

**École Crescent Park Elementary School –
Parents’ Advisory Council Meeting**

Minutes of the meeting on Monday, April 13, 2015

In attendance:

Jackie Vuilleumier	President
Laura Jones	Co-Treasurer
Erin Mazza	Co-Treasurer
Pam Robertson	Secretary
David A’Bear	Principal

Jason Craft, mural artist, guest

Nichole Gerllays	Laura Langton	Theresa Ackles
Hilary Gottschalk	Lisa Shao	Katy Messcu

1. Welcome and introductions:

Meeting commenced at 7:00 p.m. and introductions were made around the table.

2. Minutes from the March 2015 meeting

Motion was made by Erin M. to approve the minutes from the March 2015 meeting, seconded by Hilary G., motion passed.

3. Spring Fling Update

Nichole G. provided an update on the planning for this year’s Spring Fling fundraiser, happening April 25. Ticket sales are good and we will keep selling them up to the day or two before the event. The classroom art will be displayed in some classes at the school and also photographs of the pieces will be displayed outside the office April 22–24 so parents can have an advance peek (can’t display the actual pieces there due to damage concerns, etc.). In all there are about \$16K worth of donations, with amazing items for both the live and silent auctions. Parent volunteers will be handing out flyer reminders on the playground this week, and a list of all the auction items received to date will be sent out to parents. It’s going to be a great night!

4. Principal’s Report

The Annex

A letter went home to Kindergarten families re: Annex registration for September. The Annex will be having an open house on Thursday, April 16th, beginning at 3:30 p.m.

Earth Day

Mr. Henderson and Division 2 have been busy organizing presentations for our Earth Day assembly. The assembly will be next Tuesday, April 21st, at 10:45 a.m.

Parent Tea

Invitations will be sent home later this week to invite all parents to the Parent Appreciation Tea on Thursday, April 30th. The gathering will begin at 12:45 p.m. in the gym. A reminder to parents it is early dismissal on that day at 1:30 p.m. followed by student-led conferences.

Freshgrade

Freshgrade went live in a number of our classrooms this term and one of our Kindergarten classes used it as the term 2 report card. For those parents who are part of this pilot project, there is an information meeting on April 28th at 6:30 p.m. in the library.

- In discussion, Mr. A'Bear noted that parent feedback on the Freshgrade reporting used in the K class was great – parents were impressed with how much of their kids' learning they were able to see/experience using this system. It also looks like Freshgrade will be one of four different reporting platforms teachers will be able to use once report cards are phased out next year.

Ongoing school initiatives

- Main Entrance Mural – Jason Craft, Ms. Hildebrand and myself recently met with the students to brainstorm ideas for the mural. So many ideas came from that session that we have determined that it would be best to divide the murals into two projects. The first will be in the foyer. As you face the office, to the right will be a mural of Crescent Park, with images of our school mascot, the cougar. To the left will be a mural of Crescent Beach. Surrounding the office will be trees that will have words of significance that represent values.

Through discussion, we determined that the Annex should have a separate mural, which would be on the wall above the stairs as you walk down to the PAC kitchen. The quote for this mural is \$840.00.

I invite Jason to now share the drafts of the first mural. Due to his popularity, Jason will not begin the mural until late September/early October and I have asked that, if approved by the PAC, he proceed with both murals back-to-back. In the meantime, I am requesting new furniture for the foyer, at the cost of approximately \$900.

- Jason Craft presented his artwork and concept drawings on which our murals will be based. Parents were very impressed by the scenes, and Mr. A'Bear welcomes any feedback on them. They will also be presented to the students and fine-tuned from here on. Jason is also currently working on a mural at Ray Shepherd if any parents want to go by and see how the art looks once it is actually on the walls.
- Mounted items in the hallways prove to be a bit of a challenge for creating murals, Jason confirmed, and Jackie V. wondered what our options are for entirely or partially removing the cabinet in the school foyer, if that would improve the space. Mr. A'Bear will look into our options.

- There was some discussion about furniture options for the foyer and what would look best with the murals.
- Motion made by Jackie V., seconded by Laura L., to approve the funds for creating the additional mural based on the quote provided by Jason Craft. Motion passed.
- School Garden – the old and weathered wooden planters were removed over Spring Break and we would like to proceed with ordering the new planter tubs. Two quotes have been provided by Sybertech for the PAC to consider. Once approved, I will order the planters.
 - Mr. A’Bear showed slides of the different planter options, which are available in different configurations. They are all self-watering. He also noted that while some plants were removed, the plants that are currently left in the garden area will be staying put.
 - Motion by Pam R., seconded by Hilary G., to go with the stone-finish planters and order based on the quote provided (\$3,812.23). Motion passed.
 - Once the planters arrive, we will need volunteers to source soil and plants. Motion by Jackie V., seconded by Erin M., to pre-approve up to \$500.00 in dirt and plant money to get us going. Motion passed.
- The intention for the garden is to be used as part of a Friendship club that is being created by myself, Ms. Hildebrand, our Child and Youth Care Worker and our Aboriginal Child and Youth Care Worker. Ultimately, primary students will work together to create fairy gardens using environmentally friendly materials.

