



Cedar Grove Elementary PAC Meeting Minutes

Meeting Information		
Date: Wednesday April 3, 2019		Time: 7:00 – 8:35 pm
Chair: Christine Hardt		Recorder: Christine Hardt
Attendance (11)		
Christine Hardt, Co-Chair	Tracey McIntosh, Co-Chair	Tracy Aiken, Vice-Chair
Barry Krangle, Principal	Linda Shute, Treasurer	Scott Davis
Eliina Friesen	Nick Weber	Lisa Patterson
Sue Girard, School Board Trustee	Tara Fynn	
Regrets: Karen Graves		
Housekeeping		Action Items
1. Call to Order 7:00pm		
2. Introductions		
3. Additions to Agenda: News item (Tracy A.) and Teacher Appreciation Luncheon (Lisa P.)		
4. Minutes from last PAC meetings: March 6, 2019 Revisions: Attachment to be changed from photo to the excel doc once Christine receives the file from Linda Motion to Approve: Tracy Aiken, Seconded by: Tracey McIntosh		
5. Outstanding Action Items: <ul style="list-style-type: none"> • Purchase of new fridge - pending • Richard Hoath to draft letter re road speed concerns to MOT and RCMP - Completed • Christine to coordinate raffle. 		
6. Regular Reports		Action Items
6.1 Chair's Report: Christine Hardt <ul style="list-style-type: none"> • Erin is desperately in need of more yearbook photos. She needs to complete the yearbook this week, so needs photos by Friday at very latest. 		Barry will email photo request to teachers.
6.2 Treasurer's Report: Christine Hardt for Linda Shute <ul style="list-style-type: none"> • Bank Balance: \$14,626 • Gaming Account Balance: \$12,100 • Waiting for one more cheque from Progressive • Cheque from Purdy's went missing; Melissa needs to request a new cheque. • Hot lunch net profit so far is \$5000 but still have some bills to pay, plus session 3. On target to meet budgeted revenue • Lantern Festival had revenues of \$3600, expenses of \$1729. Net revenue is approx. \$1870. Pizza was ordered at the last minute and a lot of it wasn't needed, so that was an extra \$200 in expenses. • Still waiting from some money from the spring vessey bulb sale • Revenues still to come: raffle and school gear • Ordered new cheques \$175 		
6.3 Principal's Report: Barry Krangle <ul style="list-style-type: none"> • Barry was very sorry that he couldn't attend the lantern festival; he was in the hospital • Reviewed important dates for rest of the school year (see attachment) • Week without walls will be later this year, requesting \$5000 from PAC to assist with costs. \$2000 for primaries and \$3000 for intermediates. • Barry is working on the projections for next year. If the school goes to 10 divisions we would have a healthier budget, but classes are quite large. If do 11 divisions, the budget is tighter but is much better for education. Right now the school has 240 students, 		

