



Cedar Grove Elementary PAC Meeting Minutes

Meeting Information **Remote Meeting via ZOOM**		
Date: Wednesday, October 7, 2020	Time: 7:00 – 8:30 pm	
Chair: Tracy Aiken	Recorder: Christine Hardt	
Attendance (11)		
Tracy Aiken , Chair	Christine Hardt, Secretary	June Metz, Treasurer
Olwen Cowan, Principal	Tamara Hedden	Tara Robens
Karen Graves	Scott Davis	Sophie Olson
Courtney Facchin	Debbie Rockall	
Regrets: Sue Girard, School Board Trustee		
Housekeeping	Action Items	
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda:		
4. Minutes from last PAC meetings: Revisions: none Motion to Approve: Tara Roben, Seconded by: Tamara Hedden		
5. Outstanding Action Items: <ul style="list-style-type: none"> Submit request for a covered natural structure and covered play area to SD46 – Pending confirmation that the request was sent Reimbursement to be re-issued to Courtney as original cheque was lost Courtney to follow up with Panago as they have not deposited the May cheque for \$1020 Olwen to follow-up with teachers to determine if class reps are needed - Completed. Olwen advised that class reps are not needed. Teachers will determine class by class if they need a rep and make arrangements themselves. There is nothing further for the PAC to do. Outdoor library, determine if this is a wish list request or a request for discretionary funds – Complete. Request was not submitted as a wish list request. If the request is submitted later it can come from discretionary funds Discuss purchase of tables & tents, needed? – tabled to June 2021 meeting 		
6. Regular Reports	Action Items	
6.1 Chair’s Report: Tracy Aiken <ul style="list-style-type: none"> Would like everyone to encourage other parents to attend, it is a great opportunity to share information – especially when we are all stuck at home due to Covid-19. 		
6.2 Treasurer’s Report: June Metz / Christine Hardt <ul style="list-style-type: none"> Operational account balance: \$19,377.13 <ul style="list-style-type: none"> Projected balance after outstanding payments/deposits clear: \$18,467.77 Gaming Account Balance: \$12,725.69 Team jerseys were paid from gaming (\$2378.88) Received invoice for Craft Plate duties (\$35ish) to be paid Gaming grant for this school year is pending; we’ve submitted the gaming account summary report to ministry for last school year so the grant should be processed soon. 		
6.3 Principal’s Report: Olwen Cowan <ul style="list-style-type: none"> Just completed day 18 with students, has been quite busy Focus is on self-care with staff, work during work hours and trying not to answer parent emails on weekends. 		

