







## Cedar Grove Elementary PAC Meeting Minutes

Meeting Information		
<b>Date:</b> Wednesday November 4, 2015	<b>Time:</b> 7:00 – 9:00 pm	
<b>Chair:</b> Christine Hardt	<b>Recorder:</b> Christine Hardt (for Lisa McKay)	
Attendance (18)		
Barry Krangle, Principal	Christine Hardt, Co-Chair	Tracey McIntosh, Co-Chair
Linda Schute, Treasurer	Susan Goddard	Shannon Burtnick, DPAC Rep
Pammila Ruth, School Board Trustee	Aja Plows, Fundraising Coordinator	Tina Poirier, Hot Lunch Coordinator
Penny Nielsen, Volunteer Coordinator	Katie Borowski	Suzanne Diamond
Jaylene Avila	Scott Davis	Anneke van Swieten
Melinda Marsh	Nicole Giveen	Lisa Patterson
<b>Regrets:</b> Lisa McKay, Secretary; Pauline Attle-Billey (Breakfast Prgrm)		
Housekeeping	Action Items	
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: School message board (9.5), Emergency Supplies (9.7)		
4. Minutes from last PAC meeting: October 7, 2015 Revisions: None Motion to Approve: Christine Hardt Seconded: Susan Goddard		
5. Outstanding Action Items: None		
6. Regular Reports	Action Items	
<b>6.1 Treasurer's Report:</b> <ul style="list-style-type: none"> <li>As of October 31st we have \$24,117.70 in the general account</li> <li>Cheque from Monk (for school supplies fundraiser) of \$78 should come in November</li> <li>Received a cheque from Progressive but statement is pending</li> <li>Decision was made to continuing banking with CIBC. When they heard we were considering moving elsewhere, they reimbursed us for all fees paid in the last year. Bank statements can now be accessed online.</li> </ul>	 PAC Cashflow - Oct2015.pdf	
<b>6.2 Principal's Report:</b> <ul style="list-style-type: none"> <li>School newsletter went out yesterday/today, there is a lot happening and great attitude from everyone</li> <li>Ice Cream Social was successful and provided a sense of community. Considering trying something new next year though. Either PAC scoop ice cream, or perhaps a BBQ. More assistance from PAC so that teachers are able to mingle with parents.</li> <li>Grade 7 fun fare (Halloween) was a lot of fun and they did a great job organizing it</li> <li>23 parents attended the Parenting Workshop with a lot of interest expressed for future sessions. Barry is hoping to hold parenting workshops every 2<sup>nd</sup> month.</li> <li>The school is focusing on reading testing now in order to prescribe &amp; stock shelves with appropriate books.</li> <li>Some classes will be doing salmon studies over the coming weeks.</li> <li>Remembrance Day ceremony is November 10<sup>th</sup> at 10:45am</li> <li>Two woman will be at the school completing their Education Assistant (EA) practicums for the next couple months</li> <li>The children have been inspired by a newsletter from the "We Day" Foundation</li> <li>The school is going to work on creating trails in the woods around the back field; each class will maintain a section of trail. The dream is to get the trails appropriate for biking and have a bike day once per week. Barry has received approval to build the trails from the property owner.</li> <li>Report cards will go home on November 27<sup>th</sup></li> <li>There are 3 volleyball divisions: Grade 5/6, Grade 6 &amp; Grade 7. The 6/7's will be going to a tournament at UBC Oval</li> </ul>		

