



Cedar Grove Elementary PAC Meeting Minutes

Meeting Information **Remote Meeting via ZOOM**		
Date: Wednesday, November 4, 2020	Time: 7:00 – 8:30 pm	
Chair: Christine Hardt	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
Nick Weber	Eliina Friesen	Marissa Rizzo
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: Update the music instrument price from \$79072 to \$790.72 Motion to Approve: June Metz, Seconded by: Tara Robens		
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, June will check Reimbursement to be re-issued to Courtney as original cheque was lost - Completed Courtney to follow up with Panago as they have not deposited the May cheque for \$1020 – Completed, the lost cheque was found and deposited Scott to forward the zoom invite for next DPAC meeting – Pending Sophie to arrange a pop up shop for Cedar Grove gear- Completed Christine to investigate options for online sales to the public. – In Progress Discuss purchase of tables & tents, needed? – tabled to June 2021 meeting 		
6. Regular Reports	Action Items	
6.1 Chair’s Report: Christine Hard for Tracy Aiken <ul style="list-style-type: none"> Tracy is ill tonight so Christine will chair the meeting and Tracy will listen. 		
6.2 Treasurer’s Report: June Metz <ul style="list-style-type: none"> Operational account balance: \$19,995.10 Gaming Account Balance: \$12,725.69 Reviewed the October statement (see attached) The book keeping tracking document and statements have been added to a google doc that June, Tracy and Christine have access to. Some teacher wish list reimbursements are still pending 		
6.3 Principal’s Report: Olwen Cowan <ul style="list-style-type: none"> Most students are back at school, our enrolment is at 98.5. We lost a few to online but they are automatically guaranteed a spot for next school year. The Turkey Trot was held in October and they did a scavenger hunt this year; it was a lot of fun and one of Olwen’s favorite traditions. Everyone is still recovering from Halloween. Thank you to Sophie for all her decorating and amazing pumpkins, and Dave Halstead for teaching Olwen to be a DJ. Now she’s hoping to hold monthly dances Are acknowledging that there was a covid slide among the students due to the long school break, this is similar to the summer slide after summer break. Staff are reckoning with this and hope that there is enough feedback at report card time for parents to be confident in the fact that they are doing their best and appreciate a partnership with parents. 		

