



Cedar Grove Elementary PAC Meeting Minutes

Meeting Information **Remote Meeting via ZOOM**		
Date: Wednesday, June 2, 2021		Time: 7:00 – 8:30 pm
Chair: Tracy Aiken		Recorder: Christine Hardt
Attendance (12)		
Tracy Aiken , Chair	Lorna Richards, Treasurer	Christine Hardt, Secretary
Olwen Cowan, Principal	Tara Robens	Scott Davis
Sue Girard, School Board Trustee	Tamara Hedden	Nick Weber
Courtney Facchin	Urszula Dragowski	Karen Graves
Regrets:		
Housekeeping		Action Items
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: none		
4. Minutes from last PAC meetings: Revisions: Remove Tara’s name from list of parents leaving the school (in the Chair’s report) Motion to Approve: Tara Robens, Seconded by: Lorna Richards		
5. Outstanding Action Items:		
<ul style="list-style-type: none"> • Completed: <ul style="list-style-type: none"> ○ Courtney to complete food safe training, PAC to submit to DPAC for reimbursement – Courtney has signed up, will send receipt - Completed ○ Tamara to arrange for parent volunteers to be trained by RCMP on radar equipment – Completed ○ Craft Plates order submission – Completed. Christine met with Tracy to show her how to submit the order. Christine noted that when placing the order it initially shows the shipping charge as \$999. You need to enter a coupon code for free shipping. ○ Urszula to arrange a retirement card for Patrick Bocking – everyone can’t sign, Tracy will sign on behalf of PAC - Completed ○ Nick/Tamara to arrange gift cards for video submissions – Completed ○ Sue Girard to send Don’s contact info to Tamara - Completed ○ Tamara to get contact info from Urszula for TraC – Completed • Pending: <ul style="list-style-type: none"> ○ Olwen to order new playground equipment to be paid from gaming – Pending ○ Christine to arrange a Zoom session with Karen to educate her on the yearbook sales – Pending, Christine will try to get together with her in June. If it doesn’t work will do it in the fall. ○ Karen Graves to organize a parent survey re summer daycare and camp issues – Pending ○ Bike Swap – Table for Discussion in the Fall 		
6. Regular Reports		Action Items
6.1 Chair’s Report: Tracy Aiken		
<ul style="list-style-type: none"> • Thanks to everyone for being involved in the PAC this year and coming out to our Zoom meetings. Not many in person events but we still were able to have some successful and creative events to keep things going. Special thanks to parents who are leaving the PAC as their kids are moving on to high school: Christine Hardt and Scott Davies. They have put in a lot of work over the years with PAC and we are sad to see them go. • Not sure yet what next year will look like, hopefully next year we can start meeting in person in the library or have some sort of hybrid meeting with some in person and some on zoom. • 		
6.2 Treasurer’s Report: Lorna Richards		Christine to review and
<ul style="list-style-type: none"> • Operational account balance: \$24,159.89 		

