

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

**Minutes of the meeting on Monday, June 1st, 2015**

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**In attendance:**

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

Nichole Gerllays	Laura Langton	Louise Witt
Hilary Gottschalk	Melany Barnsley	Katherine Botelho
Tannis Pratt		

**1. Welcome and Introductions:**

Meeting commenced at 7:05 p.m. and introductions were made around the table.

**2. Minutes from the May 2015 meeting**

Motion was made by Laura L. to approve the minutes from the May 2015 meeting, seconded by Katherine B., motion passed.

**3. Principal’s Report**

**Planters:** Thank you once again to the PAC for our new garden planters. Thank you to Pam Robertson and Jackie Vuilleumier for preparing the planters and filling them with soil. The primary students had fun doing the planting with our staff member Lyle Dellingham.

**Talent Show:** Tomorrow we have another exciting Talent Show planned. Special thank you to Ms. Burrige and Ms. Hildebrand for all of their hard work with auditioning and preparing for the big show.

- In conversation, Mr. A’Bear noted that this was one of our biggest events of the year in terms of participation, with a huge number of students involved.

**Planning Day**

Our Planning Day was on May 25th and was an opportunity for staff to reflect on the year and make some changes for next year. It was also a time to meet some new staff who will be joining us next year. Part of the day was spent planning some community-building field trips at the start of the next school year and the other

part was looking at creativity in schools and how we foster children's creativity. The MACC students facilitated Makerspace stations and then staff debriefed on the stations.

- In discussion, Mr. A'Bear explained that one part of that is focusing on integrated learning, and more community-building activities that can happen cross-grade, especially in the intermediate grades. We are also looking at ways of turning Crescent Park into more of a "creative school" and looking for ways to enable that in our classes, etc. To follow some of what is being discussed, see the Ted Talk online by Sir Ken Robinson called "How Schools Kill Creativity."

### **Walk/Bike to School**

Thank you to all of the families who participated in the Walk/Bike to School event. While we didn't reach our target, Mr. Henderson and I were very happy to see that bike rack overflowing by the end of the week. An alternate prize of an extended recess will be given later this week.

### **Track Meet**

Congratulations to all of our track athletes for a job well done at three mini meets and our District track meet. You all demonstrated incredible determination and, most importantly, sportsmanship. A special thank-you to all of the teachers and support staff who assisted with Track and a big thank you to Ms. Bonn, Ms. Spoor and Mr. Davidson.

### **Sports Day**

Sports Day is on Friday, June 12th. We are in need of parent volunteers for this event so please watch for an email from me shortly.

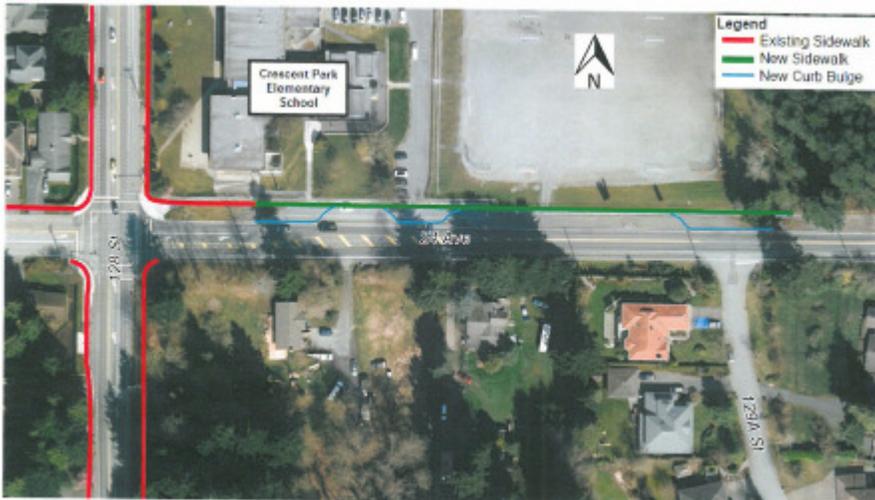
### **Grade 7 Camp Volunteers**

Thank you to the parents who have volunteered to attend the Grade 7 camp at Camp Potlatch. I would like to request funds from PAC to cover the cost of parents attending camp.