<ul style="list-style-type: none"> • Foundation Skills Assessment (FSAs) for gr. 4 & 7 students normally completed in November have been moved to January • School goals continue to be: <ul style="list-style-type: none"> ○ Self-regulation – focusing on the notion of co-regulation. Adults should also be self-regulated so can regulate with their students. ○ Literacy goal is focused on finding joyful moments for reading & writing • Option 2 students / transition kids (families who want to take a bit more time to return to school) were given notice that they need to advise by November if kids are return into school. The 50 students has reduced to just 13 pending return, some have moved to online learning and some have already returned. Waiting to hear what the last 13 students will be doing. • Working on Halloween planning, would like to do a full day of Halloween events on the Friday • Turkey trot this year will be different, will have a scavenger hunt in each classroom and hide little turkeys for kids to find and then go to office to claim their prize 	
<p>6.4 School Trustee Report: Sue Girard</p> <ul style="list-style-type: none"> • September 22nd – All Day Committee Meetings: • Operations Cmt. Meeting discussion on Active Transportation in the District and the Transportation Review <ul style="list-style-type: none"> ○ As a Parent, I would strongly encourage you to familiarize yourself with the study which was originally done in July of 2018 by School Bus Logistics ○ It is a bus and bell schedule revamp that will affect wait times and start and end times to the days of some schools in the District including Cedar Grove ○ If you go to the Operations Committee Board Meetings at the School Website you will find the complete report https://sd46.bc.ca ○ Nothing has been done with it yet and there is nothing set in stone at this point. • Education Cmt. Meeting <ul style="list-style-type: none"> ○ Kate Kerr spoke on various programs available in the District and much had a Mental Health and Wellness component, There has been an increase in Counselling Time provided in Elementary Schools on the Coast right now. As minutes are distributed just before the next meeting, will usually be a month behind in reporting. ○ Patrick gave a presentation on Fine Arts. We all agreed that it was very timely and fortuitous that we were able to see Newsies last year before everything shut down due to COVID. • Next Regular Board Meeting, Wednesday, October 14th, 2020 at 7 p.m. will be available to you on the SD46 YouTube channel. It will be up to view for 24 hours. • Next Committee Meetings will also be available on YouTube and will be on October 27th, 2020 starting with Operations at 10 a.m. Then Committee of the Whole at noon and Education Cmt. Meeting which I chair at 2 p.m. They are always held on the 4th Tuesday of every Month. • Policing and Public Safety and the Transportation Advisory Cmt. Meets on October 15th, 2020 (we meet Quarterly) January, April, July and October. Please let Sue know if you have any concerns you would like brought forward (with the exception of ongoing traffic concerns in front of the school). Some other schools are lobbying to MOTI for cross walks and lights for safety concerns. 	
<p>6.5 DPAC Report: Scott Davis</p> <ul style="list-style-type: none"> • Urszula attended the September DPAC meeting with Scott, DPAC happy to see some new people attending • Encourage other parents to join in, it's a zoom call so it is easy to join • Will be asked for opinions are larger subjects • Langdale Elementary has been trying to get a crossing at the highway. Tried to get a grant, but were turned down as were told it should be MOTI • Discussed that the Zoom meeting invites for DPAC are not being distributed for PACs to share prior to the meetings, so this is discouraging attendance. Scott to forward the zoom invite for next meeting, but recommended also checking the SD46 website to see if zoom links are there • Urszula enjoyed the meeting and has volunteered to be the DPAC rep next year. 	<p>Scott to forward the zoom invite for next DPAC meeting</p>

7 Old Business **Action Items**

7.1 Budget Planning: (Christine/June)

- Reviewed the draft budget and agreed on the following changes:
 - Include budget for Popcorn in case it starts up later in the year, agreed to add as 1/3 of last year's budgeted amounts
 - Hot lunch will be offered less days per week in order to reduce the amount of volunteers entering the school. Decision made to decrease projected revenue to \$3000 (half)
 - Update revenue and expenses for advent calendars. The cost has increased from \$5 to \$6.50 each this year. Last year we sold for \$12, agreed to raise price to \$13.50 to cover the increase.
 - Discussed request for music instruments and possible adding as a budget item, decision made that this can come from discretionary funds if decision is made at next meeting that they will not fall under teacher wish list items
- **Motion:** *Tracy Aiken motioned to approve the budget with the changes listed above. Seconded by Scott Davis and June Metz. Motion passed.*

Motion passed:
Approval of 2020/21 PAC Budget

7.2 PAC Calendar: (Tracy)

- Reviewed the updated PAC calendar (see attachment)

8. New Business

8.1 Teacher Wish List: (Tara)

- Tara reviewed the teacher wish list requests. Group discussed that the music instrument request is larger than a typical wish list request and considered whether the money for instruments could come from gaming funds. Determined that it would not qualify and discussed that it could come from the discretionary fund. All agreed.
- **Motion:** *Christine Hardt motioned to approve all requests (listed below) from the teacher wish list budget, with the exception of the music instruments which should come from the discretionary funds budget. Seconded by Scott Davis. Motion passed.*

Motion passed:
Approval of teacher wish list requests (total \$2068.09), and approval of instrument purchase using discretionary funds (\$790.72).