<ul style="list-style-type: none"> • Gaming Account Balance: \$16,790.64 • Will be meeting with Tracy and Christine to complete the gaming grant • Noted that there are some issues in the bookkeeping document as some formulas have stopped working, Christine will look at it with Lorna to ensure the final numbers are correct for reporting in September on actuals compared to budget for this school year. • Noted that if the formulas caused issues with the monthly financial reports, we may need to go back to the minutes from previous months and updated the monthly statements after the formulas are corrected. Christine will review and update the statements and minutes as needed. 	<p>correct the formulas in the bookkeeping document, then correct the monthly statements and minutes as needed.</p>
<p>6.3 Principal's Report: Olwen Cowan</p> <ul style="list-style-type: none"> • Acknowledged what a difficult year it has been for everyone, but especially our parent group as this is such an involved PAC. It has been hard not having our parent volunteers in the building, connecting with students, teachers and EAs. Hoping that in September we can have people in the building. • Like the idea of having a hybrid meeting if we are able to do them next year. • Thank you to Christine Hardt and Scott Davis for everything they've done for the PAC and the school, they have always been supportive and uplifting. • Shared the SOGI presentation with Tracy so that she can forward it to everyone. • Kate Kerr was appointed as the new SD46 superintendent. She has worked in elementary, secondary, and is currently the director of instruction for inclusive education. • New school hours next year: 8:30am to 2:30pm. This works better for the bus drop off and pick up, and allows for less time for kids to be outside when they are dropped off in the morning. There are currently some supervision issues in the morning which the new hours will help resolve. School doors will open at 8:20am. There will also only be 1 recess and 1 lunch next school year which is great for supervision and for building a sense of community in the school. • Our oldest students will be organizing a Sports day for our school. Children will play fun activities and games within their cohorts. • Unfortunately the talent show has been cancelled. • Next week the grade 7 leaving ceremony will be recorded with the help of Lorna and Tamara. Unfortunately parents are not able to attend the ceremony this year, so they will be sent a utube link to watch the recording. 	
<p>6.4 School Trustee Report: Sue Girard</p> <ul style="list-style-type: none"> • See attachment 	
<p>6.5 DPAC Report: Scott Davis</p> <ul style="list-style-type: none"> • DPAC meetings are now occurring one week prior to our PAC meetings, so meeting minutes are not ready in time. Will refer to the meeting agenda for this report. • DPAC executive elections will be held in October. Jo Thompson will stay on as chair until then, Scott is up for the chair position as not a lot of people are wanting to do it. • Have money that DPAC needs to spend. Covid shut things down as it made it hard to spend the funds. Hoping to bring in speakers next year. • It was Patrick Bocking's last meeting with us. • Travel update from Yuki. Langdale Elementary is currently leading the way in their work related to traffic safety. 	
<p>6.6 2021-2022 PAC Executive Elections: (Tracy)</p> <ul style="list-style-type: none"> • In previous years the elections were held at the end of the meeting, changed the agenda order this year to hold them earlier in case people need to leave early. • Election Results as follows: <ul style="list-style-type: none"> ○ Chair: Tracy Aiken (by acclimation) ○ Vice Chair: Tamara Hedden (by acclimation) ○ Treasurer: Lorna Richards (by acclimation) ○ Secretary: vacant, tabled to September ○ Members at Large: Tara Robens and Nick Weber (both by acclimation) ○ DPAC Rep: Urszula Dragowski (by acclimation). Tara Robens agreed to be an alternate. ○ Breakfast Program Coordinator: Courtney Facchin & Denielle MacDonald (by acclimation) ○ Hot Lunch Coordinator: Courtney Facchin (by acclimation) ○ Fundraising Coordinator: Tamara Hedden (by acclimation) 	

