



Cedar Grove Elementary PAC Meeting Minutes

Meeting Information		
Date: Wednesday October 10, 2018		Time: 7:00 – 8:50 pm
Chair: Tracy Aiken		Recorder: Tracy Aiken/Tracey McIntosh
Attendance (13)		
Tracy Aiken, Vice-Chair	Tracey McIntosh, Co-Chair	Linda Shute, Treasurer
Barry Krangle, Principal	Scott Davis	Eliina Friesen
Lisa Patterson	Karen Graves	Sarah Weber
Regrets: School Board Trustee (TBD), Christine Hardt (Co-Chair)		
Housekeeping		Action Items
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: Treasurer nomination		
4. Minutes from last PAC meetings: September 12, 2018 Revisions: top of page 3, change 'Linda noted' to 'Linda noted that we received a \$500 grant for the mural from the SCRD' Motion to Approve: Karen Graves, Seconded by: Lisa Paterson		Christine to update October minutes
5. Outstanding Action Items: <ul style="list-style-type: none"> • Kitchen Improvements needs a committee – on hold • Yearbook photo link to go out in next newsletter 		
6. Regular Reports		Action Items
6.1 Chair's Report: Tracey McIntosh <ul style="list-style-type: none"> • Thank you to everyone who helped with the School BBQ. Please email your thoughts re what went well and what we can improve upon. We won't open it up to discussion at the meeting due to time, so thoughts for next year's event should be emailed to the pac email address or Christine. <ul style="list-style-type: none"> ○ Scott asked about best options for sharing feedback. Group discussion re options for how to communicate with each other after events and share ideas, for instance we may want to develop a group chat platform to aid in communication. Send suggestions to Christine and Tracy. • Chicken ordering information will be sent out soon, delivery is currently planned for October 17th. The delivery date is selected by Madeira Park. We will have a shorter focused ordering period this year, this is by design. All ordering will be done online via the hot lunch system in order to reduce the amount of front end work. 		Post BBQ 'debrief' thoughts should be emailed to PAC or Christine Use of group chat platform tabled, Tracy Aiken will look into this. Ideas should be emailed to Christine or Tracy.
6.2 Treasurer's Report: Linda Shute <ul style="list-style-type: none"> • \$16,700 is the adjusted opening balance for the year. • Total Account balance: • Not much has happened in September. There is no comparison to budget report as we have not finalized the budget yet. • A few IGA expenses, got first cheque from progressive for \$413, Yen Brothers bill approx. \$400 has not been processed yet – we broke even on BBQ, paid \$95 for Erin's yearbook workshop, \$450 for kitchen cart, and paid \$1000 toward mural. <ul style="list-style-type: none"> ○ Lisa advised that the new rolling kitchen cart is wonderful; it provides much needed extra counter space. 		
6.3 Principal's Report: Barry Krangle <ul style="list-style-type: none"> • BBQ went well; really happy with how it went. Teachers and Barry prefer no pop at these events. • Terry Fox run went well, turkey trot on Friday. • Zone's of regulation – positive discipline was covered on the last pro D day. The total program is 18 hours, they spent the morning on the first part of the course. 		