Maker Space

- Our Maker Space materials arrived last month and I promised I would present Maker Space to the PAC. I have divided the presentation into two parts. Tonight’s presentation will provide an overview of the intention of Maker Space. Next month’s presentation will be a hands-on experience.

Maker Spaces allow students to create, collaborate and innovate together with a variety of materials. Video shown for philosophy behind Maker Spaces: <https://www.youtube.com/watch?v=M66ZU2PClCM>

Next month, students from the MACC class will be presenting some additional info on their experience so far with Maker Spaces.

Dates to remember:

April 21st – Earth Day Assembly at 10:45 a.m. in the gym
iGirl afterschool workshop at 3:00 p.m. in the library

April 28th – Freshgrade information session with Karen Fadum and Mr. A’Bear at 6:30 p.m. in the library

April 30th – Parent Tea at 12:45 p.m. in the gym
Early Dismissal for student-led conferences at 1:30 p.m.
iGuy afterschool workshop at 3:00 p.m. in the library
iGirl afterschool workshop at 3:00 p.m. in the music room

5. Treasurer's Report

Crescent Park Elementary PAC		
2014-2015		
March 2015 Treasurer Report:		
Prepared by: Erin Mazza & Laura Jones		
Balances: Bank Balances		
Gaming Casino Fund School Grant	31-Mar-15	\$ 1,970.33
Crescent Park PAC	31-Mar-15	\$ 39,457.45
GIC Invested in 1 year term at 1.0% (April 1, 2016)	31-Mar-15	\$ 15,520.43
School Account (Left over from last year - Fieldtrips)*	31-Mar-15	\$ 15.60
District Held PAC*	31-Mar-15	\$ 358.80
		\$ 57,322.61
Activity: to March 31, 2015		
PAC General Account: March 31, 2015	Income:	Expenses:
Admin: Bank fees - February	\$ -	\$ -
Hot Lunch Program	\$ 1,731.10	\$ 5,309.90
School District: PAC Contribution	\$ 178.00	\$ -
Sports Program: Groove Education		\$ 577.50
School Programs: Chinese New Year		\$ 220.30
Spring Fling: Tickets	\$ 1,358.00	
Spring Fling: Expenses		\$ 346.56
Spring Fling: Donations (Westland Insurance-Yeah!)	\$ 1,000.00	\$ -
	\$ 4,267.10	\$ 6,454.26
Gaming Account: March 31, 2015	Income:	Expenses:
Bank Fees		\$ 2.50
	\$ -	\$ 2.50
From School & District Account	Income:	Expenses:
Library Commons Furniture		\$ 3,801.00
Tennis down payment		\$ 250.00
Mural down payment		\$ 630.00
	\$ -	\$ 4,681.00

- Co-treasurer Erin M. noted that they have been using up the school and district accounts that were left over from last year, as they should be used up each year. E.g. purchases related to the Learning Commons, the murals, etc.
- The budget to actuals sheet follows these minutes.

5. Fun Fair

Erin M. updated the PAC on the plans underway for our annual Fun Fair, happening Saturday, June 6, 11:00 a.m. to 2:00 p.m. Everything is going well and we look forward to having an amazing, fun day. The person who applies for the food licence has to have Food Safe certification (Pam R. has offered), and the coordinators are looking for 1-2 people with Food Safe to run the food part. A few parents at the meeting expressed interest in

going to take the one-day Food Safe course, and Erin will also check with the hot lunch team to see who has it or would be interested in taking the course. The PAC has previously approved covering a handful of parents' costs in order to have Food Safe training for members of the hot lunch teams and parents who plan to help out at various school events that feature food.

- The volunteer scheduling will happen online again, as it worked great last year. Erin will also check with RBC to see if they want to supply a few volunteers again this year, and has reached out to Elgin students as well.

6. Other Business

- Dione C. has asked if we have a date yet for the Teachers' Appreciation Lunch, held annually in June. One parent noted that it is usually held on a Wednesday. Mr. A'Bear will work with Dione to find a good day.
- Mr. A'Bear mentioned that it would be good to have our own set of tableware and glassware to avoid having to rent dishes for events, which can be costly. After some discussion it was decided that a set of 50 good-quality dishes would be suitable. Motion made by Katy M., seconded by Jackie V., to approve up to \$500 for now for the purchase, motion passed. Hilary G. offered to coordinate.
- Erin M. mentioned that we are still trying to find a day for the make-up pizza lunch for the school from last year. Erin and Mr. A'Bear will look at the school calendar and pick a day. (Might be May 22.)
- Pam R. mentioned that the iGirl and iGuy afterschool workshops are happening soon (April 21st and 30th) and the iGirl workshop filled up immediately and had a waitlist, so we have added a second workshop (as discussed last year when we initially booked) for April 30th. It will run at same time as the iGuy workshop but in a different room. One parent noted that it would be great to bring in these workshops during school hours so all kids could take part in them. We will consider that when we book them again in two years' time 0 – this is the first year iGuy has been available, so we look forward to hearing how it goes.
- Jackie V. made the official CALL FOR NOMINATIONS for the PAC executive next year. Nominations will be taken at the May meeting, and we will vote on next year's executive at the June meeting. Any current executive members who have only served one year in their position are welcome to serve another year, but each position is held for two years max. We've also got room to add positions that were not filled this year. Parents should really consider volunteering, as it's a great way to have a hands-on role in your children's school and learning.

