



Cedar Grove Elementary PAC Meeting Minutes

Meeting Information		
Date: Wednesday October 5, 2016	Time: 7:00 – 8:30 pm	
Chair: Christine Hardt	Recorder: Scott Davis	
Attendance (14)		
Barry Krangle, Principal	Christine Hardt, Co-Chair	Tracey McIntosh, Co-Chair
Linda Schute, Treasurer	Shannon Burtnick, Vice Chair	Scott Davis, Secretary
Melinda Marsh	Anneke van Swieten	Pauline Attle-Billey, Breakfast Prgm Coord
Tracy Aiken	Pammila Ruth-SD46 Trustee	Susan Goddard
Melinda Marsh	Penny Nielsen	
Regrets: Aja Plows		
Housekeeping	Action Items	
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: None		
4. Minutes from last PAC meeting: September 14, 2016 Revisions: Add to regrets - Susan Goddard Motion to Approve: Anneke Seconded: Pauline		
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 Hot Lunch newsletter went out this week. Menu was revamped with more choices and new food items by local vendors & Elphinstone SS. Order forms went out today. Nutritional issues were expressed by staff / teachers and parents. The ongoing goal is to improve the menu and ensure it meets the nutritional guidelines. PAC will only be offering an entrée item to replace the sandwich. PAC members explained that we do not have the resources (volunteers/space) to offer salads/veggies on the side. The ordering system was revamped, many vendor costs reduced so the goal is 30% profit. The budget will remain the same to determine if the changes prove to be more profitable. • Parent Survey - only 28 responses were received. The results will be emailed out and posted on the website. Also, we only had 6 volunteer signup forms returned. • Movie Night - The Family Movie Night held Sept 30th. was a success and the event was enjoyable. There were only minor concerns with food spills, some bubble gum on the floor and litter outside. A few young children were noticed to be attending without adult supervision. To avoid any potential problems, notices of future events will clearly identify that family events expect adult participation. • Chicken Fundraiser – chicken will be delivered on October 12th. PAC volunteers are needed to help with the chicken delivery, Christine cannot be there. 	Christine will create a volunteer schedule for the chicken delivery, based on those who emailed to say they are available.	
6.2 Treasurer's Report: <ul style="list-style-type: none"> • Current PAC bank balance is: \$18,302 (this does not include gaming account balance) • Coins must be hand sorted and rolled as BMO machine is gone. Linda is seeking solutions to reduce coin use for PAC fundraising or assistance with coins. • SD46 Grant was received – but are still trying to verify if we can spend it on sport equipment instead of the basketball hoops. 		