### **PUDO**

The City of Surrey has informed me that our new Pick up/Drop off area has been approved and construction will begin sometime this summer. A new sidewalk and curb will be constructed on the north side of 24th Avenue from 128th Street to 129A Street, with parallel parking permitted east of the left-turn bay at the traffic signal. A curb bulge will be constructed at the school driveway to ensure driver and pedestrian sightlines are maintained. The existing curb that separates the parking area from the roadway will be removed. (See image below.)

- In discussion, Mr. A'Bear confirmed that we are on a waiting list to get the speed watch flashing signs, which move on a rotation that is unfortunately not very predictable in terms of timing. The City of Surrey and the District are also looking into various safety programs, and issues such as whether we should have another crossing guard at our crosswalk by 25th, based on the high use.
- Erin M. reported that WorkSafe doesn't have any school-specific programs but was told that ICBC and other government organizations might.



**Dates to remember:**

**June 2nd – Talent Show**

**June 3rd – Art Starts Performance – Ann Glover**

**June 8th–19th – Tennis**

**June 22nd – Kindergarten graduation**

**June 23rd – Staff Appreciation Luncheon**

**June 24th – Grade 7 Leaving Ceremony**

**June 24th – Report Cards Home**

**June 25th – Last Day of School**

**Year-end Assembly at 9:00 am**

**Early Dismissal at 1:30 pm**

**June 26th – Administration Day**

**Continued Discussion:**

- Mr. A’Bear passed along information from Dione C. regarding the staff appreciation lunch. It will be happening June 23rd and she will send out a note to parents informing them about the event and a link to use to sign up to bring food. The parents on hand decided that we will also continue to buy decorations like take-home plant gifts for the staff, which also make the tables look really nice. Pam R. will coordinate that with Dione.
- Sports Day: There was a bunch of discussion about how as a PAC we can best make sure we serve water and a snack at sports day. In the end it was decided that to avoid wasted bottles of water or kids losing their bottles we would set up a snack and water station where water would be provided in recyclable Dixie cups. We will also provide a snack, such as the apple slices we have brought in the past few years. Pam R. and Hilary G. will make it so.
- Nichole G. asked about the grad classes missing hot lunch due to the Grade 7 camping trip. Mr. A’Bear said he would talk with Jane G. about rescheduling options.
- The Grade 7 celebration and ceremony are in planning, but looking good. Mr. A’Bear is continuing meeting with parents.
- Further discussion regarding the Grade 7 camp volunteer parents: Mr. A’Bear had asked if the PAC would consider covering the cost of parent volunteers this year, noting that these parents usually in the past have covered their own costs, but they work very hard and provide important supervision. The

parents also sometimes have to take time off work to attend. The general consensus of the PAC was that the Grade 7 fundraising should be put towards this cost from the start of the year, but because that fund allocation wasn't established ahead of time we recognize that those fundraising monies aren't available this year. After some discussion, the PAC agreed to cover the cost of parent camp volunteers this year, but not on an ongoing basis. Next year we will make sure that the fundraising portion is clear from the start for Grade 7 families. Motion to do a one-time payment to cover parent fees at Grade 7 camp this year was made by Hilary G., seconded by Jackie V., motion passed.

