



Cedar Grove Elementary PAC Meeting Minutes

Meeting Information **Remote Meeting via ZOOM**		
Date: Wednesday, Sept 15, 2021	Time: 7:00 – 8:30 pm	
Chair: Tracy Aiken	Recorder: Marissa Rizzo	
Attendance (10)		
Tracy Aiken, Chair	Nick Weber, Member at Large	Courtney Facchin, Hot lunch Coordinator
Olwen Cowan, Principal	Lorna Richards, Treasurer	Skye Whiting
Sue Girard, School Board 46 Trustee	Renee Schisler	Marissa Rizzo, Secretary
Tamara Hedden, Vice Chair	Karen Graves, Volunteer Coordinator	Urszula Dragowska, DPAC
Regrets: Tara Robens		
Housekeeping	Action Items	
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: Money Minder to be added in treasurers report		
4. Minutes from last PAC meetings: Revisions: None Motion to Approve: Karen Graves, Seconded by: Nick Weber 5. Minutes from August 11 meeting: Revisions: None Motion to approve: Lorna Richards, Seconded by: Karen Graves		
<ul style="list-style-type: none"> • Outstanding Action Items: • Completed: <ul style="list-style-type: none"> ○ playground equipment changed to extra-curricular sports equipment, has been ordered • Pending: <ul style="list-style-type: none"> ○ Christine and Karen to meet Sept 22 to go over organizing yearbook sales ○ Parent survey- no longer applicable ○ Bike Swap- Table to the next meeting ○ Change Signatories for banking to new PAC Exec 		
6. Regular Reports	Action Items	
6.1 Chair's Report: Tracy Aiken <ul style="list-style-type: none"> • WELCOME BACK EVERYONE • We are hopeful as the year goes on to be able to hold in person meetings, but they will be held via Zoom until we are able to do something different • An Emergency meeting was held over the summer for in regards to spending gaming grant money, which comes from the government or through any raffles and 50/50 draws. Grant money expires after 3 years, and we had some that must be spent by end of August, its been approved to purchase for sports equipment for extra-curricular sports teams. (volleyball, basketball, soccer). Thanks to all the parents who attended. • The main goal of the PAC is to represent the parents, with the goal of enhancing the education and well-being of students. We also advocate for speeding concerns, active transport, parking lot concerns, etc. We also love doing community events that involve students such as dances and movie nights. We are hopeful to be able to do these again in the future. 		
6.2 Treasurer's Report: Lorna Richards <ul style="list-style-type: none"> • Propose a change to the way money is managed, the info is currently stored in 3 spaces (spreadsheet, file bucket for paper, and a bank statement), there is no tracking of entries or actions, and creates complicated handover of new trainees. Lorna is proposing to use 		

<p>MoneyMinder, an online solution used by many PACs and PTAs currently to manage their money. It is an integrated, online repository platform, docs can be stored online, it will offer oversight of who is doing what, easy handover to future treasurer, and tech support. This would solve a lot of issues with organization, and it is already included in the budget at cost of \$250/yr. Currently we are using as a trial, and docs can be printed off at the end if we decide not to use it going forward.</p> <ul style="list-style-type: none"> • Motion to approve use of MoneyMinder by Urszula Daragowska, Seconded by Karen Graves, All in Favour, Motion passed 	
<p>7.3 Principal's Report: Olwen Cowan</p> <ul style="list-style-type: none"> • CGE has a lot of new support staff this year: <ol style="list-style-type: none"> 1. Daytime custodian, Ben Hancock 2. Gr 6/7 Teacher, Roy Hanem 3. SHINE Program Teacher, Charlotte Hagedorn 4. EAs for Shine, Chelsie Koberwitz, Dawn Bartlett, Louise Parent 5. Field Program, Graeme Davies 6. Indigenous Education Support and Learning, Desiree Harris • CGE has 35 New students this year, not including the Kindergarten classes, this means a lot of adjustments to class configurations, student placement was intentional with many hours spent discussing and considering the social and emotional aspects of learners. • Everybody in SD46 received a copy of Ensouling Our Schools which is about teaching to diversity. On the first Pro D Day of the year, Sept 27, staff will have a keynote by Kevin Lamoureux, one of the writers and most recently one of the education lead for Canadas Truth and Reconciliation Commission. • Chaster Road is having water main replacement, about a week-long process starting next Monday Sept 20. This will rectify ongoing issues with burst pipes in front of the school. • An email will go out about active travel, an active travel map has been developed which shows safe walking and biking routes for families and will be sent out shortly. • We are opening up slowly, and ensuring people are comfortable when meeting in person. This year we no longer have cohorts but are looking at having smaller grade assemblies. 	
<p>7.4 School Trustee Report: Sue Girard</p> <ul style="list-style-type: none"> • SD 46 has a new Superintendent, Kate Kerr, as well as a new Director of Inclusive Education, Christa Rive. • SD46 Board is excited to welcome new Student Trustee Matthew Doulgas, who is a grade 12 student at Chatelech, he is the 9th Student Trustee for student voice • SD46 Will observe Sept 30th day of Truth and Reconciliation, as well the flags will be half-mast for remainder of September • Grand opening of the West Sechelt Elementary School Expansion will be September 21st • Anti-poverty policy was approved at June 12th board meeting, some trustees attended a national conference featuring speakers on inclusion, reconciliation, and anti- racism. • Enhanced Student Learning Ministry Report unanimously approved by the board at the September 8th board meeting, the report can be found on SD 46 website. • SD 46 knows that parents are concerned regarding public health and vaccination clinics, they are happy to answer any questions, as well, anybody can contact Dr John Harding with VCH, the number is available through local VCH • Oct 14 is the next SCR D meeting for policing and transportation, SD46 is hoping to be on the agenda, if there is anything anybody wants to get on the agenda, there is an opportunity for that • SD46 has welcomed international students back this year, approximately 20 are with local families hosting their stay • Next committee meeting will be September 28th from 930am-4pm, Education Committee at the end of the day starting at 230pm, any feedback or questions are welcome 	