<ul style="list-style-type: none"> ○ Volunteer Coordinator: Karen Graves (by acclimation) ○ Yearbook Coordinator: Erin Kellie ● Election Notes: <ul style="list-style-type: none"> ○ In September the PAC banking signatories will need to be updated to remove Christine Hardt and add Tamara Hedden. 											
7 Old Business	Action Items										
7.1 Teacher Appreciation Luncheon: (Courtney) <ul style="list-style-type: none"> ● Loki's Pies has offered to donate pies for all the teachers. Variety of vegetarian and meat. ● Will purchase desserts from Lonewolf Bakery. Last year they provided donations, so we are buying from them this year as a thank you. ● Unfortunately there are not enough donations to provide the teachers with gifts this year. If anyone has an idea for something to say thank you (i.e. a poster), please let Courtney know. 											
7.2 Parking/Drop Off and Pick-Up Congestion: (Nick) <ul style="list-style-type: none"> ● Using google maps, Nick provided an overview of traffic patterns for pickup/drop off ● There are 18 parking spots, 2 handicap parking spots and 1 pickup/drop off lane ● Some unofficial parking happens in front of the basketball court, but it is contributing to the congestion. ● There have been reports of near misses and road rage incidents. This is not an environment we want at our school, so how do we address this? <table border="1" data-bbox="94 766 1291 1354"> <thead> <tr> <th data-bbox="94 766 695 798">Problem</th> <th data-bbox="695 766 1291 798">Solution/Discussion</th> </tr> </thead> <tbody> <tr> <td data-bbox="94 798 695 961">Pandemic – less people taking the bus, more single cars</td> <td data-bbox="695 798 1291 961">Will things get back to normal after pandemic restrictions ease? Or will people have habituated into using their cars and stop using the bus as much? If we do get back to 'normal', is normal safe enough?</td> </tr> <tr> <td data-bbox="94 961 695 1224">Only 18 parking spots</td> <td data-bbox="695 961 1291 1224">Is this enough? Can we use adjacent areas for more parking. 12 staff parking spots along side of school, gravel parking area opposite it 40m wide adds 20 additional parking spots. Not recommended to use the gravel area as it creates a pinch point/congestion Frank West hall has 15 spots, plus another 7 behind.</td> </tr> <tr> <td data-bbox="94 1224 695 1323">Narrow access. 2 lanes, pinch points, double parking, more crowded when bus is there</td> <td data-bbox="695 1224 1291 1323">Can we redesign the front area to improve traffic safety? Discussed options for adding space and a 3rd lane.</td> </tr> <tr> <td data-bbox="94 1323 695 1354">Too many cars</td> <td data-bbox="695 1323 1291 1354">Promote active transportation</td> </tr> </tbody> </table> <ul style="list-style-type: none"> ● Scott noted that this issue has come up many times but there has been little progress. ● Olwen noted that there are 260 students and 35 staff members at Cedar Grove. The gravel area at the side of the school is utilized for staff parking and would not be available to parents. 	Problem	Solution/Discussion	Pandemic – less people taking the bus, more single cars	Will things get back to normal after pandemic restrictions ease? Or will people have habituated into using their cars and stop using the bus as much? If we do get back to 'normal', is normal safe enough?	Only 18 parking spots	Is this enough? Can we use adjacent areas for more parking. 12 staff parking spots along side of school, gravel parking area opposite it 40m wide adds 20 additional parking spots. Not recommended to use the gravel area as it creates a pinch point/congestion Frank West hall has 15 spots, plus another 7 behind.	Narrow access. 2 lanes, pinch points, double parking, more crowded when bus is there	Can we redesign the front area to improve traffic safety? Discussed options for adding space and a 3 rd lane.	Too many cars	Promote active transportation	Table to next meeting for further discussion.
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7.3 Speeding Concerns Update: (Tamara) <ul style="list-style-type: none"> ● Still waiting to hear back from Don, and waiting to hear back re the radar gun. ● Nicole Arnett met a woman who has access to portable radar signs that can be rented. Tamara will look into this option. ● Took photos of 2 children and our custodian to be used for 'slow down' signage. Was introduced to the man who made the 2 signs in Vancouver of police with radar guns. Will work with him to get a quote, hoping to have the signs by September. 											
7.5 Active Transportation: (Urszula) <ul style="list-style-type: none"> ● BCCPAC passed a motion to promote active transportation in BC, working to build better relationships with MOTI ● Langdale Elementary had a liaison officer came to the school to do a number of road safety and bike safety workshops with the kids, this is something we could do as well. ● Langdale has also arranged an active transport month. 											
8. New Business											

<p>8.1 BCCPAC Conference: (Tamara)</p> <ul style="list-style-type: none"> • Conference was very educational, focused on empowerment through knowledge with several guest speakers. • Dr. Gordon Neufeld, spoke about ‘healthy children flourish’. He believes tangible play, use your imagination and go outside. • Tyron McNeil, first nation education steering committee chair. He suggested that every community have someone from first nations provide a presentation to the PAC. • Dr. Greg Gerber, runs and operates ‘Safe Schools Together’. Brought to light how many apps there are for children. Talked about the importance of being present, aware of what our kids are looking at, and checking their device history. • Dr. Ashley Miller, spoke about mindfulness and how important it is for children. • Have enquired if the recordings will be available for anyone to watch. 	
<p>8.1 Yearbook Distribution: (Christine)</p> <ul style="list-style-type: none"> • Yearbooks will be arriving soon and Christine will arrange distribution. • Christine will arrange to meet with Karen to train on the yearbook coordination. • Erin Kellie is responsible for creating the yearbook. That role requires a lot of training, so typically a 1 year notice period is required if leaving, in order to ‘buddy train’ the new yearbook coordinator. 	
<p>8.2 Water School Gardens during Summer: (Tracy)</p> <ul style="list-style-type: none"> • Last year people signed up for shifts to water the gardens. Olwen will email the families who helped last year to see if they can help again. 	
<p>8.3 Additional Agenda Items:</p> <ul style="list-style-type: none"> • Cedar Grove Gear (Tracy): Have some left over cedar grove gear and masks. Would like to distribute the last of the masks as hopefully will not need them next year. Decided that Olwen can give the last of the masks out as prizes. Tracy will send the masks to Olwen. • Engagement: Discussed options for engagement of new parents to PAC such as meeting with class parents to introduce the PAC, bring back class reps to promote engagement, welcome new families. Discussed first day of school welcome table, will wait till September to see if we are able to do this again in September. 	<p>Tracy to provide remainder of the Cedar Grove Masks to Olwen for prizes.</p>
<p>8.3 Spending Decisions: (Tracy)</p> <ul style="list-style-type: none"> • Tables/Tents: This item comes from last year as we were short on tables and tents for school and PAC events such as Lantern Festival and the School BBQ. We tabled the discussion to June, as felt they were not needed this year due to the cancellation of events. Decided to table this to the fall, as we are still not sure if we can hold events next year. We’ll also need to determine how much storage space is available. • Request from Christine and Scott for the \$200 budgeted for the grade 7s. Lorna will provide the cheque to Scott. 	
<p>Meeting Adjourned at: 8:45pm</p>	<p>Next Meeting: Sept 15, 2021 at 7pm</p>

