



Cedar Grove Elementary PAC Meeting Minutes

Meeting Information		
Date: Wednesday November 1, 2017		Time: 7:00 – 8:40 pm
Chair: Christine Hardt		Recorder: Christine Hardt
Attendance (9)		
Christine Hardt, Co-Chair	Tracey McIntosh, Co-Chair	Barry Krangle, Principal
Anneke van Swieten	Scott Davis, Secretary	Tracy Aiken
Eliina Friesen	Warren Brander	Lisa Patterson
Regrets: Greg Russell, Susan Goddard, Linda Shute		
Housekeeping		Action Items
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: none		
4. Minutes from last PAC meeting: October 14, 2017 Updates: To add class rep job duties and financial report Revisions: none Motion to Approve: Tracey McIntosh, Seconded by: Lisa Patterson		
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"> • No report 		
6.2 Treasurer's Report: <ul style="list-style-type: none"> • Linda was not able to attend, treasurer's report presented by Christine • Account balance: \$24,722 plus almost \$16,000 in the PayPal account waiting to be transferred. • Linda noted that we are carrying a large balance and is wondering if we should open a savings account. Discussed with group and they wondered if the fees we'd have to pay would be worth it. Will ask Linda to look into this further. • Barry asked that the PAC just transfer the \$5000 we approved toward the school field trips, rather than the school having to submit all the receipts for reimbursement. Over \$5000 was spent, the remainder will be covered by the school. All agreed that this is will be fine. 		Christine to ask Linda to look into costs associated with opening a savings account.
6.3 Principal's Report: <ul style="list-style-type: none"> • Thank you to the PAC for the help with funding the experiential learning. Barry presented on this last week at the DPAC meeting. • Had a great Halloween celebration and fun fare for primaries and intermediates • 16th annual sugar bowl today – cedar grove was undefeated all day! • Have our library back, the class has now moved into the portable. Have a number of things to do to make it more comfortable. • Initiative from the We Day group to do a food drive. Had a food drive at the Halloween celebration, food bank coming on Monday to pick up the food • Since last meeting Barry has sent out a number of items: <ul style="list-style-type: none"> ○ Met with Ben (custodial) to walk the mural area, look at area and plan. He is an artist and will be working with us on the mural. Planning to do both sides of the wall. Idea is to draw something that the kids will fill in (like RC mandela). Suggestion from Scott to include a target area for soccer (i.e. 		

<p>hidden goal place). Talked about eagle being our school bird</p> <ul style="list-style-type: none"> ○ Sent plans for outdoor classrooms. Have 2 contractors who might help, idea is to build the stands over 2 weekends. The two competing contractors will work together ○ Met with Lorne Lewis, area E regional district director and showed him Scott's plan for parking. He really liked the plan, want to try and avoid involving highways dept. ○ Front walkway – notified maintenance, walked it with them. Discussed our concerns, is patched up the best it can be, to fix it needs to be re-done. They know about it, but did not get any commitment though. Will need a proper gravel base when the re-do it. ○ Got a grant for \$500 worth of plants around the outdoor classroom, might be nice around the stage <ul style="list-style-type: none"> ● Class reps – Barry working on permission to share email addresses with them. ● Report cards 24th Nov, not sure if having a book fair as there is a new librarian. Barry will check if doing book fair and let Christine know. [If it works, PAC will plan book bingo]. ● Early dismissals Nov. 29 and 30 ● Lisa asked if pizza boxes are needed for lining the new gardens; Barry advised that they are not needed yet and will let her know. ● Discussed options for outdoor classroom/amphitheater. Barry took group for a quick tour of the back field to discuss the potential locations 	
<p>6.4 School Trustee Report:</p> <ul style="list-style-type: none"> ● No report, Greg not able to attend 	
<p>6.5 DPAC Report:</p> <ul style="list-style-type: none"> ● Elections were held at the last meeting. Jo Thomson accepted Chair position, Matthew Rockall is Vice Chair, Aspen Wing is Treasurer, Secretary position is still vacant so they are asking that the DPAC reps from each PAC rotate in taking the minutes. 	
<p>7 Old Business</p>	Action Items
<p>7.1 Christmas Festival of Lights: Shannon and Tracey have been working hard on selling sponsorships for the Christmas trees and other items. Looking for assistance with sales. Have sold 25 trees so far plus a few other items, we are approximately half way and need to sell the rest by the end of November. Tracy Aiken volunteered to provide some assistance. We are also looking for artists, electricians and volunteers to help set up and decorate. A notice will be sent home, as well as emails, voicemail and facebook.</p>	
<p>7.2 Cookbook Update: Amanda sent an email update to Christine to advise that we sold 122 books and ordered 150, plus an extra 6 will be sent in case of shipping damage. We sold the books for \$12/book, cost per book was \$4.60 each, so we will make approximately \$1100</p>	
<p>7.3 Chicken Fundraiser: Orders were due today, the chicken will be delivered November 8th and picked up between 2-3pm. Request for volunteer to meet the truck and hand out chicken. Lisa is available to meet the truck, and she and Aliina volunteered to assist with handing it out. Reminder phone calls or emails will be sent to everyone who ordered.</p>	<p>Lisa Patterson and Aliina Friesen volunteered to assist with handing out chicken on November 8th.</p>
<p>7.4 Class Reps: Tracey is still working to fill a couple class rep positions, she hopes to fill the rest of the positions by Friday. Christine has asked Amanda for a copy of the job duties, these will be sent to the class reps and Barry. Barry will also share the duties with the teachers.</p>	
<p>8 New Business</p>	