#### 4. Treasurer's Report

Crescent Park Elementary PAC		
2014-2015		
<b>May 2015 Treasurer Report:</b>		
Prepared by: Erin Mazza & Laura Jones		
<b>Balances: Bank Balances</b>		
Gaming Casino Fund School Grant	31-May-15	\$ 550.35
Crescent Park PAC	31-May-15	\$ 34,467.73
GIC Invested in 1 year term at 1.0% (April 1, 2016)	31-May-15	\$ 15,543.38
School Account (Left over from last year - Fieldtrips)*	31-May-15	\$ 15.60
District Held PAC*	31-May-15	\$ 358.80
		<b>\$ 50,935.86</b>
<b>Activity: to May 31, 2015</b>		
<b>PAC General Account: May 31, 2015</b>		
	<b>Income:</b>	<b>Expenses:</b>
Hot Lunch Program		\$ 4,439.54
Admin (Food Safe X2, Cash Box, Bankers box)		\$ 288.98
Fun Fair (Prizes, Food, Deposits)		\$ 2,007.15
Library Commons - Stools		\$ 542.55
Other Income - Spirit Wear	\$ 965.00	
Spring Fling Exp (Great Wolf Lodge, ipod, longboard)		\$ 803.30
	<b>\$ 965.00</b>	<b>\$ 8,081.52</b>
<b>Gaming Account: May 31, 2015</b>		
	<b>Income:</b>	<b>Expenses:</b>
PE Equipment - Floorball hockey equipment		\$ 859.95
Library Commons - Keyboards		\$ 255.03
Bank Fees		\$ 2.50
	<b>\$ -</b>	<b>\$ 1,117.48</b>

- Co-treasurer Erin M. went through this month's report, reviewing recent expenses – including those starting to come in for the Fun Fair, continuing purchases for the revamped library, FoodSafe training, plants and dirt for the new planters, etc. Erin also noted that the Spring Fling expenses are almost all accounted for, and the event raised roughly \$15K for the school.
- Regarding the budget to actuals sheet [which follows at the end of these minutes], Erin mentioned that some of the line items are off from expectations due to extenuating circumstances (e.g. the teacher's appreciation lunch from spring 2014 was moved to the fall due to job action, so it has fallen into this

year's budget instead), and we will have to keep such re-jigs in mind when doing next year's budget in October 2015.

## **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. Plans are coming together well and it looks like it will be a great day. A new bouncy castle, an extra pony for rides, the Cotton Candy Kids selling treats – lots of fun activities. A few more parent volunteers are needed, but we also have a number of student volunteers coming down from Elgin to help out. Ticket presales are happening at the school all this week. Erin and Jackie V. have also come up with a golden ticket program for those students who need extra help when going to the various stations, and will make sure the parent and student volunteers are notified about it.

- Erin also noted that communication and getting volunteers has been a bit problematic this year, with emails from the school and the PAC only going out as weekly updates – some information might not reach parents as well this way, e.g. if it appears at the end of a more general summary of events. A few parents commented that it might be worth the PAC and the school going back to sending out more event-specific emails for select activities next year.
- Mr. A'Bear mentioned that communication strategies are something we will be looking at as we head into next year. For instance the District's recent school website redesign hasn't been as successful as hoped, and the school's website is difficult to use and navigate. Potential solutions are currently being discussed.

## **6. Constitution and Bylaws**

- Motion was made by Laura L. to accept and adopt the revised CPPAC bylaws and constitution that were circulated to all school parents and posted at the school recently, seconded by Jackie V. Motion passed. Once again, a big thank you to Laura Jones, Dao Luu and Pam Robertson for working on the updated C+B, and also to the various parents who took the time to read them and provide feedback. A signed copy will be provided to the District.

## **7. Elections for the 2015–16 PAC Executive**

Tannis P. ran the elections based on the nominations made at our May meeting. No new nominations came forth after that. Regretfully, Kathy M. had to withdraw her name from consideration as co-secretary due to an unexpected change in her availability.

- Erin Mazza was elected to serve as co-treasurer again next year.
- Laura Langton was elected to serve as the new co-treasurer.
- Jackie Vuilleumier was elected to continue on as president for a second year.
- Katherine Botelho was elected to take on the position of vice-president.
- Pam Robertson was elected to continue as secretary for another year.

