



Cedar Grove Elementary PAC Meeting Minutes

Meeting Information		
Date: Wednesday February 7, 2018	Time: 7:00 – 9:00 pm	
Chair: Christine Hardt	Recorder: Christine Hardt	
Attendance (15)		
Christine Hardt, Co-Chair	Tracey McIntosh, Co-Chair	Linda Shute, Treasurer
Barry Krangle, Principal	Nick Weswick, SCRD Secretary/Treasurer	Pammila Ruth, School Board Trustee
Scott Davis, Secretary	Lisa Patterson	Susan Goddard
Sheila Wilson, Community Schools Prgm	Tracy Aiken	Aja Plows
Warren Brander	Eliina Friesen	Amanda Butler
Regrets:		
Special Guests	Action Items	
<p>Nick Weswick, Secretary/Treasurer SD46:</p> <ul style="list-style-type: none"> Changes discussed tonight will affect the 2018/19 school year. The goal is to look at future overcrowding before it happens Have had to add a portable and division at Cedar Grove due to the Supreme Court decision. Our school is closed to cross boundary, plus we have some district programs at our school. Reviewed handout ‘School Catchment Reviews’ that summarizes the current catchment boundaries for each school Cedar grove was built for 40Kingegarteners and 250 gr 1-7s, the school was built in 1978. (Some of the district programs are taking up space in the school currently) Capacity has been adjusted downward based on class sizes and district programs to get more in line with what we operate at, and adjusted upward for the permanent portable. Current capacity is 201 students including K. We are currently over capacity. Currently have 248 plus district programs = 260 Looking at changing reg 1800 – school attendance areas, a child in a daycare would allow you to be considered an in-catchment student. This is a substantial change. Catchment area changes will also affect transportation (i.e. affect bussing) Changes would only be made through consultation with the public The School District is requesting parents to submit their suggestions for catchment area changes. Draw lines on the map provided and include your rationale In closing Nick reminded parents that the district communication plan is laid out for the entire year and is published under the committee of the whole notes. Parents can plan to attend specific meetings based on the topics. 		
<p>Sheila Wilson, Coordinator, Gibsons Community Schools:</p> <ul style="list-style-type: none"> Sheila applied for and received a grant from the United Way, it is a district wide partnership grant. A portion has come to the community school program. Funding will go toward 2 programs at Cedar Grove, and 2 at Roberts Creek Sheila is attending our PAC meeting to discuss the money that will go toward the breakfast program. \$2500 total, plus the regular budget. We currently have breakfast program platters that are put out in the mornings by 4-5 rotating volunteers We can do what every we want with the money, i.e. can use money to buy more food, plan a hot breakfast day, partially fund a coordinator, etc. All present discussed various ideas in an open table discussion. Discussed that we are limited by our small kitchen, inadequate equipment, and not enough volunteers. Suggestions were made for hot breakfast and to fund the purchase of breakfast program food, instead of having to rely on donations to help fill the freezer. Discussed that there is the option to pay an honorarium for a coordinator to make a menu, buy groceries, etc. The group felt that this would not go over well when dealing with volunteers and one person being paid. 		

- It was noted that yogurt cups were tried recently and there was a lot of waste.
- Have talked about pancakes for a hot breakfast but we need some electric griddles.
- It was noted that the kitchen needs repair, as the hood fan does not work. Barry will look at getting a new hood fan, and will also look into having a portable island/pantry made.
- PAC will look to purchase dishes, cutlery, griddle.
- **Motion:** Susan G. made a motion to spend up to \$300 toward a griddle, muffin pans, dishes, etc. for the kitchen and breakfast program. Seconded by Scott. **Motion Passed.**

Housekeeping	Action Items
1. Call to Order 7:00pm	
2. Introductions	
3. Additions to Agenda: none	
4. Minutes from last PAC meeting: December 2017 Revisions: Correction to treasurer's report Motion to Approve: Tracey McIntosh, Seconded by: Tracy Aiken	
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"> • Update on Tim Horton's Festival of Lights Fundraiser. All trees and items were completely sold out. Klaus Fuerniss was very happy at how the event was run, and with the decorating. He felt it was the best event in years! Shannon, Christine and Tracey were all exhausted from the huge amount of work it took to run this event – but happy that it was such a success. The tree decorating day went well with help from all of our volunteers. As usual there was some panic re not having enough people, but it worked out in the end. • Dr. Wood from FYI Doctors was not able to sponsor a tree as they were sold out, but he still chose to donate \$200. He is interested in coming and doing a presentation for the students re eye health in the new outdoor classroom when it is ready. 	
6.2 Treasurer's Report: <ul style="list-style-type: none"> • Account balance: \$44,463 including the SD46 account • It is looking like we won't meet our budgeted revenue from Progressive, as the amount we are receiving is down. • Chicken sales did not do as well as last year. • Cookbook sales did well. • Festival of lights made approximately \$9500 • Spent \$335 so far on the breakfast program. 	
6.3 Principal's Report: <ul style="list-style-type: none"> • Outdoor classroom plans are with someone who can finalize them for us. The school received a grant for \$2500 today that will help with planting flowers and shrubs around the stage of the outdoor classroom (from the Sunshine Coast Conservation Society). Still debating the location, things are moving along, hoping to have the outdoor classroom finished by May 1st • Great reading week, had almost 300 people in the gym in the morning • Held the annual hallway sprints which were a lot of fun. All the kindergarten kids ran and the whole school cheered them on. Had an assembly last Friday with prizes for every team. • A woman came in yesterday who did a one woman show for the kids. Afterward, the kids lined the halls and she rode her unicycle down the halls while they cheered her on. • Have 5 divisions (the 4/5's and 6/7, and possibly the 3/4s) doing a program on public speaking. It is a 9 week program for intermediate students and will culminate with a performance. Will look to ask PAC for some help paying, will put numbers together 	

