



## Cedar Grove Elementary PAC Meeting Minutes

Meeting Information		
<b>Date:</b> Wednesday November 2, 2016		<b>Time:</b> 7:00 – 8:30 pm
<b>Chair:</b> Christine Hardt		<b>Recorder:</b> Scott Davis
Attendance (10)		
Barry Krangle, Principal	Christine Hardt, Co-Chair	Tracey McIntosh, Co-Chair
Linda Shute, Treasurer	Shannon Burtnick, Vice Chair	Scott Davis
Susan Goddard	Anneke van Swieten	Pauline Attle-Billey, Breakfast Prgm Coord
Tracy Aiken	Pammila Ruth-SD46 Trustee	
<b>Regrets:</b> Aja Plows		
Housekeeping		Action Items
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: Drainage issue/water 'pond' in parking area and painted parking lines.		
4. Minutes from last PAC meeting: October 5, 2016 Revisions: 8.5 Spending Decisions: levels 4 to 7 will have \$2500 divided by 5 classes. Motion to Approve: Pauline Seconded: Shannon		
5. Outstanding Action Items: <ul style="list-style-type: none"> <li>• Kitchen Improvements needs a committee.</li> <li>• Survey Results pending</li> <li>• Christine to send a letter to Tim Horton's to confirm the 2017 Festival of Lights</li> <li>• Payment from Monk School Supplies 2015 is still outstanding</li> </ul>		Kitchen Committee Volunteers: Scott, Shannon, Anneke & Barry. Christine to follow up re letter, Monk Supplies and Survey Results.
6. Regular Reports		Action Items
6.1 <b>Chair's Report:</b> <ul style="list-style-type: none"> <li>• No report</li> </ul>		
6.2 <b>Treasurer's Report:</b> <ul style="list-style-type: none"> <li>• Current account balance is approximately \$35,000</li> <li>• Income is currently ahead of spending - expenses have not arrived.</li> <li>• Linda is asking for suggestions to reduce coin use for PAC fundraising, or she requires assistance with rolling the coins.</li> </ul>		Linda to write a letter to the SCRD re spending the grant on basketballs instead of hoops.
6.3 <b>Principal's Report:</b> <ul style="list-style-type: none"> <li>• Rainy weather causing some issues – the kids are 'feeling' all the rain</li> <li>• Distributed a draft copy of the School Growth Plan for review/discussion</li> <li>• Teaching improvements and encouraged reading discussed.</li> <li>• Outdoor Classroom in design process</li> <li>• Plans are underway to build a school garden against the kindergarten portable. 10 raised beds made with concrete, and cedar posts for a heavy duty deer fence. Work will be starting this month as a hose bib will be installed.</li> <li>• The school is in need of more iPads; requested the PAC purchase or assist with fundraising for new iPads for improved technology matching curriculum in use. Facebook policy is under review.</li> <li>• The use of Facebook and social media was discussed at the principal's meeting today. There have been issues lately that have gotten out of hand, i.e. parent post re being upset about requirement to be on time for school.</li> <li>• Work is underway on the new Holiday show.</li> </ul>		Barry to investigate school costs for purchasing iPads.

<p><b>6.4 School Trustee Report:</b></p> <ul style="list-style-type: none"> <li>• Student Mental Health Panel was held at Chatelech, an article will be in the paper.</li> <li>• Parent participation is encouraged at DPAC meetings.</li> <li>• Pam shared about her presentation [FSA Relevance] at the Provincial Council.</li> <li>• Reminder that funding for education comes from Ministry of Finance.</li> <li>• Financial Literacy: funding is secure for all SCR D 46 schools.</li> <li>• Public budget survey coming soon - Pam will forward to PAC.</li> </ul>	
<p><b>7 Old Business</b></p>	<p><b>Action Items</b></p>
<p><b>7.1 Class Rep Update:</b> Still need reps for Ms. Van Bommel (Gr. K/1) and Ms. MacInnes (Gr 7)</p>	<p>Tracey to contact teachers re class reps</p>
<p><b>7.2 School Milk Program:</b></p> <ul style="list-style-type: none"> <li>• Chocolate milk: Discussion re whether to offer or not, some schools offer it and some only offer white. Decision in future meeting.</li> <li>• Fridge: Discussion about a used [3 years old] 24 cu ft upright s/s refrigerator that is available from Georgy Good in Roberts Creek for \$1100. Delivery needs to be coordinated. Requires a dedicated 15 amp circuit in kitchen. <b>Motion:</b> Susan motioned to purchase the fridge for \$1100. Seconded by Pauline.</li> </ul>	<p>Christine will investigate milk delivery  <b>Motion Passed:</b> To purchase fridge for \$1100  Barry will submit a requisition for electrical installation.</p>
<p><b>7.3 Fill the Freezer Contest Results:</b> Two classes tied, prize will be shared by Div 4 and 7.  <b>Motion:</b> Susan motioned to purchase popsicles for both classes instead of ice cream.  Seconded by Tracey.</p>	<p><b>Motion Passed:</b> Susan to purchase popsicles and deliver to winning classes.</p>
<p><b>7.2 Fill the Freezer Contest results:</b> Prize shared by Div 4 and 7. Motion to purchase popsicles. Susan will bring to school on Friday.</p>	<p>Motion = Susan / Tracey</p>
<p><b>8 New Business</b></p>	<p><b>Action Items</b></p>
<p><b>8.1 November Calendar Review:</b></p> <ul style="list-style-type: none"> <li>• Fundraisers: Purdy's and Cookie dough orders went home this week. Progressive Gift Cards will go home soon.</li> <li>• Book Bingo: is scheduled for November, notices will go home soon and prize winners will be drawn on the early dismissal days.</li> <li>• Movie Night: Will be held on November 24<sup>th</sup>, discussed movie options and noted that Finding Dory will be coming out soon.</li> </ul>	<p>Tracey to investigate movie options and organize vote.</p>
<p><b>8.2 SCR D Grant:</b></p> <ul style="list-style-type: none"> <li>• Linda advised that the SD46 need to be notified what the PAC would like to spend the \$500 Grant on, as we will not be spending it on the basketball hoops as originally planned. It was discussed and decided that we will use the money to purchase basket balls for the school.</li> <li>• Discussion ensued regarding the classroom sets of playground equipment. It was noted that a lot of the equipment has gone missing so the class sets need to be restocked. <b>Motion:</b> Christine motioned to spend \$500 to restock the outdoor sports equipment in the colour coordinated class bins (\$300 from the sports equipment budget, and \$200 from the discretionary fund). Seconded by Shannon.</li> </ul>	<p><b>Motion Passed:</b> Spend \$500 on replenishing classroom sports equipment bins</p>
<p><b>8.3 Teacher Wish Lists/Spending Decisions:</b> Reviewed last year's outstanding wish list requests, no requests will carry forward to this year as the teacher/s are no longer here. New requests for 2016/2017 so far are:</p> <ul style="list-style-type: none"> <li>• Ms. Van Bommel: 6 Storage boxes and Guess Who board games (as many as possible up to 10). Approved storage boxes and board games up to a total of \$175.</li> <li>• Ms. Valenta: Set up 30 paintbrushes and fidget toys (already ordered /paid) – Approved reimbursement of \$92.65</li> <li>• Ms. Soepboer: Art drying rack – Approved purchase.</li> <li>• Mr. Pond: Art Drying Rack, FM System, drone cricket flour, popsicle sticks, art straws, growing/seed starting tray with light. Barry noted that some of these requests can be purchased by school – Approved purchase of Art Drying Rack for now. Barry to follow-</li> </ul>	<p>Christine to investigate art drying racks as compared to last year's purchase.</p>

