



## Cedar Grove Elementary PAC Meeting Minutes

<b>Meeting Information **Remote Meeting via ZOOM**</b>		
<b>Date:</b> Wednesday, February 3, 2021	<b>Time:</b> 7:00 – 8:30 pm	
<b>Chair:</b> Tracy Aiken	<b>Recorder:</b> Christine Hardt	
<b>Attendance (12)</b>		
Tracy Aiken , Chair	Christine Hardt, Secretary/Acting Treasurer	Eliina Friesen
Olwen Cowan, Principal	Sue Girard, School Board Trustee	Tamar a Hedden
Leah Tannock	Tara Robens	Courtney Facchin
Nick Weber	Urszula Dragowski	Lorna Richards
<b>Regrets:</b> Scott Davis		
<b>Housekeeping</b>	<b>Action Items</b>	
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: none		
<b>4. Minutes from last PAC meetings:</b>		
Revisions: None		
Motion to Approve: Tara Robens, Seconded by: Nick Weber		
<b>5. Outstanding Action Items:</b>		
<ul style="list-style-type: none"> <li>• Scott to forward the zoom invite for next DPAC meeting – Scott has requested links to be shared</li> <li>• Discuss purchase of tables &amp; tents, needed? – tabled to June 2021 meeting</li> <li>• Christine to coordinate Book Bingo with Literacy Week Jan 25-29 - <b>Completed</b></li> <li>• Christine to ensure that outstanding teacher wish list reimbursements are paid. – <b>Completed</b></li> <li>• Christine to arrange a Zoom session with Karen to educate her on the yearbook sales – Pending</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>• No report</li> </ul>		
<b>6.2 Treasurer's Report: Christine Hardt/Lorna Richards</b>		
<ul style="list-style-type: none"> <li>• Operational account balance: \$20241.80</li> <li>• Gaming Account Balance: \$17628.69</li> <li>• Once again we had significant difficulties with changing signatories on the PAC accounts. It was a very long and frustrating process, so we are considering changing banks. The goal would be to find one where everything can be handled locally, rather than back east.</li> <li>• We have not yet received the cheque from Purdy's for the Christmas fundraiser</li> </ul>		
<b>6.3 Principal's Report: Olwen Cowan</b>		
<ul style="list-style-type: none"> <li>• School goals update               <ul style="list-style-type: none"> <li>○ Our literacy goal is about sparking joy for all things literacy while maintaining a high level of excellence. Thank you for book bingo and for sending kids in awesome costumes. One new element was zoom sessions with Canadian authors; this is something that can be continued in the future.</li> <li>○ Continuing to work on self-regulation goals. Will be piloting a program on sensory pathways, kids will be using their bodies in specific ways to learn very specific self-regulation skills. We are also partnering with the alternative school and the district therapy team to create a self-regulation classroom at Cedar Grove.</li> </ul> </li> <li>• FSA for Gr. 4 &amp; 7 were postponed to Feb 15th start, will be working hard at them for next 4 weeks</li> <li>• Jessie Wollen comes Feb 22nd for 3 Monday's in a row, to provide sex education for grades K-7</li> <li>• Valentine's day at school will be next Thursday. Due to Covid-19 restrictions, no home-made treats are allowed, valentines are allowed.</li> </ul>		

