



Cedar Grove Elementary PAC Meeting Minutes

Meeting Information		
Date: Wednesday April 4, 2018		Time: 7:00 – 8:40 pm
Chair: Christine Hardt		Recorder: Christine Hardt
Attendance (7)		
Christine Hardt, Co-Chair	Tracey McIntosh, Co-Chair	Linda Shute, Treasurer
Barry Krangle, Principal	Lisa Patterson	Susan Goddard
Tracy Aiken		
Regrets: Greg Russell/Pammila Ruth (School Board Trustee), Scott Davis		
Housekeeping		Action Items
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: none		
4. Minutes from last PAC meetings: February 7, 2018 and March 7, 2018 Revisions: Feb minutes – correct DPAC update to District Principal of ‘early learning’, March minutes – correct typo ‘al’ to ‘all’ in March chair report Motion to Approve: Lisa Paterson, 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: Christine Hardt <ul style="list-style-type: none"> • Plate Night: \$600 revenue, spent \$491 total. Shipping was \$140. Cost of plates was \$352 US. Thought we’d make \$100, but instead we broke even. In future we need to look at whether we can get the plates made in Canada, if not we will need to consider charging more for the plates in order to cover the shipping costs. • The milk fridge needed to be repaired recently as it was leaking coolant and was not maintaining a cold temperature. The cost of the repair was \$596.57. The replacement part was provided to us at cost, and the company reduced their hourly labour rate as the fridge is for the milk program. • We’ve been offered a free fridge, but it has a freezer on top, this means we would lose fridge space. All present discussed the offer and decided no, we would rather purchase something new and get what we need. Will table purchase of new fridge to next year’s budget. 		
6.2 Treasurer’s Report: Linda Shute <ul style="list-style-type: none"> • Total Account balances: \$37,218 • Hot lunch is doing better than budgeted already, but have about \$1500 in invoices to pay. We also just received a new invoice of approx. \$1000 for popcorn. Waiting to hear if any other schools added to our order and will be paying part of the bill. • We received our Purdy’s cheque from the Christmas fundraiser and it has been deposited. 		
6.3 Principal’s Report: Barry Krangle <ul style="list-style-type: none"> • Waiting for wood (yellow cedar) to arrive for outdoor classroom. Have received beams for foundation of stage. Wood should be here soon. It will go at the corner of the field. The school got a deal for all wood, \$5000 from a friend of Barry’s who is a miller. Brad Jennings will help to build the outdoor classroom. They are also planning to build a dry creek bed beside it, to help with water removal when area is wet. Will lay down fabric cloth with rocks on it so kids can play around it. 		

<ul style="list-style-type: none"> • Front courtyard area is going to set up as a literacy garden. The ground and wall were power washed over spring break, and it will be painted. This will be a quiet area for kids to go read. Gardens will be planted in order to decorate the area. • Vegetable garden: The garden was designed for beds to run the way they are. Scott’s idea to move them and terrace it is a good idea, but it was designed as. Going to be filling the bottom of the bed space with rocks. Not going to change the beds now that they’ve been started. Barry felt that Scott’s ideas are great, but it is too late to change it now. Linda recommended contacting West Coast Seeds, as they used to donate seeds to the botanical gardens. She volunteered to contact them. Each class is doing some research re what to plant, as they each get a bed. • This Friday is crazy hair day. There is a group of Grade 7s working with Barry to facilitate some fun spirit activities in the school. • Barry thanked the PAC for the donation to help cover the cost of the speaking program; it was really appreciated and is going really well. On April 17th some of the children will be speaking at a special wrap up event. • The Literacy Grant went toward the public speaking program and some literacy programs for primaries. Barry is request similar support for paying for authors and guest speakers. The grant was for \$4000 - \$2000 for each primary/secondary. Requesting similar amount to support primary literacy initiatives. • Letter from Jacquie – Thank for donating \$200 toward listening centre. Request to add new teacher wish list request. Looking for money to build non- fiction section. Request added to wish list file for review. • Month without walls is coming up. Will have more time to get ready for each class trip and facilitate it. 3 divisions are going to a camp outside of Squamish. 2 classes are going to the Children’s Festival. Staff are meeting next week, teacher’s to give rough outlines. Barry will give us dates as soon as he has them so we can look at cancelling hot lunch. • Grade 7 transitions – letter given to teachers, will be going out soon. May 11 is when Elphie principal comes here. June 4 is gr 7 day at Elphie. June 4 is parent night at Elphie. Gr 6/7 dances it’s Roberts creeks turn waiting to hear. • School newsletter – Barry is working on compressing the file size so that he can email the pdf to parents. <p>Note – Barry left meeting early due to illness. He provided details for upcoming agenda items before he left.</p>	<p>Linda volunteered to contact West Coast Seeds re donation of seeds for vegetable garden.</p> <p>Tabled funding request to end of meeting spending decisions.</p>
<p>6.4 School Trustee Report:</p> <ul style="list-style-type: none"> • Absent – no report 	
<p>6.5 DPAC Report: Susan Goddard</p> <ul style="list-style-type: none"> • There was no meeting in March, the next meeting is April 26th at Pender Harbour. Last meeting of the year is May 24th at Elphie. 	
<p>7 Old Business</p>	<p>Action Items</p>
<p>7.1 Movie Night: Reminder that the school movie night is Friday April 13th. Warren Brander volunteered at the last meeting to help fill volunteer spaces. As Barry left meeting early due to illness, Christine will contact Barry to firm up movie night details. Discussed movie options, will have the children vote between the movies Coco, Ferdinand and Paddington 2.</p>	<p>Christine to remind Warren to assist with finding volunteers, confirm the gym booking and computer/speaker setup.</p>
<p>7.2 SCRD 2018 Grant - Mural: Ben will be coming up with the design and kids will fill it in (like the mandela in Roberts Creek). The wall is being power washed now, kids will prime the wall.</p>	
<p>7.3 SCRD 2019 Grant: Linda advised that she did not apply for next year’s grant. Susan did some investigating re water filtration and pumps, but it was decided that those would not be suitable. Couldn’t decide what to spend the grant on; as didn’t have a specific item to request Linda decided not to submit the grant application. Next year we need to plan earlier what we want, and what will benefit all.</p>	