<p>projection is to go down a bit but all of the kindergarten registrations are not in yet.</p> <ul style="list-style-type: none"> • Jessie Wollen will be here April 24, 25 & 29. Barry has asked her to incorporate more internet safety. • Life guards are organized for the school beach days • School is currently running intermural challenges • Staff shuffle: in the beginning of May the district looks at all the schools and teachers and draws a line in the seniority, anyone under that line is laid off and has to reapply for a position. We will be losing 3-4 teachers due to the layoffs and will need to wait until the postings are filled to determine who will be here in the fall. • Barry is retiring at the end of this school year. He has not met the new principal yet. Barry will invite her to the June PAC meeting, and will be working quite closely with her once he develops the budget and outline of next year's class configuration. She will be around at the end of the year so kids get a chance to meet her before September. • Barry read a letter from Sydney McIntosh regarding student representation at PAC. Barry will follow-up with the student and discuss student involvement. All present agreed we should invite her to the next PAC meeting, Nick will write the letter. • Sandwich board has been built, will be put out to help slow the traffic in front of the school. 	<p>Nick Weber to write letter responding to Sydney and inviting her to the next PAC meeting.</p>
<p>6.7 School Trustee Report: Sue Girard</p> <ul style="list-style-type: none"> • March 1st- quite a few members of the board attended the student production of Fiddler on the Roof • Glen Smith did a math presentation to the board; • The SD46 Strategic Plan is still in progress, Patrick is continuing to provide presentations • Sue sits on the policing and transportation committee. If there are concerns everything has to go through the correct protocols to submit as an agenda item. She can speak to overall concerns during the round table discussion. She feels that the committee is moving in a positive direction. They meet quarterly; the next meeting is April 18th if anyone is interested in attending. • Service recognition luncheon was held recently for SD46 long service awards 	
<p>6.8 DPAC Report: Scott Davis</p> <ul style="list-style-type: none"> • There was no meeting in March; the next meeting is April 25th in Pender Harbour 	
<p>7 Old Business</p>	<p>Action Items</p>
<p>7.1 Movie Night: Is booked for April 18th, Barry has booked the gym and Christine will organize online pizza orders to help us know how much to buy.</p>	<p>Christine to arrange online pizza orders for movie night</p>
<p>7.2 School Gear Update: All present reviewed the graphics that Erin created and voted on their favorites. Christine to follow-up with Karen to determine if we can use only 1, or if can use multiple graphics and give people a choice when they are ordering. (Favorites were #2 and #3, #5 was close)</p>	
<p>7.3 Lantern Festival Debrief: (each organizer spoke)</p> <ul style="list-style-type: none"> • Nick felt that it was a success because it happened. Scavenger hunt for the donors, business name was on lantern. Created a hunt that led people to the lanterns. Nick saw that lots of people were running around doing the hunt, it was a really positive event, was free, lots running around and having fun. Would do this again <ul style="list-style-type: none"> ○ Japanese fishing was a big hit. Was busy all night long ○ Marshmallow crossbow was a big hit as well. ○ Felt that we needed to have more kids games as there wasn't quite enough to keep kids entertained 	

- Tickets worked well – went to front desk to buy tickets, then used at any station
 - Some people were overwhelmed by different ticket prices for everything so had a hard time figuring out how many tickets they needed
- Was quite light out and was raining so not a lot of people did the lantern walk. No one saw it in the dark. The cleanup crew saw it in the dark and it was magical. Felt that we should hold the event before the time change next year so people can do the walk in the dark.
- Volunteers – was hard to get volunteers, then a bunch came at the last minute and almost had too many.
- Food – Aja did a great job on the vegetarian chili (there was an option to add meat). Was really good, warm and hardy on a cool evening.
 - Pizza – bit of a mix up as more was ordered that was not needed
 - Popcorn was popular and still going at the end of the night
 - 2 drinks were offered, hot chocolate and cider.
 - Simple for food but was enough
 - Nurit Weiss made really nice desserts that were available as well.
- Eliina:
 - Kingston’s grandma won the bike!
 - Saw a lot of people who don’t go to our school so it was a successful community event
 - Kids took a lot of pride in making their lanterns, especially the grade 6/7’s. Sad thing was that those ones melted in the rain quite quickly. If it rains those kind should not go outside. (or need a minimum of 6 layers to make them weather proof)
 - Was well decorated, a lot of lights, so it looked nice
 - A lot of beautiful cakes for the cake walk. Had 30-40 cakes.
 - Jolly jars went really fast, this was a con.
 - Due to rain all outdoors games had to be brought inside
 - In planning of the event, not enough people. On day of event had enough help.
 - People stuck around to the end to see all the scheduled events. Fiddlers were at 7 and at 7:30 the fire dancer (who was moved into the gym due to weather but a fire extinguisher was on hand)
 - Con – rain, but there were still lots of people
 - Too much pizza
 - Felt could have made a lot out of corporate sponsors, so now that we’ve done it once feel can do better next year
 - Custodian asked that we attach to a pro-d so she has time to clean the gym the next day. (Christine mentioned that we could also hire an extra custodian for a 4 hr shift to help out)
- Tara Fynn: is a community engagement artist. Is a ‘transplant’ from the city, she used to work with public dreams society and different theatre companies who coordinate community events. She feels that this event is very exciting; her vision is for it to grow and become a community happening. Can ask families to have some ownership of the festival and ask families to make lanterns. In Vancouver a lot of people came to see but did not contribute and bring lanterns. Would like to offer community workshops to make lanterns, so we involve the community. She would be happy to lead these. Want to create something that is lasting and creates a legacy for the community. Could let sponsors know what we are raising money for.