<p>and bring to the next meeting.</p> <ul style="list-style-type: none"> • School has been divided into Olympic teams, will start Olympic activities soon. On Feb 23rd events will happen at the school with various counties represented, parents will be running stations. The school skating days will also include events. • Spring break talent show March 16th • Science fair April 26th • Grade 4/5 basketball team was at Elphie for a tournament today • There has been lots of intermural gym time during breaks due to rain – a lot more than normal!! Lots of rain!! • Question from Scott Davis re the wet/mud on frank west side of school and the parking/chaos. Barry advised that he has talked to the RCMP, Lorne Lewis (SCRD) and SD46 maintenance. There is not much else he can do, the Frank West side is not school property. 	
<p>6.4 School Trustee Report:</p> <ul style="list-style-type: none"> • Lori Pratt was appointed chair of board, Pammila is the vice-chair and the BCSTA rep • Dave Mewhort voted as the BCPSEA rep, working with negotiating with unions, etc. working with ministry • Lori and Pammila working on aboriginal advisory circle • District communications plan is available on line, go to calendar > meeting calendar – red is agenda of what is coming up. Community of the whole shows the whole year plan. • Stephanie is the new executive assistant and chair of parent engagement committee • Working on stronger relationship with municipal government 	
<p>6.5 DPAC Report:</p> <ul style="list-style-type: none"> • Bylaw amendment changed for meetings. There is now one vote per Pac, through rep. • Kirsten Deasy recently promoted to District Principal of Engagement and Early Learning • Discussion re healthy eating programs and positive discipline 	
<p>7 Old Business</p>	Action Items
<p>7.1 Yearbook: We have not had as many orders as last year. The final order is due by February 14th. Group discussed and we will not order additional books for last minute sales. All agreed that we should only order the amount that we sold.</p>	
<p>7.2 Plate Craft Night: Anneke sent the information re the plate craft night to Christine. Christine asked if anyone is willing to help with coordinating the event; Aja volunteered.</p>	Christine and Aja will coordinate the 'Make a Plate' night.
<p>8 New Business</p>	
<p>8.1 Movie Night: Discussed possible dates for holding a movie night and agreed on March 15th provided we can find enough volunteers.</p>	
<p>8.2 Spending Decisions:</p> <ul style="list-style-type: none"> • Popcorn maker – Aja presented prices for new popcorn makers. While reviewing the size of the machines, it was determined that we will need a new cart. Tabled discussion of purchase to next meeting, Aja will investigate the price of the carts. • Laminator – the PAC received a \$2500 bill for the school's new laminator but we have never discussed making this purchase and did not budget for it. All present discussed the purchase and the group consensus was to deny this request, as it was not budgeted for. It was preferred to spend the money on initiatives for the students. 	Tabled: Popcorn maker/cart purchase
<p>Meeting Adjourned at: 9:00pm</p>	<p>Next Meeting: March 7, 2018 at 7pm</p>

Attachments:

- Treasurer's Report, YTD Ending January 31, 2018

Cedar Grove Elementary School PAC							
Actual Results to Budget							
YTD Ending January 31, 2018							
	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	\$ 30,825	(\$16,290)	\$ 14,535	8,535
Popcorn	2,200	(700)	1,500	1,138	(556)	582	(918)
Progressive cards	3,500	(2,000)	1,500	620		620	(880)
Concessions (Movies, BBQ, etc)	5,000	(3,800)	1,200	929	(362)	567	(633)
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	264	(153)	111	(889)
Chicken sales	12,000	(10,800)	1,200	3,439	(3,228)	211	(989)
Cookbooks	1,800	(750)	1,050	1,923	(797)	1,126	76
Festival of Lights	15,000	(3,000)	12,000	12,525	(3,372)	9,153	(2,847)
Yearbooks	2,000	(2,000)	-	224	(84)	140	140
	71,800	(39,550)	26,500	51,887	(24,842)	27,045	545
Parent donations			500			250	(250)
SCRD grant			500			500	0
TOTAL REVENUES			27,500			27,795	295
EXPENSES							
Administrative Gifts			200			69	131
Babysitting			200			40	160
BCCPAC			75			75	0
Breakfast Program			1,000			335	665
Bursary			1,000				1,000
Contest Prizes			200				200
Grade 7 donation (Grad)			250				250
Miscellaneous			500			107	393
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	0
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			5,626	33,799
NET PROFIT - Current year			(11,925)			22,169	34,094
Bank account (plus SD46 a/c)- opening balance			22,275			22,294	19
Bank account (plus SD46 a/c)- closing balance			\$ 10,350			\$ 44,463	34,113