The position of DPAC representative will be discussed in the fall. And there will be no position of past president this year, with Jackie continuing on.

All parents should know that we always have room on the PAC executive to take on more volunteers, whether in an executive or shared role or helping with one of our committees. If you ever want to learn more about getting involved or volunteering in any capacity, just contact one of the exec members or come to a monthly meeting.

## 8. Other Business

- **Planters:** Jackie V. noted that the new garden planters look great, and summer watering/water-canister filling will be shared by Jackie and Pam. Our primary focus was on hardy plants but until they get established they will need some extra attention.
- **Grade 7 Grad:** Nichole G. and Melany B. reported that all of the planning seems to be going well among the parents who have taken it on. Mr. A’Bear said some of the celebration and ceremony details are still being confirmed but he is working with the parents on that.
- **Staff Appreciation Lunch:** Pam R. mentioned that it would be great if the call for parent dishes for the June 23 potluck-style luncheon included a good description of the annual tradition and how important it is to all of us, parents and teachers alike, to ensure lots of parent support – particularly because we have so many new families at the school this year, across all grades. With so much going on at the school this time of year, in terms of parent volunteering, we will need to make an extra effort on the communication front. Tannis P. mentioned that at another school she was at they would pick a theme for the luncheon each year, which might be worth considering for ours.
- **PAC Activities List:** Nichole G. mentioned again that it would be useful to have a list of PAC activities and events for the whole year to refer to, so that we have something to go by from the start of the year instead of relying on people’s memory or looking back to old minutes. Ideally we will find time to create one. Erin M. noted that this year she has kept a running transactions list that includes details about everything we have spent money on, and this could be used as a reference in coming up with such a list. Or as a basis for the year-end report the secretary will be making annually according to the newly adopted C+B, which for this year will be written shortly but will have to be presented to parents in September.
- **Volunteers:** Katherine B. asked about the list of volunteer opportunities we had a few years ago, and suggested we come up with something like that for parents in September. The parent who created that volunteer form and took on organizing our volunteer needs moved away, unfortunately. If anyone on the PAC for the past few years has a copy, please contact the current exec – thanks in advance. Katherine suggested we also look into having a volunteer committee or coordinator next year.
- **Meet the Teachers/Back to School BBQ:** While we were unable to hold our usual barbecue this year due to the late school start (we had the pizza night in the gym instead), we would like to have a welcome back PAC barbecue next fall. Pam, Jackie, Hilary and Katherine have committed to running it and coordinating the food prep volunteers, etc. The tentative date chosen is Wednesday, September 23.
- **September:** We will also hold our new parents welcome in the fall, which Mr. A’Bear noted was a big success this year, and the welcome back coffee and tea in the gym on the first day. Mr. A’Bear would like to speak to parents for a few minutes at that morning gathering, and the PAC will coordinate the coffee, etc. One parent suggested the PAC exec say a few words there too.

- **Spring Fling 2016:** Nichole G. confirmed that she is willing to coordinate the Spring Fling again next year. ( Yay Nichole!)
- **Spirit Wear:** Jackie V. thanked Hilary G. on behalf of all parents for her excellent work coordinating the Sprit Wear orders this year. On a related note, Hilary proposed that the PAC consider purchasing cinch bags with the CP logo on them for all the kids to receive upon return in the fall. They are inexpensive and would be a good sign of school spirit at events like sports day or other inter-school events, and even just around the school. After some discussion, a motion was made by Melany B., seconded by Laura L., to approve up to \$2,000 plus taxes to be put towards the purchase, with the exact numbers and costs to be confirmed in further discussion between Hilary, the supplier, Mr. A'Bear and the PAC executive. Discussion continued regarding optimal quantities and unit costs, and the importance of finding a way to make sure every student gets their name written on their bag in some way.
- **Gifts:** Hilary G. asked about getting Mr. D. a gift on behalf of all the school's parents to thank him for his dedication and all of the extra things he does for Crescent Park. Discussion ensued about the PAC's gift-giving in general, and it was determined that we need to come up with new guidelines for who we give gifts to and how much we spend on them. There wasn't time to do so at this meeting, so the PAC exec will come up with a list and amounts for this year, based on our current funds and plans, and we will come up with guidelines to suggest to parents at a meeting early next year.
- **Injuries:** Melany B. asked what the policy is for the school calling home when kids are injured. Mr. A'Bear confirmed that parents are always called when there is any sort of head injury, and are called for any injuries determined to be serious.

