



Cedar Grove Elementary PAC Meeting Minutes

Meeting Information **Remote Meeting via ZOOM**		
Date: Wednesday, April 7, 2021		Time: 7:00 – 8:30 pm
Chair: Tracy Aiken		Recorder: Christine Hardt
Attendance (9)		
Tracy Aiken , Chair	Lorna Richards, Treasurer	Christine Hardt, Secretary
Olwen Cowan, Principal	Tara Robens	Courtney Facchin
Nick Weber	Urszula Dragowski	Debbie Rockall
Regrets: Sue Girard, Tamara Hedden, Scott Davis		
Housekeeping		Action Items
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: none		
4. Minutes from last PAC meetings: February and March Revisions: Treasurer’s report in February minutes has the 2 account balances reversed, change treasurer report name to Lorna on Feb and March, numbering errors on both Motion to Approve: Tracy Aiken, Seconded by: Tara Robens		
5. Outstanding Action Items: <ul style="list-style-type: none"> • Discuss purchase of tables & tents, needed? – tabled to June 2021 meeting • Christine to arrange a Zoom session with Karen to educate her on the yearbook sales – Pending • Courtney to complete food safe training, PAC to submit to DPAC for reimbursement – Pending • Tamara to arrange for parent volunteers to be trained by RCMP on radar equipment – Pending • Tracy to send request for Cedar Grove Active Transportation Sub-Committee volunteers - Completed 		
6. Regular Reports		Action Items
6.1 Chair’s Report: Tracy Aiken <ul style="list-style-type: none"> • Lorna and Tracy will be attending a Zoom seminar on April 8th about the new spending rules for gaming money • The BCCPAC conference will be held on May 3rd via zoom, the cost is \$35 per person. If anyone is interested in attending, please let Tracy know. 		
6.2 Treasurer’s Report: Lorna Richards <ul style="list-style-type: none"> • Operational account balance: \$23,181.82 • Gaming Account Balance: \$17,709.19 • Confirmed that the Growing Smiles fundraiser should be documented under the ‘hanging baskets’ budget item. • Discussed the gaming grant application process and the year-end gaming license reports. Christine will assist Lorna with these. 		
6.3 Principal’s Report: Olwen Cowan <ul style="list-style-type: none"> • Spoke with the district head groundskeeper and was given information on a company that our district works with on playground equipment. **See discussion documented under item 7.3 • There is a new addendum to the Covid guidelines. Grades 4-7 now need to wear masks. No one will not blame or shame students who are not wearing them as some are struggling, but will provide gentle reminders. For children K-3, it is a choice so all we can do is encourage mask use. No one will be prevented from participating due to masks. • School budgeting for the next school year is underway, as well as staff planning. We are in a declining enrollment situation in our school catchment area. If anyone knows students who will be attending Kindergarten this fall, or families who have moved into our area, please remind them to register. We will continue to have 10 divisions, but have 34 grade 7s and 19 grade 1s so there is a significant decline. • No parent drivers or volunteers are permitted on field trips due to Covid protocols, so will be staying local for outdoor learning opportunities. 		