<ul style="list-style-type: none"> • New signage at school re physical distancing and masks. When parents or care givers go to school they should have a mask and maintain a physical distance. • This winter students will be outside a lot more. The school is asking that every student comes to school prepared to be outside; parents need to ensure they wear proper gear and have a change of clothes if necessary. • The school is working to get the basketball court covered. The school district has received additional funding from the federal government to support outdoor learning. Olwen has shared the plans Scott Davis created, and expects to see progress later in the school year. • The school is now moving to celebrating the holiday season as the students really love celebrating at school. They are putting out a call for extra Christmas lights to be delivered to the office, with the goal of having a long holiday celebration at school. • Olwen attended the October DPAC meeting; Scott Davis was elected as the Vice Chair. 	
<p>6.4 School Trustee Report: Sue Girard</p> <ul style="list-style-type: none"> • Sue is absent tonight, but emailed her report (attached) which was read by Christine. • It was noted that in last month's report, Sue asked us to review the new bus schedule proposals on the district website. Parents were concerned by the posted schedules as there were significant changes to school start times. Olwen advised that no changes are planned for this school year. 	
<p>6.5 DPAC Report: Scott Davis</p> <ul style="list-style-type: none"> • Elections were held at the last DPAC meeting on October 22nd. Jo Thompson will stay on for one last year as Chair, her daughter will be graduating in June; Scott was elected as the new Vice Chair, Amy Robinson will remain as Secretary, and Tracy McLellan who is new to the Coast has volunteered as Treasurer. • Scott has sent an email request to the DPAC secretary asking about sharing the Zoom invite prior to DPAC meetings in order to give parents the opportunity to attend. • A request for art submissions for the coast banner project was just sent to the DPAC. Olwen noted that it was also shared with teachers. • Reviewed Covid-19 protocols. There is an upcoming Zoom webinars on coping with anxiety and active travel. Scott sent the information Tracy and Olwen has them as well, they will be advertised on social media. 	
<p>7 Old Business</p>	<p>Action Items</p>
<p>7.1 Teacher Wish List Update: (Tara)</p> <ul style="list-style-type: none"> • There have not been very many reimbursements yet compared to the approvals that were completed. Some teachers were supposed to purchase their own items. • Tara's purchases have all been completed and she has been reimbursed. • The items Theresa was going to purchase are still pending, Olwen will check if the new instruments have been ordered. • Jen MacInnes had requested 15 'brains', the price increased from \$360 to \$540. As the increase was less than \$200 it did not require a vote, so the purchase was approved by the executive before this meeting. Olwen will let Jen know she can place the order. • Olwen asked if we have received Signy's request, Tara confirmed that we have not. 	<p>Olwen to check on instrument order and advise Ms. MacInnes that her request is approved.</p>
<p>7.2 Hot Lunch: (Christine for Courtney)</p> <ul style="list-style-type: none"> • Hot lunch will continue with offering meals 2 days per week; have not heard if there will be any changes to the meals offered. • November hot lunch menu is ready for orders and the December menu is in progress. 	
<p>7.3 Pop Up Shop: (Sophie)</p> <ul style="list-style-type: none"> • Spoke to rep at 'Your Store', we need to choose 5-8 items to feature and they will create an online popup shop. Trying to keep it simple and choose items that are easy. We are required to create a contract with them to guarantee a minimum order. The more you buy the cheaper the items are. We've agreed to do t-shirts, long sleeve baseball shirts, pullover hoodies, zip up hoodies, baseball hats and masks. It is cheaper to use 1 logo for all items. Currently waiting for quotes and sample clothes • If get less than 60 orders the pac will need to order and pay for the extra items required to meet the minimum order. These items can be sold later, or given as prizes. • Sophie has asked them to guarantee orders will get be received by Christmas. The order due date will need to be Nov 26 or 27, then guaranteed delivery is by the 17th of December. • Olwen suggested a catwalk during the morning drop off time to model the options with staff and students modelling. Sophie also suggested that we can post fun videos of the clothing being modelled. 	

