



## Cedar Grove Elementary PAC Meeting Minutes

Meeting Information		
<b>Date:</b> Wednesday May 3, 2017		<b>Time:</b> 7:00 – 8:30 pm
<b>Chair:</b> Christine Hardt		<b>Recorder:</b> Christine Hardt
Attendance (9)		
Barry Krangle, Principal	Christine Hardt, Co-Chair	Tracey McIntosh, Co-Chair
Greg Russell - SD46 Trustee	Shannon Burtnick, Vice Chair	Anneke van Swieten
Lisa Patterson	Tracy Aiken	Amanda Butler
<b>Regrets:</b> Susan Goddard, Pauline Attle-Billey, Scott Davis, Linda Shute, Aja Plows		
Housekeeping		Action Items
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: spending decision - BBQ		
4. Minutes from last PAC meeting: April 5, 2017 (No updates) Updates: Correct typo in Outstanding Action Items section Revisions: Change IAP to IEP (typo) Motion to Approve: Shannon, Seconded by: Anneke		
5. Outstanding Action Items: <ul style="list-style-type: none"> <li>• Kitchen Improvements needs a committee</li> <li>• Barry to look into drainage issue and submit a request – <b>Completed. This is held up in discussions between Highways dept and SCR.D.</b></li> <li>• Mr. McGowan to arrange purchase of additional balls to use the remainder of the \$500 grant. - <b>Completed</b></li> <li>• Christine to arrange raffle and investigate ordering ticket books online – <b>In progress</b></li> <li>• Christine to send out volunteer sign up form for movie night - <b>Completed</b></li> </ul>		
6. Regular Reports		Action Items
6.1 <b>Chair's Report:</b> <ul style="list-style-type: none"> <li>• Movie night was held on April 21<sup>st</sup>. We had a difficult time finding volunteers. We didn't have a lot of people attend as it was a sunny night– but everyone still had a lot of fun</li> <li>• Collectible Kids Art for Mothers Day – art was done in class and then sent home by teachers with the order form. Unfortunately this didn't do well as not all kids got it home. We only had 19 orders, which was an increase from last year's 8 orders but it still didn't do well. Unfortunately the shipment to the company was damaged by Canada Post as the envelope arrived soaked in juice. Three children had to redo their artwork and Christine will scan and send the art.</li> <li>• Milk was delivered last Thursday but not put into the fridge, so on Friday we had to pour out almost \$300 of milk.</li> </ul>		Christine to work with Barry to ensure milk deliveries get into the fridge.
6.2 <b>Treasurer's Report:</b> <ul style="list-style-type: none"> <li>• Account balance: \$35696, Gaming account: \$7810, SD46 account: do not have balance</li> <li>• Still have hot lunch invoices for April and May to pay, as well as Jessie Wollen</li> <li>• Made approx. \$98 on movie night</li> <li>• We won't be paying the \$2/child for the tie dye shirts as he prefers to use the money toward Week Without Walls.</li> <li>• Art drying rack purchase is still pending</li> </ul>		

<p><b>6.3 Principal's Report:</b></p> <ul style="list-style-type: none"> <li>All of the electoral candidates came to the school and met with the kids, it was a great success and the students asked great questions.</li> <li>Barry provided an update on the FSA testing results and the fall literacy review. The literacy review was done to assist with teaching.</li> <li>Earth Day April 21<sup>st</sup> – each class planted lettuce, carrots and beans in little pots. The school will start building garden boxes soon.</li> <li>Next year the school will be increasing to 11 divisions. Reviewed the current plan for next year's classes and the number of students per class. This is subject to change as final enrolment numbers will not be known until September. We will be getting a new portable and will be applying for a grant to accommodate the new division.</li> <li>May 11<sup>th</sup> – Science and Art Fair</li> <li>May 12<sup>th</sup> – Parent Appreciation Tea</li> <li>June 5<sup>th</sup> – District Track Meet</li> <li>The schedule for Week Without Walls and permission slips went home today. It will cost approximately \$60 each for Div 1 &amp; 2 students, and \$25-30 each for everyone else.</li> <li>Barry is applying for a \$50/student learning grant. Met with Christine/Linda and Tracey, and it was decided that the application will be for the iPads (instead of the PAC paying) as it is more likely to be accepted, and the PAC funds earmarked for iPads will put toward Week Without Walls instead.</li> <li>There is a staff committee that meets once per month to look at things that affect the school. An issue was raised regarding lunches, they have chosen to return to eating first and playing afterward as they are finding that when students play first they aren't settling down enough to eat. Also students are still eating when class time begins. Parents mentioned that other schools that play first/eat after have quiet reading time after lunch to allow students time to finish eating. Barry explained that for some reason it just isn't working</li> <li>Kindergarten orientation is on June 7<sup>th</sup>.</li> </ul>	
<p><b>6.4 School Trustee Report:</b></p> <ul style="list-style-type: none"> <li>Education all candidates meeting was held at Elphinstone on May 1<sup>st</sup>, a lot of students and community members attended. Once thing that had the candidates baffled was the concept of notional funding. For instance, school budget was submitted early for next year and then the rules were changed and they had to make changes.</li> </ul>	
<p><b>7 Old Business</b></p>	<b>Action Items</b>
<p><b>7.1 Food Bank Challenge:</b> This was tabled to the May meeting and Shannon had volunteered to run it. The feeling is that we do not have enough time to organize it, but it would be nice to do something. Discussed organizing a twoonie drive or having food donations brought to the Family BBQ. Agreed that we should do it with the BBQ and ask people to bring something. Shannon will coordinate with Suzanne Ingram to arrange the food bank donations and put together a list of suggested items. Option can be given to bring money, donation jar can be placed at the concession. Lisa volunteered to be responsible for the money donations (i.e. rolling coins)</p>	<p>Shannon to coordinate the food bank donations for the Family BBQ.</p>
<p><b>7.2 Raffle:</b> The plan is to order the raffle tickets online and hold the draw at the assembly on the last day of school. Will give each student 1 book and charge \$5 per ticket. Will also arrange some ticket sales at the mall.</p>	
<p><b>8 New Business</b></p>	<b>Action Items</b>
<p><b>8.1 Staff Appreciation Lunch:</b> Discussed options for luncheon and agreed to hold it on June 7<sup>th</sup>. Susan Goddard organized it last year, but she is not available. Amanda Butler volunteered to coordinate it this year.</p>	<p>Amanda to coordinate the staff luncheon, including setup and cleanup. Christine to send out a notice asking for food contributions.</p>
<p><b>8.2 Kindergarten Welcome:</b> The kindergarten welcome is being held by the school on June 7<sup>th</sup>. In the past Susan Goddard has attended and spoken on behalf of the PAC, but she is not</p>	<p>Lisa to speak on behalf of PAC at Kindie Welcome.</p>