Teacher/Div	Email/phone	Item requested	Cost/ item	#	Total	Website	PAC or Teacher purchase	Comments
Jen MacInnes/1	jmacinnes@sd46.bc.ca	Models of the human brain	23.38	15	\$350.70	wish.com	Teacher	
Gordon Tultz/2	gtultz@sd46.bc.ca	2-button mouse w/scroll wheel	7.00	30	\$210.00	Amazon	PAC	
Kate Haxton	[REDACTED]	Board games		5	\$140.95		Teacher	Already purchased
		Plants for classroom			\$123.20		Teacher	Already purchased
Giselle Hood/5	ghood@sd46.bc.ca	Plastic bins for individual student supplies		22	\$100-\$200	Amazon	Teacher	
Michele Curry	mcurry@sd46.bc.ca	Operational Fluency Sets	9.00	22	\$168.30	boxcarsandone eyedjacks.com	PAC	
Robyn Valenta	rvalenta@sd46.bc.ca	Kids books		8	\$195.00		Teacher	Already purchased
K. Van Bommel	kvanbommel@sd46.bc.ca	Chick hatching			\$250.00	Under the Feather	Teacher	
Lorraine Radford/10	[REDACTED]	Voice amplifier and headset microphone system			\$99.99	Amazon	Teacher	
Meredith Bingham/ Music	mbingham@sd46.bc.ca	Glockenspiel—soprano Glockenspiel—alto Xylophone—alto	\$98.00 \$110.0 \$498.0		\$790.72	empiremusic.ca	PAC	
Clea King/SHINE	cking@sd46.bc.ca	Acrylic full-length mirrors	\$50.00	2	\$100.00	Amazon	PAC	
Jackie Reid	jreid@sd46.bc.ca	Lapel microphones	\$39.99	5	\$229.95	Amazon	Either	

8.2 Hot Lunch Update: (Courtney)

- Hot lunches will re-start in October, but we will only be offering meals 2 days per week in order to reduce the number of volunteers in the school (due to Covid-19). We will off sushi on Mondays and Subway on Fridays.
- We are not able to offer milk with the meals as we cannot meet the minimum order requirements
- We will need to have earlier meal delivery this year due to the earlier and staggered meal times between the classes. Not all our vendors were able to provide meals at an earlier time.

