



## Cedar Grove Elementary PAC Meeting Minutes

Meeting Information <b>**Remote Meeting via ZOOM**</b>		
Date: Wednesday, January 6, 2021		Time: 7:00 – 8:30 pm
Chair: Tracy Aiken		Recorder: Christine Hardt
Attendance (15)		
Tracy Aiken , Chair	Christine Hardt, Secretary/Acting Treasurer	Eliina Friesen
Olwen Cowan, Principal	Sue Girard, School Board Trustee	Tamara Hedden
Karen Graves	Tara Robens	Sophie Olson
Nick Weber	Urszula Dragowski	Sean Miller
Scott Davis	Lorna Richards	Guest: Jacquie Chess
Regrets:		
Housekeeping		Action Items
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: none		
4. Guest Speaker		Action Items
<b>4.1 Special Guest – Jacquie Chess, Family Smart</b> <ul style="list-style-type: none"> <li>• Jacque Chess is a parent in residence with the Family Smart program, she provided a presentation to inform parents of the program</li> <li>• Parents in Residence are parents and caregivers who are parenting a child, youth or young adult with mental health and/or substance use challenges. They provide peer support, information and options, and resources and mentorship to other families of a child, youth or young adult (0 – 24+) with mental health and/or substance use challenges.</li> <li>• Support can be provided to families by phone, email, zoom and in person</li> <li>• Parents in Residence can help families and caring adults to prepare for meetings with the professionals who are providing services to their child, youth or young adult.</li> <li>• Parents in Residence host monthly ‘in the know’ events for families to connect with each other and hear from expert speakers on topics important to families and caregivers.</li> <li>• In the Know provides expert speakers on topics important to families and/or those working to support the mental health of children/youth. <a href="http://www.familysmart.ca/itk">www.familysmart.ca/itk</a></li> <li>• Video resources are available on the FamilySmart utube channel, including a new video on parenting when anxiety shows up as anger.</li> <li>• Family Smart is a free service with no wait lists. For more information, or for support, please contact Jacquie Chess at 604-878-3400, <a href="mailto:Jacquie.Chess@familysmart.ca">Jacquie.Chess@familysmart.ca</a>, or go to <a href="http://www.familysmart.ca">www.familysmart.ca</a></li> </ul>		
<b>5. Minutes from last PAC meetings:</b> Revisions: None Motion to Approve: Tara Robens, Seconded by: Karen Graves		
<b>6. Outstanding Action Items:</b> <ul style="list-style-type: none"> <li>• Scott to forward the zoom invite for next DPAC meeting – Pending</li> <li>• Discuss purchase of tables &amp; tents, needed? – tabled to June 2021 meeting</li> <li>• Olwen will send information on self-regulation and a video link to attach to the minutes - <b>Completed</b></li> <li>• Christine to coordinate Book Bingo with Literacy Week Jan 25-29 - Pending</li> <li>• Christine to check if Courtney has taken the Food Safe course yet - <b>Completed</b>, she has not taken the course yet but needs to. Advised Scott that to let DPAC know we have 1 person to be trained</li> <li>• Christine to ensure that outstanding teacher wish list reimbursements are paid. – Pending</li> </ul>		
7. Regular Reports		Action Items
<b>7.1 Chair’s Report: Tracy Aiken</b> <ul style="list-style-type: none"> <li>• Happy New Year and welcome back! November and December were really busy with a lot of successful fundraising activities.</li> </ul>		