available. Lisa volunteered to assist with this, but asked to be sent a write up of what to say.	Christine to send handout and speaking points to Lisa.
<b>8.3 Sports Day:</b> Is scheduled for June 23 <sup>rd</sup> . Per Barry's request we are not having a BBQ this year, we will only be providing lunches to the students. We will offer a hot lunch order in case parents/family members would like to order lunch.	
<b>8.4 Family BBQ:</b> Discussed possible dates and agreed on June 15 <sup>th</sup> . Concerns were raised re possibly not having enough volunteers to run the event. Decision was made to send out a volunteer sign up form; if we do not get enough volunteers the event will be cancelled.	Christine to send out volunteer sign up form for Sports Day and the Family BBQ
<b>8.5 Parent Survey:</b> Agreed that we should conduct another parent survey this year, but would like it to be shorter. Also agreed that a paper survey may garner more responses. We will aim to send it out in early to mid-June.	Christine to draft survey and send out for comments.
<b>8.6 June AGM:</b> Reminder that the next PAC meeting on June 7 <sup>th</sup> is our Annual General Meeting. Elections will be held for next year's executive.	
<b>8.6 Spending Decisions:</b> <ul style="list-style-type: none"> <li>BBQ: \$1000 was budgeted to spend on a BBQ for the school this year. However, after looking at BBQ prices and considering taxes, it is felt that this should be increased. <b>Motion:</b> Tracey McIntosh motioned spend up to \$1500 on the BBQ and new propane tanks, Seconded by Tracy Aiken.</li> </ul>	<b>Motion Passed:</b> PAC to spend up to \$1500 on a BBQ and 2 propane tanks.
<b>Meeting Adjourned at:</b> 8:30pm	<b>Next Meeting:</b> June 7, 2017 at 7pm

**Attachments:**

- Treasurer's Report, pg 4

**Cedar Grove Elementary School PAC**

**Actual Results to Budget**

**YTD Ending April 30, 2017**

	Annual Budget			YTD Actual Results			Variance to Budget
	Revenues	Costs	Net	Revenues	Costs	Net	
<b>REVENUES</b>							
Fundraising:							
Hot Lunch	\$ 22,000	(\$19,250)	\$ 2,750	\$ 26,317	(\$13,809)	\$ 12,508	9,758
Popcorn	1,500	(1,000)	500	1,593	(1,303)	290	(210)
Progressive cards	3,500	(2,000)	1,500	15,692	(14,003)	1,689	189
Movie Nights	2,500	(1,600)	900	1,869	(831)	1,038	138
Purdy's	500	0	500	749	0	749	249
English Bay Cookies	1,300	(800)	500	1,288	(987)	301	(199)
Craft (Spring)	200	0	200	-	(318)	(318)	(518)
Monk (school supplies)	-	0	-	78	0	78	78
Lovable labels	50	0	50	-	0	-	(50)
Vessy bulbs	2,000	(1,000)	1,000	2,554	(601)	1,953	953
Sports Day / BBQ	2,500	(2,000)	500	-	(438)	(438)	(938)
Chicken sale	13,000	(11,500)	1,500	11,123	(10,479)	644	(856)
Yearbooks	2,000	(2,000)	-	1,064	(284)	780	780
	51,050	(39,150)	9,900	62,327	(43,053)	19,274	9,374
Parent donations			500			650	150
SCRD Grant			500	500	(194)	306	(194)
<b>TOTAL REVENUES</b>			<b>10,900</b>			<b>20,230</b>	<b>9,330</b>
<b>EXPENSES</b>							
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			238	262
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				8,748
Fridge						1,252	
<b>TOTAL EXPENSES</b>			<b>18,700</b>			<b>3,115</b>	<b>15,585</b>
<b>NET PROFIT - Current year</b>			<b>(7,800)</b>			<b>17,115</b>	<b>24,915</b>
Bank account (plus SD46 a/c)- opening balance			18,581			18,581	0
<b>Bank account (plus SD46 a/c)- closing balance</b>			<b>10,781</b>			<b>35,696</b>	<b>24,915</b>