains spoke about healthy schools. Mental Health is an important focus. Sunshine Coast has been selected as a possible site for a Foundry centre, which provides services to youth aged 12-24. Resources and services for youth are all housed at one location, with a strong focus on mental health. They help to fill significant gaps in community support.</li> <li>• Chair’s report – family engagement at secondary schools, they are interested to invite elementary Pac members to attend their meetings so people with kids moving to high school can learn what is happening there ahead of time. Open to parents of grade 6/7’s</li> </ul>	

to help with student transition to high school.	
<b>8. Old Business</b>	<b>Action Items</b>
<b>8.1 Movie Night Follow-up:</b> <ul style="list-style-type: none"> <li>• Didn't bring in as much money as expected, but there was a huge improvement in the kids behavior. This movie was shorter, and not a large volume of grade 6/7 students.</li> <li>• Tracy and June ran the concession.</li> <li>• Had some issues with the audio cart and getting sound, but were able to get it going by movie time.</li> <li>• Kids had fun; nice to see kids helping with set up and clean up.</li> </ul>	
<b>8.2 CGE PAC Communication Plan:</b> <ul style="list-style-type: none"> <li>• Cedar Grove is planning to go paperless. It was discussed at our last meeting and Tracy took it away and developed a draft communication plan (attached).</li> <li>• Reviewed and discussed the draft plan. In general everyone agreed that notices can be sent paperless and order forms will need to be a blend of online and paper.</li> <li>• A blend of different online communication will help us to reach more people, i.e. Emails, Instagram, Facebook and the PAC website. It was suggested that a school app would be a great tool for communication, similar to what Elphie uses.</li> <li>• Discussed using class reps to send out email communications vs. asking Theresa. Noted that not all class reps are consistent in sending out the communication. Olwen advised that it is quick and easy for Theresa to send the email, so it is ok to have the school send out the communications from the PAC. It was suggested that we should coordinate our communications into a monthly newsletter if possible, and only send individual adhoc emails as needed.</li> <li>• Question re how to advertise to other schools? For lantern festival everyone felt that the paper notices may work best.</li> </ul>	
<b>8.3 Lantern Festival Update:</b> <ul style="list-style-type: none"> <li>• Have got Salt &amp; Swine food truck, dessert table, theme is galactic glow – extraterrestrial theme! James Elliot is heling with putting LEDs in lanterns and a mission impossible type laser maze. Hoping that the focus this year will be more on the forest walk and that it is early enough in the year that it will be nice and dark – going to take advantage of the darkness.</li> <li>• Fire Dancer will be there, as well as a hoola hoop performer.</li> <li>• Will start advertising on Facebook pages and have put ads in the paper.</li> <li>• Scavenger Hunt – local business sponsor, kids go on a hunt. Will use LEDs for the signs this year. So far Tamara has found 8 sponsors.</li> <li>• Have donations for jolly jars but they still need to be made.</li> <li>• Will send out a volunteer sign up list</li> <li>• Need to advertise to other schools and strong start.</li> <li>• Some sponsors have asked how to receive a tax receipt. Christine and Tracy advised that the process is currently being changed. See 'addition to agenda' topic for decision.</li> </ul>	
<b>8.4 Raffle Update:</b> <ul style="list-style-type: none"> <li>• Raffle tickets are here, but there was a typo and the draw date says 2019 instead of 2020. Decided not to manually fix each raffle ticket as it is too much work, we will include this in the notice and students can explain the typo.</li> <li>• Discussed options for selling incentives and decided to have a prize draw for students that sell the most tickets. For example, if a student were to sell 3 books or more they could be entered in the draw. Suggestions: iPad or tablet, air pods, movie passes</li> <li>• Tabled decision re prize to end of meeting.</li> </ul>	