<ul style="list-style-type: none"> • After school sports – Olwen has reached out to other schools to see what is being offered, and the answer is ‘not a lot’ as teachers would need to volunteer as coaches which has been an issue in the past, plus they are exhausted and waiting for their vaccines. The other issue is that there cannot be any mixing of the student cohorts. There is info coming out soon re mountain biking, and Gordon may be doing Ultimate with his co-hort. • Working with Erin Kelly on ideas and photos for the school yearbook, as we didn’t have teams/clubs to fill it out this year. 	
<p>6.4 School Trustee Report: Sue Girard</p> <ul style="list-style-type: none"> • See attachment. Sue was not able to attend this evening, but sent her report. 	
<p>6.5 DPAC Report: Urszula Dragowski for Scott Davis</p> <ul style="list-style-type: none"> • No report as there no DPAC meeting in March 	
<p>7 Old Business</p>	<p>Action Items</p>
<p>7.1 Chaster/Pratt Intersection Update: (Urszula)</p> <ul style="list-style-type: none"> • No big updates. A notice was put in the newsletter to ask for volunteers for the subcommittee and 2 parents volunteered. Urszula will connect with the new volunteers and update them on where things are at, to see what they would like to do. • Update from Tamara re active transportation/speeding: would like to book a date to take pics of students who would like to have their faces on sandwich boards asking people to slow down. A CGE dad is willing to help with building, and will reach out to Vital Signs in Roberts Creek about pricing for life sized signs. 	
<p>7.2 Fundraising Update: (Tamara)</p> <ul style="list-style-type: none"> • Easter Purdy’s fundraiser: made around \$300-\$400, so it did better than previous Easter fundraisers. • Splatters paint fundraiser: Tamara advertised it online. When you purchase paint at Splatters, tell them you are from Cedar Grove to get 10% off the paint, and then they will also donate a percentage of the sale to Cedar Grove. • Growing Smiles fundraiser: is doing well, delivery is May 7th. Order deadline is April 18th, most payments are by credit card but eTransfer is also accepted.. We have about \$2000 in sales now, with \$500 profit. The plan is to use the basketball court for Covid safe distribution as was one for the Mums. If anyone can help on May 7th with the flower distribution, please let Tamara know. Tracy noted that they will need to decide how much extras to order. Last time only a few extras were ordered and we did get some last minute requests. 	
<p>7.3 Gaming Money Spending Ideas: (Olwen)</p> <ul style="list-style-type: none"> • It was previously thought that the gaming funds need to be spent within 2 years, Tracy recently found out that we have 3 years to spend them. However, some of our funds are from 3 years ago so we need to ensure they are spent. • The gaming account currently contains funds collected from gaming grants, raffles and 50/50 draws. • Olwen provided a link to the Habitat Systems website which we reviewed together for ideas: <ul style="list-style-type: none"> ◦ https://www.habitat-systems.com/product-type/natural-playgrounds-equipment/ • All present were impressed with the natural playground options, and it was agreed that Olwen should work with the students to determine what to add to the ‘Cedar Grove’ area at the front of the school. • Christine noted that fundraising was done several years ago for outdoor play equipment or structures. Some of the funds were used last year for the story garden, there is currently \$800 left. • Discussed having Olwen determine what should be ordered, and then present it at the next meeting for approval. However, it was noted that there would be less delays if the equipment could be ordered as soon as possible. Therefore it was decided to approve the funds now. • Motion: Nick Weber motioned to spend up to \$18,509.19 on the new outdoor play equipment, to be selected by Olwen with the students. This equals all of the current gaming account balance plus the \$800 reserved playground funds. Second: Tara Robens. Motion Passed. 	<p>Motion Passed: Spend up to \$18,509.18 on new outdoor playground equipment.</p>
<p>7.4 Craft Plates: (Christine)</p> <ul style="list-style-type: none"> • In past years we have tried a few different options for offering the craft plates: 1) a craft night for students to attend and design their plates, 2) send the template and order forms home, or 3) have kids design their plates in class and then send the order forms home. • When we tried having the kids design their plates in class a few years ago, it didn’t go well as the staff didn’t all understand the process. 	<p>Christine to forward Craft Plate information to</p>

