



## Cedar Grove Elementary PAC Meeting Minutes

<b>Meeting Information **Remote Meeting via ZOOM**</b>		
<b>Date:</b> Wednesday, September 16, 2020	<b>Time:</b> 7:00 – 8:30 pm	
<b>Chair:</b> Tracy Aiken	<b>Recorder:</b> Christine Hardt	
<b>Attendance (13)</b>		
Tracy Aiken , Chair	Christine Hardt, Secretary	June Metz, Treasurer
Olwen Cowan, Principal	Sue Girard, School Board Trustee	Marissa Rizzo
Nick Weber	Urszula Dragowska	Tara Robens
Courtney Facchin	Sophie Olson	Scott Davis
Brendan Plummer		
<b>Regrets:</b> Tamara Hedden		
<b>Housekeeping</b>	<b>Action Items</b>	
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda:		
4. Minutes from last PAC meetings: Revisions: none Motion to Approve: Scott Dais, Seconded by: June Metz		
<b>5. Outstanding Action Items:</b> <ul style="list-style-type: none"> <li>Eliina to get the final 50/50 numbers from lantern festival and provide to June – <b>Completed</b>, Christine located the information</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>Completed</b></li> </ul>		
<b>6. Regular Reports</b>	<b>Action Items</b>	
<b>6.1 Chair’s Report: Tracy Aiken</b> <ul style="list-style-type: none"> <li>The Vice Chair position is still open. If anyone is interested please let Tracy know.</li> <li>There have been a lot of changes this year for the return to school. Have been trying to determine the role of the PACs with this, and found that the BCCPAC is participating in the process and making sure that parent voices are heard. Check out their website for further information.</li> <li>Growing Smiles fall flower fundraiser was advertised in August and the plant pick up was today, we made just under \$1000.</li> <li>This school will look a lot different as we cannot hold any live events, so we need to get creative in our fundraiser and community building events.</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 \$17,891.69</li> <li>Gaming account balance is approx. \$10,000 after payment for jerseys (we cannot get the accurate balance till we get to the bank to change the signatories).</li> <li>Total deposit last year from Bambora (online payments) - \$20,065.84</li> <li>Total fees paid to Bambora, \$679.41</li> <li>We have a few payments still to come out of our account for last school year, as well as money owing from Gibsons Elementary for popcorn</li> <li>Two cheques have not been deposited:               <ul style="list-style-type: none"> <li>Courtney Facchin, \$55.86 for Hot Lunch (February) – Courtney advised that she lost this.</li> <li>Panago Pizza, \$1020 May 26/20 – Courtney is following up</li> </ul> </li> </ul>	Reimbursement to be re-issued to Courtney.  Courtney to follow-up with Panago re outstanding deposit	