<ul style="list-style-type: none"> <li>• The Zoom holiday concert was fantastic! Thank you to all who made it possible.</li> <li>• Lorna Richards has volunteered to fill the vacant treasurer role (thank you!). An official election is not required, as the executive can appoint people to vacant roles.</li> </ul>	
<p><b>7.2 Treasurer's Report: Christine Hardt</b></p> <ul style="list-style-type: none"> <li>• Operational account balance: \$21,864.42</li> <li>• Gaming Account Balance: \$17,628.69</li> <li>• Reviewed the expenses and revenues up to Dec. 31<sup>st</sup>. Noted that a January statement was not previously created as we don't usually have a January meeting. Will create it and attach it to the meeting outcomes statement (attached). Noticed that the discretionary spending was not included on previous statements so I will be added starting in January.</li> <li>• Christine will meet with Lorna before the next meeting to hand off the treasurer tasks</li> </ul>	
<p><b>7.3 Principal's Report: Olwen Cowan</b></p> <ul style="list-style-type: none"> <li>• Thank you to Tamara and Lorna for their work with the Christmas Concert, it was very successful and may possibly be something that can be incorporated into our future. Friends, family and grandparents from near and far were able to attend.</li> <li>• Appreciated the coffee and treats from PAC for staff on the last day of school before the winter break.</li> <li>• Heading into FSA (Foundation Skills Assessment) season for grades 4 &amp; 7, these assessments are a great barometer of our student's excellence and to help set goals for the future.</li> <li>• One big goal is literacy at Cedar Grove. Several teachers are training now on 'Leveled Literacy Intervention'. It is a comprehensive reading program that comes from California. It is very exciting for our school goals.</li> <li>• 2021-22 budget consultation, at the February PAC meeting we will talk about where we would like to see funds spent (i.e. Increase in counselling time). What do we want to see as priorities?</li> <li>• Request: The school ordered a tent back in September and would like to put it in the story garden. It is pretty big and need some help putting it up. Any volunteers? A few people offered to help, or to check with their spouses. Volunteers should follow-up with Olwen.</li> </ul>	
<p><b>7.4 School Trustee Report: Sue Girard</b></p> <ul style="list-style-type: none"> <li>• Not a lot to report as have been on vacation, board meetings will start next week</li> <li>• New chair &amp; vice chair are keeping the board busy. Sue will be on the same committees she has been on so far, and board reps will stay with the same PACs.</li> <li>• Would like to get up to speed with us on the transportation issues, which is on the agenda tonight.</li> <li>• Sue emailed regarding the list of our concerns and how to address them. She can offer suggestions but cannot act on our behalf.</li> <li>• The transportation and policing committee meets next on Jan 21st. Issues will be brought up at the meeting, but If want to submit a letter we can do that if we would like to</li> </ul>	
<p><b>7.5 DPAC Report: Scott Davis</b></p> <ul style="list-style-type: none"> <li>• Next meeting is Jan 28th</li> <li>• DPAC wants every school to put together a list of what would improve our active transportation options; what are our priorities to make improvements.</li> <li>• Christine asked how to get access to the zoom link for the meeting, Scott will ask again about this. Christine noted that it is an open meeting for parents, but they cannot join if a link is not shared publicly.</li> </ul>	
<p><b>8 Old Business</b></p>	<p><b>Action Items</b></p>
<p><b>8.1 Fundraising Update: (Tamara)</b></p> <ul style="list-style-type: none"> <li>• Not a lot is happening right now. The Christmas's Purdy's fundraising was a big success. Our next Fundraiser is English Bay Cookie Dough in February.</li> </ul>	
<p><b>8.2 Cedar Grove's Got Talent: (Nick)</b></p> <ul style="list-style-type: none"> <li>• Everyone was pretty fatigued leading up to Christmas so no one wanted to take on much else before the holidays. Now it's a new year, so we are ready to start our new "crazy" initiative. Sophie has put together an initial video to introduce the contest, which everyone watched and loved. A few suggestions were made for changes</li> <li>• The original plan was to hold the event/contest Feb 25th; do we want to move it to March?</li> <li>• Discussion notes: <ul style="list-style-type: none"> <li>○ It was suggested that we allow children to submit a video of themselves, their family or with</li> </ul> </li> </ul>	

