



Cedar Grove Elementary PAC Meeting Minutes

Meeting Information		
Date: Wednesday March 2, 2016		Time: 7:00 – 9:00 pm
Chair: Christine Hardt		Recorder: Christine Hardt
Attendance (13)		
Barry Krangle, Principal	Christine Hardt, Co-Chair	Tracey McIntosh, Co-Chair
Linda Schute, Treasurer	Lisa McKay, Secretary	Pammila Ruth, SD46 Trustee
Susan Goddard	Penny Nielsen, Volunteer Coordinator	Tina Poirier
Jaylene Avila	Aja Plows	
Regrets: Pauline Attle-Billey (Breakfast Prgm). Shannon Burtnick, Scott Davis		
Housekeeping		Action Items
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: Spring Bulbs Sale		
4. Minutes from last PAC meeting: February 3, 2016 Revisions: Update wording of item 8.8 and change 'booklet' to information letter Motion to Approve: Tracey Seconded: Penny Nielsen		Christine to update and re-print February minutes
5. Outstanding Action Items: PAC Website pending (Christine), Tim Horton's Xmas Tree Fundraiser (Shannon),		
6. Regular Reports		Action Items
6.1 Chair's Report: <ul style="list-style-type: none"> • New Expense Report – when submitting receipts for reimbursement, PAC members should now complete the new Expense Report Form. Copies are available in the PAC box. Linda requested that we try to use 1 form per event. • BCCPAC Spring Conference and AGM is April 29-May1 in Kelowna. Pammila informed the group that she has been in the past and the conference is very good. It is not in the budget this year to send a representative. Christine recommended that we table this to next year in order to consider the 2017 conference in next year's budget. • Chicken Fundraiser – Christine requested assistance with copying/distributing order forms. • Christine has reviewed options for PAC website and asked for expenditure guidelines. All present felt that we should try to create a PAC webpage on a free webhosting site. • Yearbooks – Christine advised that the 105 yearbooks were ordered from Jostens. This allows for 5 extra books and also books for the school. This is an increase as orders in previous years have not been higher than 75. • Soccer Concession – Tracey advised that the decision was made to not provide concession at the soccer tournament due to a lack of available volunteers. • Movie Night – Movie Night was planned for April 15th but the group agreed to move it to April 22nd due to another parent function on the evening of the 14th. Voting choices will be Alvin & the Chipmunks Roadchip or the new Minions movie. 		<p>Melinda, Penny and Tracey will distribute the chicken order forms.</p> <p>Tracey will arrange for student voting to select a movie.</p>
6.2 Treasurer's Report: <ul style="list-style-type: none"> • As of February 29, 2016, the PAC has \$19,975.28 in the general account. • Year to date case flow is doing well, so far we have brought in \$7400 from fundraising and Hot Lunch is also doing well. • Progressive is doing well; we just received a cheque for \$445. • Coasters Car Club donated \$1000 toward the new basketball hoops and Linda completed the SCR D grant application for \$500. However the grant money won't be received until the fall (if we get the grant). <i>Linda Shute made a motion to pay the \$500 now from the regular PAC budget, which will only be replenished later if we receive the grant. Seconded by Susan Goddard.</i> • The gaming grant funds still need to be spent. The option of using the funds toward 		<p>Motion passed: PAC to pay \$500 now toward new basketball hoops.</p>

the new outdoor learning area was discussed; however this would mean that the \$20/student funds would no longer be available. The group felt that the gaming grant should be used for the \$20/student as planned. We will need to do additional fundraising/grant applications for the outdoor learning structure.



