



Cedar Grove Elementary PAC Meeting Minutes

Meeting Information		
Date: Wednesday September 14, 2016		Time: 7:00 – 9:00 pm
Chair: Christine Hardt		Recorder: Christine Hardt
Attendance (10)		
Barry Krangle, Principal	Christine Hardt, Co-Chair	Tracey McIntosh, Co-Chair
Linda Schute, Treasurer	Shannon Burtnick, Vice Chair	Scott Davis
Melinda Marsh	Anneke van Swieten	Pauline Attle-Billey, Breakfast Prgm Coord
Tracy Aiken		
Regrets: Aja Plows, Pammila Ruth-SD46 Trustee, Susan Goddard		
Housekeeping		Action Items
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: None		
4. Minutes from last PAC meeting: June 1, 2016 Revisions: None Motion to Approve: Scott Davis Seconded: Tracey McIntosh		
5. Outstanding Action Items: <ul style="list-style-type: none"> • Christine to send a letter to Tim Horton's to confirm the 2017 Festival of Lights • Payment from Monk School Supplies 2015 is still outstanding 		
6. Regular Reports		Action Items
6.1 Chair's Report: <ul style="list-style-type: none"> • The September PAC newsletter and notices were distributed with the school newsletter today. This year we sent out a volunteer sign up form to try and find new volunteers. • The online Parent Survey only resulted in 22 responses. A reminder to complete the survey was included in the newsletter and posted on the FaceBook page. • Teacher Wish List Forms were distributed to staff; requests will be reviewed at the November meeting. • Ed Aiken and Allen Stevenson will be hosting a community movie night at Cedar Grove on September 29th. The PAC host the concession as a fundraiser for the school. • We received a thank you letter from the recipient of the \$500 bursary, Lauren Fulkerson. Linda explained that the bursary money has not yet been given to her, it needs to be sent to her school directly. 		Linda to send bursary money to recipient's school.
6.2 Treasurer's Report: <ul style="list-style-type: none"> • Reviewed the YTD Cashflow and budget comparison for last school year. Our total revenues were \$3977 more than budgeted, and the total expenses were \$2178 less than budgeted. See attachment. • The operating account current has approx. \$18,300 and the gaming account has \$4000 due to last year's raffle. This year's gaming money has not yet been received. 		
6.3 Principal's Report: <ul style="list-style-type: none"> • Mr. Krangle thanked the PAC for the welcome goodies and coffee on the first day. • The school numbers are up this year, we have around 250 or very close. We are closed to cross boundary and there is only room in the grade 3 class. Classes are big and they are trying to hire another EA for additional support. • Staff got together last Friday evening to get to know each other, approximately half of our staff are men this year. • It was nice to get the kids into their classes on the 2nd day of school this year, there was 		

<p>less anxiety for them.</p> <ul style="list-style-type: none"> • The school has had 2 fire drills already. • Spirit day was a great success and teams were selected. • Cedar Grove is a 'wild' school. This year we will be looking at Wetlands and extending opportunities for classes to be on the move. • Barry put out a calendar for this year to the staff. He is planning to do a musical which will start after Christmas. It will be a kids version of Fiddler on the Roof. They are not doing it for the Christmas concert as at Christmas it is nice to see everyone perform. • Working on a date for the open house, it will probably be in early October. Parents present noted that there are a lot of new teachers so they are looking forward to the open house in order to meet the teachers and see the classrooms. Barry is hoping to hold it on October 6th. • The school district is now sending out a parent newsletter, it is available on the SD46 website. Barry passed a copy around. • Some parent education nights are coming up for parents, watch for info. • Linda S. asked what changes we will see now that the new curriculum is officially in place. Barry advised that we will see individual snapshots on student outcomes, and new ways to communicate student learning. Our school is pretty progressive. The outcomes will be based more on the Rubrix. 	
<p>6.4 School Trustee Report: No report – Pammila absent.</p>	
<p>7 Old Business</p>	Action Items
<p>7.3 Family BBQ: All present agreed that the BBQ was a great success and volunteers were very much appreciated. Comments/suggestions for next year's event are:</p> <ul style="list-style-type: none"> • Work to change set up in order to reduce lines, perhaps BBQs in multiple locations? • Stage and music were wonderful; it was nice that students and teachers performed • More volunteers needed for better flow • Need tickets so BBQ volunteers know what was paid for 	
<p>7.4 Election of Vacant Positions:</p> <ul style="list-style-type: none"> • Currently we have two vacant positions: Secretary and DPAC Rep • Scott Davis volunteered to fill the secretary position – thank you!! • The DPAC Rep position is currently vacant, will look to see if we can alternate reps • The volunteer coordinator position was not filled last year, it was noted that this might be helpful for booking hot lunch and breakfast program volunteers. Pauline Attle-Billey volunteered to book the Breakfast Program volunteers. 	<p>Discuss DPAC Rep at next meeting</p> <p>Christine to forward names/contact info of breakfast program volunteers to Pauline.</p>
<p>8 New Business</p>	Action Items
<p>8.3 Upcoming Fundraisers: Chicken fundraiser forms will be going home soon and will be due October 6th. Anneke will send out the Vessey Bulb order forms around the 21st and they will be due the first week of October. The fall bulb order normally does better.</p>	<p>Christine to arrange chicken delivery day and volunteers</p>
<p>8.4 Yearbook: Christine advised that the yearbook contract has been signed. This is Siew Sim's last year as Yearbook Coordinator, but Erin Kellie has agreed to take over next year. She will be learning from Siew this year. Thank you Erin!</p>	
<p>8.5 Motion from Susan Goddard: Susan Goddard was not present at the meeting, but emailed a presentation to the PAC (see attachment pg 5) with the following motion:</p> <p><i>Motion: That the money raised by the PAC at the Festive Family Fundraisers totaling \$2463.36, currently being set aside, be reallocated to support another capital playground enhancement for Cedar Grove Elementary. Future PAC meetings could discuss then vote on another worthy cause. Motion seconded by Scott Davis.</i></p>	<p>Motion passed: Funds raised at the Festive Family Fundraiser will be used for another capital playground enhancement, which is still to be decided.</p>
<p>8.6 Hot Lunch: Christine advised that Tina Poirier has stepped down as the Hot Lunch Coordinator. No one person has stepped up to fill the role, so we will try to cover it with a group of people. The following people volunteered to help: Christine Hardt, Tracey</p>	

