



## Cedar Grove Elementary PAC Meeting Minutes

Meeting Information <b>**Remote Meeting via ZOOM**</b>		
<b>Date:</b> Thursday, June 4, 2020	<b>Time:</b> 7:00 – 8:30 pm	
<b>Chair:</b> Tracy Aiken	<b>Recorder:</b> Christine Hardt	
Attendance (12)		
Tracy Aiken , Chair	Christine Hardt, Secretary	June Metz, Treasurer
Olwen Cowan, Principal	Sue Girard, School Board Trustee	Marissa Rizzo
Nick Weber	Ursula Dragowska	Tara Robens
Courtney Facchin	Karen Graves	Tamara Hedden
Regrets:		
Housekeeping	Action Items	
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: Meeting schedule		
4. Minutes from last PAC meetings: Revisions: Add draft submission for budget surplus requests *addendum, unable to add as document not available* Motion to Approve: June Metz, Seconded by: Tracy Aiken		
<b>5. Outstanding Action Items:</b> <ul style="list-style-type: none"> <li>Tracy to post Healthy School handouts on PAC website. – <b>Completed</b>, posted on Facebook and SD46 website</li> <li>Eliina to get the final 50/50 numbers from lantern festival and provide to June – <b>Pending</b></li> <li>Tracy to contact Patrick Bocking for information regarding remote voting. – <b>Completed</b>, it is ideal to discuss and vote at a meeting, but will still explore</li> <li>Submit request for a covered natural structure and covered play area to SD46 – <b>In Progress</b>, ready to send, June to send with PAC letter head</li> <li>Tara to research school uniform costs and ordering information – <b>In Progress</b></li> <li>Make-a-place order submission – <b>Completed</b>, delivery will be late due to Covid-19</li> </ul>		
6. Regular Reports	Action Items	
<b>6.1 Chair's Report: Tracy Aiken</b> <ul style="list-style-type: none"> <li>Last meeting of the year, thank you to everyone for all they've done to help this year. There were so many great events and fundraisers, it was a good year.</li> </ul>		
<b>6.2 Treasurer's Report: June Metz / Christine Hardt</b> <ul style="list-style-type: none"> <li>The PAC account balance is \$20,839</li> <li>Gaming account balance is \$13,615</li> <li>Christine is almost finished reviewing the accounts and still need to make some adjustments for 50/50 draws, invoices we have not received, and money that went in/out of the gaming account by mistake.</li> <li>Outstanding invoice for Elphie hot lunch Jan-March</li> <li>Popcorn is missing revenue as we need to add the money collected through hot lunch, and also Gibsons Elementary owes us money for a popcorn order</li> <li>Have not had any revenue yet from the online school gear orders. Karen advised that there is a minimum amount of sales required before we receive money. Karen is suggesting a pop up shop for next year.</li> <li>No money was spent on food safe this year. Courtney is planning to take it for next year, will submit her receipt for reimbursement.</li> <li>Did not do emergency kits again, we need to look at this next year and get it done in the</li> </ul>		

fall.	
<p><b>6.3 Principal's Report: Olwen Cowan</b></p> <ul style="list-style-type: none"> <li>Approximately 30% of students are back in school. They attend Mondays or Tuesdays, and 20 children of essential service workers are attending 5 days per week. It went really well and there was a relaxed atmosphere. Staff did a great job planning activities and focusing on health and safety protocols.</li> <li>Students are really engaged in their learning, and want to be connected. EAs continue to work on outreach.</li> <li>We have declining enrolment for next school year; it looks like we will have 10 classrooms next school year. A staffing update will be included in the end of the year newsletter</li> </ul>	
<p><b>6.4 School Trustee Report: Sue Girard</b></p> <ul style="list-style-type: none"> <li>The school board is managing to communicate via Zoom and is continuing to hold their regular board meetings and committee meetings. It is business as usual in terms of budgets and planning, but all at a distance via Zoom.</li> <li>Education is a question mark right now in terms of how it will be delivered. Schools, principals, teachers, staff and custodians are doing a magnificent job.</li> <li>We are headed in a direction we hope is positive and sustainable during the Pandemic. Hopefully come September we will have some idea of what the new normal looks like. The summer will be used to re-assess how it went in June to determine as a Province and as a School District what direction we will proceed.</li> <li>Speeding in front of the school between Pratt and King Roads remains a huge concern, with no quick resolution. As the SCRCD closed their offices, the Policing and Public Safety / Transportation Committees have not met so there has been no movement since they last met.</li> <li>Each school will celebrate Pride month by flying the rainbow flag for the month of June.</li> <li>Grads of 2020 will get some semblance of a graduation ceremony and memories for their year. Hopefully Grade 7 students will also be able to have some type of leaving ceremony.</li> <li>School playing fields are currently being dressed and attended to much more than they have been in the past. The board received a lengthy report at the Operations Committee from Rob Collison, Manager of Facilities &amp; Transportation, and can see that they are dedicated to improvements and field upgrades in the future. Track lines were also repainted at Elphinstone Secondary.</li> <li>Loved the video that Olwen made for Cedar Grove's return to school rules! For questions regarding the BC restart plans, refer to the May 28<sup>th</sup>, 2020 letter from Minister of Education Rob Fleming which is available on the SD46 website (Reference # 220893). We continue to listen to the science and Dr. Bonnie Henry.</li> </ul>	
<p><b>6.5 DPAC Report: Scott Davis</b></p> <ul style="list-style-type: none"> <li>No report as Scott is absent tonight</li> </ul>	
<b>7 Old Business</b>	<b>Action Items</b>
<p><b>7.1 Team Uniform Update: (Tara)</b></p> <ul style="list-style-type: none"> <li>Selected the company 'Avanti' and have asked for a quote for a reversible jersey. Reviewed the new colour scheme assigned to Cedar Grove by the School Board: army green, cream and red. Discussed using black instead of red. Tara will sort it out and then report back via email with proposed options.</li> <li>The goal is to order the jerseys over the summer so that we have them for September.</li> </ul>	
<p><b>7.2 Book Bingo: (Tracy)</b></p> <ul style="list-style-type: none"> <li>Entry forms are due by June 16<sup>th</sup>.</li> </ul>	
<b>8. New Business</b>	
<p><b>8.1 Yearbook Distribution: (Christine)</b></p> <ul style="list-style-type: none"> <li>The yearbook delivery is delayed due to Covid-19. Yearbooks are expected before the school closes, but no students will be finished. Christine will coordinate yearbook pick up in front of the school when the books arrive and over the summer. Remaining books</li> </ul>	