<ul style="list-style-type: none"> <li>• Thanks to those who helped put up the tent out front, the roof had to be temporarily taken down due to snow but will be back up soon.</li> </ul>	
<p><b>6.4 School Trustee Report: Sue Girard</b></p> <ul style="list-style-type: none"> <li>• Patrick Bocking is retiring at the end of July, so the search is on for a new superintendent. Will be some big shoes to fill.</li> <li>• Anti-racism policy is now in effect</li> <li>• February is black history month, our focus is always on diversity and inclusion</li> <li>• Two new adhoc policy committees have been formed: anti-poverty and arts in school. Sue will be chairing the arts in school committee this year</li> <li>• The Active Transportation review is continuing, survey has now closed</li> <li>• Seamless Pilot project is a new Ministry of Education pilot project that's bringing a whole day of visioning for young people. Will start with ECEs, will look at the whole flow through a child's day.</li> <li>• Tamara attended the Transportation committee meeting. Her letters went through and got on agenda of both committees – Policing &amp; Public Safety and Transportation Safety. Opportunity to hear our concerns and there were responses from many different community stakeholders</li> <li>• Next public board meeting is Feb 10th at 7pm</li> <li>• All day committee meetings will be Feb 23rd</li> <li>• Welcome any feedback to take back to the board</li> </ul>	
<p><b>6.5 DPAC Report: Urszula Dragowski for Scott Davis</b></p> <ul style="list-style-type: none"> <li>• Budget review for the schools is underway</li> <li>• DPAC has gaming money to spend, \$2500 per year, so have \$5000...need to spend within 2 years</li> <li>• DPAC will pay for 2 people to do food safe from each school</li> <li>• Jessie Miller will be providing an online safety education session</li> <li>• Active Transportation – Langdale Elementary has been working hard at it there, are trying to get a crossing for the Port Mellon highway. Are offering advice to other schools for working on A.T. They applied for a received a grant for \$10,000. One project is that they are developing a walking school bus</li> <li>• Approached by Alwen Williams, they are looking for a school to take on as a project to advocate for active transport. They've decided to assist Cedar Grove.</li> <li>• Gibsons Elem. Is getting their bike lane</li> </ul>	<p>Courtney to complete food safe training, PAC to submit to DPAC for reimbursement</p>
<p><b>7 Old Business</b></p>	<p><b>Action Items</b></p>
<p><b>7.1 Fundraising Update: (Tamara)</b></p> <ul style="list-style-type: none"> <li>• Purdy's Easter fundraiser will start soon, expect poster by end of the week</li> <li>• Spring Hanging Basket fundraisers will be starting soon</li> <li>• We could not do the cookie dough fundraiser as English Bay Cookie Company has not replied to our calls and/or emails.</li> </ul>	
<p><b>7.2 Cedar Grove's Got Talent/Virtual Fundraise: (Nick)</b></p> <ul style="list-style-type: none"> <li>• Nick received a call from Olwen a few weeks ago, reporting back after spoke with the teachers</li> <li>• Staff would like to preserve their talent show, so would like to keep our event separate. To do this, we will take 'talent' out of our event name. Have settled on "Gnome-a-Palooza" for the name of our event.</li> <li>• Need to put out call for videos, gather videos, then try to sell tickets for the event</li> <li>• Christine suggested could sell tickets through hot lunch system and is willing to help with this.</li> <li>• Considered options for how to send out video links, Olwen advised that the school emailed links for the school xmas concert.</li> <li>• Nick has started working on a poster, Lorna will help him with it.</li> <li>• Tamara suggested setting up some sub-committee meetings by zoom to plan the event.</li> </ul>	
<p><b>7.3 Chaster Road Speeding Concern: (Tamara)</b></p> <ul style="list-style-type: none"> <li>• Tamara sent in her letter and was added to the Policing &amp; Public Safety and Transportation Safety meeting agendas. A lot of thanks to Sue for working on our behalf.</li> <li>• Poppy Hollam has agreed to an increase in police presence at Cedar Grove</li> <li>• All agreed that there needs to be more documentation, phone calls to businesses, call out parents. Have several moms who are willing to help with this.</li> </ul>	<p>Tamara to arrange for parent volunteers to be trained by</p>