<p><b>8.5 Family BBQ Date:</b> Need to select a date for the school’s family BBQ. We’ve held it in either September or May, this year we are planning on May. Reviewed options and decided on Thursday, May 21<sup>st</sup></p>	
<p><b>9. New Business</b></p>	
<p><b>9.1 Remote Voting:</b></p> <ul style="list-style-type: none"> <li>• After the last meeting it was suggested that it would be nice to have a system for remote voting when there are items that need to be approved prior to the next meeting. This would also be useful when a decision cannot be reached at a meeting. i.e. after hearing about a topic and discussing, people may need time to think and discuss further before voting – but do not want to wait until the next meeting.</li> <li>• There is interest in further investigation into this. Suggested limiting this to items already discussed, not new topics. This would justify only sending the remote vote to the people who were at that meeting.</li> <li>• Sue Girard also noted that items that come up between meetings can also be decided by a quorum within the executive.</li> <li>• Need to state in constitution that you can make decisions outside the meeting electronically. Tracey to do further investigation and bring back some suggestions at next meeting.</li> </ul>	<p>Tracy to investigate options for remote voting and report back at next meeting.</p>
<p><b>9.2 Book Bingo in March:</b> There is no book fair in March but decided that we would still like to do a book bingo. Christine to email Marissa to see if she willing to help again. Suggestion is to start in early March and run it for a month over spring break, then complete the draw after the kids have been back to school for a week. Suggested buying books for the prizes, will decide at next meeting.</p>	<p>Christine to ask Marissa to help organize book bingo.</p> <p>Prize decision tabled to March meeting.</p>
<p><b>9.3 Additions to Agenda:</b></p> <ul style="list-style-type: none"> <li>• <b>Tax Receipts:</b> The school board can no longer receive donations on behalf of PACs and provide a tax receipt. We have 3 options: <b>1)</b> PAC can register as a charity – discussed and this is not something the Pac is willing to do as the process is quite involved. BCCPAC recommends against this for PACs; <b>2)</b> School board set up a misc GL account for the funds and the funds sit there until they are needed, then anything the PAC wishes to purchase must go through Theresa so she can ask the school board to pay it; <b>3)</b> Deposit donations to the schools KEV account (operating account that does not go through school board) and we set up an account for the Pac donations. When PAC wants to spend the funds, go through Theresa and she can issue a cheque. The SBO can issue tax receipts at Theresa’s request. <ul style="list-style-type: none"> <li>○ <b>Decision:</b> option 3. Donations to be made payable to Cedar Grove Elementary, Theresa to deposit to KEV account for PAC and request a tax receipt.</li> </ul> </li> <li>• <b>Better Fields Committee:</b> Warren is a member of the community committee that is working to create better fields on the Sunshine Coast. We have some of the worst fields in BC. Sue advised that SD46 operations is also on the committee and will be discussing and taking it to the Joint Use committee. Warren explained that we need to raise awareness.</li> </ul>	<p><b>Decision:</b> all donations for tax receipts will now go through Theresa and be deposited to the school’s KEV account.</p> <p>Tracy to follow-up with Theresa re the new process.</p>
<p><b>9.3 Spending Decisions:</b></p> <ul style="list-style-type: none"> <li>• Group unable to make a decision re the prize for student raffle ticket sales. Christine will look at options and decide on something <ul style="list-style-type: none"> <li>○ <b>Motion:</b> Lisa motioned to spend up to \$300 on the student sales prize, seconded by Tamara. Motion was approved</li> </ul> </li> </ul>	<p><b>Motions Passed:</b></p> <ul style="list-style-type: none"> <li>• Spend up to \$300 on student raffle ticket sales prize</li> </ul>
<p>Meeting Adjourned at: 8:40pm</p>	<p>Next Meeting: March 5, 2019 at 7pm</p>

**Attachments:**

1. Draft Communication Plan



## Cedar Grove Elementary PAC

### Communication Plan

**Purpose:** Outline the Cedar Grove Elementary School PAC plan for communicating with members for various reasons. Communication with all PAC members can be challenging. CGE is shifting to paperless communication in an effort to save paper starting in March and is encouraging the PAC to consider going paperless for communication as well. The PAC would like to consider a simple, consistent way to communicate that also saves paper.

**Existing Communication Practices:** Existing communication is a combination of paper flyers, emails from the school, emails through the hot lunch system, Facebook, Instagram, PAC website, assigned class reps, phone automated messages through principle (previous school years), posters on school bulletin board and entrance.

Challenges with existing communication practices:

- Paper flyers seem to be the most effective but are time consuming to prepare and are not always reliable (some teachers don't distribute).
- Emails seem to reach a large audience but PAC does not have everyone's email addresses (parents have to opt in to this in forms at beginning of school year).
- It was noted that some parents prefer paper, while others prefer electronic
- For communication involving orders (ie. Yearbooks, advent calendars, purdys) paperwork does still seem to work best.
- Parents of students with more than one household don't get all of the paperwork.

Examples topics PAC needs to communicate to parents:

- Events such as movie nights, lantern festival, dance
- Fundraising such as bulbs, purdys, yearbooks, cedar grove gear
- Breakfast program's need to fill the freezer
- Hot lunch ordering
- PAC Meetings
- Book bingo

**Proposed Communication Plan:**

- The main method of PAC communication could be electronic but order forms should still have an option for paper as many people will not order online.
- PAC's main electronic communications should be by email. But what type of email distribution is best? Utilizing school email (through Theresa), or hot lunch site email, or Class Reps. Is Theresa ok with distributing PAC emails?
- Stay with paper forms for ordering.
- Additional paper copies available in the office for pick up.
- Consider a phased approach, slowly start reducing paper flyers. Give parent's notice of PACs plan to reduce paper and make sure they are receiving emails (register for a hot lunch account).
- Communication through the posters in the school, PAC website, Facebook and Instagram should be considered a secondary form of advertising to back up the email communications (ie reminders).
- What is the best way to advertise with other schools for events where the PAC would like a wider attendance?

**Sample Communication Plan**  
**November 20\_\_**

<b>Key Messages</b>	<b>School Assembly</b>	<b>Newsletters</b>	<b>Notices</b>	<b>Bulletin Board</b>	<b>PA System</b>	<b>PAC Meetings</b>	<b>Website</b>	<b>Focus Groups</b>
SPC		✓				✓	✓	✓
Parent Conference		✓		✓		✓	✓	
Budget		✓				✓		
Bullying issues	✓	✓			✓	✓		✓
Healthy Lifestyles	✓	✓				✓		
Christmas Hampers		✓	✓	✓		✓	✓	