<p><b>6.3 Principal's Report: Olwen Cowan</b></p> <ul style="list-style-type: none"> <li>• Approximately 95% of students have returned to school full time</li> <li>• Some kids are in the transition program</li> <li>• A few kids have left for the online program and are guaranteed a spot at Cedar Grove in the next school year (2021/22)</li> <li>• Updated health check list information is coming out, the list will be much shorter</li> <li>• Staff are adjusting to the new way of doing things</li> <li>• Kids really missed one another and have been really eager; getting back into the routine has been pretty easy.</li> <li>• Lorraine Radford is on leave till Nov. 1, Jane Curling is on leave, and a new teacher (Clea King) is taking over the Shine program</li> <li>• Principal's report is short right now as are waiting for a lot of information</li> <li>• Hot lunch will be able to go ahead this year, but need to meet with Courtney to discuss how we will do it in our new world</li> </ul>	
<p><b>6.4 School Trustee Report: Sue Girard</b></p> <ul style="list-style-type: none"> <li>• Welcomed our new student trustee to the board at the September meeting, Abby Grunenberg. We've been lucky to have some really dynamic student trustees.</li> <li>• Board meetings are available on UTube via the SD46 website. If you join on Zoom there is opportunity to ask questions.</li> <li>• The Transportation and Policing and Public Safety meeting was held in July via Zoom. Chaster Road is still an issue for traffic and speeders</li> <li>• Committee meetings are coming up on September 22<sup>nd</sup> at the board office, with many attending by Zoom.</li> <li>• Audit review was held in September. The SD46 budget will be up in the air a bit this year, had savings last year due to closures and cancellations but will have new expenses this year.</li> <li>• Renewed the Superintendent's contract for another 5 years (Patrick Bocking), the review was very positive by all who were interviewed</li> </ul>	
<p><b>6.5 DPAC Report: Scott Davis</b></p> <ul style="list-style-type: none"> <li>• There was an early DPAC meeting held in the summer to discuss the opening of the schools.</li> <li>• Langdale Elementary has raised an issue re bussing to the DPAC, they have asked if other schools can get in touch with them if they have any issues with bussing.</li> </ul>	
<p><b>7 Old Business</b></p>	<b>Action Items</b>
<p><b>7.1 Sport Jerseys Uniform Update: (Tara)</b></p> <ul style="list-style-type: none"> <li>• Over the summer Tara organized the purchase of new school team jerseys. 60 new jerseys were ordered in an array of sizes, with input from the PAC and Mrs. Cowan.</li> <li>• The decision was made to stray slightly from the assigned school colours as they were not good. The New jerseys were displayed and everyone was very happy with how they turned out.</li> <li>• The school will implement a sign out process in order to track who has the jerseys; students will need to be responsible for them.</li> <li>• Total cost was \$2378.88, which will be paid from the gaming account.</li> </ul>	
<p><b>8. New Business</b></p>	
<p><b>8.1 Class Reps: (Tracy)</b></p> <ul style="list-style-type: none"> <li>• In the past the PAC has coordinated the assignment of class reps. A parent volunteer was assigned for each class and they would assist with organizing field trip drivers, class parties, assist with class communication, etc.</li> <li>• Some teachers utilize the class reps, but a lot don't. Last year there wasn't a lot for them to do, so we are wondering if we still need class reps. However, maybe now that parents are not allowed in the school there may be even more reason to have class reps?</li> <li>• Olwen advised that one teacher is already planning to send a letter home asking for a class rep. Olwen will bring this up with the teachers at next week's staff meeting and will let us know which teacher's want them.</li> </ul>	<p>Olwen to follow-up with teachers to determine if class reps are needed.</p>

