



Cedar Grove Elementary PAC Meeting Minutes

Meeting Information		
Date: Wednesday Sept 13, 2017	Time: 7:00 – 8:30 pm	
Chair: Christine Hardt	Recorder: Christine Hardt	
Attendance (21)		
Christine Hardt, Co-Chair	Tracey McIntosh, Co-Chair	Shannon Burtnick
Linda Shute, Treasurer	Scott Davis, Secretary	Barry Krangle, Principal
Lisa Patterson	Lorna Richards	Amanda Butler
Aja Plows	Lor Lancaster	Susan Goddard
Tara Fynn	Gary Donahoe	Anneke van Swieten
Elina Friesen	Denielle MacDonald	Courtney Facchin
Tracy Aiken	Verona Trincabelli	Deanna Knight
Regrets: Greg Russell		
Housekeeping	Action Items	
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: Vesey Bulbs		
4. Minutes from last PAC meeting: June 7, 2017 Updates: None Revisions: None Motion to Approve: Tracey McIntosh, Seconded by: Aja Plows		
5. Outstanding Action Items: • Kitchen Improvements needs a committee – on hold		
6. Regular Reports	Action Items	
6.1 Chair's Report: <ul style="list-style-type: none"> Family BBQ was held in June. Due to rain we had to move it into the gym, it was crowded and noisy but we made it work the best we could. For this year we will have to re-consider what to do if weather is bad Volunteer sign up form to be sent out early next week with the Hot Lunch Program start up information Welcome table with goodies and coffee was Teacher Wish List forms will be sent out to teachers and will be due at the November meeting 		
6.2 Treasurer's Report: <ul style="list-style-type: none"> Account balance: \$23,831, Gaming account: \$901 We contributed \$7000 toward last year's Week Without Walls, this was taken from the gaming account \$1000 still owing on the yearbook Application was submitted for this year's gaming grant Reviewed budget to actual results for last school year (see attachment) 		
6.3 Principal's Report: <ul style="list-style-type: none"> Thank you to all attending tonight's meeting, a really great turnout! Great start to the school year, all kids were in classes by the 2nd day of school. Have 11 divisions, so 1 new division has been added to the school. A new portable arrived yesterday which will be the new grade 6 classroom. They are in the library until it is ready for them. 		

<ul style="list-style-type: none"> • Week Without Walls will be run differently this year, have decided to change it to a 'Month Without Walls' during the month of May. This will allow more time for classroom learning for each experience and not be so rushed. Also, when it was all in one week the kids were really tired (and so were the volunteers!). • School gardens still need to be finished. Just need to find time to level the boxes and then each class will fill them with soil. • Spirit Day was held on the first Friday of the school year, with the grade 7s leading multi-aged teams. • The school needs help re-stocking the class equipment bins. Christine noted that this was budgeted last year, Linda advised that nothing was purchased. Discussed increasing the budget this year as we have a new division in addition to top ups of existing classrooms. • Classes are planning fall experiential learning activities to support student learning in areas of aboriginal studies, geology, study of Howe Sound, Vancouver Port, etc. The school is asking for \$5000 to assist with costs in order to reduce fees charged to parents. It's a bit difficult to get the younger classes out now, so they will have activities later. Right now they are focusing on the intermediate classes. No notices have gone home yet. 	<p>Christine, Lor and Lisa will need to plan how to arrange hot lunch during Month Without Walls.</p>
<p>6.4 School Trustee Report:</p> <ul style="list-style-type: none"> • No report tonight as Greg not able to attend 	
<p>6.5 DPAC Report:</p> <ul style="list-style-type: none"> • No DPAC meeting has been held yet. Susan explained that DPAC is the District Parent Advisory Council. The school superintendent, board members, principals and parents attend. All parents are welcome; it is a great place to learn about what is going on in our district. 	
<p>7 Old Business</p>	<p>Action Items</p>
<p>7.1 Parent Survey Results: Christine reviewed the results of the June parent survey. A total of 23 online and 8 paper surveys were completed. See attached survey results.</p>	
<p>7.2 Christmas Tree Fundraiser: Christine and Shannon explained that Cedar Grove was selected as the charity to host/coordinate the Tim Horton's Christmas Festival of Lights. We need to start working on selling trees soon, so need to know what we plan to spend the money on. Group discussion ensued, 2 main ideas were discussed – experiential learning or outdoor classroom. It was agreed that community may be more willing to donate to something they will be able to see and possibly use. Motion: Susan Goddard motioned for Festival of Lights fundraising to go toward the multi-use amphitheater. Seconded by Aja Plows</p>	<p>Motion Passed: Fundraiser monies to go toward multi-use outdoor amphitheater/classroom.</p>
<p>7.3 Roll of Class Reps: Amanda asked that we clarify the role of the class reps as not all teachers understand what the reps can do, and the PAC could also utilize the class reps for assistance in finding volunteers.</p>	<p>Amanda to draft a list of duties for the class reps, Aja available to assist as needed.</p>
<p>8 New Business</p>	<p>Action Items</p>
<p>8.1 Budget Planning: Reviewed last year's budget as a group and asked for input re what should go up or down, and what should be added. Discussed raising the budget for the bursary, playground supplies and teacher wish lists. Requests for the following additions were made: Popcorn maker, Free Lunch program, mural, multi-use amphitheater, September experiential learning activities.</p>	<p>The PAC executive will meet next week to draft the budget; it will be submitted for approval at the October meeting.</p>
<p>8.2 PAC Calendar/Fundraisers: Due to limited meeting time remaining, it was agreed that the PAC Executive will review the calendar and then present a draft at the next meeting for approval.</p>	<p>PAC executive to draft school calendar for approval at October meeting.</p>