7.5 DPAC Report: Urszula Dragowska <ul style="list-style-type: none"> No DPAC meeting yet this year 	
8 Old Business	Action Items
8.1 Gaming Grant spending <ul style="list-style-type: none"> \$20 per student allotted by the provincial government every year must be used for extra-curricular items, it can be very restrictive and difficult to spend that money, and the grant is only good for 3 years. CGE will have another sum to spend at the end of this year, please start thinking about possible uses early in the year. 	
9. New Business	
9.1 Class Reps: (Tracy) <ul style="list-style-type: none"> In previous years, each division tried to find a parent from each class to be the rep to attend PAC meetings and be point of contact to communicate with other parents, look for volunteers if needed, etc. We could not do this last year due to less parent involvement in the schools, teachers like this and it improves communication from the PAC/classes 	Tracy to go back in info from previous years how we did this, and clarity on the role. Karen to take on the role of finding class reps
9.2 2021/2022 Budget Planning: (Tracy) <ul style="list-style-type: none"> PAC Exec met in August to draft proposed 2021/2022 budget (attached). Motion to approve 2021/2022 Budget: Nick Weber, Seconded by Lorna Richards, All in favour, Motion passed 	
9.3 2021/2022 PAC Calendar (Tracy): <ul style="list-style-type: none"> To be presented at next meeting 	
9.4 Teacher Wishlists: (Tracy) <ul style="list-style-type: none"> Want to start on this early in the year so teachers can get their items in the classrooms 	Tara to send out forms to teachers and compile a list for presentation
9.5 Hot Lunch Update: (Courtney) <ul style="list-style-type: none"> Started with 3 days a week, Sushi, Subway and Pizza. There is a small increase to prices this year to reflect cost increase from vendors. No milk will be offered this year as it costs too much if not enough is ordered and we have to pay for shipping, milk can be sold again if we move to 5 days a week again. More volunteers are needed to do hot lunch 5 days a week, please let Courtney know if you would like to volunteer Breakfast program has been replaced with a new program. About 20 sandwiches a week are purchased from IGA and kept in the office fridge for Ms Teresa to distribute to any child who was hungry in a class could be provided with a sandwich. We also were able to sponsor 8 families for hot lunch 3 days a week that would not otherwise have a meal. 	
9.6 Spending Decisions: <ul style="list-style-type: none"> None 	
Meeting Adjourned at: 8:52pm	Next Meeting: October 6, 2021 at 7pm

Attachments:

- Proposed 2021/2022 Budget

**CEDAR GROVE PAC
2021/2022 BUDGET - FINAL**

PAC OPERATING ACCOUNT

FUNDRAISING REVENUE	Total Revenue	Costs	Net Revenue	EXPENSES
Hot Lunch	\$ 17,000.00	\$ 13,000.00	\$ 4,000.00	Administrative Gifts \$ 200.00
Popcorn	1,500.00	1,000.00	500.00	BCCPAC 75.00
Progressive Cards (IGA cards)	500.00	100.00	400.00	Bursary 1,000.00
Cookies/Muffins	1,300.00	800.00	500.00	Contest Prizes 200.00
Advent Calendars	3,000.00	1,500.00	1,500.00	Emergency kits replenish 500.00
Purdy's (Xmas & Easter)	2,000.00	-	2,000.00	Grade 7 donation (Grad) 300.00
Craft night (plates)	600.00	600.00	-	Miscellaneous 400.00
Growing Smiles - Winter (Pointsettas)	2,200.00	1,000.00	1,200.00	PAC Website 150.00
Growing Smiles - Spring (Hanging Baskets)	2,200.00	1,000.00	1,200.00	Sex Education 2,000.00
Growing Smiles - Jungle Plants	30.00		30.00	Teacher Appreciation Lunch 300.00
CGE gear / clothing	100.00	-	100.00	Parent Education 500.00
Yearbooks	1,500.00	1,500.00	-	Tents 600.00
Parent donations	\$ 500.00	\$ -	\$ 500.00	Teacher Wish Lists 3,000.00
				Money Minder 250.00

Total net revenue \$ 11,930.00 \$ 9,475.00

PAC ACCOUNT BALANCE (Opening)

PAC Account Balance (Sep 1, 2021)	\$ 19,692.97			Discretionary fund \$ 13,900.00
Less: Outdoor Playstructure Funds	\$ (800.00)			
Less: Reserved Funds	\$ (7,500.00)		\$ 11,392.97	
			\$ 23,322.97	Total net expenses \$ 23,375.00

GAMING ACCOUNT

FUNDS AVAILABLE:	GAMING EXPENSES
Gaming Account Balance (Sep 1, 2021)	Disbursements \$ 17,000.00
2021/22 Grant (Estimated)	
\$ 17,053.69	\$ 17,000.00

TOTAL REVENUE AVAILABLE \$ 40,376.66 **TOTAL PLANNED EXPENSES \$ 40,375.00**

SURPLUS (DEFICIT) \$1.66

****Eligible disbursements of gaming proceeds:**

--> Sports equipment / uniforms

--> Playground equipment

--> student competitions / societies / clubs

--> student transportation