Constitution and Bylaws

Laura J. updated the PAC on the C+B review and revision process. The C+B have been updated but there are just a few outstanding questions the committee wants PAC to address before we finalize the file. Discussion ensued about the remaining details, and the C+B will be updated based on general consensus at the meeting. Not discussed was the "mission statement," which was copied over from our old constitution and parents are invited to provide feedback on – just contact Laura at laura-jones@shaw.ca if you would like to do so, or if you would like to be provided with a draft copy of the fully updated C+B before we vote to adopt them at the May meeting.

- The C+B will also have a couple of appendices, outlining our money-handling guidelines, various PAC-related roles and events, etc. Pam R. will try to have them typed up in time for the May meeting too.
- Once again, parents extended thanks to Laura for undertaking this major bureaucratic task.

Motion to adjourn made at 9:00 p.m. by Hilary G. and seconded by Katy M. Motion passed. Minutes recorded by PAC secretary Pam R. Note: these minutes are posted for early reference but will not be adopted until the next meeting. Our next meeting will be Monday, May 4, at 9:00 a.m., in the school library. [Budget sheet follows this page.]

**CRESCENT PARK ELEMENTARY - PAC
2014-2015 Budget to Actuals Report**

Category Description	2014-2015 Estimated Income	Actual Income Mar 31)	Difference
INCOME			
Fundraising Income			
BBQ's (Meet the Teacher Night)	500.00	200.37	299.63
Family Portraits	400.00	280.00	120.00
Fun Fair	1,000.00	0.00	1,000.00
Spring Dance	9,000.00	0.00	9,000.00
TOTAL Fundraising Income	10,900.00	480.37	10,419.63
Hot Lunch			
Hot Lunch Income	50,000.00	61,239.62	-11,239.62
Hot Lunch Expenses	40,000.00	32,675.68	7,324.32
TOTAL Hot Lunch	10,000.00	28,563.94	-18,563.94
Grants & Misc.			
Gaming Grants	5,980.00	6,520.00	-540.00
Income Interest	200.00	0.00	200.00
Income Other t-shirts and SD36	0.00	1,416.85	-1,416.85
TOTAL Grants & Misc	6,180.00	7,936.85	-1,756.85
TOTAL INCOME	\$ 27,080.00	\$ 36,981.16	-\$ 9,901.16
	2014-2015 Budget (CURRENT)	Actual Expenses (Mar 31)	Difference
EXPENSES			
Administration			
Adminstration exp. including bank fees	400.00	206.75	193.25
Hospitality	400.00	847.95	-447.95
TOTAL Administration	800.00	1,054.70	-254.70
PAC Programs			
Emergency Preparedness	900.00	783.32	116.68
Gift Account - Leaving Teachers	800.00	53.11	746.89
Scholarship Elgin & EMS	900.00	600.00	300.00
Integration Room Supplies/Special needs	750.00	472.12	277.88
Sports Day Snack	200.00	0.00	200.00
Student Education Programs	2,000.00	319.38	1,680.62
TOTAL PAC Programs	5,550.00	2,227.93	3,322.07
School Programs			
Computers & Technology	9,777.00	9,304.22	472.78
Field Trip Expense 356kids/\$15	5,340.00	5,340.00	0.00
Fine Arts Performances	3,000.00	3,000.00	0.00
Library Fund	1,800.00	1,800.00	0.00
Fine Arts Supplies	600.00	288.86	311.14
PE Equipment	500.00	476.70	23.30
Classroom Improvement Fund	1,435.00	585.43	849.57
Library Commons	10,000.00	6,154.12	3,845.88
Student Leadership	500.00	605.06	-105.06
Sports (tennis, gymnastics, inline skating)	3,600.00	827.50	2,772.50
School Mural	3,500.00	630.00	2,870.00
Teachers Fund \$200/13 divs+Music+FSL+LST+IN	4,000.00	4,000.00	0.00
TOTAL School Programs	44,052.00	33,011.89	11,040.11
TOTAL EXPENSES	\$ 50,402.00	\$ 36,294.52	\$ 14,107.48
NET (Income - Expenses)	-23,322.00		