



Cedar Grove Elementary PAC Meeting Minutes

Meeting Information		
Date: Wednesday June 7, 2017	Time: 7:00 – 8:30 pm	
Chair: Christine Hardt	Recorder: Christine Hardt	
Attendance (15)		
Christine Hardt, Co-Chair	Tracey McIntosh, Co-Chair	Shannon Burtnick, Vice Chair
Greg Russell - SD46 Trustee	Linda Shute, Treasurer	Scott Davis, Secretary
Lisa Patterson	Lor Lancaster	Amanda Butler
Aja Plows	Sarah Weber	Susan Goddard
Verona Trincabelli	Kelly Petchiny Marits	Anneke van Swieten
Regrets: Barry Krangle, Pauline Attle-Billey		
Housekeeping	Action Items	
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: Veggie & Milk Program, Washroom Use Policy, Yellow kitchen bins, Popcorn		
4. Minutes from last PAC meeting: May 3, 2017 Updates: Add treasurer’s report Revisions: None Motion to Approve: Susan Goddard, Seconded by: Aja Plows		
5. Outstanding Action Items: <ul style="list-style-type: none"> Kitchen Improvements needs a committee – on hold Christine to arrange raffle and investigate ordering ticket books online – Cancelled 		
6. Regular Reports	Action Items	
6.1 Chair’s Report: <ul style="list-style-type: none"> We worked with Barry and he has been very helpful in making sure the milk gets put into the fridge. Shannon is organizing food bank donations at the BBQ Staff luncheon was a great success, thank you to Amanda for organizing this! Lisa spoke on behalf of the PAC at the Kindergarten Welcome today, thank you! Volunteer sign up forms have gone out The new school BBQ has been purchased, built and delivered to the school along with two new propane tanks. Sunshine Propane donated 1 free tank fill. Kids Art did not arrive in time for Mother’s Day as our shipment was damaged by Canada Post (the package was soaked in juice).... Yearbooks have been shipped and should arrive any day. We did not order any extra, but they always ship an extra 15 that will be available on a first come first serve basis. Art Drying Racks – the saga continues! We have been trying to buy these since September and have been running into constant issues. I am now waiting for the art racks to go on sale again, so I will watch the sales this summer and buy if the price goes down. Barry is absent tonight as this was the only night the band could practice for next week’s family BBQ. 		
6.2 Treasurer’s Report: <ul style="list-style-type: none"> Account balance: \$28,888, Gaming account: \$7800 Reviewed the revenues and outstanding expenses that still need to be paid. Overall, we will probably end up \$4000-5000 better than we budgeted. We have not spent all of the discretionary fund, but Barry has some plans. iPads have gone through our account at SCRCD, however the school will be reimbursing us for this as the school applied for a grant for them. Instead, the PAC will be contributing the 		

<p>money to Week Without Walls.</p> <ul style="list-style-type: none"> • Next year’s gaming grant has been applied for. 	
<p>6.3 Principal’s Report: (In Barry’s absence, his written report was presented by Christine)</p> <ul style="list-style-type: none"> • Thank you very much for the Teacher Appreciation luncheon. • Our talent show was a big success. Students were well rehearsed and very proud of their performances. I think we’ll hold it a bit earlier next year. • Our track team boasted 60 kids who were the most supportive, high spirited, team ever. We had so much fun together...awesome practices and tons of success. Every Cedar Grove kid was greeted at the finish line, high fived by team mates and celebrated under our tent. • Everyone seemed to enjoy the class to class caravan for this year’s Science Fair. Teachers were very proud of their students’ projects and the scientific jargon kids mastered. • Week Without Walls Can’t thank PAC, you guys enough for all your support....Kids had so many great experiences. Your financial support made it all possible...bills are still coming in. • Will probably stretch it out next year, finding the week a bit overwhelming for some, maybe A Month Without Walls and the activities happen over the duration of a month, one or two a week. • June 15th Barbecue: I’ll be setting up the stage at 10:00, could use some help. Live music, we are rehearsing tonight, only time we have been able to get the band together....we have some kids singing with us this year • Sports Day June 23: PAC lunch sounds perfect,station activities in the AM....Team activities PM • Grade 7 Farewell June 29th 10:45 – 11:45....year end assembly honouring our 7’s and wishing our whole student community summer wishes • CGE 2017-18 I will be sending home a newsletter soon outlining next year’s staff and a few yearend things, still in the midst of some hiring. Parent request forms for next year’s placements are due tomorrow. • A Few Key Dates: <ul style="list-style-type: none"> ○ Tues June 13th - Div 1 & 2 Thormanby ○ Thurs June 15th - Family barbecue ○ Fri June 16th -Science World visits CGE....Greatest Hits...collection of best demos ○ Tues June 20th - Primary Beach Day RC Beach ○ Wed June 21st - Band concerts 1:00 & 6:30 ○ Thurs June 22nd - Intermediate Beach Day RC Beach ○ Friday, June 23rd - Sports Day ○ Thurs June 29th 10:45 - Grade 7 Farewell 	
<p>6.4 School Trustee Report:</p> <ul style="list-style-type: none"> • No report tonight, but Greg thanked everyone who comes to the meetings and steps up to support the school. 	
<p>6.5 DPAC Report:</p> <ul style="list-style-type: none"> • Paul Bishop (Director of Instruction) and Cheryl Wilson gave a presentation on how your child is preparing for life after highschool. i.e. ACE IT programs, and discussed the career planning that is being done • If PACS are ordering large items that require shipping, we should contact the school board office to arrange through their vendors for a better price. • Draft policy with BCSTA re the role of the DPAC. • Approved funding for grade 7 transitions event, \$350-500 • Cedar Grove will be getting one new portable next year • Ultimate Frisbee is a new program in the highschools • Find Your Fit – Worksafe BC truck came to the highschool, allows kids to try out 	