<p>8.3 School Cookbook: Amanda presented a new idea for a fundraiser – a school cookbook. She explained that her pre-school did one last year that was quite successful. Recipes would be submitted by parents and books will be sold, with delivery in time for Christmas. All agreed that this is a great idea and supported Amanda in moving forward with the fundraiser.</p>	<p>Amanda to coordinate the yearbook fundraiser.</p>
<p>8.4 School Recycling: At the end of last school year an issue was raised re milk containers not being recycled, often children are throwing them in the garbage. The school does not have the resources to rinse and store recycling, and arrange for it to be picked up or delivered. A number of solutions were discussed: a) PAC organize a school recycle program and pay for pick up; b) create an environmental team with student reps from each class, c) educate and encourage students to take recycling home. Barry will discuss this with the teachers and report back at the next meeting.</p>	<p>Students to be encouraged to rinse their containers and bring them home for recycling.</p> <p>Barry to discuss recycling ideas with the teachers.</p> <p>Discussion tabled to next meeting re involvement of students in recycling programs.</p>
<p>8.5 Spending Decisions:</p> <ul style="list-style-type: none"> • \$5000 for experiential learning – as discussed earlier in the meeting. <ul style="list-style-type: none"> ○ Motion: <i>Lisa Patterson made a motion for the PAC to give \$5000 toward the fall experiential learning activities to help reduce fees charged to parents. Seconded by Scott Davis.</i> • 	<p>Motion Passed: \$5000 will be given to the school to assist with the Fall experiential learning activities.</p>
<p>8.5 Additions to Agenda:</p> <ul style="list-style-type: none"> • Anneke will be sending home the Vesey Bulb order forms soon. Orders will be due in mid-October, final date to be confirmed. • Inquiry re whether we will be having an Ice Cream Social this year. Barry said they are planning something different this year. • It was noted that the fridge in the kitchen needs to be cleaned. Hot Lunch reps are now aware. 	
<p>Meeting Adjourned at: 8:45pm Next Meeting: October 4, 2017 at 7pm</p>	

Attachments:

- Treasurer's Report, pg 4
- Parent Survey Results, pg 5 - PENDING

Cedar Grove Elementary School PAC

Actual Results to Budget

YTD Ending August 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	(\$19,738)	\$ 6,641	3,891
Popcorn	1,500	(1,000)	500	2,260	(775)	1,485	985
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	(366)	36	(164)
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	3,014	(3,044)	(30)	(530)
Chicken sale	13,000	(11,500)	1,500	11,715	(10,479)	1,236	(264)
Yearbooks	2,000	(2,000)	-	1,164	(284)	880	880
	51,050	(39,150)	9,900	67,504	(51,779)	15,725	5,825
EXPENSES							
Administrative Gifts			200			-	200
Babysitting			200			20	180
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	0
Miscellaneous			500			364	136
PAC Website			150			104	46
Parent Education			500			-	500
Playground supplies			300			-	300
Sex Education			2,000			1,934	66
Sock Hop			75			54	21
Teacher Appreciation Lunch			100			93	7
Teacher Wish Lists			1,500			557	943
Emergency kits - replenish			200			-	200
BBQ			1,000			1,093	(93)
Discretionary fund			10,000				4,336
Fridge						1,252	
ipads						4,412	
TOTAL EXPENSES			18,700			11,209	7,491
NET PROFIT - Current year			(7,800)			5,250	13,050
Bank account (plus SD46 a/c)- opening balance			18,581			18,581	0
Bank account (plus SD46 a/c)- closing balance			10,781			23,831	13,050