<ul style="list-style-type: none"> • Barry would like to have an evening to share information with parents re positive discipline/parenting. Some other schools have also offered it. • Almost ready for heat in the school. Losing space near fridge in storage room. Would like to consider expanding the kitchen. Also need more storage. Perhaps make changing rooms smaller. Scott may be able to help with the plans. • Cops for cancer came to school and did a presentation using the outdoor classroom. • FSA tests for grades 4 and 7 are starting. • Getting programs started and organizing EAs in the classrooms. • Building social responsibility in the class room. Enthusiastic staff. • Mural – kid involvement, what happened? Still an opportunity to involve the kids. Barry to talk to Ben about involving kids. Has been hard to coordinate with hm. Discussed that PAC is considering asking him to stop until plan is finalized re how to involve the kids. • Gnome is near complete. Need to organize it and work on time capsule. • \$6,000 from gaming grant this year plus \$5,000 from last year. Anything that Barry would like? Barry is not quite ready to request money. May need money for winter production set. PE equipment. Painting of the inside of the gym, could get the kids to help paint the inside. Would still like to have kids involved on the outside mural. Other ideas, school of fish? Done at Madeira. How about the fence along the playground. Themed along with new clothing/school logo? 	<p>Scott to assist with developing plans for kitchen/storage redesign.</p> <p>Barry to follow-up with Ben re involving kids in painting the mural.</p>
<p>6.4 School Trustee Report: Absent – no report</p>	
<p>6.5 DPAC Report: Scott Davis</p> <ul style="list-style-type: none"> • This was Scott’s first every DPAC meeting, but there were people there he knew (including Susan). Were welcomed by Jo Thompson and each school rep was asked to introduce themselves and describe something unique that is happening in there school. Scott spoke about our successful welcome BBQ on a rainy night; pac stepped up and changed it after learning from last year’s issues. Energy is up and PAC is growing. • Main topic of the meeting is to describe the purpose of DPAC meetings. DPAC is focused on support for parents. School PAC’s are focused on students. • Scott would like to send out a report of what he learns at each meeting digitally. • Changes in cannabis laws have meant that the district has had to re-visit their no smoking policies to include cannabis and vaping. • Presentations for parents are available, Scott will share later electronically. Barry mentioned that the BCTF workshops are really good. • Patrick Bocking presented on school reporting and our district is doing very well when compared to other regions. BC scores were top in Canada. Details can be found on the school district website. 	
<p>7 Old Business</p>	<p>Action Items</p>
<p>7.1 Mural Update: see Principal’s report</p>	
<p>7.2 2018/2019 Budget Review/Approval: Linda</p> <ul style="list-style-type: none"> • The PAC executive and fundraising coordinator met last week to review the budget and discuss the fundraisers planned for this year. The budget was drafted based on this discussion. Linda reviewed and explained each budgeted expense and revenue. • Discussed that orders are down from last year. Last year’s grade 7s ordered a lot of food, and this year’s new students did not order much. Parents of kindergarten students have noted that they won’t feed a lot of that food; Lisa is looking to change the menu for the next session. • Reducing Purdy’s to just Christmas, no Easter order. • Included craft night (plates) as a break even, as it is an event – not a fundraiser • Chicken will only be offered in the fall as sales are low in the spring • New fundraiser is a winter lantern carnival that will be headed up by Warren (February). Estimated revenue is \$3000 • Another new event is the family dance, project to make approx. \$1500 • Planning to sell school gear this year, and will hold a raffle again this year with cash 	<p>Table discussion re outdoor natural play area or literacy garden to another meeting</p>