<p>different types of jobs</p> <ul style="list-style-type: none"> • Cool School for grade 6 and up (with a parent) is on Tuesday nights 4-8pm. Students can go in and work on a wood work, metal work and mechanics projects. This was started by mill workers who wanted to mentor students in a trade. One more night next week, then it will start again in September. • Summer book mobile will still be funded • Staff email accounts have been updated but they are having some issues • Work experience programs are being introduced to the students. • My Blueprint is a new program that is being used at Chatelech and possibly Gibsons Elementary that assists with career and education planning. Parents can have access with kids approval. 	
7 Old Business	Action Items
<p>7.1 Raffle: Have decided to not do it this year. Unfortunately there were some family issues that caused delays, so we decided to cancel it until next year.</p>	
<p>7.2 Parent Survey: Christine is still drafting the survey, will send it out by email for review. Discussed completing it online or on paper. We decided to print the survey and ask people to complete it at the Family BBQ, but also offer it online. Will try to assign a volunteer to walk around with surveys and a clipboard. Goal is to keep the survey short, one page double sided.</p>	<p>Christine to finalize survey, put it online and also bring the paper survey to the family BBQ.</p>
<p>7.3 Event Updates:</p> <ul style="list-style-type: none"> • Sports Day: Will put out a family food order form since we are not doing a concession. Freezies will not be offered for sale, instead they will be given half a freezie during sports day. • Family BBQ: Have enough volunteers to run it, but have to have hour long shifts instead of half hour shifts like last year. (Not enough volunteers for shorter shifts). We will not do pre-ordering of food this year. We will buy food based on what we did last year, hopefully we have enough! We decided that the pre-orders complicated things and caused more work. This year we will have coloured tickets for each item, so when run out of tickets we will know when an item is sold out. Looking for chafing dishes to keep food warm, Lor suggested that we check with the highschool. • Food Bank Donations: We did not add this to the BBQ invitations as we weren't sure how it was going to work. Once details are worked out we will ask Barry to do a phone call home. 	<p>Lor will talk to Barry Barone about borrowing chafing dishes from Elphie.</p> <p>Shannon will firm up the details re food bank donations at the BBQ.</p>
8 New Business	Action Items
<p>8.1 September Meeting Date: Discussed dates for September PAC meeting and decided to have the first meeting on Wednesday, September 13th at 7pm. Greg Russell will not be able to attend this meeting as there is a board meeting that night.</p>	
<p>8.2 Veggie and Milk Program: Chris asked if we would still like to participate in the program. Discussed the program and agreed that we would like to continue. A parent has raised concern that the school is not recycling the milk cartons. Discussed that school does not want to take on washing and recycling of cartons, as there is no pick up recycle program in Gibsons. Discussed that perhaps we can ask for a parent to organize school recycling next year, or perhaps the children should bring their empty milk cartons home for recycling. Also discussed that milk is being taken from the fridge and we are short milk each week. Working on having the lock re-keyed so that we can lock the fridge.</p>	<p>Linda will advise Chris that we will continue with the program.</p> <p>The recycling issues were tabled for discussions in September.</p>
<p>8.3 Washroom Use Policy: Lor mentioned that there have been some instances of teachers timing children when they go to the washroom (i.e. I can go in 30 seconds, you should be able to go quickly). She is concerned about the repercussions of this for children, both psychological and physical. All were in agreement that children should not be refused trips to the washroom, or be timed.</p>	<p>Lor will discuss this issue with Barry, with support from the PAC.</p>