<p>their friends (in the same cohort). Many felt it was important to allow them to perform with school friends.</p> <ul style="list-style-type: none"> <li>○ Some felt that this would replace the talent show; others felt that the talent show would still be a completely separate event run by the school (if it is held this year).</li> <li>○ Many viewed this as a fun contest where we can offer a host of different prizes/awards, not just 'best', but we could have numerous categories (i.e. craziest dancer, funniest, ...)</li> <li>○ Suggestions were made to either offer all videos to be viewed and then be voted on, or to break the videos into groups and then each group would be voted on, with the winners going up against each other in the final week.</li> </ul> <ul style="list-style-type: none"> <li>● Nick asked for everyone to email him with their ideas.</li> </ul>	
<p><b>8.3 Traffic Concerns:</b> (Tamara)</p> <ul style="list-style-type: none"> <li>● There has been a lot of discussion at recent meetings and numerous complaints about traffic issues in the school area such as speeding in the school zone and difficulty crossing at the Pratt/Chaster intersection. Tamara went to the RCMP station with her concerns. She is planning to write a letter to submit for discussion as an agenda item at the transportation and policing committee meeting that Sue attends.</li> </ul>	
<p><b>8.4 Yearbook Update:</b> (Christine)</p> <ul style="list-style-type: none"> <li>● Yearbooks are going on sale for \$16 up to February 5<sup>th</sup>, and then the price will go up to \$25 until February 12<sup>th</sup>. We are trying to encourage all ordering online. Christine noted that the Jostens site only allows for payment by Credit Card, and asked if we should offer a paper order form for those who might not have a credit card or be willing to use it as an online payment. Options were discussed and the final decision as to offer online orders, and advise people to email the PAC if they would like a yearbook and are not able to order online.</li> <li>● Discussed that this is Christine's last year at Cedar Grove. Karen had previously agreed to manage the yearbook sales next year, so will Christine will arrange a meeting with her to explain the process.</li> </ul>	<p>Christine to arrange a Zoom session with Karen to educate her on the yearbook sales</p>
<p><b>9. New Business</b></p>	
<p><b>9.1 Active Transportation:</b> (Tracy)</p> <ul style="list-style-type: none"> <li>● Studies are underway to help understand the barriers and challenges to active transportation. DPAC has asked the PACs to discuss this and send them their ideas.</li> <li>● Note – active transportation means using your own power to get from one place to another. In order to reduce traffic issues and promote health, the plan is to work to identify issues preventing kids from getting themselves to school instead of having mom &amp; dad drive them.</li> <li>● Discussed a number of issues which Urszula will report DPAC, including: narrow shoulders, no sidewalks, rural area, wildlife, lack of crosswalks at intersections such as Chaster/Pratt, not enough traffic calming measures in the school/park zone.</li> <li>● Some suggested solutions were: walking school bus, or a crossing guard. A question was raised as to who pays the Gibsons Elementary crossing guard, Olwen believes it is the school.</li> </ul>	
<p><b>9.2 Parking Issues:</b> (Anyone)</p> <ul style="list-style-type: none"> <li>● Discussion regarding parking issues was tabled to the next meeting due as we ran out of time.</li> </ul>	
<p><b>8.3 Spending Decisions:</b> (Tracy)</p> <ul style="list-style-type: none"> <li>● None</li> </ul>	
<p>Meeting Adjourned at: 8:30pm <span style="float: right;">Next Meeting: January 6, 2021 at 7pm</span></p>	

**Attachments:**

1. Financial Report – YTD Ending December 31, 2021

**Cedar Grove Elementary School PAC**

**Actual Results to Budget**

**Year Ending December 31, 2021**

	2020/21 Annual Budget			2020/21 YTD Actuals			Variance to Budget
	Revenues	Costs	Net	Revenues	Costs	Net	
<b>REVENUES</b>							
Hot Lunch	33,000	(30,000)	3,000	\$ 4,183	2,989	\$ 1,194	(1,806)
50/50	800	(400)	400	\$ 174	20	\$ 154	(247) **
Advent Calendars	2,700	(1,300)	1,400	\$ 2,943	1,365	\$ 1,578	178
CGE gear / clothing	850	(750)	100	\$ -	488	-\$ 488	(588)
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)	1,500	\$ -	0	\$ -	(1,500)
Make-a-plate	600	(600)	0	\$ -	36	-\$ 36	(36)
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	(37,080)	9,825	<b>8,964</b>	4,898	<b>4,067</b>	(5,758)
Parent donations			500			<b>545</b>	45
<b>TOTAL REVENUES</b>			10,325			<b>4,611</b>	(5,714)
<b>EXPENSES</b>							
Administrative Gifts			200			-	(200)
BCCPAC			75			75	0
Bursary			1,000			-	(1,000) **
Contest Prizes			200			-	(200)
Discretionary Spending			13,000			1,068	(11,932)
Emergency kits replenish			500			-	(500)
Food Safe			115			-	(115)
Grade 7 donation (Grad)			250			-	(250)
Miscellaneous			400			58	(342)
PAC Website			150			-	(150)
Sex Education			2,000			-	(2,000)
Staff Appreciation Lunch			150			-	(150)
Story Garden			150			-	(150)
Teacher Wish Lists			3,000			1,893	(1,107)
<b>TOTAL EXPENSES</b>			21,190			<b>3,095</b>	(18,095)
NET PROFIT - Current year			(10,865)			1,516	12,381
Bank account opening balance less \$8300 reserved funds			10,715			550	(10,165)
<b>Bank account (plus CGE PAC account)- closing balance</b>			<b>-\$ 150</b>			<b>\$ 2,066</b>	2,216

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