PAC Bookkeeping
2015 (FEB).pdf



CGE PAC Actual to
Budget 2015-16 (Feb)

6.3 Principal's Report:

- The outdoor classroom & bleachers in the back of the school will cost approximately \$15,000. Barry is hoping to involve our SCRD Area Rep and get SCRD support for a joint use facility.
- The new school message board was installed today at the front of the school. Thank you to Shannon and Julian Burtnick for their donation.
- Barry is considering holding a family BBQ at the end of the year, possibly after sports day. All present were interested. Suggestion was made to exchange work with another PAC, they work at our BBQ and we work at theirs.
- The tie-dye shirts for anti-bullying day were very successful.
- There was a Children of the Street presentation for older children re being street smart, with discussion re gangs and trafficking.
- LGB2Q group made a presentation to the school with a focus on tolerance and being respectful.
- In the past grade 7 classes have done legacy project to contribute to the community. Money was raised in the past for a pickle ball court, but it never got built. Barry is working to track down the money.
- Dave Coyle built a bench and donated it to the school. It will be used as a 'Buddy Bench'; a place to sit if you want someone to play with you. The grade 7s selected the location for the bench.
- Barry is planning activities and events for Earth Day on April 22nd and would like the PACs help with healthy snacks and treats. The goal is to work that week on building a new trail around the school field, and there was some discussion re a garden.
- The School Growth Plan has been completed and a copy is available in the office; it shows the school's goals and how the school plans to achieve them.
- Jessie Whalen will be at the school April 14/15 for sexual health education. A parent session will be held on the evening of April 14th.

Tabled discussion re school family BBQ to April meeting.

Tabled Earth Day/Week planning to the April meeting.

6.4 DPAC Report (update by Christine Hardt)

- Discussed Fresh Grade which is a new communication method with parents that allows them to see how their students are doing, rather than receiving delayed reporting via traditional report cards. Fresh Grade is being trialed at 5 schools.
- \$95,000 has been budgeted for repairing school stages; it will be distributed between the schools based on need. Barry advised that Cedar Grove requires a new stage and we are on the list.
- Jill Shatford is the new Sunshine Coast rep for F.O.R.C.E. (Families Organized for Respect & Care Equalities), which is a society for kids' mental health. They will be hosting a monthly parent information and networking session called "In the Know". The first session is on Anxiety on March 9th, go to www.forcesociety.com for info.



DPAC Minutes
2016-02.docx



Force 'in the know' -
Sunshine Coast_Mar 9

6.5 School Trustee Report

- The draft 2016/2017 calendar is now on the SD46 website, parents can send in their comments as it still needs to be approved. There was not enough time for feedback on this year's 2 week spring break; they have schedule a 2 week spring break again next year and will get feedback next year to see if they will continue.
- School board trustees attended a mindfulness program and they felt it was fabulous. Mindfulness is about being in the now. They will start including a few minutes of