<p>up and clarify remaining requests.</p> <ul style="list-style-type: none"> <li>Ms. Calvori: Classroom baking cart and baking supplies – Approved \$249 for cart, \$150 for supplies, + tax and shipping.</li> </ul>	
<p><b>8.4 Popcorn:</b> Remind parents that popcorn is now 50 cents.</p>	<p>Request a reminder in the PAC newsletter.</p>
<p><b>8.5 Water Drainage Issues:</b> It was noted that when it rains there is a drainage problem in the parking area in front of the school near Frank West Hall. A large 'pond' forms. Scott asked if something can be done about this. It was also noted that parking lines would be beneficial.</p>	<p>Barry to look into drainage issue and submit a request.</p>
<p><b>Meeting Adjourned at:</b> 8:40pm</p>	<p><b>Next Meeting:</b> December 7, 2016 at 7pm</p>

**Attachments:**

- Treasurer's Report, pg 4

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

	2016/17 Budget			2016/17 Actual Results			Variance to Budget
	Revenues	Costs	Net	Revenues	Costs	Net	
<b>REVENUES</b>							
Fundraising:							
Hot Lunch	\$ 22,000	(\$19,250)	\$ 2,750	\$ 7,069	(\$230)	\$ 6,839	4,089
Popcorn	1,500	(1,000)	500	180	0	180	(320)
Progressive cards	3,500	(2,000)	1,500	529	0	529	(971)
Movie Nights	2,500	(1,600)	900	975	(289)	686	(214)
Purdy's	500	0	500	-	0	-	(500)
English Bay Cookies	1,300	(800)	500	-	0	-	(500)
Craft (Spring)	200	0	200	-	0	-	(200)
Lovable labels	50	0	50	-	0	-	(50)
Vessy bulbs	2,000	(1,000)	1,000	1,211	0	1,211	211
Sports Day / BBQ	2,500	(2,000)	500	-	(228)	(228)	(728)
Chicken sale	13,000	(11,500)	1,500	7,927	0	7,927	6,427
Yearbooks	2,000	(2,000)	-	-	0	-	0
	51,050	(39,150)	9,900	17,891	(747)	17,144	7,244
Parent donations			500			-	(500)
<b>TOTAL REVENUES</b>			10,400			17,144	6,744
<b>EXPENSES</b>							
Administrative Gifts			200			-	200
Babysitting			200			40	160
BCCPAC			75			75	0
Breakfast Program			1,000			137	863
Bursary			500			500	0
Contest Prizes			200			-	200
Grade 7 donation (Grad)			200			-	200
Miscellaneous			500			116	384
PAC Website			150			-	150
Parent Education			500			-	500
Playground supplies			300			-	300
Sex Education			2,000			-	2,000
Sock Hop			75			53	22
Teacher Appreciation Lunch			100			-	100
Teacher Wish Lists			1,500			-	1,500
Emergency kits - replenish			200			-	200
BBQ			1,000			-	1,000
Discretionary fund			10,000			-	10,000
<b>TOTAL EXPENSES</b>			18,700			921	16,779
NET PROFIT - Current year			(8,300)			16,223	24,523
Surplus from prior years			8,300			8,300	0
<b>NET SURPLUS (DEFICIT)</b>			\$ -			\$ 24,523	24,523