<p>7.4 Teacher Wish List Updates: Reviewed all of the purchases to date and funds remaining.</p> <ul style="list-style-type: none"> • Darcy Vogel: Was approved for up to \$100 toward 1-2 stationary bicycle(s) for the resource room. <ul style="list-style-type: none"> ○ \$20 bike purchased ○ Pending – 2nd bike purchase • Meredith Thomson: Had approved \$167 for 5 OriStand Collapsible stand up desks and \$131.25 for 25 waterproof clipboards. Could not order stand up desks as company went under. Ordered the clipboards through Staples. <ul style="list-style-type: none"> ○ \$133.79 - clipboards • Mr. Emerson: Previously approved \$226.38 Bluetooth speaker <ul style="list-style-type: none"> ○ \$199.49 - purchased • Heather Shantz: Previously approved \$255 for 15 ultimate flying discs (175g) <ul style="list-style-type: none"> ○ Purchased \$251 • Katherine Jones: Previously approved \$140 Guided science readers <ul style="list-style-type: none"> ○ Purchased - \$182.79 • Jacqueline Reid: Previously approved \$200 for listening devices (iPod shuffles?) <ul style="list-style-type: none"> ○ \$185.49 purchased • Jen MacInnes: Previously approved \$220.39 for mini magnetic write & wipe boards, dry erasers and markers <ul style="list-style-type: none"> ○ \$227 - purchased • Robyn Valenta: Previously approved \$250, chicken eggs in incubator <ul style="list-style-type: none"> ○ \$250 – purchased • Outstanding Purchases: <ul style="list-style-type: none"> ○ Bike - \$80 ○ Art Racks – 2 to 3, \$1000 budget • Reviewed remaining funds and approved Sylvia Calvori's request for a rock tumbler. Did not approve new shelving request from Jacquie as those present felt shelving is a school capital expense. <ul style="list-style-type: none"> ○ Approved – new item – rock tumbler \$164.63 	
<p>7.5 Breakfast Program: Concerns have been raised re a lack of food for the breakfast program. It was noted that a regular weekly grocery list should be created, and then Aja can arrange who should do the shop and when. We should be using the \$25 we get weekly. The additional funds we received this year are going toward the one hot breakfast day. Decided to hold a fill the freezer contest, with the prize of ice cream for the winning classroom.</p>	<p>Christine to send out email re fill the freezer contest.</p>
8 New Business	
<p>8.1 Chicken Fundraiser: Chicken will be delivered on April 18th, Christine asked for volunteers to assist with coordinating the delivery and handing out chicken. Discussed that we should look at whether we want to continue this fundraiser next year, as orders have been decreasing.</p>	<p>Lisa Paterson volunteered to assist with chicken delivery.</p>
<p>8.2 Cedar Grove 'Mechanical Upgrade' Funding: A recent newspaper article regarding an uplift in funding for Cedar Grove has caused a stir. Christine and Barry received an email from Pammila Ruth to confirm that the funds will be used toward boiler upgrades to help lower the school's operating costs, and also to help improve the indoor air quality. Cedar Grove is the least energy efficient school in the district. Unfortunately this funding will not go toward a new kitchen or re-paving the front walk.</p>	
<p>8.3 Spending Decisions:</p> <ul style="list-style-type: none"> • Funding request from Barry for primary literacy initiatives. Motion: Lisa Paterson motioned to spend up to \$2000, pending conversation re the final amount paid/owing with Barry (in case it costs less), Seconded by Tracy Aiken. Motion passed. • Received a request for money to assist with funding the parent digital media awareness info night in May, hosted by DPAC. They are petitioning both Cedar Grove, Gibsons and Langdale to each put in \$100. Motion: Susan Goddard motioned to give \$100 toward the parent education night, seconded by Tracy Aiken. Motion passed. 	<p>Motion Passed: Spend up to \$2000 toward primary literacy initiatives. \$ amount to be finalized pending notification of final costs.</p> <p>Motion Passed: \$100 toward parent digital media awareness info night</p>
<p>Meeting Adjourned at: 8:40pm</p>	<p>Next Meeting: May 2, 2018 at 7pm</p>

Attachments:

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

Cedar Grove Elementary School PAC							
Actual Results to Budget							
YTD Ending March 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	\$ 31,537	(\$24,543)	\$ 6,994	994
Popcorn	2,200	(700)	1,500	2,138	(556)	1,582	82
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	580		580	80
English Bay Cookies	1,300	(1,000)	300	-		-	(300)
Craft night (plates)	500	(250)	250	568	-	568	318
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	55,525	(33,717)	21,808	(4,692)
Parent donations			500			250	(250)
SCRD grant			500			500	0
	71,800	(39,550)	26,500	55,525	(33,717)	21,808	(4,692)
Parent donations			500			250	(250)
SCRD grant			500			500	0
TOTAL REVENUES			27,500			22,558	(4,942)
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			502	2,498
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			7,634	31,791
NET PROFIT - Current year			(11,925)			14,924	26,849
Bank account (plus SD46 a/c)- opening balance			22,275			22,294	19
Bank account (plus SD46 a/c)- closing balance			\$ 10,350			\$ 37,218	26,868