

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

**Minutes of the meeting on Monday, May 4, 2015**

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**In attendance:**

Jackie Vuilleumier	President
Laura Jones	Co-Treasurer
Erin Mazza	Co-Treasurer
Pam Robertson	Secretary
Katy Messcu	Past President
David A'Bear	Principal

Lucila Saito  
Clint Baker  
Shannon Stewart  
Lisa Shao  
Hilary Gottschalk

Tan Pham  
Laura Langton  
Suzanne Webb  
Kathy Matty  
Jane Gibson

Nichole Gerllays  
Katherine Botelho  
Jenny Kepfer

**1. Welcome and introductions:**

Meeting commenced at 9:00 a.m. and introductions were made around the table.

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

Motion was made by Laura J. to approve the minutes from the April 2015 meeting, seconded by Katy M., motion passed.

**3. Principal's Report**

**Makerspace (Part 1 – class presentation)**

Presentation by the MACC class (Division 5) and Ms. Sipocz about how they have been exploring Makerspace ideas and approaches since the start of the year, and especially since the arrival of their Makerspace kit in December. After a short film that showed how the students have been working in the classroom, the members of the class set themselves up around the library with their projects, and parents were encouraged to go around and see what the students have been working on both individually and collaboratively.

## **The Annex**

We will be having a parent information session this month to provide more information about the Annex multi-age program. We will be extending the opportunity for K students to join the Annex for next year.

## **Parent Tea**

We had close to 80 parents for the Parent Tea and feedback from parents has been very positive. A special thank you to the teachers for their assistance and planning of the Parent Tea. Thank you to all of the parents for all of their fundraising efforts and the various support they provide in the school. It is greatly appreciated.

## **Spring Fling**

A special thank-you to the Spring Fling committee for all of your hard work with planning such a big event. I understand that it was a huge success.

## **Welcome to Kindergarten and Ready, Set, Learn**

A reminder to parents that our Welcome to K event is this Thursday, May 7th, at 1:00 p.m. in the library. The Ready, Set, Learn event will be next Wednesday, May 13th.

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

The Eco Patrol Leadership team is planning a Walk/Bike to School campaign the week of May 26th to 29th. More details to come.

## **Makerspace (Part 2 – information from Mr. A’Bear)**

A Makerspace presentation was provided by our MACC class, which included a video that documented learning up to this point and time for parents to experience what a Makerspace station is like. A school Makerspace is a space where students can come together to create, collaborate, problem solve, design and learn. Students share materials, tools, resources and knowledge. Through “making,” our learning experiences involve experimenting, inventing and fun.

The MACC class has been exploring “making” since the beginning of the school year. In the beginning, students used simple materials like playing cards, old toys, junk and masking tape. Students focused on creativity and stretching their thinking skills with various low-tech materials. Technology was then added to “making.” The class got involved with integrating iPads and Macbooks, and digital activities like computer coding and movie making.

In the middle of December, the school received the Makerspace kit and exploration of the items began. While it may look like students are just playing with toys, MACC students feel they are learning valuable skills that are applicable to the “real world.” With these kinesthetic materials and digital tools, students have been creating and exploring. At the same time, the academic and hands-on learning skills have been integrated into math, science, fine arts, digital studies and more.

For next year, the MACC students will be supporting a Makerspace club as their year-long leadership project. The MACC students look forward to sharing their knowledge and Makerspace kit with the whole school community.

- Mr. A’Bear also confirmed that the school now has two kits, and that as discussed at previous PAC meetings the plan is to transform the computer lab into the school’s Makerspace.

**Dates to remember:**

**May 5th – Mini Meet at South Surrey Track (2:00 p.m. to 5:30 p.m.)**

**May 6th – Ache Brasil performance at 1:30 p.m.**

**May 7th – Welcome to K at 1:00 p.m. in library**

**May 12th – Grade 7 camp info night at 6:30 p.m. in the library**

**May 13th – Ready, Set, Learn**

**May 22nd – Make-up Hot Lunch**

**May 25th – School closed (Pro-D)**

**May 26th to 29th – Walk/Bike to School week**

**May 28th – District Track Meet**

**4. Treasurer’s Report**

<b>Crescent Park Elementary PAC</b>		
<b>2014-2015</b>		
<b>April 2015 Treasurer Report:</b>		
Prepared by: Erin Mazza & Laura Jones		
<b>Balances: Bank Balances</b>		
Gaming Casino Fund School Grant	30-Apr-15	\$ 1,667.83
Crescent Park PAC	30-Apr-15	\$ 42,785.91
GIC Invested in 1 year term at 1.0% (April 1, 2016)	30-Apr-15	\$ 15,529.78
School Account (Left over from last year - Fieldtrips)**	30-Apr-15	\$ 15.60
District Held PAC*	30-Apr-15	\$ 358.80
		<b>\$ 60,357.92</b>
<b>Activity: to April 30, 2015</b>		
<b>PAC General Account: April 30, 2015</b>	<b>Income:</b>	<b>Expenses:</b>
Hot Lunch Program	\$ 1,881.10	\$ 6,320.48
Garden Planters		\$ 3,812.23
Education Programs (iGuy & iGirl		\$ 1,072.50
Spring Fling: Proceeds - Tickets/Auction etc	\$ 18,114.90	\$ 2,868.66
	<b>\$ 19,996.00</b>	<b>\$ 14,073.87</b>
<b>Gaming Account: April 30, 2015</b>	<b>Income:</b>	<b>Expenses:</b>
Earl Marriott Scholarship		\$ 300.00
Bank Fees		\$ 2.50
	<b>\$ -</b>	<b>\$ 302.60</b>