<p>McIntosh, Shannon Burtnick and Aja Plows. There was general discussion regarding possible options for the program such as selling snacks instead of providing a lunch if we do not have enough volunteers. The PAC is planning to look for new vendors and improve the meals this year. Barry advised that he and the teachers have discussed the hot lunch program and they feel that the meals should reflect the nutritional values of the nutritional curriculum and not be so concerned with raising money. PAC members present explained that the program is a fundraiser, and is not intended as a full meal program. The staff are asking for veggie cups and/or salads with meals and no hot dogs. Parents present disagreed and explained that veggie cups have been tried in the past and failed, as students tend to throw them out. There was a lot of food waste, so PACs stopped providing the veggies with meals and just provided the entrée. Hot dogs were discussed and it was agreed that they should be reduced and not offered weekly; it was noted that offering occasionally is ok as long as the hot dogs meet the nutritional guidelines (i.e. all beef nitrate free wieners). Discussed possible options for takeout, and Christine noted that she is trying to contact the chef at Elphie (Barry B)</p>	
<p>8.7 2016/2017 Budget Planning: The PAC executive met last week to begin drafting a budget for this school year. Linda presented the draft budget (see attachment page 6) and changes were discussed.</p>	<p>Linda will present the updated budget at the October PAC meeting.</p>
<p>8.8 2016/2017 Calendar Planning:</p> <ul style="list-style-type: none"> • Christine reviewed a draft timeline for PAC events over the coming school year. Parents should email Christine if they have any additional suggestions. We are trying to limit the activities and fundraisers in the busy month, and spread some items into the slower months. • While discussing possible events, Scott Davis suggested that maybe we should look at a project to replace the mural in the basketball court this spring as the current mural is old and faded. All present liked the idea and agreed to discuss it again in the new year. 	
<p>8.9 Spending Decisions: none</p>	
<p>Meeting Adjourned at: 9pm</p>	<p>Next Meeting: September 14, 2016 at 7pm</p>

Attachments:

- Financial Report: Actuals to Budget_July 31, 2016 (page 4)
- Presentation to CGE PAC Meeting by Susan Goddard (page 5)
- Draft 2016/2017 Budget (page 6)

Cedar Grove Elementary School PAC
Actual Results to Budget
YTD Ending July 31, 2016

