

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

Minutes of the meeting on Monday, February 2, 2015

In attendance:

Jackie Vuilleumier	President
Laura Jones	Co-Treasurer
Erin Mazza	Co-Treasurer
Pam Robertson	Secretary
Dione Costanzo	DPAC (District PAC) Representative

Nichole Gerllays	Louise Witt
Hilary Gottschalk	Laura Langton
Theresa Ackles	Clint Baker
Melany Barnsley	Tannis Pratt

1. Welcome and introductions:

Meeting commenced at 7:07 p.m. and introductions were made around the table.

2. Minutes from the January 2015 meeting

Motion to approve the minutes from the January meeting made by Hilary G., seconded by Nichole G., motion passed.

3. Principal’s Report

Mr. A’Bear was unable to attend this meeting but sent along a few updates with Jackie V.:

- Planning is well underway for the **Chinese New Year celebration** happening Feb. 13. Details of how the snacks will be served and how all of the event and food information will be sent home to all parents are still to be confirmed – Mr. A’Bear will meet with event organizer Lisa S. to finalize details.
- Purchases are imminent for some of the large items supported by PAC at recent meetings, including **furniture for the Learning Commons and iPads**. The purchasing of **new furniture for the school foyer** has also been approved by the District but it is probably best/easiest to go through the District rather than the PAC purchasing directly.

- Regarding the upcoming **school mural**, Mr. A’Bear and Ms. Hildebrand will be meeting this week to get the ball rolling on how the mural will be developed and how to involve students and the rest of the school community.
- Nancy Smith from Safe Schools and school parent Clint Baker, from the RCMP’s Integrated Technological Crime Unit, will be hosting a **parent meeting on the topic of Social Media Awareness** February 17, 6:30 p.m., here at the school. Parents who had seen their presentation noted that it is very worth school parents’ time to attend – the information they provide about kids’ activities online and what other people can find out about them is crucial for all parents to know. Information will be sent out to parents soon.
- The **school website** has been updated with current PAC executive information and the latest minutes, under the “Parents” heading.

4. Treasurer’s report

Crescent Park Elementary PAC		
2014-2015		
January 2015 Treasurer Report:		
Prepared by: Erin Mazza & Laura Jones		
Balances: Bank Balances		
Gaming Casino Fund School Grant	30-Jan-15	\$ 5,533.51
Crescent Park PAC	30-Jan-15	\$ 48,224.56
GIC Invested in 1 year term at 1.5% (Mar 30, 2015)	30-Jan-15	\$ 15,492.18
School Account (Left over from last year - Fieldtrips)	30-Jan-15	\$ 2,197.05
District Held PAC	30-Jan-15	\$ 2,517.94
		\$ 73,965.24
Activity: to January 30, 2015		
PAC General Account: January 30, 2015		
	Income:	Expenses:
Admin: Bank fees - December	\$ -	\$ -
Hot Lunch Program	\$ 31,068.07	\$ 5,715.69
Cash donations Christmas Hampers	\$ 275.00	\$ -
Christmas Hamper Buy-Low Food Gift Cards		\$ 275.00
Fundraising - Spirit Wear		\$ 20.00
Gifts (Crossing Guard/Custodian)		\$ 53.11
Library funding for 2014-2015		\$ 1,800.00
	\$ 31,343.07	\$ 7,863.80
Gaming Account: January 30, 2015		
Bank Fees		\$ 2.50
Indoor Play equipment		\$ 476.70
	\$ -	\$ 479.20