<ul style="list-style-type: none"> Next year suggestion is to coordinate with lunar new year. Try to hold it the night of the new moon. 	
<p>7.4 Chicken Fundraiser: Originally we had planned not to sell chicken in the spring, but there were some requests for it so Christine tried to get it organized. Unfortunately Madeira Park chose to sell over spring break and have orders due back by April 3rd (today) so we decided not to participate. We typically do not do well with sales over holidays. Chicken will be back this fall.</p>	
<p>8 New Business</p>	
<p>8.1 Spring Purdy's Fundraiser: We decided not to offer Purdy's in the spring as we wanted to avoid a ton of spring fundraisers that make only a little money. Suggestion was made to change things up a bit and look into a fundraiser for spring next year with a local chocolatier.</p>	
<p>8.2 June Elections: Reminder that Tracey McIntosh will be leaving the school at the end of the year as her daughter is going to high school, and also that both Christine and Linda will have completed the maximum 4 year terms in their positions. This means that the positions of chair and treasurer will need to be filled. Christine asked everyone to consider whether they would like to put their name forward for June elections.</p>	
<p>8.3 BCCPAC Conference: The annual BCCPA conference is being held on May 3rd, and the AGM is on May 4th and 5th. We have never sent anyone to attend the conference before, and this year it is in Richmond so it is more accessible. Christine, Tracey A. and Eliina were all interested in attending. They will check their schedules to determine if they can go. Motion: Scott Davis made a motion to spend up to \$900 on conference fees and travel, seconded by Tracy Aiken. Motion was approved.</p>	<p>Motion Passed: Spend up to \$900 on the BCCPAC conference</p>
<p>8.4 Plate Craft Night: Aiming to hold it in mid May. Would like to source out a Canadian company so we don't have such high shipping costs. Eliina will check who does the plates for the pre-school. Suggestion this year is for gym to be open for snacks and play zone, library to be used for quiet workspace.</p>	<p>Eliina to check who makes the plates for the pre-school.</p>
<p>8.5 Additions to Agenda:</p> <ul style="list-style-type: none"> News Item: Tracy Aiken showed a clipping from the local newspaper. Gibsons Elementary has an ad that lists upcoming events at the school. Wondered if we are interested in doing this as well? General feeling was that facebook, PAC website and school notices is enough. Parents wondered if Gibsons is paying for the ad. Teacher Appreciation Luncheon: Date has been sent for May 31st. 	
<p>8.6 Spending Decisions:</p> <ul style="list-style-type: none"> Motion: Scott Davis made a motion to give the school \$5000 for Week Without Walls, seconded by Eliina Friesen. Motion was approved. 	<p>Motion Passed: Spend up to \$500 on Week Without Walls</p>
<p>Meeting Adjourned at: 8:35pm</p>	<p>Next Meeting: May1, 2019 at 7pm</p>

Attachments: Financial Report – YTD Ending February 28, 2019
Principal's Report with Important Dates

Cedar Grove Elementary School PAC
Actual Results to Budget
Year to Date Ending March 31, 2019

