



Cedar Grove Elementary PAC Meeting Minutes

| Meeting Information | | |
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| Date: Wednesday April 5, 2017 | Time: 7:00 – 8:10 pm | |
| Chair: Christine Hardt | Recorder: Christine Hardt | |
| Attendance (10) | | |
| Jim McGowan, Acting Principal | Christine Hardt, Co-Chair | Tracey McIntosh, Co-Chair |
| Linda Shute, Treasurer | Shannon Burtnick, Vice Chair | Anneke van Swieten |
| Lisa Patterson | Greg Russell - SD46 Trustee | Tracy Aiken |
| Aja Plows | | |
| Regrets: Susan Goddard, Pauline Attle-Billey, Scott Davis | | |
| Housekeeping | Action Items | |
| 1. Call to Order 7:00pm | | |
| 2. Introductions | | |
| 3. Additions to Agenda: none | | |
| 4. Minutes from last PAC meeting: March 1, 2017 (No updates) Updates: Correct treasurer's report action item. Mr. McGowan is purchasing additional balls to use remainder of the \$500 grant. Revisions: Change IAP to IEP (typo) Motion to Approve: Anneke, Seconded by: Tracey M. | | |
| 5. Outstanding Action Items: <ul style="list-style-type: none"> • Kitchen Improvements needs a committee • Barry to look into drainage issue and submit a request • Christine to call Peter Brackett and request the fridge delivery invoice – Completed • Mr. McGowan to arrange purchase of additional balls to use the remainder of the \$500 grant. • grant – in progress • Christine to arrange raffle and investigate ordering ticket books online – in progress | | |
| 6. Regular Reports | Action Items | |
| 6.1 Chair's Report: <ul style="list-style-type: none"> • At last meeting we authorized to spend up to \$200 for food safe training. DPAC paid \$880 toward the training, so the remainder for the PACs to pay worked out to \$11.75 per person (not \$50). We paid a total of \$35.25 for 3 people to attend: Lisa Patterson, Aja Plows and Tina Poirier. • Chicken Fundraiser did not do as well this spring as it did last time. We believe it did worse as the notices went out before spring break and were due after spring break, so people forgot. We sold 51 boxes (half as much as the fall sale) and made approx. \$450 It was very difficult to find parent volunteers for the chicken delivery, thank you very much to those that helped! Linda advised that only 2 people picked up chicken between 1-2pm, everyone else came 2-3pm at the end of school. We should adjust the pickup times for next year. • We are still working on the purchase of Art Drying racks, the price went up! • | | |
| 6.2 Treasurer's Report: <ul style="list-style-type: none"> • Account balance: \$28273, Gaming account: \$7810, SD46 account: approx. \$2000 • Received Purdy's cheque for \$749 from the Christmas fundraiser, it was deposited to the school board account • Will put hot lunch website and fridge delivery through the SD46 account | | |

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| <ul style="list-style-type: none"> • Paid Ms. Calvori for the cooking supplies from the teacher’s wishlist • We are still waiting on for the invoice for Jessie Wollen. Jim noted that she is not finished, she will be coming back for some additional sessions on April 18 & 28. • We have not paid for the iPads yet, they’ve been ordered but have not arrived. | |
| <p>6.3 Principal’s Report:</p> <ul style="list-style-type: none"> • Children of the Street Society came and spoke to the Gr. 6/7s about sexual exploitation online. It was very age appropriate and he was impressed with the kids’ questions. • Barry is expected back to work on April 18th. • It is a busy time of year as he’s been planning for next year’s budget and class composition. We were the first school to have our budget submitted and approved, it is ready to go. Jim consulted with Barry while developing it. • The class size/configuration changes mean that we will be going back to the 2001 levels. We need to make our best effort to meet these levels, with no more than 2 special ed per class, or there must be specific remedies put in place. <ul style="list-style-type: none"> ○ Kindergarten: 20 max ○ Gr 1-3: 22 max ○ Gr 3-4: 24 max ○ Gr 4-7: 30 max ○ Multi grade intermediate class: max 28 • The government has come with classroom enhancement funding to meet the new contract needs, this fund has put an additional \$220,000 into our budget. The school board is trying to avoid bringing in portables, so we will not get any. The district programs at our school will not be moving. We will be adding 1 new division next year. Barry will provide further updates at the next PAC meeting. • Pro-D workshops for staff went well. Lowrie Olafson came and did a workshop on re-igniting purpose of why we get into this work in the first place. They also reviewed the new curriculum and reporting procedures. • April 21 – earth day celebrations at school (actual Earth day is April 22) • May 22 – science and art fair • May 17 – talent show • May 29 to June 1 – Week Without Walls. Barry is asking how much money we can contribute toward this. It was discussed and agreed that the gaming grant account can be used toward this. We will finalize the details when Barry is back. • There is a new student learning grant for \$50 per student to help reduce costs to parents, our school will be applying for the grant. • The grade 7s are in Whistler right now on their ski trip, so far all is going well. | |
| <p>6.4 School Trustee Report:</p> <ul style="list-style-type: none"> • The question was raised as to whether our district will have enough teachers to fill the new postings next year. Greg advised that Paul Bishop has been proactive about ensuring that we have full time TOCs who will likely step into these new positions. | |
| <p>7 Old Business</p> | <p>Action Items</p> |
| <p>7.1 SCR D Grant Update: Linda advised that the SCR D grant was submitted, they do not usually respond until August or September. We applied to use the money toward a new mural in the basketball court.</p> | |
| <p>7.2 Movie Night: Ed and Allen will be sponsoring another community movie night, we’ve selected April 21st. It was noted that we need to put out a call for volunteers asap. Note: The movie was decided after the end of the meeting, SING was selected.</p> | <p>Christine to send out volunteer sign up form for movie night</p> |
| <p>7.3 Vessey Bulb Update: Anneke advised that our total sales were \$1341, so we made \$671.50 for the school.</p> | |
| <p>8 New Business</p> | <p>Action Items</p> |
| <p>8.1 Grade 7 Field Trip Fundraiser: The grade 7 class has been fundraising for their ski trip recently, and some concerns were raised. Christine noted that when classes are fundraising, they should be checking in with the PAC to ensure they are not asking businesses for money if</p> | |