Motion to adjourn made at 9:00 p.m. by Hilary G. and seconded by Laura L. 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, September 14, 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 (May 31)	Difference
<b>INCOME</b>			
<b>Fundraising Income</b>			
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	15,194.35	-6,194.35
<b>TOTAL Fundraising Income</b>	<b>10,900.00</b>	<b>15,674.72</b>	<b>-4,774.72</b>
<b>Hot Lunch</b>			
Hot Lunch Income	50,000.00	60,413.67	-10,413.67
Hot Lunch Expenses	40,000.00	42,766.07	-2,766.07
<b>TOTAL Hot Lunch</b>	<b>10,000.00</b>	<b>17,647.60</b>	<b>-7,647.60</b>
<b>Grants &amp; Misc.</b>			
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	2,381.85	-2,381.85
<b>TOTAL Grants &amp; Misc</b>	<b>6,180.00</b>	<b>8,901.85</b>	<b>-2,721.85</b>
<b>TOTAL INCOME</b>	<b>\$27,080.00</b>	<b>\$42,224.17</b>	<b>-\$15,144.17</b>

Category Description	2014-2015 Budget (CURRENT)	Actual Expenses (May 31)	Difference
<b>EXPENSES</b>			
<b>Administration</b>			
Administration exp. including bank fees	400.00	406.33	-6.33
Dishes for school events	500.00	0.00	500.00
Hospitality	400.00	883.95	-483.95
<b>TOTAL Administration</b>	<b>1,300.00</b>	<b>1,290.28</b>	<b>9.72</b>
<b>PAC Programs</b>			
Emergency Preparedness	900.00	783.32	116.68
Gift Account - Leaving Teachers	800.00	53.11	746.89
Scholarship Elgin & EMS	900.00	900.00	0.00
Integration Room Supplies/Special needs	750.00	472.12	277.88
Sports Day Snack	200.00	0.00	200.00
Grade 7 Graduation Donation	250.00	0.00	250.00
Student Education Programs	2,000.00	1,391.88	608.12
<b>TOTAL PAC Programs</b>	<b>5,800.00</b>	<b>3,600.43</b>	<b>2,199.57</b>
<b>School Programs</b>			
Computers & Technology	9,777.00	9,015.96	761.04
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	330.87	269.13
PE Equipment	2,000.00	1,336.65	663.35
Classroom Improvement Fund	1,435.00	585.43	849.57
Library Commons	10,000.00	6,951.70	3,048.30
Student Leadership	500.00	605.06	-105.06
Sports (tennis, gymnastics, inline skating)	3,600.00	827.50	2,772.50
School Mural (Including Annex painting)	4,350.00	630.00	3,720.00
Garden Beds	4,312.23	3,812.23	500.00
Teachers Fund \$200/13 divs+Music+FSL+LST+INT	4,000.00	4,000.00	0.00
<b>TOTAL School Programs</b>	<b>50,714.23</b>	<b>38,235.40</b>	<b>12,478.83</b>
<b>TOTAL EXPENSES</b>	<b>\$57,814.23</b>	<b>\$43,126.11</b>	<b>\$14,688.12</b>
<b>NET (Income - Expenses)</b>	<b>-30,734.23</b>		