



Cedar Grove Elementary PAC Meeting Minutes

| Meeting Information | | |
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| Date: Wednesday March 7, 2018 | | Time: 7:00 – 8:45 pm |
| Chair: Christine Hardt | | Recorder: Christine Hardt |
| Attendance (8) | | |
| Christine Hardt, Co-Chair | Tracey McIntosh, Co-Chair | Linda Shute, Treasurer |
| Scott Davis, Secretary | Lisa Patterson | Susan Goddard |
| Warren Brander | Denielle MacDonald | |
| Regrets: Barry Krangle, Principal; Greg Russell, School Board Trustee | | |
| Housekeeping | | Action Items |
| 1. Call to Order 7:00pm | | |
| 2. Introductions | | |
| 3. Additions to Agenda: none | | |
| 4. Minutes from last PAC meeting: February 7, 2018 Revisions: Motion to Approve: | | Minutes not available, tabled to next meeting. |
| 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"> Theresa is providing all parent email addresses to the PAC. Any addresses/children we do not have in the Hot Lunch system will be added so that we will be able to email all parents. This allows us to send our own communications rather than having to go through the school. The contact information will be backed up before the system is cleared at the end of the school year. | | |
| 6.2 Treasurer's Report: <ul style="list-style-type: none"> Account balance: have just under \$40,000 including the SD46 account Hot lunch is looking really good but haven't paid all of the bills yet. Still need to deposit a cheque for \$350 received from another school to pay for their popcorn order Linda has spoken to SD46 and they will now take care of our bursary program. We no longer need to manage it as they will pay the students for us. We have received two teacher wish list invoices for the chicken eggs and Frisbees. Discussed that we will ask teachers to provide receipts by next meeting so we can determine how much money we have left to spend. | | Christine to remind teachers to return receipts for teacher wish list purchases. |
| 6.3 Principal's Report: Barry absent due to illness, following report was emailed to Christine. <ul style="list-style-type: none"> Olympics.....Our first Olympics was a big success. Ten teams fired up their fluorescent dollar store mop torches and wooed the judges. We had 12 awesome parents running stations, encouraging kids and making the day a memorable one. Thanks to Mike Cowie for organizing the amazing parent support gang, couldn't have done it without them. Kitchen...the kitchen cabinet on wheels is on the list and in the shop. I haven't been given a date for completion yet, but I don't expect it to be too long down the road. Newsletters...Because I embellish newsletters with pictures, they won't send. I am waiting to get a program that shrinks such big documents so I can get them on our site. Outdoor Classroom...The wood has been ordered for the bleachers and the stage. Logs arrive early April and will be milled immediately. Brad Jennens, Summerhill Construction, will help me build the project, still hoping for a May 1st ribbon cutting | | |

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| <p>ceremony.</p> <ul style="list-style-type: none"> • Basketball....Our 4/5 team played in a District Jamboree this afternoon. Our boys play at Elphinstone tomorrow and our girls play next week at Chatelech. • Mural...Ben Hancock is currently working on sketches ready to get going when the warm weather welcomes us. <ul style="list-style-type: none"> ○ Discussion: How is mural design being done, are kids involved? Has a request been submitted to get the wall prepped and prepared? Need holes filled and wall will need to be primed. • Grade 7 Transition Dates will be available soon. The Elphie Admin Team joins us at CGE to outline the transition and answer questions and address concerns. Grade 7's will also have a day at Elphie on June 4th for orientation. <ul style="list-style-type: none"> ○ Questions: who has been organizing grade 7 dances? Noted that there is a grade 7 ski trip April 18/19 – hot lunch will need to be cancelled. • Hot Breakfast Program....We had our first hot breakfast this morning with the support of Sheila Wilson from Community Schools. Our awesome volunteers, Courtney Facchin, Danielle Macdonald and Shelia whipped up trays full of eggs McMuffins and they went fast. Everyone is looking forward to the next one. • Headstart Public Speaking Program Paula Howley had room for 5 of our classes to embark on a 9 week public speaking program which is working out extremely well. The public speaking program compliments the oral language content outlined in the Language Arts Curriculum. The Communication Core Competency encompasses the set of abilities that students use to impart and exchange information, experiences and ideas, to explore the world around them. The Public Speaking Program is designed to build-self-confidence and provide opportunities for students to connect and engage with others to share and develop ideas. Paula is working alongside teachers sharing topics and strategies for students to explore their own ideas and identities to share in a formal and informal public speaking framework. <ul style="list-style-type: none"> ○ The program will culminate with a special event to highlight students who would like to share their skills with an audience. I will outline the event in more detail in a newsletter. ○ I would like to ask PAC for some financial support to fund the program. ○ The actual cost of the 9 week program for 5 classes is \$6746.00 ○ I received a grant for..... \$2034.00 ○ With a remainder of..... \$4712.00 ○ My request is for support to cover the remaining \$4712.00 | <p>Tabled mural discussion to next meeting</p> <p>Tabled discussion re grade 7 dances.</p> |
| <p>6.4 School Trustee Report: Absent – no report</p> | |
| <p>6.5 DPAC Report:</p> <ul style="list-style-type: none"> • Kirsten Deasey spoke about learning math in elementary schools • Suggestions were put forward for grant spending • Next meeting is April 26 in Pender Harbour at 7pm • Last meeting of the year is in May, location TBA • 'In the Know' – talk tonight, Susan has asked that the presenter email them to us ahead of time so we can post them on our website • Screen Agers – re screen time for kids. Can subscribe to her programs, receive emails, check out her facebook page, link to our webpage. Ok to share info, no copyright issues. | |
| <p>7 Old Business</p> | <p>Action Items</p> |
| <p>7.1 Plate Craft Night: The event went well. Scott suggested that next year we try moving it to the library so it is quieter with fewer distractions. Could have gym open for refreshments and play space.</p> | |
| <p>7.2 Movie Night: Only had 5 people sign up to help at the movie night schedule for March 15th.</p> | |