<p>prizes. 2 years ago we sold about \$4000 in tickets, so thought we will give about \$1000 in prizes and make about \$3000.</p> <ul style="list-style-type: none"> • We still have \$2500 for outdoor play structure funds. Discussed creating some sort of natural outdoor play area • Discussion re breakfast program, agreed to keep budget at \$5000. Noted that we need to send in food safe certification for fruit veggie program. • Discussion re play equipment for each class, need to discuss with Barry. • Emergency kits need to be replenished • Budgeted \$1000 for more tables for the gym, noted at the bbq that the school does not have enough • \$9000 in discretionary fund for unplanned expenses throughout the year • Agreed that expenses for Erin’s yearbook workshop should come out of yearbook budget • Changes made to draft budget: decrease hot lunch revenue from \$7000 to \$6000 • Motion: Lisa made a motion to accept the draft agenda with the decrease in hot lunch revenue. Seconded by Karen. 	<p>Aja to send in food safe certificate to activate fruit/veg program.</p> <p>Need to assign people responsible for tasks we have budgeted for (play equipment, emergency kits, tables, etc)</p> <p>Motion passed: 2018/2019 budget approved with amendment to hot lunch revenue</p>
<p>8 New Business</p>	
<p>8.1 Fall Calendar:</p> <ul style="list-style-type: none"> • Chicken fundraiser will be held right away as we are doing it with Madeira Park. • Vessey Bulbs already went out and orders are due this Friday. • Donation letters need to go out, but don’t want it to go at the same time as other fundraisers. Decided to send it out November 15th. Will refocus the letter to focus on season of giving and tax receipt. Linda mentioned that we need to have a name and address in order for tax receipt. • Need to determine date to send out Purdy’s orders, would like to send it right away. Melissa says she has everything and still wants to do it. In past early distribution of order catalogues didn’t have good sales as people kept forgetting. Lisa to share Karen’s contact info with Melissa so they can make arrangements. • Movie night – discussed possibly having a movie night for older kids. Decided to hold off on movie night till spring as the family dance is in November. If we do an older kids movie will they show? Table to January meeting • Family Dance is November 23rd • School Gear – aim to have sales in time for Christmas? Can be set up and available all year for people to order at any time. Send reminders every quarter and as they order we get 10%. We need to get a proper logo for the school gear. We’d like to aim for early December for gear orders. Need to assign someone as being responsible for organizing the logo, Karen agreed to work on the logo. 	<p>Need to determine when Purdy’s order will be sent out.</p> <p>Karen to update the donation letter</p> <p>Table movie night discussion to January.</p> <p>Karen to organize new school logo and follow-up with Barry.</p>
<p>8.2 Family Dance: Looking for volunteers to plan and coordinate the family dance, then report back to the executive and PAC meetings. Karen and Eliina volunteered to do this. They will talk to Warren re volunteers.</p>	<p>Karen and Eliina to organize the family dance.</p>
<p>8.3 Teacher Wish List Approvals: x</p> <ul style="list-style-type: none"> • Teacher wish list requests were reviewed and discussed by all present. Motion: Eliina made a motion to fund the following requests as noted below, seconded by Scott. Motion was approved. <ul style="list-style-type: none"> ○ Michy Stevens: GoNoodle Plus Website \$99 US ~ \$128.70 CDN – Approved ○ Michele Curry: Double Sided Art Easel \$319.95+ taxes/shipping – Approved ○ Ailish McCord: Books, playing cards, lego – Approved up to \$200 ○ Robyn Valenta: Mindwave Keva Maple 400 Plank Set \$180.40 incl. taxes – Approved ○ Lorraine Radford: STEM Fairy Tale Problem Solving Kits \$298+taxes/shipping – Approved ○ Sylvia Calvori: Yacker Tracker \$196.07 incl. taxes/shipping – Approved ○ Robert Emmerson: External Hard Drive \$169 + taxes/shipping – Approved ○ Peter McCalfe: Chisel Set, C-Clamps, Ping Pong Stuff – Approved up to \$200 <ul style="list-style-type: none"> ○ Estimated Total \$1724.12 plus shipping/taxes, est. up to \$2000 • The following requests were tabled for discussion at the November PAC meeting: <ul style="list-style-type: none"> ○ Jacqueline Reid – Audiobooks. Tabled for discussion at next meeting ending further information regarding current audio book resources provided through the district office. 	<p>Motion Passed: To fund the teacher wish list requests as noted in the minutes.</p>

<ul style="list-style-type: none"> ○ Lorraine Radford/Jackie Reid – Serenity Story Garden. It was felt that the garden suggestion should be a discretionary fund request, not teacher wish list. Concer with fountain being vandalized. Karen will talk to Ms. Radford but PAC is very interested in helping fund this initiative. 	
8.3 Spending Decisions: <ul style="list-style-type: none"> ● No additional spending requests 	
8.4 Additions to Agenda: <ul style="list-style-type: none"> ● Treasurer Nomination: Linda Shute has agreed to act as Treasurer again this year. Linda noted that this will be her 4th and last year. We will need to find someone new for next year. Official nomination of Linda for treasurer was made by Karen Graves. Linda accepted. 	
Meeting Adjourned at: 8:45pm	Next Meeting: November 7, 2018 at 7pm

Attachment: Treasurer’s Report, Bookkeeping report-YTD Ending September 30, 2018
 (Note: no comparison to budget report was presented as the budget had not been approved yet)
Final 2018/2010 Budget as approved at this meeting