Attachments:

1. Financial Report – YTD Ending May 31, 2021
2. Trustee Report

Cedar Grove Elementary School PAC

Actual Results to Budget

Year Ending May 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	\$ 17,465	14,478	\$ 2,987	(13)
50/50	800	(400)	400	\$ 463	10	\$ 453	53 **
Advent Calendars	2,700	(1,300)	1,400	\$ 2,943	1,365	\$ 1,578	178
CGE gear / clothing	850	(750)	100	\$ 269	946	-\$ 677	(777)
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	\$ 558	0	\$ 558	(942)
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	\$ 2,574	0	\$ 2,574	1,774
Yearbooks	1,500	(1,500)	0	\$ -	0	\$ -	0
	48,405	(37,080)	9,825	26,555	16,835	9,720	(105)
Parent donations			500			725	225
TOTAL REVENUES			10,325			10,445	120
EXPENSES							
Administrative Gifts			200			156	(44)
BCCPAC			75			110	35
Bursary			1,000			-	(1,000) **
Contest Prizes			200			137	(63)
Discretionary Spending			13,000			3,646	(9,354)
Emergency kits replenish			500			-	(500)
Food Safe			115			-	(115)
Grade 7 donation (Grad)			250			-	(250)
Miscellaneous			400			171	(229)
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			6,113	(15,077)
NET PROFIT - Current year			(10,865)			4,331	15,196
Bank account opening balance less \$8300 reserved funds			10,715			550	(10,165)
Bank account (plus CGE PAC account)- closing balance			-\$ 150			\$ 4,881	5,031

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

Cedar Grove PAC Meeting:- June 2nd, 2021

Trustee Sue Girard -- Report

Main discussions of note:

- Trustees wrapped up virtual school tours via committee of the whole. We were excited to get an update from each school and hear their Growth Plans. Last but not least we heard from Jeff Marshall WSES, Sandy Magnussen MPES, Christa Rive RCES, and John Brisebois ESS.
- Intergovernmental meeting May 11 was a great success, we hosted. The discussions covered 3 main topics: Equity, Poverty and the Environment. We are excited about the level of small group discussion was able to occur through the breakout room format. The students came with a strong 'Student Voice' and joined in the hearty discussions.
- 4 trustees made grad speeches for the Grad ceremonies. Trustees Ruth, Hampvent, Amaral & Haines gave great speeches to the Grads of 2021.
- Superintendent hire announcement any day now!
- Our new Superintendent is Kate Kerr. Kate brings a wealth of experience and knowledge of SD46 through her many previous roles with the District. Please see the News/Press Release from June 2nd, 2021 on the District website.
- Anti-poverty policy in draft stage of circulation to stakeholders
- SD46 board is sending a delegation to the ministry at an Select Standing Committee on Finance and Government Services
- The budget recommendations were approved at the May board meeting and trustees were excited to see money in the budget for counselling and food, 2 items we have been advocating for.

PARENTS ARE ALWAYS WELCOME TO ATTEND THE PUBLIC BOARD MEETINGS

Next public board meeting: June 9 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: June 22: 9:30 am to 4pm