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| <p>we have already approached them, as it doesn't look very good. Also, the grade 7s class sold raffle tickets but did not obtain a gaming license. This could place the school at risk of losing the gaming grant in future, all raffles are required to obtain a gaming license.</p> | <p>Jim to advise teachers that all raffles require a gaming license.</p> |
| <p>8.2 Mother's Day Craft: Last year the Collectible Kids Art was sent home for the children to complete the artwork, and then the parents could place an order for Father's Day. This year we have moved the sale to be in time for Mother's Day. However, due to the very poor sales last year we are asking that the children complete the artwork in class, then the completed art will be sent home with the order form. Jim agreed and will discuss this with the teachers.</p> | <p>Christine to distribute teacher instructions, art paper and order forms to teachers. Jim to explain the project to staff.</p> |
| <p>8.3 Drainage/Flooding/Parking Issues: Scott Davis emailed Christine a list of concerns which she read to those present (see attachment). It was noted that Barry had advised he would be submitting a work request related to the drainage issues, but we are not sure what was asked for – we will discuss it with Barry when he returns. Also, most of the areas described are not on School District property. It was suggested that Scott could bring his concerns to Nick Weswick, and then perhaps Nick could bring them to his counterpart at the SCRD? There was some concern noted that if we ask for parking upgrades on SCRD land, they may say that we shouldn't be parking there.</p> | |
| <p>8.6 Spending Decisions:</p> <ul style="list-style-type: none"> • None | |
| <p>Meeting Adjourned at: 8:10pm</p> | <p>Next Meeting: May 4, 2017 at 7pm</p> |

Attachments:

- Treasurer's Report, pg 4
- Scott Davis email, agenda items for item 8.3

Cedar Grove Elementary School PAC

Actual Results to Budget

YTD Ending March 31, 2017

| | Annual Budget | | | YTD Actual Results | | | Variance to Budget |
|--|---------------|------------|----------------|--------------------|------------|---------------|--------------------|
| | Revenues | Costs | Net | Revenues | Costs | Net | |
| REVENUES | | | | | | | |
| Fundraising: | | | | | | | |
| Hot Lunch | \$ 22,000 | (\$19,250) | \$ 2,750 | \$ 16,337 | (\$11,453) | \$ 4,884 | 2,134 |
| Popcorn | 1,500 | (1,000) | 500 | 1,198 | (581) | 617 | 117 |
| Progressive cards | 3,500 | (2,000) | 1,500 | 15,692 | (14,003) | 1,689 | 189 |
| Movie Nights | 2,500 | (1,600) | 900 | 1,445 | (506) | 939 | 39 |
| Purdy's | 500 | 0 | 500 | - | - | - | (500) |
| English Bay Cookies | 1,300 | (800) | 500 | 1,288 | (987) | 301 | (199) |
| Craft (Spring) | 200 | 0 | 200 | - | 0 | - | (200) |
| Monk (school supplies) | - | 0 | - | 78 | 0 | 78 | 78 |
| Lovable labels | 50 | 0 | 50 | - | - | - | (50) |
| Vessy bulbs | 2,000 | (1,000) | 1,000 | 1,211 | (601) | 610 | (390) |
| Sports Day / BBQ | 2,500 | (2,000) | 500 | - | (228) | (228) | (728) |
| Chicken sale | 13,000 | (11,500) | 1,500 | 7,927 | (7,100) | 827 | (673) |
| Yearbooks | 2,000 | (2,000) | - | 1,064 | 0 | 1,064 | 1,064 |
| | 51,050 | (39,150) | 9,900 | 46,240 | (35,459) | 10,781 | 881 |
| Parent donations | | | 500 | | | 650 | 150 |
| SCRD Grant | | | 500 | | | 500 | 0 |
| TOTAL REVENUES | | | 10,900 | | | 11,931 | 1,031 |
| EXPENSES | | | | | | | |
| Administrative Gifts | | | 200 | | | - | 200 |
| Babysitting | | | 200 | | | 40 | 160 |
| BCCPAC | | | 75 | | | 75 | 0 |
| Breakfast Program | | | 1,000 | | | 325 | 675 |
| Bursary | | | 500 | | | 500 | 0 |
| Contest Prizes | | | 200 | | | 75 | 125 |
| Grade 7 donation (Grad) | | | 200 | | | - | 200 |
| Miscellaneous | | | 500 | | | 263 | 237 |
| 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 | | | 557 | 943 |
| Emergency kits - replenish | | | 200 | | | - | 200 |
| BBQ | | | 1,000 | | | - | 1,000 |
| Discretionary fund | | | 10,000 | | | | |
| Fridge | | | | | | 1,100 | 8,900 |
| TOTAL EXPENSES | | | 18,700 | | | 2,988 | 15,712 |
| NET PROFIT - Current year | | | (7,800) | | | 8,943 | 16,743 |
| Bank account (plus SD46 a/c)- opening balance | | | 18,581 | | | 18,581 | 0 |
| Bank account (plus SD46 a/c)- closing balance | | | 10,781 | | | 27,524 | 16,743 |

From: Scott Davis [mailto:sdavisarch@gmail.com]
Sent: March 29, 2017 12:37 PM
To: c.hardt
Subject: Agenda Item next PAC meeting

Hi Christine,

I would like to add an agenda discussion item to our next PAC meeting.

It is regarding the drainage flooding and muddy path areas at the school playground, Mary-Anne West Park and Frank West Hall paved parking,

This issue is old and getting worse. It is a concern most problematic during heavy rains.

1} Flooded gravel and lawn in the Accessible Play Park. There is a large pond that occurs often between the accessible picnic table and the Spirit Circle. When the Spirit circle concrete walk was made there was no drain pipe installed and the grading did not provide adequate slope. After the portable classroom was built it was a shorter distance for students to head to the Frank West parking lot. Water run off from the soccer fields is constrained at the edge of the circle and the grass swale. Parents and children often slip in the wet grass to reach the Frank West side. This area needs regrading and a safe dry path from the Portable Classroom / Spirit Circle to the yellow gate.

2) Flooded pavement in front Accessible Play park / SD46 parking area. This is the handicap accessible route from the crosswalk to the park and it floods regularly. This blocks parking in the front and needs blackberry removal, adjusting a concrete barrier and weed edge maintenance to direct water into the culvert.

3a) Flooded pavement in corner of Frank West Hall parking. This is the prime parking corner for park users. The floods limit parking. It need weed grass edge removal to direct water into the grass swale and to the street culvert.

3b) Frank West / Fire Hall Parking. This parking lot is busy most days and evenings. 2:30 pm is the peak time when it is overflowing. It would help to have painted lines and wheel stops aligned so cars can park better. The current curbs meant to isolate the fire hall parking causes a bottle neck if one car parks wrong. This creates an unsafe situation and cars drive up to find it blocked and turn & back up while children are crossing the parking lot. There must be a solution so the curb is opened in the middle so vehicles can park better and signs, curbs and painted zones that direct cars around so they will not stand or block access to the Fire Hall volunteer parking spaces. Better signage and highly visible painted zones would alert drivers to stay out of critical parking spaces needed during emergencies.

4) Muddy flooded path at yellow gate to Mary-Anne West field. The snow / ice and work vehicles have made ruts over time. The large rocks meant to stop vehicles limits the walking path to mud puddles for all park users. Parents with school children are experiencing difficulties. This needs a proper gravel walk path design and construction.

5) The accessible portable toilet needs a solid base so the unit will remain level and the door will close. This is a sanitation / privacy concern. A permanent base, accessible ramp, decorative screen, landscaping and sign should be included in the overall design of the safe & dry pathways described previously.

Thanks,
Scott

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Scott Davis
604-886-6890
808-220-9482