Cedar Grove PAC						
Cashflow Statement						
YTD Ending September 30, 2018						
			Operating	SD46	Total	Gaming
Opening cash balance - Sep 1, 2018			\$ 16,715.01	\$ -	\$16,715.01	\$ 5,999.03
Fundraising:	<u>Revenue</u>	<u>Costs</u>				
Hot lunch	-	(26.53)	(26.53)	\$0.00	(26.53)	
Popcorn	-	0.00	0.00		0.00	
Progressive	413.76	-	413.76		413.76	
Bulbs	-	0.00	0.00		0.00	
Concessions	1,479.50	(1,049.33)	430.17		430.17	
Art project	-	0.00	0.00		0.00	
Purdy's	-	-	0.00		0.00	
Chicken	-	-	0.00		0.00	
Yearbook	-	-	0.00		0.00	
Miscellaneous	-	-	0.00		0.00	-
	1,893.26	(1,075.86)	817.40	0.00	817.40	0.00
Parent donations			0.00		0.00	
Grant			0.00	0.00	0.00	0.00
			817.40	0.00	817.40	0.00
Expenses:						
Admin gifts			0.00		0.00	
Bursary			0.00		0.00	
Breakfast			0.00		0.00	
BCCPAC Fees			0.00		0.00	
Misc Admin			0.00		0.00	
Babysitting			20.00		20.00	
Staff appreciation lunch			0.00		0.00	
Parent education			95.00		95.00	
Mural			1,000.00		1,000.00	
Kitchen table/cart			460.00		460.00	
Discretionary fund					0.00	
			1,575.00	0.00	1,575.00	0.00
YTD Surplus (shortfall)			(757.60)	0.00	(757.60)	0.00
Account transfer from operating to SD46			0.00	0.00	0.00	
Closing balance -September 30, 2018			\$ 15,957.41	\$0.00	\$15,957.41	\$ 5,999.03

**CEDAR GROVE PAC
2018/19 BUDGET (Final)**

PAC OPERATING ACCOUNT			EXPENSES	
FUNDRAISING REVENUE	Total Revenue	Costs	Net Revenue	
Hot Lunch	\$ 36,000.00	\$ 30,000.00	\$ 6,000.00	Administrative Gifts \$ 200.00
Popcorn	3,000.00	1,500.00	1,500.00	Babysitting 200.00
Progressive Cards (IGA cards)	1,500.00	-	1,500.00	BCCPAC 75.00
Concessions (movies & BBQ)	1,800.00	1,300.00	500.00	Breakfast Program 1,000.00
Purdy's (Christmas only)	500.00	-	500.00	Bursary 1,000.00
Craft night (plates)	600.00	600.00	-	Contest Prizes 200.00
Vessy Bulbs	2,000.00	1,000.00	1,000.00	Grade 7 donation (Grad) 250.00
Chicken Sales (Fall & Spring)	6,000.00	5,500.00	500.00	Miscellaneous 500.00
Carnival / Lantern festival	5,000.00	2,000.00	3,000.00	PAC Website 150.00
Family dance	3,000.00	1,500.00	1,500.00	Parent Education 500.00
CGE gear / clothing	500.00	-	500.00	Playground supplies 500.00
Raffle	4,000.00	1,000.00	3,000.00	Sex Education 2,000.00
Yearbooks	2,000.00	2,000.00	-	Teacher Appreciation Lunch 150.00
				Teacher Wish Lists 3,000.00
Parent donations			\$ 1,000.00	Emergency kits replenish 500.00
SCRD grant			-	Mural 4,000.00
				Popcorn machine 2,500.00
Total net revenue			\$ 20,500.00	Tables 1,000.00
				Kitchen rolling cart (carryover from 2017) 460.00
				\$ 18,185.00
PAC ACCOUNT BALANCE (Opening)				Discretionary fund \$ 9,000.00
PAC Account Balance (Sep 1, 2018)	\$ 16,700.00			
Less: Outdoor Playstructure Funds	\$ (2,500.00)			
Less: Reserved Funds	\$ (7,500.00)			
				\$ 27,185.00
GAMING ACCOUNT				
FUNDS AVAILABLE:				
Gaming Account Balance (Sep 1, 2018)	\$ 5,999.00			\$20 per student x 2 years \$ 11,000.00
2018/19 Grant (est.)	\$ 6,000.00			
				\$ 11,999.00
				\$ 11,000.00
	TOTAL REVENUE AVAILABLE \$ 39,199.00			TOTAL PLANNED EXPENSES \$ 38,185.00
				SURPLUS (DEFICIT) \$1,014.00

- **Eligible disbursements of gaming proceeds:
- > Sports equipment / uniforms
 - > Playground equipment
 - > student competitions / societies / clubs
 - > student computers
 - > student transportation