<ul style="list-style-type: none"> <li>Students will start to work on the Christmas 'Circus' after Remembrance Day</li> <li>Tomorrow, Nov. 5<sup>th</sup>, the school will have a "Working on Friendships" assembly</li> </ul>	
<p><b>6.3 Chair's Report:</b></p> <ul style="list-style-type: none"> <li>Tracey: <ul style="list-style-type: none"> <li>Congratulations to Mrs. Shantz's class for winning the pizza party in the breakfast program 'fill the freezer' contest.</li> <li>The Vancouver Aquarium Aqua Van is coming to the school on December 4<sup>th</sup>. When we advised that we would not be able to book the van this year due to a lack of funds, we were informed that they van was available free of charge due to sponsorship provided by the SITKA foundation.</li> </ul> </li> <li>Christine: <ul style="list-style-type: none"> <li>Orders for the Chicken Fundraiser are due Thursday. We will be running this fundraiser again in the spring.</li> <li>Progressive and Purdy's fundraisers will go out Friday and close on Nov. 20<sup>th</sup>.</li> <li>The PAC binders have been updated and returned to the copy room. One binder contains historical information, and one contains information related to this school year (2015/2016).</li> <li>Normally Cedar Grove does not hold a December meeting, however we have decided to call one this year as we need to work on the Constitution &amp; Bylaws.</li> </ul> </li> </ul>	
<p><b>6.4 School Trustee Report:</b> Pammila attended the Traffic Committee meeting and was advised that a crosswalk for Pratt Road is a no for now, but they will keep looking at it. We did get a crosswalk in front of the school and there is more signage coming for it. BCSTA is considering increasing ticket fines/points for driving around a school bus when the stop arm is out and flashing lights are on.</p>	
<p><b>6.5 DPAC Report:</b> (Susan Goddard for Shannon Burtnick) The school superintendent reviewed the new curriculum. David Burnham is instructing the teachers re the new curriculum for K-9 students, the 10-12 curriculum changes are still pending. DPAC is looking for ideas re how to spend their gaming funds. Teachers are getting 10 more hours of professional development time this year to learn the new curriculum. Updated information on gaming grants was made available.</p>	<p>Susan to forward copy of gaming grant information to PAC exec</p>
<p><b>7. 2015/2016 Budget</b></p>	<p><b>Action Items</b></p>
<p>Linda reviewed the draft 2015/2016 budget proposal. Each budgeted revenue and expense was discussed. Group agreed to:</p> <ul style="list-style-type: none"> <li>cancel Yoga and reallocate the \$200 to Emergency Supplies</li> <li>approve the new \$200 grade 7 grad donation</li> <li>use some gaming money to increase budget for cameras (as they benefit all students)</li> <li>that the \$20 per student in gaming money is still available. The Grouse Mountain trip was an experiential learning event that was funded through the general account. The Kindergarten class is not 'owed' as they did not participate, but they are welcome to make requests in future if they would like their own experiential learning event.</li> </ul>	<p> Draft 2015/2016 Budget.pdf</p> <p>Linda to update the budget and present final draft at December meeting for approval.</p>
<p><b>8. Old Business</b></p>	<p><b>Action Items</b></p>
<p><b>8.1 Outdoor Play/Learning Structure:</b> Christine added a notice in the November newsletter asking for participants for the committee. Once the committee membership is determined, a kick off meeting will be arranged in the New Year.</p>	
<p><b>8.2 Grade 7 Class Rep:</b> Tracey advised that Pauline Attle-Billey is the Grade 7 class rep. We will work with her and the teacher to setup a Babysitting schedule for PAC meetings, as well as arrange grade 7 volunteers for PAC events as required.</p>	
<p><b>8.3 Yearbook:</b> Christine reviewed yearbook prices based on book size. Everyone present agreed to add 4 pages to the yearbook, an increase from 32 to 36 pages, in order to add team photos this year. We may need to take the pictures ourselves in order to have them in time. Also, it was decided that we will charge \$22 for yearbooks sold 'now' and \$25 for late sales in order to cover all costs.</p>	<p>Christine to arrange yearbook sales and contract.</p>
<p><b>8.4 Constitution &amp; Bylaws:</b> As discussed in September, Christine has revised the PAC constitution and bylaws based on a template from BCCPAC. A copy of the draft document was distributed to all present and posted on the PAC board. Christine explained that</p>	<p> Draft CGES PAC Constitution &amp; Bylaws</p>

