



Cedar Grove Elementary PAC Meeting Minutes

Meeting Information		
Date: Wednesday October 14, 2017		Time: 7:00 – 8:35 pm
Chair: Christine Hardt		Recorder: Scott Davis / Christine Hardt
Attendance (17)		
Christine Hardt, Co-Chair	Tracey McIntosh, Co-Chair	Barry Krangle, Principal
Linda Shute, Treasurer	Scott Davis, Secretary	Tracy Aiken
Lisa Patterson	Jenn Dixon	Amanda Butler
Aja Plows	Lor Lancaster	Anneke van Swieten
Katie Borowski	Sarah Weber	Verona Trincabelli
Eliina Friesen	Warren Brander	
Regrets: Greg Russell, Susan Goddard		
Housekeeping		Action Items
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: painted parking lines, pathways in front of school, fridge lock		
4. Minutes from last PAC meeting: Sept 13, 2017 Updates: None Revisions: Remove ‘Vice Chair’ from Shannon Burtnick in the Attendance, New Business 8.1 and 8.2, change action items to say tabled to October not November Motion to Approve: Aja Plows, Seconded by: Lor Lancaster		
5. Outstanding Action Items: <ul style="list-style-type: none"> • Kitchen Improvements needs a committee – on hold 		
6. Regular Reports		Action Items
6.1 Chair’s Report: <ul style="list-style-type: none"> • Volunteer sign up forms went home, we only received 8 forms back • Erin Kellie has set up a SmugMug online photo album for parents to upload photos for the yearbook. A link will be sent out with the school newsletter, and it will also be put on the PAC website. • Hot lunch orders were due by September 29th and hot lunch service has started. However, there have been a number of late requests so we are sending home a notice that allows late orders until October 10th. However, they can only order meals for October 16th onward. • The PAC ordered an arrangement of flowers to be delivered to Chris Hilstad on her first day at Langdale Elementary in order to welcome her to her new school, and thank her for all she did for the PAC at Cedar Grove. 		
6.2 Treasurer’s Report: <ul style="list-style-type: none"> • No new statement to present as we have not spent any money yet this year. • Account balance: \$23,122, Gaming account: \$901 • We received the \$500 grant from the SCR D toward the school mural 		
6.3 Principal’s Report: <ul style="list-style-type: none"> • Barry thanked the PAC for all the support we provide, as it “elevates the student experiences” • Experiential field trips went well, grade 3s and 4s are going to Grouse Mountain tomorrow. • Turkey trot is this Friday, Oct 6h. 		

<ul style="list-style-type: none"> • Newsletter sent home this week with thank you to parents • We Day Oct 18th, grade 6/7s are going. • Barry is on the district environmental committee • Superintendent taking request for metal boxes to maintenance...all schools do same thing? • Grade 7s are going on a retreat for a day to learn leadership skills • Have hired a new secretary, she starts on the 16th. Teresa Whalen (was here last year on Friday's) • Still waiting for portable to be finished, writing daily to check in. The crew is also building Sechelt's at the same time. • Verona has been doing an amazing job working in the office until our new secretary starts • Starting new program with grade 1s, learning literacy. New program working with kids on 1:1 and sometimes 2:1 basis. Working with kids who are struggling with reading. Looking forward to see how it impacts those readers down the road. • Starting to look at FSA testing for Grade 4s and 7s. Being done early in the year to allow learning from the results. The concern is the Fraser Institute sharing the results and comparing schools. • New special education teacher this year, Darcy Vogel, she's been very busy starting up 	<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"> • Christine attended the DPAC meeting on September 28th. The superintendent gave a presentation on the school boards new website that supports their strategic plan. The site includes video testimonials from teachers with classroom interaction that displays the unique programs offered at SD46. Check it out at: www.sd46studentexcellence.ca • Elections will be held at the October DPAC meeting. Currently Alison Fawcus is filling all roles and she is stepping down. They are in need of people to step up to assist with the executive positions at DPAC. 	
<p>7 Old Business</p>	Action Items
<ul style="list-style-type: none"> • 7.1 Christmas Festival of Lights: Christine and Tracey are looking for assistance with the Festival of Lights Fundraiser. So far only Christine, Shannon and Tracey are working on it. They require assistance with selling sponsorships. Aja and Verona volunteered to assist with the sales effort. Discussed the outdoor classroom/ampitheatre. As we are telling the community that this is where our funds are going, we would like to see the project completed this school year or in the fall of 2018 at latest. Barry advised that the following is required: <ul style="list-style-type: none"> ○ Need someone to do excavation ○ Need lumber, donated ○ Could do sponsorship sign or plaques ○ He has picture examples, need to start plans ○ Wild school sponsorship will provide some planting around it to give sense of its own space (\$500 grant) 	<p>Barry to work on plans for the outdoor classroom/ampitheater</p>
<p>7.2 Roll of Class Reps: Amanda has written up a document that explains the role of the class reps. This will be provided to the new class reps so that they understand what is needed of them. It was discussed that we still don't have the class reps in place.</p>	<p>Tracey to check who has volunteered as class reps and work to fill the remaining positions.</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.	Amanda to forward copy of class rep duties to Christine for inclusion in the minutes
7.4 Cookbook Update: Amanda advised that we have sold 82 books and 6 business cards for the sponsor page, so we are on track. Have about 80 recipes, expecting more tomorrow so will likely end up around 95. We do not need more muffin recipes. Looking really good. Tomorrow is the cut off, want to send to publisher by next Wednesday. Erin did a cover for the book and Barry took some pictures today. The PAC and Principal write ups are due this weekend.	
7.5 School Recycling: Barry updated that they are trying to get something consistent happening. Working with an EA and some of the kids. Have recycle bins in each classroom but they are small, they are collected daily and it is stored in the photocopy room. The school needs a recycle area, will continue to work on it.	
7.6 2017/201 Budget Review: Linda reviewed the budget that was drafted at the PAC Executive Meeting. The numbers were arrived at by reviewing last year's actuals and the suggestions that were made at the last meeting. No changes were suggested. Motion: <i>Scott Davis made a motion to accept the budget as presented, seconded by Anneke van Swieten. All in favour.</i>	Motion Passed: The draft 2017-2018 budget was accepted and finalized. (see attached final budget)
7.7 2017/2018 PAC Calendar: Christine reviewed the calendar plans for the 2017/2018 school year. PAC events were discussed and a general timeline was agreed upon. It was decided to move the Cookie Dough fundraiser to February when there are less fundraisers. It was previously done before Christmas, but it was decided that there is too much occurring before the Holidays.	
8 New Business	
8.1 Movie Night: Ed Aiken and Allen Stevenson are hosting a community movie night on October 13 th . They are showing the Emoji Movie and the PAC will be running the concession.	
8.2 Chicken Fundraiser: The chicken order forms will be going home soon. Orders will be due by November 1 st and the chicken will be delivered on November 8 th .	
8.5 Additions to Agenda: <ul style="list-style-type: none"> Safety Concerns of path and entry walk to CGE: Discussion about the tripping hazard especially for the blind student and situations this past winter. Barry advised that maintenance came and looked at the walk, but said it doesn't warrant work right now. Parents present were not happy as there have been numerous falls. Frank West parking – add painted lines: Suggestion to ask SCR D to paint parking spaces, and off limit areas to guide parents. Encourage the addition of a drive around lane to reduce bottleneck condition for safety. Barry suggested taking this to Area E director Lorne Lewis. 	Need to determine action plan for requesting upgrades to the walkway and Frank west parking.
8.6 Spending Decisions: <ul style="list-style-type: none"> No spending requests were made at this meeting. 	
Meeting Adjourned at: 8:35pm	Next Meeting: November 1, 2017 at 7pm