- The co-treasurers noted that the two accounts holding money left over from last year – one held at the school, the other by the District, will be used up first on new purchases as they should have been used already (they should be empty by the end of each school year).
- Erin M. mentioned that it would be good to come up with a calendar or list of PAC financial responsibilities during the year to make sure we don't miss anything. And thanks to Melany B. for the reminder on getting our crossing guard a gift (food basket) as well as the custodial staff at Christmas.
- Erin M. and Laura J. also mentioned to the PAC that they have met with various banks over the past couple of months to ensure we are getting the best bang for our buck. The primary issue has been bank fees related to cheques. Our PAC doesn't deal with many cheques for most of the year, and has no account activity in the summer, but in a few months – like when hot lunch orders come in, or major events happen – we have lots of cheque activity. The traditional banks, like RBC and BMO (our bank), are very similar when it comes to fees, when you compare them across the board. Coast Capital's community account, which is provided as a service to its members, is different in that it doesn't have the high cheque fees. However, the terms of the account would mean that some PAC executive members now and down the road would have to shift their personal banking to Coast Capital and have sponsor account holders too, and up to five signatories on the account. From the PAC executive's perspective the best option is to remain at our current bank at this time.
- Erin also mentioned that they looked into the possibility of using PayPal for payments, e.g. for hot lunch or at the Spring Fling. But the fees and percentages are extremely high, and the costs do not merit shifting to that type of system. Pam R. also noted that when we looked into PayPal a few years ago, the issue of having a single person able to shift funds was a big concern of the PAC (our constitution has always required two signatures on any cheque).
- See updated budget sheet at the end of these minutes.

5. School Website

Discussion will have to be held for a future meeting, as Mr. A'Bear was not at this meeting. The website has been updated with current information, however, which was the main concern.

- Parents commented on the website being difficult to navigate, but the site is based on the District's boiler plate, so there is not likely much we can change. A few parents suggested that our PAC look again into whether it would be worth having our own PAC website to make it easier to make information available to school parents.

6. Bingo Night

Melany B. updated the PAC on plans for the school bingo night, happening Thursday, Feb. 19, in the gym. As in previous years pizza will be available for sale, and there will also be dilly bars and various snacks, as well as face painting and other fun. There will also be a raffle for two tickets to an upcoming Canucks game. With the next day being a non-instructional day we are hoping for a big turnout. Melany is working on a volunteer schedule and will send out a call for volunteers to help with set-up, etc.

7. Chinese New Year

The organizers weren't in attendance but have said that planning is going well.

8. Spring Fling Fundraiser

Nichole G. reported that the various committees helping plan the April 25 parents' night out fundraiser are all up and rolling. A live band has been booked (will also deejay) and our Western theme is a go. Nichole is currently looking at food options, and other volunteers are working on getting donations for the silent and live auctions and on working with the school and classroom teachers to produce a piece of art from each division. Jill Glennie has made a great poster, and tickets sales will have early bird prices as we have done in the past.

- Nichole went over some of the general costs so far, and passed along a request from the art organizers for PAC support for supplies, to the amount of \$50 per division, which would be recouped with the minimum bids on the art pieces. The money would be dispersed at the discretion of the organizers, with different art pieces having different costs expected. Erin Mazza motioned to approve this request, seconded by Louise Witt, motion passed.
- The hope is to also have enough time to display the art pieces in advance, which was not possible last year due to the art projects being a late addition to Spring Fling planning. This year we also have more time after spring break before the event.
- Discussion continued about ways we can best encourage school parents to donate items for the auctions, whether by donating items personally or joining with other parents to put themed baskets together, as has happened in the past. Pam R. noted that many of our donations usually come through school and from school families, not just local businesses that are approached, and it was generally agreed that more direct calls for donations (perhaps with ideas or themes provided, too) would help.
- Nichole reminded the PAC that the Spring Fling is our only major fundraiser of the year, and supporting it means that we don't have to sell poinsettias or gift cards or coupon books all year long like so many other schools do, and it would be useful to make all school parents aware of that.