will be distributed in September.	
<b>8.2 Kindergarten Welcome:</b> (Tracy) <ul style="list-style-type: none"> <li>The school is making a Welcome to Cedar Grove video that will be directed to the kids, and also their parents. Tracy will coordinate with Olwen to include information about the PAC.</li> </ul>	
<b>8.3 Summer Watering:</b> (Christine) <ul style="list-style-type: none"> <li>In past years PAC parents have volunteered to water the gardens over the summer. Olwen explained that some school staff (Anneke, Hilary &amp; Melissa Lyons) said they can help with watering, so she will speak to them. Nick, Urszula and June also volunteered to assist.</li> </ul>	
<b>8.4 Teacher Appreciation Lunch:</b> (Tracy) <ul style="list-style-type: none"> <li>Eliina and Courtney are organizing a staff appreciation luncheon and will try to do something nice while adhering to the new rules for Covid-19. Most staff are in the building Mon/Tues, one suggestion was a boxed lunch with small gifts. The budget is \$150.</li> </ul>	
<b>8.5 Additions to Agenda:</b> <ul style="list-style-type: none"> <li><b>Meeting Schedule:</b> PAC meetings were moved from Wednesday to Thursdays this school year to accommodate our treasurer who is no longer with us. <b>Motion:</b> <i>Tracy Aikens motioned to move meetings back to Wednesdays for the 2020/2021 school year. Seconded by Christine Hardt. Motion was approved.</i></li> </ul>	<b>Motion Passed:</b> move PAC meetings to Wednesdays
<b>8.6 Spending Decisions:</b> <ul style="list-style-type: none"> <li>None</li> </ul>	
<b>9. 2020-2021 PAC Executive Elections</b>	
<b>Election Results:</b> <ul style="list-style-type: none"> <li><b>Chair:</b> Tracy Aiken</li> <li><b>Vice Chair:</b> vacant</li> <li><b>Treasurer:</b> June Metz</li> <li><b>Secretary:</b> Christine Hardt</li> <li><b>Members at Large:</b> Nick Weber, Tara Robens</li> <li><b>DPAC Rep:</b> Scott Davis</li> <li><b>Breakfast Program Coordinator:</b> Courtney Facchin and Denielle MacDonald</li> <li><b>Hot Lunch Coordinators:</b> Courtney Facchin</li> <li><b>Fundraising Coordinator:</b> Tamara Hedden</li> <li><b>Volunteer Coordinator:</b> Karen Graves</li> <li><b>Yearbook Coordinator:</b> Erin Kellie</li> </ul> <b>Election notes:</b> <ul style="list-style-type: none"> <li>Scott Davis was not able to attend the meeting, but accepted the nomination. This is Scott's last year at Cedar Grove as his kids are going into grade 7, so he's asking for someone to start attending meetings with him with the goal to move into the position the following year. PAC meetings are the 3<sup>rd</sup> Thursday of each month. Ursula Dragowska volunteered to help.</li> <li>The new PAC executive will meet before the September PAC meeting to begin planning the 2020/2021 school year.</li> <li>No changes are needed to the signing officers on the PAC's operational account, but the gaming account will require Tracy Aiken and June Metz to be added. Additionally, all current signers on the gaming account other than Christine Hardt should be removed.</li> </ul>	
Meeting Adjourned at: 8:25pm	Next Meeting: September 15, 2020 at 7pm