<ul style="list-style-type: none"> <li>Gibsons police station has radar equipment which can be signed out as long as the volunteers are trained. Tamara is planning to have a few people from Cedar Grove trained.</li> <li>Suggestion was made to put a call for volunteers, with times we would need them</li> <li>Tamara was told no to speed bumps as a traffic calming measure, as MOTI doesn't do them. Nothing was brought up re #1 concern, wanting pedestrian lights.</li> <li>Bernice (custodian) has volunteered to be our staff representative for traffic issues.</li> </ul>	RCMP on radar equipment.
<p><b>7.4 Active Transportation:</b> (Urszula)</p> <ul style="list-style-type: none"> <li>We need to choose one thing to focus on, if we try too many things it won't work</li> <li>TraC (Transportation Choices – Sunshine Coast) is looking for a pilot project to bring to the SCRD planning project; They have selected Cedar Grove.</li> <li>We have the potential to make lasting change if we go through the proper channels.</li> <li>Langdale got permission from MOTI to put up billboards, MOTI only put up one more sign.</li> <li>Group discussion of various options, all liked the idea of 4 way stop at Chaster &amp; Pratt as a priority</li> <li><b>Motion:</b> Nick motioned that Cedar Grove's priority will be an intersection at Chaster/Pratt with 4 way stop &amp; flashing lights. Seconded by Lorna. <b>Motion passed.</b></li> </ul>	<b>Motion Passed:</b> Active Transportation priority is the Chaster/Pratt intersection.
<p><b>7.5 Parking:</b> (Tracy/Olwen)</p> <ul style="list-style-type: none"> <li>Olwen put a notice in the February newsletter about not dropping off students in the staff parking area</li> <li>Trying to draw more attention to the drop off zone, in order to shuffle people along in a calm way.</li> <li>Parking will continue to be a big concern, so in next newsletter will talk more about how to use the drop off zone.</li> </ul>	
<p><b>7.6 Yearbook Update:</b> (Christine)</p> <ul style="list-style-type: none"> <li>Yearbooks are still on sale and we are pushing to get all orders in as we need to commit to our number of books to purchase by February 15<sup>th</sup>.</li> </ul>	
<b>8. New Business</b>	
<p><b>8.1 ETransfers to PAC Account:</b> (Christine)</p> <ul style="list-style-type: none"> <li>Christine spoke with several CIBC staff and there is no way to set up a auto deposit for eTransfers when the account requires 2 signatures.</li> <li>In order to make the eTransfer deposit process simpler for the treasurer, it was decided that we will require everyone to use the same standard password. Courtney will email the parents who pay by eTransfer and arrange for all to use the same password.</li> </ul>	Courtney to arrange for Hot Lunch eTransfers to use same password.
<p><b>8.2 Spending Decisions:</b> (Tracy)</p> <ul style="list-style-type: none"> <li>No new spending decisions, but it was noted that the PAC is required to spend gaming money within 2 years. We have a large sum that needs to be spent this school year, so need to start considering what the school needs that would qualify. In the past we've purchased iPads, and spent a lot of money on transportation for learning activities/field trips. Experiential learning activities will not be happening this year due to Covid restrictions.</li> </ul>	
Meeting Adjourned at: 8:30pm	Next Meeting: March 3, 2021 at 7pm

**Attachments:**

1. Financial Report – YTD Ending January 31, 2021

**Cedar Grove Elementary School PAC**  
**Actual Results to Budget**  
**Year Ending January 31, 2021**

	2020/21 Annual Budget			2020/21 YTD Actuals			Variance
	Revenues	Costs	Net	Revenues	Costs	Net	to Budget
<b>REVENUES</b>							
Hot Lunch	33,000	(30,000)	3,000	\$ 6,375	3,035	\$ 3,340	340
50/50	800	(400)	400	\$ 220	20	\$ 200	(200) **
Advent Calendars	2,700	(1,300)	1,400	\$ 2,943	1,365	\$ 1,578	178
CGE gear / clothing	850	(750)	100	\$ 132	946	-\$ 814	(914)
English Bay Cookies	1,300	(800)	500	\$ -	0	\$ -	(500)
Fall Flowers	2,755	(1,705)	1,050	\$ 1,004	0	\$ 1,004	(46)
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	\$ 853	0	\$ 853	528
Progressive Cards (IGA cards)	750	0	750	\$ 117	0	\$ 117	(633)
Purdy's (Xmas & Easter)	800	0	800	\$ -	0	\$ -	(800)
Yearbooks	1,500	(1,500)	0	\$ -	0	\$ -	0
	48,405	(37,080)	9,825	<b>11,644</b>	5,401	<b>6,242</b>	(3,583)
Parent donations			500			<b>725</b>	225
<b>TOTAL REVENUES</b>			<b>10,325</b>			<b>6,967</b>	(3,358)
<b>EXPENSES</b>							
Administrative Gifts			200			156	(44)
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			87	(313)
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>			<b>21,190</b>			<b>3,280</b>	(17,910)
NET PROFIT - Current year			(10,865)			3,687	14,552
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>\$ 4,237</b>	4,387

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