<p>6.3 Principal's Report:</p> <ul style="list-style-type: none"> • Teacher's spent the pro-d day learning about the wetland project • The Gr. 5/6/7 class field trip to Sea to Sky Gondola & Shannon Falls was well received by students. The focus was on geology and the students worked on their photo journals. The school is requesting the PAC's assistance with paying for the travel expenses (<i>tabled to funding requests at end of meeting</i>). • The school has 2 new technologies on the PCs. "Snap and Read" and "Co-writer". The computer talks to you as you are writing • Lunch Hour time change is working well with play time prior to eating. Teachers are finding ways to have kids transition from eating to learning. • Received permission from maintenance to do the outdoor classroom and found someone to do the excavation. Will be looking at ways to support the build, and considering a garden as well. • Open House / Ice Cream Social is tomorrow night. Christine, Tracey, Anneke and Katie volunteered to help scoop ice cream • Turkey Trot will be held this Friday; the run will follow the same route as the Terry Fox run • Planning a "Corn Day", this will be a Fall fun learning experience. It will likely be held after Thanksgiving - date TBD with corn vendor. Barry will be looking for PAC volunteers to assist with boiling corn. 	
<p>6.4 School Trustee Report:</p> <ul style="list-style-type: none"> • Changes to meeting dates/times. These are round table meetings which encourage parent participation. DPAC Meeting 3rd Wednesday/month 7 pm. Committee of the Whole. Education Committee 4th Wednesday/month - 3:30 pm. • Community Celebration for Education Event at Chatelech SS Thursday Nov 3 4:30 pm. • School Facility Renovations within SD46 are ongoing. CGE PAC is encouraged to submit requests for kitchen and storage improvements. 	<p>PAC committee to be formed to propose kitchen & storage renovations.</p>
<p>7 Old Business</p>	<p>Action Items</p>
<p>7.1 DPAC Rep: Christine advised that the DPAC rep position is still vacant and ask if anyone is willing to share the role, and attend some of the meetings. Christine gets a copy of the minutes, but it would be nice to have representation from our school. The meeting locations will alternate along the coast. Susan Goddard volunteered to attend DPAC meetings when they occur in Gibsons. Long distance meetings will need another PAC member to assist with driving or attend as the alternate.</p>	<p>Susan to attend Gibsons DPAC meetings, and confirm DPAC dates and alert when alternates are needed.</p>
<p>7.2 Hot Lunch: Christine provided an update that Hot Lunch notices went home to students today. The hot lunch program is currently being organized by Christine, Shannon, Tracey and whoever else is available to help. We did not fill the volunteer coordinator position this year, but we will be looking to find someone to assist with scheduling volunteers for hot lunch. There was some disagreement this year between the school and PAC re the meals that are being offered. The school would like to see healthier options served with vegetables or salads. The PAC feels that the intent of the program is to replace the sandwich and parents should pack the veggie. All present agreed that we are committed to continually striving to improve the entrée items offered, but noted that we are limited to take out food options that are easy to serve in our limited space.</p>	
<p>7.3 Parent Survey Results: There were only 28 responses to the parent survey.</p>	<p>Christine will email out the survey results.</p>
<p>7.4 2016/2017 Budget:</p> <ul style="list-style-type: none"> • The budget was updated to include a BBQ for \$1,000, we also have \$200 which was donated from HSPP. • The budget was updated to rename the Experiential Learning fund to Discretionary Fund. This was done as the fund may be used for school purchases other than learning experiences (i.e. a new PAC fridge). • All present agreed that the 2016/2017 budget is now finalized. 	
<p>7.5 2016/2017 PAC Calendar: Christine advised that when the PAC calendar was reviewed at our last meeting, we forgot to discuss which meeting we should cancel this year –</p>	

December or January. All present agreed that we should cancel the January 2017 meeting as it would occur only days after returning to school from winter break.	
8 New Business	Action Items
8.1 School Milk Program: <ul style="list-style-type: none"> Christine advised that many other schools in our district belong to the BC Milk Program and offer milk for sale with hot lunches. She asked if parents are interested in offering milk at Cedar Grove. If yes, then it would mean that we need to buy a 2nd PAC fridge to store the milk in. We will also need to find somewhere to keep it. There was discussion re whether we should only offer white milk, or white and chocolate milk. Some parents felt that chocolate milk should not be offered, while others felt that it should be offered with the choice left up to the parents. Christine advised that a parent has volunteered to do some smoothie days. Details are still pending. 	Christine to investigate whether other schools are offering chocolate milk
8.2 Microwaves for Classrooms: Shannon asked if there is interested in purchasing microwaves for classrooms. Barry explained that they tried this at his old school, and in general it did not work well. Primary grades require assistance with the microwaves, and in senior grades children often did not have time to eat due to line ups for the microwaves. It also didn't work well having them in the class, so they were moved to the kitchen. The general consensus was that for safety these need adult supervision. There would also be numerous concerns due to limited space inside the school and the 15 minute time to eat lunch. All agreed that purchasing microwaves is not something we want to do at this time.	
8.3 DPAC Grant Funding: Susan Goddard made a suggestion that CGE PAC ask the DPAC to use some of their Gaming Grant funds this year to assist with Food Safe education for PAC volunteers from all schools. . Motion: <i>Scott Davis that the Cedar Grove PAC support Susan and that she should make the request on behalf of CGES PAC. Seconded by Shannon Burtnick.</i>	Motion Passed: On behalf of CGES PAC, Susan Goddard will request that the DPAC fund Food Safe education for all PACs.
8.4 PAC Class Reps: Tracey noted that we do not yet have class reps for all classrooms. It was noted that some parents volunteered to be class reps on the volunteer sign up form; also some teachers might have organized their class reps with the parents.	Tracey McIntosh to coordinate class reps and ensure that each class has one.
8.5 Spending Decisions: <ul style="list-style-type: none"> Barry Krangle requested assistance with travel expenses for the Grade 6-7 field trip (some grade 5's also attended. Linda Shute noted that there is currently no system in place to determine how gaming account funds will be shared between the grades. Barry noted that the senior grades have more activities and field trips than the primary grades. Motion: <i>Linda motioned that we divide the raffle funds as follows: grades K to 3 will have \$1,000 divided between 5 classes = \$200.00/class. Intermediate levels 4 to 7 will have \$3,000 divided between 6 classes = \$500.00/class. Seconded by Pauline.</i> Field Trip Transportation: Following the agreed upon funding formula (above), it was determined that the field trip is eligible for \$500 for grade 7's, \$500 for grade 6's, and \$250 for grade 5's (roughly half of them attended). Motion: <i>Pauline motioned that \$1,250 be paid to Cedar Grove Elementary to help cover transportation costs for the Sea to Sky field trip. Seconded by Anneke.</i> Fridge: Request for a new refrigerator in order to store milk for the milk program. The general consensus was that it's a good idea and more information is required re requirements and costs. Microwaves: Per discussion re the microwaves (under new business), funding request was withdrawn. 	Motion Passed: Raffle funds will be divided between classes as motioned. Motion Passed: \$1250 to be spent on transportation for gr. 5/6/7 field trip. Scott to investigate refrigerator requirements & costs.
Meeting Adjourned at: 8:30pm	Next Meeting: November 2, 2016 at 7pm