<p>8.4 Yellow Kitchen Bins: Susan asked if the yellow bins are being cleaned. Lor is planning to ask if we can have them cleaned at Elphie in the dishwasher.</p>	<p>Lor will look into regular cleaning for the yellow bins.</p>
<p>8.5 Popcorn: Susan reminded that we are out of record sheets in the kitchen. Also, she will ask her husband if he can take the popcorn machine apart and give it a good cleaning again. Discussed issues with plug and popcorn machine break downs. Agreed to discuss purchasing a new popcorn machine in the fall.</p>	<p>Tabled request for new popcorn machine to the fall.</p>
<p>8.6 Misc: General discussion re a few items to discuss in fall:</p> <ul style="list-style-type: none"> • Should we raise the amount of money given to the grade 7s? • We need to review and confirm the roll of the class reps. Perhaps the class reps should be required to attend PAC meetings? 	
<p>9 2017/2018 PAC Executive Elections</p>	<p>Action Items</p>
<p>Election Results:</p> <ul style="list-style-type: none"> • Chair (Co-Chairs): Christine Hardt and Tracey McIntosh (acclaimed) • Vice Chair: position not filled as have 2 chairs • Treasurer: Linda Shute (acclaimed) • Secretary: Scott Davis (acclaimed) • Members at Large: Amanda Butler, Verona Trincabelli, Anneke van Swieten (all new) • DPAC Rep: Susan Goddard (new) • Hot Lunch Coordinators: <ul style="list-style-type: none"> ○ Meals and Ordering - Lor Lancaster and Lisa Patterson ○ Online – Christine Hardt • Breakfast Program Coordinator: Aja Plows (new) <p>No nominations for the Fundraising or Volunteer Coordinator roles. Discussed these roles and agreed that several different people have been involved in organizing fundraisers so there does not need to be one specific person coordinating. Also, if someone is coordinating a fundraiser, they will coordinate the volunteers. PAC Chairs will oversee the fundraisers. Aja volunteered to continue coordinating the IGA and Progressive Cards. For our other regular fundraisers, Anneke does the bulb fundraiser, Christine does chicken, and Melissa does the Purdy's.</p> <p>Linda Shute advised that this will be her last year volunteering as Treasurer. She would like to find someone who is interested in taking on the role in future so that she can train them over the 2017/2018 school year.</p>	
<p>Meeting Adjourned at: 8:35pm</p>	<p>Next Meeting: September 13, 2017 at 7pm</p>

Attachments:

- Treasurer's Report, pg 5

Cedar Grove Elementary School PAC

Actual Results to Budget

YTD Ending May 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	\$ 26,379	(\$18,259)	\$ 8,120	5,370
Popcorn	1,500	(1,000)	500	2,120	(775)	1,345	845
Progressive cards	3,500	(2,000)	1,500	16,032	(14,003)	2,029	529
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	402	(352)	50	(150)
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	(1,272)	1,282	282
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)	-	1,089	(284)	805	805
	51,050	(39,150)	9,900	63,683	(47,680)	16,003	6,103
Parent donations			500			650	150
SCRD Grant			500	500	(507)	(7)	(507)
TOTAL REVENUES			10,900			16,646	5,746
EXPENSES							
Administrative Gifts			200			-	200
Babysitting			200			40	160
BCCPAC			75			75	0
Breakfast Program			1,000			476	524
Bursary			500			500	0
Contest Prizes			200			75	125
Grade 7 donation (Grad)			200			-	200
Miscellaneous			500			268	232
PAC Website			150			-	150
Parent Education			500			-	500
Playground supplies			300			-	300
Sex Education			2,000			2,034	(34)
Sock Hop			75			54	21
Teacher Appreciation Lunch			100			-	100
Teacher Wish Lists			1,500			557	943
Emergency kits - replenish			200			-	200
BBQ			1,000			1,008	(8)
Discretionary fund			10,000				8,748
Fridge						1,252	
TOTAL EXPENSES			18,700			6,339	12,361
NET PROFIT - Current year			(7,800)			10,307	18,107
Bank account (plus SD46 a/c)- opening balance			18,581			18,581	0
Bank account (plus SD46 a/c)- closing balance			10,781			28,888	18,107