9. Other Business

- Jackie V. brought in some very nice thank-you cards received from the families we helped out with our Christmas hampers, and passed them around for everyone to read.
- Laura J. attended the community forum on the District's choice programs with Mr. A'Bear and Jackie V., and was left with the impression that parents feel there is not enough room in these programs, and that not enough parents are aware of them so communication should be improved. Dione C. mentioned that parents can also go to www.placespeak.com and register to voice their opinions on various school topics like choice programs. Dione C. also noted that the Surrey Schools website – www.surreyschools.ca – parents can look under "Spotlight" to see how they can provide input on how the District allocates funds in its 2015-16 budget (deadline for submitting ideas is Feb. 27).
- Dione C. reported that the next meeting of the District PAC is Feb. 25 and reminded everyone that the DPAC meetings are open to all parents, not just PAC representatives. The topic will be "Reporting Student Learning" and also the BCCPAC. A notice will be put on the PAC bulletin board.
- Laura J. noted that Surrey parent Niovi Patsicakis is holding a meeting for local parents about Gifted/LD students on Feb. 10 – parents can contact Laura if they want more information.
- Erin M. reminded everyone that the Fun Fair is happening June 6, and planning is underway. More details will follow closer to the date.
- Laura J. reported that the updating of our PAC constitution and bylaws is underway and the group plans to have a draft available by our March meeting.
- Pam R. provide more information on the Saleema Noon afterschool workshops happening April 21 (iGirl) and April 30 (iGuy) that will be open to students in grades 4-7. Details about the workshops and what they are about will be sent out to parents closer to the date, but interested parents can also go to www.saleemanoon.com to read all about the school workshops and to see what other workshops they run that are open to public booking.
- Hilary G. noted that other school PACs have Facebook pages, and when it comes to parent communication, such as about fundraising goals and plans, maybe we should consider having one too. Discussion continued about the need to have a page administrator, addressing privacy concerns and what limits would be placed on the content, but parents seemed to agree that running a Facebook page as a private group could work well for communication. The PAC will discuss the idea further.

Motion to adjourn made at 8:34 by Jackie V. and seconded by Laura J. 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, March 2, 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 (Jan 30)	Difference
INCOME			
Fundraising Income			
EBQ's (Meet the Teacher Night)	500.00	203.37	299.63
Family Portraits	400.00	280.00	120.00
Fun Fair	1,000.00	0.00	1,000.00
Spring Carce	9,000.00	0.00	9,000.00
TOTAL Fundraising Income	10,900.00	483.37	10,419.63
Hot Lunch			
Hot Lunch Income	60,000.00	56,407.07	-3,407.07
Hot Lunch Expenses	40,000.00	19,563.50	20,436.50
TOTAL Hot Lunch	10,000.00	36,843.57	-23,843.57
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	1,238.85	-1,238.85
TOTAL Grants & Misc	6,180.00	7,758.85	-1,578.85
TOTAL INCOME	\$ 27,080.00	\$ 45,082.79	-\$ 18,002.79
	2014-2015 Budget (CURRENT)	Actual Expenses (Jan 30)	Difference
EXPENSES			
Administration			
Administration exp. including bank fees	400.00	90.41	309.59
Hospitality	400.00	347.95	-447.95
TOTAL Administration	800.00	938.36	-138.36
PAC Programs			
Emergency Preparedness	900.00	783.32	116.68
Gift Account - Leaving Teachers	800.00	53.71	746.89
Scholarship Elgin & EMS	900.00	0.00	900.00
Integration Room Supplies/Special needs	750.00	472.72	277.88
Sports Day Snack	200.00	0.00	200.00
Student Education Programs	2,000.00	0.00	2,000.00
TOTAL PAC Programs	5,550.00	1,309.55	4,241.45
School Programs			
Computers & Technology	6,000.00	4,565.78	1,334.82
Field Trip Expense 356kids'S'6	5,340.00	5,340.00	0.00
Fine Arts Performances	3,000.00	3,300.00	0.00
Library Fund	1,800.00	1,300.00	0.00
Fine Arts Supplies	600.00	283.86	311.14
PE Equipment	500.00	475.70	23.30
Classroom Improvement Fund	1,435.00	585.43	849.57
Library Commons	10,000.00	0.00	10,000.00
Student Leadership	500.00	0.00	500.00
Sports (Tennis, gymnastics, inline skating)	3,600.00	0.00	3,600.00
Teachers Fund \$200/13 divs+Music+FSL-LST+M	4,000.00	4,300.00	0.00
TOTAL School Programs	36,775.00	20,153.17	16,618.83
TOTAL EXPENSES	\$ 43,125.00	\$ 22,403.08	\$ 20,721.92
NET (Income - Expenses)	-16,045.00		