<p>8.3 Cedar Grove Gear Pop-up Shop: (Sophie)</p> <ul style="list-style-type: none"> Sophie is working on a pop up shop for school gear sales and is investigating options with other vendors to see if we can decrease the costs Discussed that other vendors may be of a lower quality. Karen advised that our current vendor (for online sales) offers a pop up shop option with limited items and lower prices. Karen to pass the information on to Sophie, Sophie will investigate and plan the popup shop. 	<p>Sophie to arrange a pop up shop for Cedar Grove gear</p>
<p>8.4 Purdy's/Advent Calendars: (Tamara)</p> <ul style="list-style-type: none"> The cost has increased from \$5 to \$6.50 each this year. Last year we sold for \$12, agreed to raise price to \$13.50 to cover the increase. Discussed possibly increasing the price to \$15 for late orders. Christine to investigate options for online orders/payments for community sales, and determine if e-transfers can be deposited directly to the PAC account. E-transfers should be sent to the PAC email address 	<p>Christine to investigate options for online sales to the public.</p>
<p>8.5 Halloween: (Tracy)</p> <ul style="list-style-type: none"> Ideas have been floating around re Halloween. Are there any parents who are interested in organizing something for Halloween? Tamara advised that she's still running her Halloween event. The school has events planned for the Friday before Halloween. No one was interested in arranging a PAC event on the night of Halloween (Saturday). 	
<p>8.6 Yearbook: (Christine)</p> <ul style="list-style-type: none"> Discussed that we usually offer online sales and paper order forms. Every year there are issues with the paper sales, as there are usually people at the end of the year stating they paid/ordered and we did not receive their orders. Discussed that with everything moving online this year due to Covid, we should switch to 100% online sales this year – all agreed. As parents are not in the school or at events to take pictures, we need the teachers to take pics and send them to Erin. Erin will set up a photo share; the link will be forwarded to the teachers. Discussed that this is Christine's last year so someone will need to buddy with Christine and then take on the yearbook coordination tasks next year. Karen Graves volunteered. 	
<p>8.7 Virtual Fundraiser: (Tracy)</p> <ul style="list-style-type: none"> Tracy advised that Nick would like to organize a virtual fundraiser to replace the lantern festival this year. Suggested a lip synch / tik tok video contest – 15 seconds or less. People could pay \$5 to vote online for their favorite, fundraising would be done through the voting fees. Discussed that \$5 seemed too high, suggested that \$2 would be better so kids can afford to vote. Another suggestion made was that we could arrange a virtual Christmas concert 	
<p>8.8 Book Bingo: (Tracy)</p> <ul style="list-style-type: none"> Looking for someone to organize November book bingo – Christine volunteered 	
<p>8.9 Additions to Agenda:</p> <ul style="list-style-type: none"> Free Library – discussed idea to build a free library/book share cupboard. It could be located in front of the school by the PAC notice board. This way people will see the PAC notices when they are dropping off or picking up books. We will need to find someone who is willing to build it. 	<p>Free library cupboard</p>
<p>8.10 Spending Decisions: (Tracy)</p> <ul style="list-style-type: none"> Olwen requested \$1000 to purchase sports equipment for each classroom. Classes have much longer breaks and kids are quite bored. Looking to stock classrooms with skipping ropes, soccer balls, etc. The school will match the funds the PAC contributes. <ul style="list-style-type: none"> Motion: <i>Tracy Aiken motioned to spend \$1000 from the Gaming Account to purchase sports equipment. Seconded by Scott Davis. Motion passed.</i> 	
<p>Meeting Adjourned at: 8:40pm Next Meeting: November 4, 2020 at 7pm</p>	

Attachments:

1. Financial Report – YTD Ending September 30, 2020
2. 2020/2021 PAC Budget (Final)
3. 2020/2021 PAC Calendar_v2

Cedar Grove Elementary School PAC

Actual Results to Budget

Year Ending September 30, 2020

	2020/21 Annual Budget			2020/21 YTD Actuals			Variance to Budget
	Revenues	Costs	Net	Revenues	Costs	Net	
REVENUES							
Hot Lunch	33,000	(30,000)	3,000	\$ -	0	\$ -	(3,000)
50/50	800	(400)	400	\$ -	0	\$ -	(400)
Advent Calendars	2,700	(1,300)	1,400	\$ -	0	\$ -	(1,400)
CGE gear / clothing	850	(750)	100	\$ -	0	\$ -	(100)
English Bay Cookies	1,300	(800)	500	\$ -	0	\$ -	(500)
Fall Flowers	2,755	(1,705)	1,050	\$ -	0	\$ -	(1,050)
Hanging Baskets	2,500	1,000	3,500	\$ -	0	\$ -	(3,500)
Make-a-plate	600	(600)	0	\$ -	0	\$ -	0
Miscellaneous	0	0	0	\$ -	0	\$ -	0
Popcorn	850	(525)	325	\$ -	0	\$ -	(325)
Progressive Cards (IGA cards)	750	0	750	\$ -	0	\$ -	(750)
Purdy's (Xmas & Easter)	800	0	800	\$ -	0	\$ -	(800)
Yearbooks	1,500	(1,500)	0	\$ -	0	\$ -	0
	48,405	(35,080)	11,825	-	0	-	(11,825)
Parent donations			500			-	(500)
TOTAL REVENUES			12,325			-	(12,325)
EXPENSES							
Administrative Gifts			200			-	(200)
BCCPAC			75			-	(75)
Bursary			1,000			-	(1,000)
Contest Prizes			200			-	(200)
Emergency kits replenish			500			-	(500)
Food Safe			115			-	(115)
Grade 7 donation (Grad)			250			-	(250)
Miscellaneous			400			-	(400)
PAC Website			150			-	(150)
Sex Education			2,000			-	(2,000)
Staff Appreciation Lunch			150			-	(150)
Story Garden			150			-	(150)
Teacher Wish Lists			3,000			-	(3,000)
TOTAL EXPENSES			8,190			-	(8,190)
NET PROFIT - Current year			4,135			-	(4,135)
Bank account (plus CGE PAC account)- opening balance			550			550	0
Bank account (plus CGE PAC account)- closing balance			\$ 4,685			\$ 550	(4,135)