**Attachments:**

1. Financial Report – YTD Ending May 31, 2020
2. Submission for Budget Surplus Requests

**Cedar Grove Elementary School PAC**

**Actual Results to Budget**

**Year Ending May 31, 2020**

	2019/20 Annual Budget			2019/20 YTD Actuals			Variance to Budget
	Revenues	Costs	Net	Revenues	Costs	Net	
<b>REVENUES</b>							
Fundraising:							
Hot Lunch	\$ 36,000	(\$30,000)	\$ 6,000	\$ 21,618	15,450	\$ 6,169	169
Popcorn	2,500	(1,500)	1,000	470	1,640	-\$ 1,170	(2,170)
Progressive cards	1,500	-	1,500	349	-	\$ 349	(1,151)
Concessions (Movies, BBQ)	2,200	(1,500)	700	880	459	\$ 421	(279)
Advent Calendars	2,400	(1,300)	1,100	2,280	1,302	\$ 978	(122)
Purdy's	800	-	800	549	-	\$ 549	(251)
Craft night (plates)	600	(600)	-	-	-	\$ -	0
Vesey bulbs	900	(450)	450	481	241	\$ 241	(210)
Hanging Baskets	2,000	(1,000)	1,000	-	-	\$ -	(1,000)
Carnival / lantern festival	4,500	(1,500)	3,000	3,449	54	\$ 3,395	395
Family dance	2,200	(700)	1,500	1,086	350	\$ 736	(764)
CGE gear / clothing	1,500	(1,000)	500	-	160	-\$ 160	(660)
Raffle & 50/50	5,500	(2,300)	3,200	1,196	-	\$ 1,196	(2,004)
Yearbooks	1,500	(1,500)	-	-	0	\$ -	0
Beer & Burger Night	2,000	(1,200)	800	1,426	863	\$ 563	(237)
Miscellaneous	-	-	-	568	1,338	-\$ 770	(770)
	66,100	(36,350)	21,550	34,351	21,856	12,496	(9,054)
Parent donations			500			1,338	838
<b>TOTAL REVENUES</b>			22,050			13,833	(8,217)
<b>EXPENSES</b>							
Administrative Gifts			200			-	(200)
Babysitting			200			45	(155)
BCCPAC (fees & conference)			75			75	0
Breakfast Program			500			-	(500)
Food Safe			250			-	(250)
Bursary			1,000			-	(1,000)
Contest Prizes			200			81	(119)
Grade 7 donation (Grad)			250			-	(250)
Miscellaneous			500			-	(500)
PAC Website			150			-	(150)
Parent Education			500			-	(500)
Sex Education			2,000			-	(2,000)
Tents			600			-	(600)
Teacher Appreciation Lunch			150			-	(150)
Teacher Wish Lists			3,000			2,402	(598)
Emergency kits - replenish			500			-	(500)
School Baking			250			146	(104)
Tables			1,000			-	(1,000)
Story Garden			800			-	(800)
Discretionary fund			13,000			5,684	(7,316)
-						-	0
-						-	0
-						-	0
<b>TOTAL EXPENSES</b>			25,125			8,434	(16,691)
NET PROFIT - Current year			(3,075)			5,400	8,475
Bank account (plus SD46 a/c)- opening balance			11,896			12,010	114
Less: Gaming account transactions **							
<b>Bank account (plus SD46 a/c)- closing balance</b>			<b>\$ 8,821</b>			<b>\$ 17,410</b>	<b>8,589</b>



There are currently aspects of Cedar Grove Elementary School that would benefit from the budget surplus that SD46 is currently looking to invest with. There are multiple projects that have been presented that would greatly help us follow through with the new ideas and mindsets of the school. When it comes to the education of our students, and the wellbeing of our neighborhood, any improvements that we can make benefit the entire surrounding community.

### 1. Covered Play Area:

First and foremost, the project that we are most passionate about is the construction of a covered play area for the front of the school. By adding a roof to the existing structure we create not only a space for outside play for our students, but exploration in outdoor learning. A place of endless extracurricular possibilities.

\*See images 1-3. Images rendered by Scott Davis, Architect



Other possibilities include:

**2. Entry walkway to the school:**

- a. Excavate the existing walkway and repave.
  - i. The roots growing under the pavement are causing it to buckle, creating tripping hazards for everyone that comes to our school.

**3. Library Upgrades:**

- a. The library in our school has not been upgraded since the school was built. Creating a more aesthetically pleasing place for the children, has been proven to make them more likely to want to be there. It is also recommended that for the safety of our children, the carpet be removed and upgraded. With so many of our students suffering from asthma and other allergies, having such a prominent room have such a giant space that cannot be properly cleaned is a health risk to our students.

With any of these projects completed, the learning potential for our students and the teaching potential for our teachers improve. The community would receive some refreshing upgrades, and our children would be receiving the best possible educational experience.

Thank you for giving us the opportunity to better our school, and our community.