<p>7.4 Advent Calendars Update: (Tamara)</p> <ul style="list-style-type: none"> • There is a lot of buzz; Tamara has been getting messages from non-Cedar Grove parents. Have a waitlist of 19 requests, calendars will be offered to the public starting Nov 14^t. • Received the invoice for the calendars, it has been sent to Christine and June. • The calendars will be picked up on Nov 18th. Discussed options for delivering to the classrooms, Olwen advised that we can use the hot lunch crates for distribution. Chocolates may fall out of place if the calendars are upright; parents will need to open them up to move the chocolates back into their slots. 	
<p>7.5 Yearbook (Christine)</p> <ul style="list-style-type: none"> • Usually we sell yearbooks through a combination of online sales and paper orders. Discussed that due to Covid we are trying to limit the handling of paper order forms; the decision was made to only offer online yearbook sales. However, we will re-visit this in January to assess the sales and determine if a paper order form is needed. 	
<p>8. New Business</p>	
<p>8.1 Virtual Fundraiser: (Nick)</p> <ul style="list-style-type: none"> • Nick would like to create a competition around tik tok, he's calling it "Cedar Grove's Got Talent" • Envision not just a 15 second type Tik Tok video, thought 30 seconds or less– open to ideas. Students would post videos, but it is important to do it with your family or friends while staying in your bubble. The hope is to do something fun that creates a sense of community. • Nick displayed a sample promo video...we could advertise with it and say 'can you beat this'? • Goal is to get a bunch of videos, let everyone review them or could have a panel of judges who review and put top videos up for voting, or post all. • Agree that \$2/vote probably more palatable than \$5. We'll need to determine mechanics of how to collect money for votes. • This is intended to replace the lantern festival. The sooner we can get something set up to start it off, the more time we can give students to put it together • It was suggested that we could post groupings of the video and offer voting in multiple rounds. <ul style="list-style-type: none"> ○ Could have a prizes such as silliest routine, best synchronized, students could enter under categories • Discussed that a subcommittee will be required to organize this event. The following parents volunteered: Tara, Sophie, Nick, and Tamara 	
<p>8.2 Additions to Agenda:</p> <ul style="list-style-type: none"> • Holiday Concert (Tamara): Tamara and Lorna Richards proposed an idea to Olwen that each class could put together a song or performance for a virtual Christmas concert. Lorna has volunteered her time to record and edit the virtual concert. Originally it was thought that the concert DVDs could be sold as a fundraiser, but all present felt that we have enough fundraisers and that the concert should be available for free. It was suggested that the concert could be shared via uTube. Olwen, Lorna and Tamara will meet to discuss as classes will need to start on this as soon as possible. • Free Library: As discussed at the last meeting, Tracy reached out to Nick to see if he could try to build a free library cupboard for the front of the school. Nick feels this is beyond his abilities but he may know someone who could build it and will reach out to them. Tracy suggested that there is one on Veterans Road we could model it after. Nick will report back to PAC with an estimate once he confirms the details. • Covered Areas: Scott has been communicating with Kristen Deasey, she advised that schools can now work with maintenance. The covered area projects have moved from PAC to the school as funding has been made available due to Covid-19. Maintenance was happy to see the plans for the basketball court, Olwen is happy to connect with Scott to review the plans. The school will be getting temporary pop tents for temp structures, these were ordered because the basketball court will take awhile. Olwen has nicknamed the basketball court the 'legacy project', she expects that it will be completed this school year. • PAC Meeting Attendance: Nick would like us to reach out to parents who haven't attended PAC meetings. He suggested that we start by inviting people who used to attend and ask them to come back. 	<p>PAC members to encourage meeting attendance and invite past members to come back to our meetings.</p>
<p>8.3 Spending Decisions: (Christine)</p> <ul style="list-style-type: none"> • None 	
<p>Meeting Adjourned at: 8:30pm</p>	<p>Next Meeting: November 4, 2020 at 7pm</p>

Attachments:

1. Financial Report – YTD Ending September 30, 2020
2. Sue Girard, School Trustee Report

Cedar Grove Elementary School PAC
Actual Results to Budget
Year Ending October 31, 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	\$ 1,229	56	\$ 1,174	(1,826)
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	\$ 915	0	\$ 915	(135)
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	\$ 750	0	\$ 750	425
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	2,894	56	2,839	(8,986)
Parent donations			500			-	(500)
TOTAL REVENUES			12,325			2,839	(9,486)
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			9	(391)
PAC Website			150			-	(150)
Sex Education			2,000			-	(2,000)
Staff Appreciation Lunch			150			-	(150)
Story Garden			150			-	(150)
Teacher Wish Lists			3,000			730	(2,270)
TOTAL EXPENSES			8,190			739	(7,451)
NET PROFIT - Current year			4,135			2,155	(1,980)
Bank account (plus CGE PAC account)- opening balance			550			550	0
Bank account (plus CGE PAC account)- closing balance			\$ 4,685			\$ 2,705	(1,980)

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

CGES – PAC Meeting – November 4th, 2020

October at a Glance

Sue Girard – Trustee SD46 Report

Calendar of Events:

1. There seems to be a real focus on mental health & wellness right now throughout the District and that is a good thing on so many levels during this Pandemic.
2. Health & Safety signs for parents, caregivers & visitors to school grounds for mask wearing are being put up. Also good!
3. Grade 3 students across the District will be taking part in the Nicolas Sonntag Marine Education program. Biodiversity of the Salish Sea.
4. SD46 did an Environmental poster that details & celebrates our environmental initiatives & efforts to date. Haven't seen it yet but should be good.
5. Stephanie Murawsky, Executive Assistant to the Superintendent did a great presentation on Communication modalities during COVID-19
6. Patrick Bocking will be checking in via ZOOM to all the PACS on the Sunshine Coast.
7. We are live streaming all Regular Monthly Board Meeting and Committee Meetings through the SD46 YouTube channel
8. The DSLT (District Student Leadership Team) is using radio, newspapers, newsletters, social media and emails to share their news & updates and stay connected.
9. There is a newly formed Ad Hoc Equity Committee at SD46 to address the issues of racism and Equality in our Community and of course in our Schools. A great new committee with dedicated staff including Principal of Indigenous Education – Kerry Mahlman and Trustees establishing Protocols to ensure better communications. Admin regs, policies and procedures will be developed from already existing programs in other areas of the Province. The meetings are also on the SD46 YouTube channel and they next meet on November 18th and December 16th for those interested.
10. The South Coast Branch which consists of Powell River, Lower Sunshine Coast, Squamish, Sea to Sky Corridor including Whistler area is a good resource to all Trustees who belong to the BCSTA (British Columbia School Trustees Association) and School Districts in those areas. We met on October 22nd to discuss current issues and concerns.
11. Thanksgiving was very quiet this year with many families choosing to have much smaller gatherings.
12. October 15th was the SCRDP Policing & Public Safety and Transportation Advisory Committee ZOOM meetings. Many items on those Agenda's too. All leading back to common themes! Active Travel is on many. Langdale sent a letter to get support for their concerns over students having to cross the busy Port Mellon Hwy. The SCRDP TAC group will write a letter of support to MOTI regarding this. Once again, proving that issues and problems arising can always be addressed through the proper channels.
13. The October 22nd edition of The Local Weekly I wrote the Education Matters column. The topic for October was Vision in keeping with our Strategic Plan.
14. The all day Committee Meetings took place on October 27th – it is always a busy day!! Packed full Agenda's. Operations Committee – Transportation Review – MDI related to active travel. Many of these committees and presentations are inter-linked and it is a very cohesive array of charts and graphs that everyone is compiling – very interesting!
15. Active Travel, another hot topic on many Agendas as we work towards assisting our young people in safe ways to get to and from school. Several recommendations were made regarding Active Travel Initiatives and can be read in the reports on the District Website.
16. Great presentations at the Education Committee Meeting, which I Chair, on Literacy, the MDI (Middle Years Development Instrument) and a lot of great information on Grade 4 and Grade 7 students. Director Kate Kerr gave some amazing presentations and reports and has a real passion for this info.

17. Secretary-Treasurer – Nic Weswick reported at the Operations Committee Meeting on October 27th that no changes will be made to bus schedules or bus routes before September 2021.

*** All presentations are available with links on the School District Website ***

18. October 29th – Reverse the Trend of the Backseat Generation Webinar with Lianne Carley of VCH, the Langdale PAC hosted, and Guy Faulkner – UBC Kinesiology professor and head of the Population Physical Activity LAB – Pop-PA did an amazing and informative Webinar – once again working with the common theme and goals of getting our kids more active.

19. November 4th Wednesday will be the Regular Board Meeting at 7 pm via ZOOM or can be viewed at the School District YouTube channel for a short time afterwards. We will be holding the annual November Elections for Chair, Vice Chair, and two appointments to BCPSEA and BCSTA.

20. November 11th Remembrance Day Services will look very different this year with smaller attendance. We as Trustees have not been appointed any duties regarding it this year.

21. I continue to attend everything via ZOOM and there are a lot of ZOOM meetings.

Until next Month! Be well and safe!!

Sue G. Trustee – SD46