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

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

PAC OPERATING ACCOUNT

FUNDRAISING REVENUE	Total Revenue	Costs	Net Revenue	EXPENSES	
Hot Lunch	\$ 33,000.00	\$ 30,000.00	3,000.00	Administrative Gifts	\$ 200.00
50/50	800.00	400.00	400.00	BCCPAC	75.00
Advent Calendars	2,700.00	1,300.00	1,400.00	Bursary	1,000.00
CGE gear / clothing	850.00	750.00	100.00	Contest Prizes	200.00
English Bay Cookies	1,300.00	800.00	500.00	Emergency kits replenish	500.00
Fall Flowers	\$ 2,755.00	\$ 1,705.00	\$ 1,050.00	Food Safe	115.00
Hanging Baskets	2,500.00	1,000.00	1,500.00	Grade 7 donation (Grad)	250.00
Make-a-plate	600.00	600.00	-	Miscellaneous	400.00
Parent donations	\$ 500.00	\$ -	\$ 500.00	PAC Website	150.00
Popcorn	850.00	525.00	325.00	Sex Education	2,000.00
Progressive Cards (IGA cards)	750.00	-	750.00	Staff Appreciation Lunch	150.00
Purdy's (Xmas & Easter)	800.00	-	800.00	Story Garden	150.00
Yearbooks	1,500.00	1,500.00	-	Teacher Wish Lists	3,000.00
Total net revenue			\$ 10,325.00		\$ 8,190.00
PAC ACCOUNT BALANCE (Opening)					
PAC Account Balance (Sep 1, 2020)	\$ 17,890.00			Discretionary fund	\$ 13,000.00
Plus: CGE PAC Account (Sep 1, 2020)	\$ 550.00				
Plus: Outstanding 2019/20 transactions	\$ 575.48				
Less: Outdoor Playstructure Funds	\$ (800.00)				
Less: Reserved Funds	\$ (7,500.00)		\$ 10,715.48		
			\$ 21,040.48	Total net expenses	\$ 21,190.00

GAMING ACCOUNT

FUNDS AVAILABLE:			GAMING EXPENSES		
Gaming Account Balance (Sep 1, 2019)	\$ 15,104.57		Team Jerseys (2019/20 budget)	\$ 2,378.88	
2020/21 Grant (estimate)	\$ 6,000.00		Disbursements	\$ 15,000.00	
			\$ 21,104.57	\$ 17,378.88	
		TOTAL REVENUE AVAILABLE	\$ 42,145.05	TOTAL PLANNED EXPENSES	\$ 38,568.88
		SURPLUS (DEFICIT)	\$3,576.17		

****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	
21-Oct	Purdys Holiday Fundraiser	Melissa
26-Oct	Cedar Grove Gear Pop-Up Shop	Sophie
November	What	Who
04-Nov	Yearbook Sales Start	Christine
Nov. 2-16	Advent Calendar Sales	Tamara
Nov. 16-27	Book Bingo	Christine
Nov. 25	Purdys Order Deadline	
December	What	Who
December	Yearbook sales continued	Christine
Dec. 9	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	Tamara
22-Feb	Easter Purdys Fundraiser	Melissa
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) Book Bingo?	Tracy/Tamara
May	What	Who
TBD	Growing Smiles Delivery & Pick-Up	
June	What	Who
3rd week	Yearbooks arrive	