<p><b>8.2 2020-2021 Budget Planning:</b> (Tracy, Christine, June)</p> <ul style="list-style-type: none"> <li>• The PAC Executive met recently and drafted a PAC budget for the 2020/2021 school year (see attached).</li> <li>• The budget takes into account that we will not be able to hold any events or gatherings at the school. For example, we have cancelled school movie nights, the family dance, the school BBQ and the lantern festival.</li> <li>• In order to make up some of the lost revenue we have added some additional fundraisers such as fall flowers, hanging baskets, cookie dough and Easter Purdy's (which we haven't done for the last few years).</li> <li>• The draft budget was reviewed and the following changes were discussed: <ul style="list-style-type: none"> <li>○ Tables/tents were removed as we did not buy them last year due to school closure, and it was felt we would not need more for this year as we cannot hold large events. It was noted that these may be needed for outdoor learning activities. Decided to add this to the agenda for discussion at the end of the year, and if they are needed sooner they can be requested from discretionary funds.</li> <li>○ The story garden was removed from the budget has no additional items were needed last year. It was suggested that some new items may be added as it will be used more with outdoor learning this year. Decided to budget \$150.</li> <li>○ An outdoor library was discussed, but this may be requested under the teacher wish list items. Will table for discussion at the next meeting.</li> </ul> </li> </ul>	<p>Tabled discussion re purchase of tables &amp; tents to the June 2021 Meeting</p> <p>Discuss outdoor library at October meeting, is this a teacher wish list request or budget item?</p>
<p><b>8.3 2020/20201 PAC Calendar:</b> (Tracy)</p> <ul style="list-style-type: none"> <li>• Reviewed the proposed PAC calendar for the school year; all agreed with the plan to spread out events and fundraisers with the goal to not do too much at once.</li> </ul>	
<p><b>8.4 Teacher Wish Lists:</b> (Tracy)</p> <ul style="list-style-type: none"> <li>• Teacher wish lists will be due at the end of September so that they can be reviewed and approved at the October meeting.</li> <li>• Tara Robens volunteered to coordinate the teacher wish lists this year.</li> <li>• The decision was made to change the wish lists from 'Teacher' to 'Staff' Wishlists.</li> </ul>	
<p><b>8.5 Additions to Agenda:</b></p> <ul style="list-style-type: none"> <li>• Covered play area: a question was raised as to what is happening with requests for covered play areas. Olwen explained that all 9 elementary schools are pushing to have more under cover areas. They are doing this as a group to reduce costs and involve SD46 maintenance in the process. Olwen has been in touch with Scott Davis and will be sharing his designs.</li> </ul>	
<p><b>8.6 Spending Decisions:</b></p> <ul style="list-style-type: none"> <li>• None</li> </ul>	
<p>Meeting Adjourned at: 8:40pm</p>	<p>Next Meeting: October 7, 2020 at 7pm</p>

**Attachments:**

1. Financial Report – YTD Ending August 3
2. Draft 2020/2021 PAC Budget
3. Draft 2020/2021 PAC Calendar

**Cedar Grove Elementary School PAC**

**Actual Results to Budget**

**Year Ending August 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	\$ 21,325	16,521	\$ 4,803	(1,197)
Popcorn	2,500	(1,500)	1,000	1,028	1,640	\$ 612	(1,612)
Progressive cards	1,500	-	1,500	634	0	\$ 634	(866)
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	0	\$ 549	(251)
Craft night (plates)	600	(600)	-	557	426	\$ 131	131
Vesey bulbs	900	(450)	450	481	241	\$ 241	(210)
Hanging Baskets	2,000	(1,000)	1,000	-	0	\$ -	(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	3,271	2,000	\$ 1,271	(1,929)**
Yearbooks	1,500	(1,500)	-	1,014	35	\$ 979	979
Beer & Burger Night	2,000	(1,200)	800	1,426	863	\$ 563	(237)
Miscellaneous	-	-	-	730	1,338	\$ 607	(607)
	66,100	(36,350)	21,550	38,708	25,389	13,320	(8,230)
Parent donations			500			1,338	838
<b>TOTAL REVENUES</b>			22,050			14,657	(7,393)
<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	0**
Contest Prizes			200			101	(99)
Grade 7 donation (Grad)			250			-	(250)
Miscellaneous			500			201	(299)
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			9,655	(15,470)
<b>NET PROFIT - Current year</b>			(3,075)			5,002	8,077
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>\$ 17,012</b>	<b>8,191</b>