<p>8.1 Sharing email addresses: Amanda Butler emailed Christine and Barry to ask if the school is allowed to share email addresses with the class reps. Christine noted that the school registration package asks the parents to sign an agreement to release of name, home number and mailing address. The form does not discuss email addresses. Christine noted that last year she discussed the issue of schools sharing email addresses with the PAC with Phil Luomperini. It was agreed that a reverse consent sent home to parents would be acceptable. For example, we advise parents that their email address will be shared with the PAC unless they notify in writing that they do not wish their address shared.</p>	<p>Christine and Barry to arrange reverse consent for parents to notify if they do not wish the school to provide parent email addresses to the PAC.</p>
<p>8.2 Book Gnome Repair: Clint Budd from the Elphinstone Community Association called the school and Barry, and also emailed Linda to re the large wooden gnome carving that sits out front of the school by the parking lot (the "book gnome"). They noted that the gnome is broken as the book is missing, and they are offering to repair and / or donate the funds to repair the book gnome. This was discussed and all present agreed that we do not have time to arrange repair, so we will take them up on the offer to arrange and fund the repair.</p>	<p>Christine to email Clint Budd to accept offer by Elphinstone Community Association to repair the wooden book gnome statue.</p>
<p>8.6 Spending Decisions:</p> <ul style="list-style-type: none"> • Teacher wish list requests were reviewed and discussed by all present. It was decided to set aside Sylvia Calvori's request until receipts from the following approved items are received as there may be extra costs for shipping and taxes. Then we will reconsider the remaining items in February once we have a final balance on the account. (Sylvia's was set aside as she received a large item last year). Motion: <i>Warren made a motion to fund the following requests as noted below, seconded by Anneke. Motion Passed.</i> <ul style="list-style-type: none"> ○ Darcy Vogel: Up to \$100 toward 1-2 stationary bicycle(s) for the resource room. ○ Meredith Thomson: \$167 for 5 OriStand Collapsible stand up desks and \$131.25 for 25 waterproof clipboards ○ Mr. Emmerson: \$226.38 Bluetooth speaker ○ Heather Shantz: \$255 for 15 ultimate flying discs (175g) ○ Katherine Jones: \$140 Guided science readers ○ Jacqueline Reid: \$200 for listening devices (iPod shuffles?) ○ Jen MacInnes: \$220.39 for mini magnetic write & wipe boards, dry erasers and markers ○ Robyn Valenta: \$250, chicken eggs in incubator 	<p>Motion Passed: To fund the teacher wish list requests as noted in the minutes.</p>
<p>Meeting Adjourned at: 8:40pm</p>	<p>Next Meeting: November 1, 2017 at 7pm</p>

Attachments:

- Treasurer's Report, YTD Ending October 21/2017

Cedar Grove Elementary School PAC

Actual Results to Budget

YTD Ending October 21, 2017

	2017/18 Annual Budget			2017/18 Actual Results			Variance to Budget
	Revenues	Costs	Net	Revenues	Costs	Net	
REVENUES							
Fundraising:							
Hot Lunch	\$26,000	(\$20,000)	\$ 6,000	\$ 1,988	(\$1,554)	\$ 434	(5,566)
Popcorn	2,200	(700)	1,500	310	(537)	(227)	(1,727)
Progressive cards	3,500	(2,000)	1,500	348		348	(1,152)
Concessions (Movies, BBQ, etc) Ni	5,000	(3,800)	1,200	929	(282)	647	(553)
Purdy's	500	0	500	-		-	(500)
English Bay Cookies	1,300	(1,000)	300	-		-	(300)
Craft night (plates)	500	(250)	250	-		-	(250)
Vesey bulbs	2,000	(1,000)	1,000	-		-	(1,000)
Chicken sales	12,000	(10,800)	1,200	-		-	(1,200)
Cookbooks	1,800	(750)	1,050	1,536		1,536	486
Festival of Trees	15,000	(3,000)	12,000	1,050	(1,556)	(506)	(12,506)
Yearbooks	2,000	(2,000)	-		(84)	(84)	(84)
	71,800	(39,550)	26,500	6,161	(4,013)	2,148	(24,352)
Parent donations			500			-	(500)
SCRD grant			500			500	
TOTAL REVENUES			27,500			2,648	(24,852)
EXPENSES							
Administrative Gifts			200			69	131
Babysitting			200			20	180
BCCPAC			75			75	0
Breakfast Program			1,000			56	944
Bursary			1,000				1,000
Contest Prizes			200				200
Grade 7 donation (Grad)			250				250
Miscellaneous			500				500
PAC Website			150				150
Parent Education			500				500
Playground supplies			500				500
Sex Education			2,000				2,000
Teacher Appreciation Lunch			150				150
Teacher Wish Lists (incl carryover)			3,000				3,000
Emergency kits - replenish			500				500
Fieldtrips			5,000				5,000
Mural			3,000				3,000
Popcorn machine			1,200				1,200
Amphitheatre			12,000				12,000
Discretionary fund			8,000				8,000
TOTAL EXPENSES			39,425			220	39,205
NET PROFIT - Current year			(11,925)			2,428	14,353
Bank account (plus SD46 a/c)- opening balance			22,275			22,294	19
Bank account (plus SD46 a/c)- closing balance			\$ 10,350			\$ 24,722	14,372