Attachments:

- 2016-2017 Final Budget

**CEDAR GROVE PAC
2016/17 BUDGET**

PAC OPERATING ACCOUNT

FUNDRAISING REVENUE	Total Revenue	Costs	Net Revenue		EXPENSES
Hot Lunch	\$ 22,000.00	\$ 19,250.00	\$ 2,750.00		Administrative Gifts \$ 200.00
Popcorn	\$ 1,500.00	\$ 1,000.00	\$ 500.00		Babysitting \$ 200.00
Progressive Cards	\$ 3,500.00	\$ 2,000.00	\$ 1,500.00		BCCPAC \$ 75.00
Movie Nights	\$ 2,500.00	\$ 1,600.00	\$ 900.00		Breakfast Program \$ 1,000.00
Purdy's (Christmas & Easter)	\$ 500.00	\$ -	\$ 500.00		Bursary \$ 500.00
English Bay Cookies (mid-November)	\$ 1,300.00	\$ 800.00	\$ 500.00		Contest Prizes \$ 200.00
Craft	\$ 200.00		\$ 200.00		Grade 7 donation (Grad) \$ 200.00
Lovable Labels	\$ 50.00	\$ -	\$ 50.00		Miscellaneous \$ 500.00
Vessy Bulbs	\$ 2,000.00	\$ 1,000.00	\$ 1,000.00		PAC Website \$ 150.00
Sports Day / Family BBQ	\$ 2,500.00	\$ 2,000.00	\$ 500.00		Parent Education \$ 500.00
Chicken Sales (Fall & Spring)	\$ 13,000.00	\$ 11,500.00	\$ 1,500.00		Playground supplies \$ 300.00
Parent Donations	\$ 500.00		\$ 500.00		Sex Education \$ 2,000.00
Yearbooks	\$ 2,000.00	\$ 2,000.00	\$ -		Sock Hop \$ 75.00
					Teacher Appreciation Lunch \$ 100.00
					Teacher Wish Lists \$ 1,500.00
					Emergency kits replenish \$ 200.00
					BBQ \$ 1,000.00
			\$ 10,400.00		\$ 8,700.00
PAC ACCOUNT BALANCE					
PAC Account Balance (Sep 1, 2016)	\$ 18,300.00				Discretionary fund \$ 10,000.00
Less: Outdoor Playstructure Funds	\$ (2,500.00)				
Less: Reserved Funds	\$ (7,500.00)		\$ 8,300.00		
			\$ 18,700.00		\$ 18,700.00

GAMING ACCOUNT

FUNDS AVAILABLE:					GAMING EXPENSES
Gaming Account Balance (Sep 1, 2016)	\$ 4,320.00				\$20 per student (x250) \$ 5,000.00
2016/17 Grant (est.)	\$ 5,000.00				Other TBD (** see examples below) \$ 4,000.00
			\$ 9,320.00		\$ 9,000.00
TOTAL NET REVENUE			\$ 28,020.00	TOTAL EXPENSES	
			\$320.00	\$ 27,700.00	
SURPLUS (DEFICIT)			\$320.00		

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