	2018/19 Annual Budget			2018/19 YTD Actuals			Variance to Budget
	Revenues	Costs	Net	Revenues	Costs	Net	
REVENUES							
Fundraising:							
Hot Lunch	\$ 36,000	(\$30,000)	\$ 6,000	\$ 20,693	(\$15,616)	\$ 5,077	(923)
Popcorn	3,000	(1,500)	1,500	1,387	(1,462)	(75)	(1,575)
Progressive cards	1,500	0	1,500	1,088		1,088	(412)
Concessions (Movies, BBQ)	1,800	(1,300)	500	1,480	(1,181)	299	(201)
Purdy's	500	0	500	-		-	(500)
Craft night (plates)	600	(600)	-	-		-	0
Vesey bulbs	2,000	(1,000)	1,000	768	(384)	384	(616)
Chicken sales	6,000	(5,500)	500	4,263	(3,838)	425	(75)
Carnival / lantern festival	5,000	(2,000)	3,000	3,095	(1,729)	1,366	(1,634)
Family dance	3,000	(1,500)	1,500	1,812	(160)	1,652	152
CGE gear / clothing	500	0	500	-		0	(500)
Raffle	4,000	(1,000)	3,000	-		0	(3,000)
Yearbooks	2,000	(2,000)	-	689	(954)	(265)	(265)
Miscellaneous	-	0	-	-		0	0
	65,900	(39,900)	19,500	35,275	(25,324)	9,951	(9,549)
Parent donations			1,000			470	(530)
SCRD grant			-			-	0
TOTAL REVENUES			20,500			10,421	(10,079)
EXPENSES							
Administrative Gifts			200			-	200
Babysitting			200			40	160
BCCPAC			75			75	0
Breakfast Program			1,000			-	1,000
Bursary			1,000			-	1,000
Contest Prizes			200			-	200
Grade 7 donation (Grad)			250			-	250
Miscellaneous			500			219	281
PAC Website			150			-	150
Parent Education			500			241	259
Playground supplies			500			-	500
Body Science Education			2,000			-	2,000
Teacher Appreciation Lunch			150			-	150
Teacher Wish Lists			3,000			1,357	1,643
Emergency kits - replenish			500			-	500
Mural			4,000			3,000	1,000
Popcorn machine			2,500			2,118	382
Tables			1,000			-	1,000
Kitchen counter / cart			460			460	0
Discretionary fund			9,000			-	
Sets for Christmas show						5,000	4,000
TOTAL EXPENSES			27,185			12,510	14,675
NET PROFIT - Current year			(6,685)			(2,089)	4,596
Bank account (plus SD46 a/c)- opening balance			16,700			16,715	15
Bank account (plus SD46 a/c)- closing balance			\$ 10,015			\$ 14,626	4,611



CEDAR GROVE ELEMENTARY SCHOOL

School District No. 46 (Sunshine Coast)
P. O. Box 1130, Gibsons, BC V0N 1V0 Canada
Ph: (604) 886-7818 FAX (604) 886-3715 email: cedargrove@sd46.bc.ca

Principal's Report.....

- Calandar....
- WWW Financial support.... Div 11,10, 9, 8 & 7 \$400.00 = \$2000.00
Div 6,5,4,3,2,& 1 \$500.00 = \$3000.00
- Next Year.... 11 Div
Staff Shuffle ?
Owlan Cowan

April

Mon April 1 st	Pro D Day
Tue April 2 nd	Schools Open
Fri April 19 th	Good Friday
Mon April 22 nd	Easter Mon
Thurs April 25 th	Science Fair
April 24 th , 25 th , & 29 th ,	Jesse Wollen 8:30 -2:30 pm

May

Wed May 8 th - Fri 10 th	Div 1 & 2 Victoria
Monday, May 13 th	Pro D .5 Admin, .5 School
Thurs May 16 th	Band Blast
Friday, May 17 th <i>24</i>	Parent Appreciation Tea
Monday, May 20 th	Victoria Day

June

Tues June 11 th	10:00 - 2:00 Primaries RC Beach
Thurs June 13 th	10:00 - 2:00 Intermediates RC Beach (good tides)...
Fri Jun 14 th	Report Cards in to BK
Week Without Walls	June 17 th - 21 st
Mon June 17 th Wed June 19 th	Div 1 & 2 Keats
Fri June 21 st	Sports Day
Tues June 25 th	Div 1& 2 Thornmaby
Thurs June 27 th	Last Day with students
Fri June 28 th	Last day for staff