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

**CEDAR GROVE PAC  
2020/21 BUDGET (Draft)**

**PAC OPERATING ACCOUNT**

FUNDRAISING REVENUE	Total Revenue	Costs	Net Revenue	EXPENSES	
Hot Lunch	\$ 36,000.00	\$ 30,000.00	\$ 6,000.00	Administrative Gifts	\$ 200.00
Popcorn	-	-	-	Babysitting	-
Progressive Cards (IGA cards)	750.00	-	750.00	BCCPAC	75.00
Concessions (movies & BBQ)	-	-	-	Breakfast Program	-
Advent Calendars	2,400.00	1,300.00	1,100.00	Food Safe	115.00
Purdy's (Xmas & Easter)	800.00	-	800.00	Bursary	1,000.00
Make-a-plate	600.00	600.00	-	Contest Prizes	200.00
English Bay Cookies	1,300.00	800.00	500.00	Grade 7 donation (Grad)	250.00
Hanging Baskets	2,500.00	1,000.00	1,500.00	Miscellaneous	400.00
Carnival / Lantern festival	-	-	-	PAC Website	150.00
Family dance	-	-	-	Parent Education	-
CGE gear / clothing	850.00	750.00	100.00	Sex Education	2,000.00
50/50	800.00	400.00	400.00	Staff Appreciation Lunch	150.00
Yearbooks	1,500.00	1,500.00	-	Teacher Wish Lists	3,000.00
Beer & Burger Night	\$ -	\$ -	\$ -	Emergency kits replenish	500.00
Parent donations	\$ 500.00	\$ -	\$ 500.00	School Baking	-
Vesey Bulbs	\$ -	\$ -	\$ -	Other ??	
Fall Flowers	\$ 2,755.00	\$ 1,705.00	\$ 1,050.00	Tables?	
Other ??				Tents?	
				Story Garden	150.00
Total net revenue			\$ 12,700.00		\$ 8,190.00
<b>PAC ACCOUNT BALANCE (Opening)</b>					
PAC Account Balance (Sep 1, 2020)	\$ 17,500.00			Discretionary fund	\$ 13,000.00
Less: Outdoor Playstructure Funds	\$ (800.00)				
Less: Reserved Funds	\$ (7,500.00)		\$ 9,200.00		
			\$ 21,900.00	Total net expenses	\$ 21,190.00
<b>GAMING ACCOUNT</b>					
<b>FUNDS AVAILABLE:</b>			<b>GAMING EXPENSES</b>		
Gaming Account Balance (Sep 1, 2019)	\$ 10,000.00			Disbursements	\$ 14,500.00
2020/21 Grant	\$ 4,940.00				
			\$ 14,940.00		\$ 14,500.00
<b>TOTAL REVENUE AVAILABLE</b>			\$ 36,840.00	<b>TOTAL PLANNED EXPENSES</b>	
				\$ 35,690.00	
<b>SURPLUS (DEFICIT)</b>			\$ 1,150.00		

\*\*Eligible disbursements of gaming proceeds:

- > Sports equipment / uniforms      --> student computers
- > Playground equipment              --> student transportation
- > student competitions / societies / clubs

## 2020-2021 Cedar Grove PAC Calendar - DRAFT

September	What	Who
August/September	Growing Smiles Fall Fundraiser	Tracy
21-Sep	Welcome/Intro to PAC Notice	Tracy
28-Sep	Donation Request Letter	Christine/Tamara
October	What	Who
05-Oct	IGA Progressive Card Info Letter	
05-Oct	Cedar Grove Gear Pop-Up Shop	Karen
21-Oct	Purdys Holiday Fundraiser	Melissa
November	What	Who
04-Nov	Yearbook Sales Start	Christine
Nov. 2-16	Advent Calendar Sales	Tamara
Nov. 16-27	Book Bingo	TBD
December	What	Who
December	Yearbook sales continued	Christine
December	Purdy's delivery	Melissa
Dec 21 to Jan	Winter Break	
January	What	Who
January	Yearbook sales cont'd (final push @ reduced price)	Christine
February	What	Who
Feb. 1-12	Yearbook sales - late orders @ full price	Christine
01-Feb	English Bay Cookie Dough Sales	Christine
22-Feb	Easter Purdys Fundraiser	
March	What	Who
01-Mar	Craft Plates (coordinate with the school, classroom activity)	Christine
Mar 15-26	Spring Break	
TBD	Easter Purdys Delivery	Melissa
April	What	Who
05-Apr	Growing Smiles Spring Fundraiser (Hanging Baskets)	Tracy/Tamara
	Book Bingo?	
May	What	Who
TBD	Growing Smiles Delivery & Pick-Up	
June	What	Who
3rd week	Yearbooks arrive	