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| Discussed options and consensus was to cancel the event due to lack of volunteers. Movie night will be moved to Friday, April 13 th . Warren volunteered to help fill the volunteer positions. | Warren to assist with finding volunteers Christine to send update that date has changed. |
| 7.3 SCRD 2018 Grant, Mural: We are supposed to send an update to the SCRD in January, Linda will provide an update that the mural will be done in the spring and attach Barry's meeting update with the note re the artist | Linda to send grant update to SCRD. |
| 8 New Business | |
| 8.1 SCRD 2019 Grant: need to apply by April 3rd, what should we apply for? Suggestion made to apply for filter and water jugs for the school emergency supplies. Susan volunteered to contact the emergency preparedness coordinator for suggestions. Linda will apply for emergency kit upgrades, back up is food (i.e. granola bars). | Susan to investigate emergency kit purchases. Linda to apply for 2019 grant. |
| 8.2 Additions to Agenda: <ul style="list-style-type: none"> Hot Lunch: Shift Pizza has closed. Pizza will now come from Patras. Have received some complaints but Panago pizza is more expensive. Garden is still pending – need to get that finished. Warren has volunteered to level and put soil in. | Tabled discussion re garden to next meeting |
| 8.3 Spending Decisions: <ul style="list-style-type: none"> Popcorn maker – Aja investigated the cart pricing. The cart that comes with the popcorn maker costs \$1000. It was decided that we can make our own cart for much cheaper. Aja has volunteered to organize the cart with Barry once we get the popcorn maker. Motion: <i>Lisa made a motion to spend up to \$2000 + tax and shipping to purchase a new popcorn maker. Seconded by Scott.</i> Teacher Wish Lists: set deadline of April 3rd for receipts. Christine will email reminders to teachers. Will re-assess requests at next meeting. Public Speaker Program: Barry has requested \$4712. Group discussed the program and requested to have parent education in the future and more information ahead of time re the costs. This program was only for 5 intermediate classes (excluding the grade 4s in the gr3/4 class). Discussed that we would like to see some future programs for the classes who were not included. Motion: <i>Lisa motioned to spend \$2000 from the discretionary fund toward the public speaking program, seconded by Linda.</i> | <p>Motion Passed: Spend up to \$2000 for new popcorn maker (not including taxes/shipping)</p> <p>Motion Passed: Reimburse school \$2000 for the public speaking program.</p> |
| Meeting Adjourned at: 9:00pm | Next Meeting: April 4, 2018 at 7pm |

Attachments:

- Treasurer's Report, YTD Ending February 28, 2018

Cedar Grove Elementary School PAC

Actual Results to Budget

YTD Ending February 28, 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 | \$ 31,537 | (\$20,849) | \$ 10,688 | 4,688 |
| Popcorn | 2,200 | (700) | 1,500 | 1,711 | (556) | 1,155 | (345) |
| Progressive cards | 3,500 | (2,000) | 1,500 | 920 | | 920 | (580) |
| Concessions (Movies, BBQ, etc) | 5,000 | (3,800) | 1,200 | 929 | (362) | 567 | (633) |
| Purdy's | 500 | 0 | 500 | 140 | | 140 | (360) |
| 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 | 12,725 | (3,372) | 9,353 | (2,647) |
| Yearbooks | 2,000 | (2,000) | - | 502 | (706) | (204) | (204) |
| | 71,800 | (39,550) | 26,500 | 54,090 | (30,023) | 24,067 | (2,433) |
| Parent donations | | | 500 | | | 250 | (250) |
| SCRD grant | | | 500 | | | 500 | 0 |
| TOTAL REVENUES | | | 27,500 | | | 24,817 | (2,683) |
| EXPENSES | | | | | | | |
| Administrative Gifts | | | 200 | | | 69 | 131 |
| Babysitting | | | 200 | | | 40 | 160 |
| BCCPAC | | | 75 | | | 75 | 0 |
| Breakfast Program | | | 1,000 | | | 335 | 665 |
| Bursary | | | 1,000 | | | 1,500 | (500) |
| Contest Prizes | | | 200 | | | | 200 |
| Grade 7 donation (Grad) | | | 250 | | | | 250 |
| Miscellaneous | | | 500 | | | 113 | 387 |
| 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 | | | 250 | 2,750 |
| 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 | | | 7,382 | 32,043 |
| NET PROFIT - Current year | | | (11,925) | | | 17,435 | 29,360 |
| Bank account (plus SD46 a/c)- opening balance | | | 22,275 | | | 22,294 | 19 |
| Bank account (plus SD46 a/c)- closing balance | | | \$ 10,350 | | | \$ 39,729 | 29,379 |