	2015/16 Budget			2015/16 Actual Results			Variance to Budget
	Revenues	Costs	Net	Revenues	Costs	Net	
REVENUES							
Fundraising:							
Hot Lunch	\$ 22,000	(\$19,250)	\$ 2,750	\$ 22,479	(\$18,636)	\$ 3,843	1,093
Popcorn	1,200	(650)	550	1,301	(1,115)	186	(364)
Progressive cards	3,500	(2,500)	1,000	2,911	(1,528)	1,383	383
Movie Nights	1,800	(1,300)	500	2,224	(1,367)	857	357
Purdy's	250	0	250	647		647	397
English Bay Cookies	1,300	(800)	500	1,764	(1,054)	710	210
Craft (Spring)	200	0	200	170	(142)	28	(172)
Burger & Beer Night	1,500	(200)	1,300			-	(1,300)
50/50 (Gaming a/c)	200	(30)	170	130		130	(40)
Raffle (Gaming a/c)				2,713		2,713	2,713
Lovable labels	50	0	50			-	(50)
School supplies (Monk)	80	0	80			-	(80)
Grade 6/7 dance				265	(86)	179	179
Vessy bulbs	2,500	(1,200)	1,300	1,832	(916)	916	(384)
Couch raffle	150		150			-	(150)
Sports Day / BBQ	500		500	2,276	(1,715)	561	61
Salmon sale	340	(190)	150	340	(187)	153	3
Chicken sale	1,000		1,000	12,451	(11,245)	1,206	206
Yearbooks	2,000	(2,000)	-	1,740	(1,285)	455	455
	38,570	(26,120)	10,450	53,243	(39,276)	13,967	3,517
Parent donations			500			760	260
Grant - Howe Sound						200	200
TOTAL REVENUES			10,950			14,927	3,977
EXPENSES							
50/50			\$ 25			-	25
Administrative Gifts			200			-	200
Aqua Van (complimentary)			-			-	0
Arts Week			1,500			-	1,500
Babysitting			200			140	60
BCCPAC			75			75	0
Breakfast Program			1,000			422	578
Bursary			500			500	0
Cameras (5*\$145.00)			725			697	28
Contest Prizes			100			50	50
Grade 7 donation (Grad)			200			203	(3)
Miscellaneous			500			16	484
PAC Website			200			98	102
Parent Education			500			501	(1)
Playground supplies			300			302	(2)
Sex Education			1,600			1,600	0
Sock Hop			50			-	50
Sports Day Free Lunches			500			-	500
Teacher Appreciation Lunch			100			38	62
Teacher Wish Lists			1,000			1,003	(3)
Emergency kits (cost over grant)			200			116	84
Experiential Learning:							
Grouse trip			4,300			4,300	0
Tie-dye Shirts			-			1,506	(1,506)
Week Without Walls (Gaming a/c)			4,600			4,680	(80)
TOTAL EXPENSES			18,375			16,247	2,128
NET PROFIT - Current year			(7,425)			(1,320)	6,105
Surplus from prior years			8,000			8,000	0
NET SURPLUS (DEFICIT)			\$ 575			\$ 6,680	6,105

Presentation to CGE PAC Meeting September 14, 2016
By Susan Goddard, PAC member

CGE PAC – Funds raised from Festive Family Fundraisers Dec 2012 & 2013

Total amount: \$2463.38 taken from CGE PAC Treasurers Report dated March 26 2014.

Preamble:

The Festive Family Fundraiser evolved from PAC discussions to rebuild the demolished primary playground. The original concept was to build a new primary playground at the front of the school while also including a covered outdoor play area for all students on rainy winter days. This project had many great ideas with the concepts evolving and changing to eventually include a dual purpose covered play area / outdoor classroom space. The last concept included traditional First Nations Cedar construction to honour the Cedar trees in the school environment.

For a number of circumstances this project has stalled, although parties are interested no one has come forward to take the lead role required to see this project through. I have personally had conversations with all the people who were directly involved and although they would be interested to assist, no one is able or willing to take on the direct leadership a project like this requires.

The PAC advertised last year for any interested parties to come forward without success. The last request was through the current parent survey that went out to all families in June of this year and again this month. As there has been no persons coming forward to take a leadership role for this project I would like to make a motion that the funds be reallocated.

In closing I would like acknowledge Christine Turner for her vision and drive to create the Festive Family Fundraisers and the many people, not just parents, who contributed to the fundraisers success. Also to Scott Davis for hours of input into creating and presenting various playground designs

Motion: That the money raised by the PAC at the Festive Family Fundraisers totalling \$2463.36, currently being set aside, be reallocated to support another capital playground enhancement for Cedar Grove Elementary. Future PAC meetings could discuss then vote on another worthy cause.

Thank You
Susan Goddard

**CEDAR GROVE PAC
2016/17 DRAFT BUDGET**

PAC OPERATING ACCOUNT		
FUNDRAISING REVENUE	Total Revenue	Costs
Hot Lunch	\$ 22,000.00	\$ 19,250.00
Popcorn	\$ 1,500.00	\$ 1,000.00
Progressive Cards	\$ 3,500.00	\$ 2,000.00
Movie Nights	\$ 2,500.00	\$ 1,600.00
Purdy's (Christmas & Easter)	\$ 500.00	-
English Bay Cookies (mid-November)	\$ 1,300.00	\$ 800.00
Craft	\$ 200.00	\$ 200.00
Lovable Labels	\$ 50.00	\$ 50.00
Vessy Bulbs	\$ 2,000.00	\$ 1,000.00
Sports Day / Family BBQ	\$ 2,500.00	\$ 2,000.00
Chicken Sales (Fall & Spring)	\$ 13,000.00	\$ 11,500.00
Parent Donations	\$ 500.00	\$ 500.00
Yearbooks	\$ 2,000.00	\$ 2,000.00
	\$ 10,400.00	
		\$ 7,700.00
		\$ 2,700.00
		\$ 10,000.00
		\$ 17,700.00
		\$ 9,000.00
		\$ 26,700.00
		\$ 1,320.00

****Eligible disbursements of gaming proceeds:**
 - Sports equipment / uniforms
 - Playground equipment
 - student computers
 - student transportation
 - student competitions / societies / clubs