<p>mindfulness at the Committee of the Whole meeting.</p> <ul style="list-style-type: none"> • 'Into the Woods' will be at the Heritage Playhouse, Pammila encourages people to attend as it is a great production starring kids from our school district. • There will be a mock car accident at Elphinstone on March 14th. RCMP, ICBC, firefighters and paramedics will be involved. • Transportation Advisory Committee update – lines will be painted on King Rd by Sept. • Our school district is welcoming a refugee family from Syria, 2 students will attend Kinnicinic Elementary School. 	
<p>7. Old Business</p>	<p>Action Items</p>
<p>7.1 Constitution & Bylaws:</p> <ul style="list-style-type: none"> • Christine reviewed the final updates that were made after last month's meeting. The new Constitution & Bylaws are now final and the PAC executive will sign them at the end of the meeting. A copy will be sent to DPAC and SD46. 	
<p>7.2 Yearbooks:</p> <ul style="list-style-type: none"> • As discussed in chair report, 105 books were ordered. There are only 5 available for last minute orders. • Siew Sim is looking for pictures for the yearbook. Please email them to her, or the PAC email address. 	
<p>7.3 Hot Lunch Update:</p> <ul style="list-style-type: none"> • We currently only have 3 regular parents volunteering for Hot Lunch (Tina, Laurie and Devin) and 1 parent once every 2 weeks (Mosie). We do not have enough parent volunteers to keep hot lunch running successfully next year. We need more parents to volunteer. • Discussed menu items. Hot dogs will be added in the next order session. Suggestion was made to see if Elphie Ace-It program might be able to cook food for us in future. 	
<p>7.4 Free Lunch Program:</p> <ul style="list-style-type: none"> • Tracey advised that there was a request for free hot lunch for a student which we planned to discuss, but that request was withdrawn as it was a misunderstanding. The parent was requesting lunches as they had forgotten to submit their order. 	
<p>8. New Business</p>	<p>Action Items</p>
<p>8.1 Expense Reimbursement Form: As discussed in chair report (above)</p> <p>8.2 Kindergarten Welcome: Susan is working on updating the letter to parents of new kindergarten students. Reviewed last year's letter and discussed updates. Suggestion was made to send the letter by Mail on May 1st and also hand it out at the school kindergarten orientation. Susan is willing to attend and speak about the PAC. General discussion ensued re parent knowledge of PAC, it was noted that not all parents understand that they can attend PAC meetings.</p> <p>8.3 Staff Appreciation Luncheon: Last year's luncheon was held in mid-May, discussed dates and select May 25th for this year's luncheon. We will start advertising it in late April or early May. Parents will need to sign up to bring food. Barry suggested requesting 4 volunteers to supervise the playground so that all staff can attend the lunch together.</p> <p>8.4 HSPP Community Donations: Christine advised that Howe Sound Pulp & Paper has funds available to donate to the community. Discussed options and group agreed to submit a request to the donations committee for funds toward a new BBQ for the school.</p> <p>8.5 Volunteer Recruitment: Our school is run on volunteers but we no longer have enough volunteers. Hot Lunch is on the verge of cancelling meals, and we had to cancel popcorn last week. We are trying to make our school a fun place to be and give it a sense of community. Discussed options for recruiting volunteers. Barry is planning to make volunteering the theme of an upcoming newsletter. Suggestion was made to hold a popcorn training session.</p> <p>8.6 Burger & Beer Fundraiser: Penny went to the legion to ask about holding the event there. The president is away for a month, the current contact is Valdine Michaud. Penny was told that the legion is looking for things to donate to, and anything with children is good. They will require a letter explaining our request (what, when, why, etc). Letter is required by Monday, March 7th. Discussed date options, 1st choice May 7th, 2nd choice April 30th.</p> <p>8.7 Childhood Safety Programs: Susan provided information on a few safety programs she has</p>	<p>Susan & Barry to discuss Kindie orientation day, Susan to update letter & attend orientation.</p> <p>Christine to put item in next newsletter re who can attend PAC meetings.</p> <p>Tabled luncheon planning to the next meeting.</p> <p>Christine & Tracey to write letter to HSPP Donations Committee to request funds for BBQ.</p> <p>Christine to draft letter to parents requesting volunteers.</p> <p>Christine & Tracey to write letter to legion requesting to hold the Burger & Beer fundraiser there.</p>

<p>learned of and asked if parents would be interested in them. All present agreed that they were interested in the topics. Susan will investigate further and possibly discuss with DPAC to see if they are interested in funding this education district wide next school year.</p> <ul style="list-style-type: none"> ○ Hug a Tree – done by Coquitlam Search & Rescue provides education on how to be safe in the wilderness ○ Home Alone ○ Safe Kids Week May 30-June 5 – options for education on various topics: Brain Wave program, water safety, concussion, booster seats <ul style="list-style-type: none"> ● December Spending Decisions: Christine advised that there has been a delay in ordering the button maker due to the wide variety in pricing; you can spend anywhere from \$50 to thousands. Discussed options and reviewed the button maker that Mrs. Calvori would like.). <i>Susan Goddard made a motion to spend up to \$500 on the button maker. Seconded by Tina Poirier.</i> <p>8.8 Spring Bulbs Sale: The brochures arrived and Anneke will send them out this Friday, orders will be due by next Friday, April 11th.</p>	<p>Susan to email link for Safe Kids and find link or further info for the Hug a Tree program.</p> <p>Motion passed: PAC to pay up to \$500 now for a button maker.</p>
<p>Meeting Adjourned at: 9:13pm Next Meeting: April 6, 2016 7:00pm</p>	

Embedded Documents: PAC Bookkeeping 2015 (Feb), CGE PAC Actual to Budget 2015-16 (Feb 29, 2016), DPAC Minutes, In the Know poster