<ul style="list-style-type: none"> Discussed options for this year and it was decided to have the kids design their plates in class, and Olwen will organize it with the teachers. April is busy, so Olwen felt that early May would be a good time to do this. Order forms will be sent home with the completed plate designs. There were some concerns that not all families can afford to place an order. Olwen advised that as with other school activities, assistance is available for those that want to participate but cannot afford it. This will be added into the parent notice. Christine will forward the information to Olwen. 	Olwen for school project in early May.
8. New Business	
8.1 CGE Bike Swap: (Nick) <ul style="list-style-type: none"> Nick's kids have outgrown their bikes and need new ones, and he considered that a lot of others are in the same boat, so had the idea of organizing a school or community bike swap. Not sure what the logistics would like, and it would not be considered a fundraiser. If anyone has ideas around how to do this, please email Nick. This is something that we could do next year. 	
8.2 Parent Engagement: (Tracy) <ul style="list-style-type: none"> We need to encourage parents of younger kids to get involved in PAC. We used to go to the kindie welcome event and speak about PAC, if anyone is willing to help please let Tracy know. Tara and Lorna both advised that they are interested. Discussed that it would be great to make a fun video that we can send out to primary parents, or post on Facebook. Olwen noted that kinder spark sessions will be happening soon, Olwen will share the dates. There are 2 different sessions, PAC can do an in person socially distant cameo visit (with a mask) as the sessions are outside. 	
8.3 Additions to Agenda: <ul style="list-style-type: none"> Patrick Bocking is retiring at the end of the school year, he has done a lot for our school and the district. Urszula will arrange a retirement card on behalf of the PAC that we can all sign before the end of the school year. 4 videos were submitted for Gnome-a-Palooza, but the event was cancelled. All felt we should do something for those who submitted. Nick & Tamara will organize gift cards for them, and Tracy can assist with dropping them off. 	Urszula to arrange a retirement card for Patrick Bocking Nick/Tamara to arrange gift cards for video submissions
8.3 Spending Decisions: (Tracy) <ul style="list-style-type: none"> Motion: <i>Tara Robens motioned to spend \$350 to fund 10 people to attend the BCCPAC conference.</i> Seconded by Tracy Aiken. Motion Passed. Tracy will advertise the conference and the PAC will reimburse the first 10 people to sign up. 	
Meeting Adjourned at: 8:30pm Next Meeting: May 5, 2021 at 7pm	

Attachments:

1. Financial Report – YTD Ending March 31, 2021
2. Trustee's Report

Cedar Grove Elementary School PAC

Actual Results to Budget

Year Ending March 31, 2021

	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	\$ 9,273	5,491	\$ 3,783	783
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	\$ 309	0	\$ 309	309
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	14,851	7,857	6,994	(2,831)
Parent donations			500			725	225
TOTAL REVENUES			10,325			7,719	(2,606)
EXPENSES							
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			120	(280)
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)
TOTAL EXPENSES			21,190			3,313	(17,877)
NET PROFIT - Current year			(10,865)			4,406	15,271
Bank account opening balance less \$8300 reserved funds			10,715			550	(10,165)
Bank account (plus CGE PAC account)- closing balance			-\$ 150			\$ 4,956	5,106

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

PAC/TRUSTEE BOARD REPORT: Sue Girard
CGES PAC - April 2021

Main discussions of note:

- Trustees continue to enjoy virtual school tours via committee of the whole. We are excited to get an update from each school. At the last Committee of the Whole we were visited by Principal Deborah Luporini GES, Principal Chris Lakakis PHSS, Principal Mark Sauer CSS, Principal Carolyn Spence and Michael Gabriel from SCAS, it was so great to hear all the wonderful things they continue to do for our kids.
- Last month we heard from Principal Ursula Hardwick DBES, Principal Bernadette Marie KES and Principal Christa Rive RCES.
- Superintendent recruitment is underway. Meetings to review several candidates will be throughout the Month of April as we zero in on a short list and begin to make the very important decision.
- Next Ad Hoc Poverty Committee April 6th when the 1st draft policy will be presented, discussed & completed.
- Ad Hoc for Art in Schools met March 30th. I am the chair of this committee and we accomplished a lot at the 1st Meeting and now are working towards a draft policy.
- SD46 has been chosen, through the amazing early childhood education programs we have a history with trailblazing, to be one of the first districts to implement “seamless day” which is where childcare happens before and after school onsite. This pilot project site for 2021 on the coast is West Sechelt Elementary. The Board is looking forward to hearing about how this evolves.
- SD46 continues with the 3-year Equity Scan. The next steering committee meeting is April 15.
- The next Policing & Public Safety Cmt. & Transportation Advisory Cmt. Meetings are on April 15th. Again, unfortunately, I have a double-booked day as it is the first day of the BCSTA’s annual AGM, so I am not sure I can attend. If you have anything regarding the Chaster Road issues, please let me know and I can relay them to the appropriate committees. sgirard@sd46.bc.ca

PARENTS ARE ALWAYS WELCOME TO ATTEND THE PUBLIC BOARD MEETINGS

Next public board meeting: April 14 2021 7pm

<https://sd46.bc.ca/district-information/board-of-education-and-governance/board-meeting-schedule/>

<https://www.youtube.com/user/SD46Schools>

Next committee meeting day: April 27: 9:30 am to 4pm