<p>comments and suggested revisions can be emailed to her, and we will review the document in detail at the December meeting to create a 2<sup>nd</sup> draft. The 2<sup>nd</sup> draft will then be submitted for approval at the January 2016 meeting.</p>	
<p><b>9. New Business</b></p>	<p><b>Action Items</b></p>
<p>9.1 <b>Hot Lunch Policy:</b> Christine, Tracey and Tina have developed a draft hot lunch policy. A copy was distributed to all present. Comments can be emailed to Christine and Tina. We will review and finalize the policy at the December meeting.</p>	<p> Draft Hot Lunch Policy_2015-11.pdf</p>
<p>9.2 <b>Movie Night:</b> Tracey has scheduled the first movie night of the year for November 20<sup>th</sup>. This will be a trial to see if Fridays draw more people. Tina mentioned that they are considering offering hot dogs as well as pizza. Susan Goddard mentioned that Ed Aiken is interested in sponsoring movie nights, but group was not sure if we want to open it up as a community event.</p>	<p>Tracey/Tina to organize student voting to determine the movie.</p>
<p>9.3 <b>Christmas Craft:</b> Christine provided information on a craft alternative to plates that have been made in previous years. Consensus was to try the new craft which offers a number of different products which can be made from the student art. However, the group felt that December is too busy and that the craft should be moved to the spring. Suggestion was made to do it in time for Easter or Mother's Day gifts.</p>	<p>Craft activity/fundraiser to be moved to spring 2016</p>
<p>9.4 <b>Pancake Breakfast:</b> Starbuck's has offered to host a pancake breakfast with Santa (including photos). Students should bring something for the foodbank. Shannon Burtnick will work with Starbuck's and the school to organize the event and determine a day.</p>	<p>Shannon to organize the pancake breakfast with Santa</p>
<p>9.5 <b>School Message Board:</b> Shannon and Julian Burtnick are donating a school message board that will be put up in front of the school, on the left side by the lamp post (near walkway). It will have a plexi glass cover so notices will be protected from the weather.</p>	<p>Shannon to order the message board and posts, and arrange for installation.</p>
<p>9.6 <b>Book Bingo:</b> Christine advised of a game that her previous school's PAC ran for the students that promotes reading. Students are asked to read, record their reading on entry forms and then pace the entries onto large 'bingo' boards. Winners are then selected at random and students will gift certificates to the scholastic book fair. The game can be run twice per year to coincide with the book fair, or run at other times to win other prizes. All present agreed that they would like to start this at Cedar Grove in time for book fair Nov 30-Dec 4.</p>	<p>Christine to make Book Bingo boards and organize the game to run at the end of November</p>
<p>9.7 <b>November Spending Decisions:</b></p> <ul style="list-style-type: none"> <li>• Discussion regarding purchase of cameras for the school. 5 were previously purchased for approx. \$720. In budget discussion, money was set aside to purchase an additional 5 cameras so that each classroom will have a camera. <i>Christine made a motion to purchase 5 additional cameras at approx. \$720. Seconded by Anneke van Swieten.</i></li> <li>• Melinda advised that the SCRD grant for Emergency Supplies will be spent on emergency blankets and granola bars for children and staff. They will be stored in the cement container outside. Approximately another \$200 is needed. <i>Christine made a motion to spend up to \$200 on emergency supplies (in addition to the grant). Seconded by Susan Goddard.</i> <ul style="list-style-type: none"> <li>○ Melinda noted that water will not be purchased as it went bad last year. Suggestion was made to look at refillable 5 gallon water jugs for future, they could be refilled regularly and plastic would not break down.</li> </ul> </li> </ul>	<p><b>Motion passed:</b> approved purchase of 5 cameras</p> <p>Mr. Krangle to arrange purchase of cameras</p> <p><b>Motion passed:</b> \$200 to be spent on emergency supplies</p>
<p>9.8 <b>2015\2016 PAC Calendar:</b> Christine reviewed the events and fundraisers currently planned for the year. November and December are very busy, January – March are quieter. Will continue to work on balancing the events and fundraisers throughout the year.</p>	
<p><b>Meeting Adjourned at:</b> 9:05pm <b>Next Meeting:</b> December 2, 2015 7:00pm</p>	

**Attachments** (Embedded Documents): October 2015 Monthly Cashflow, Draft 2015/2016 Budget, Draft Hot Lunch Policy, Draft Constitution & Bylaws