Attachments:

- 2017/2018 Budget
- Class Rep Job Duties

**CEDAR GROVE PAC
2017/18 BUDGET**

PAC OPERATING ACCOUNT			
FUNDRAISING REVENUE	Total Revenue	Costs	Net Revenue
Hot Lunch	\$ 25,000.00	\$ 20,000.00	\$ 6,000.00
Popcorn	2,200.00	700.00	1,500.00
Progressive Cards	3,500.00	2,000.00	1,500.00
Concessions (movies, BBQ, etc)	5,000.00	3,800.00	1,200.00
Purdy's (Christmas & Easter)	500.00	-	500.00
English Bay Cookies	1,300.00	1,000.00	300.00
Craft night (plates)	500.00	250.00	250.00
Vessy Bulbs	2,000.00	1,000.00	1,000.00
Chicken Sales (Fall & Spring)	12,000.00	10,800.00	1,200.00
Cookbooks	1,800.00	750.00	1,050.00
Festival Trees	15,000.00	3,000.00	12,000.00
Yearbooks	2,000.00	2,000.00	-
Parent donations			\$ 500.00
SCRD grant			\$ 500.00
			\$ 27,500.00
PAC ACCOUNT BALANCE			
PAC Account Balance (Sep 1, 2017)	\$ 22,275.00		
Less: Outdoor Playstructure Funds	\$ (2,500.00)		
Less: Reserved Funds	\$ (7,500.00)		
			\$ 12,275.00
			\$ 39,775.00
GAMING ACCOUNT			
FUNDS AVAILABLE:			
Gaming Account Balance (Sep 1, 2017)	\$ 900.00		
2017/18 Grant (est.)	\$ 5,000.00		
			\$ 5,900.00
GAMING EXPENSES			
\$20 per student (x250)			\$ 5,000.00
			\$ 5,000.00
TOTAL NET REVENUE \$ 45,675.00			
TOTAL EXPENSES \$ 44,425.00			
			\$ 1,250.00

Discretionary fund \$ 8,000.00

\$ 39,425.00



Cedar Grove Elementary Parent Class Representative

Volunteering in the classroom is a great way to see what's happening, help the teachers, meet the kids and other parents! This role is important and is a great opportunity to help.

What does a parent representative do for the parents?

- The parent representative passes on ideas/requests from the parents to the teacher.
- The parent representative keeps parents **informed and involved** in activities and events.
- Attend monthly PAC meetings, the meeting minutes will be sent for you to forward to the class. Designate an alternate if you cannot attend.
- Encourage all parents to get involved in their child's class and the school. You will need to recruit volunteers by directly asking them to help with activities for the classroom and school events. For larger PAC events, the PAC will advise how many volunteers are required from each classroom.

What specifically does a parent representative do for the teachers?

- The parent representative assists with regard to telephoning for class activities and functions. I.E. Scheduling field trip drivers
- Gather email and telephone numbers of families in classroom as means of communication
- General in-class support as requested by the class teacher
- Help with organizing class parties and events

What specifically does a parent representative not do?

- Class representatives are not to be used to help other parents express concerns about their own children. This should be done directly between the parents themselves and the teacher.