- Co-treasurer Erin M. noted that we took in a lot of income this past month due to the Spring Fling fundraiser being such a success. The numbers aren't final though, with some expenses still coming in, but we hope to have firmer numbers by the end of the week.
- We have about \$1,600 left in the gaming account, which has to be emptied by the end of the year, so Erin and Laura will be looking for suitable expenses to use that money for.
- As previously discussed and approved, we will be adding a line to the annual budget sheet for grade 7 grad expenses (for things like decorations, site-related costs, etc.), in the amount of \$250.
- The treasurers will meet with Mr. A'Bear to go over the various purchases made to date related to the "principal's wish list" provided in the fall.
- Jane G. mentioned that the make-up hot lunch day for the whole school, because of what was paid for but missed last June, is coming up May 22nd. The cost will be about \$1,300. Motion made to approve that expenditure by Erin M., seconded by Laura J., motion passed.
- The budget to actuals sheet for 2014–15 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. Plans are going well, the food licence has been applied for, and the volunteer push will start next week – we will need lots of people to help out. Posters and handouts will help spread the word. There's a new vendor for the bouncy castle, plus there will be an extra horse, and we've hired kids with a local business – the Cotton Candy Kids – to sell treats and popcorn. We will also be doing the toonie bins again.

- One parent noted that more guidance could be provided about the toonie bins as a few last year had broken toys and old used items and the kids were very disappointed. The Fun Fair crew will do so.
- Erin said they are also looking at creating some sort of front of the line pass for kids who are unable to wait in lineups, like they have available at various amusement parks. Jackie V. offered to help come up with a plan.
- Another parent wondered about providing more seating/tables, especially under the covered area if it is a hot day. General agreement that this is a good idea, and the organizers will plan for that.

## 6. Spring Fling

Nichole G. reported that the event went very well, and we made in the neighbourhood of \$15,000 although the final tally has yet to be confirmed. Wondered about feedback from parents – everyone had a great time, and really loved the band. One idea would be to start the band a bit earlier, and maybe have their set break at the time of the live auction. Discussion followed about how we might be able to promote the art auction side of the fundraiser more in the future. Jane G. noted that when the school used to do the class art they'd do lots of advance promo and display, create a real buzz, and would auction off the art a couple of days before the Fling. Mr. A'Bear noted that the teachers were very happy with how smoothly the classroom art process worked this year with more advance planning. Parents also mentioned the idea of creating calendars or art

cards based on the art and selling them – Nichole confirmed that the SF crew are already looking at doing something along these lines.

- The whole PAC extended a major thank-you to Nichole and the entire Spring Fling team for all of their hard work and congratulations on doing such a great job.

## **7. Nominations for the PAC Executive**

Jackie V. opened the floor for nominations for the PAC executive for 2015–16. Laura J. confirmed that we will need co-treasurer for sure as she unfortunately won't be able to continue on next year.

- Erin Mazza is nominated to serve as co-treasurer again next year.
- Laura Langton is nominated to serve as the new co-treasurer.
- Jackie Vuilleumier is nominated to continue on as president for a second year.
- Katherine Botelho is nominated to take on the position of vice-president.
- Pam Robertson is nominated to continue as secretary (or co-secretary) for another year.
- Kathy Matty is nominated to serve as co-secretary.

The vote for the PAC executive for next year will be held at our AGM, which is our June PAC meeting.

## **8. Constitution and Bylaws**

The vote to approve the revised C+B was to be held at this meeting but a couple of parents mentioned that they had not been able to review the revised documents in time so it was agreed that the PAC exec would send the draft file out to parents one more time for review, and the vote will be held at the June meeting. Parents are welcome to provide feedback to any of the PAC exec by May 11th, so the final document can be posted and circulated by May 15th, the required two weeks before we vote on it at the next PAC meeting. Note that no revisions will be made to the C+B document at the June 1st meeting. Any proposed changes must be received by the PAC exec by May 11th latest, and will taken under consideration by the C+B committee.

- Pam R. presented new money-handling guidelines that will accompany the C+B and will be reviewed each year by PAC exec members and any parent volunteers helping organize fundraising events throughout the year. They are based on a guidelines document provided by the District, but adapted to better suit Crescent Park's needs and practice. Jane G. suggested that the language about making deposits "as frequently as reasonably practicable" be strengthened to reflect how important it is to make deposits right away when we take in large amounts, such as when hot lunch monies come in. Laura J. asked that we add a line about not accepting foreign (e.g. American) funds. Pam R. will handle those changes.
- Mr. A'Bear will look into whether it is allowable for the PAC to have a safe kept at the school.
- Pam R. will try to have the other proposed appendix, outlining various PAC-related volunteer roles and events, written up for June.
- Erin M. noted that every event or fundraiser should have a balance sheet provided at the end, for PAC records.

## **9. Other Business**

- Parent tea: Jackie V. reported that she has heard from a lot of parents who were very impressed by the parent tea and the performances, and wanted to pass along a major thank-you to the teachers from all of the school's parents.
- Traffic problems: Jackie commented that traffic problems are rife at our school and on the streets around it – at this point it's not a matter of *if* a student is going to get hurt, but *when*. Shannon S. has already been in touch with the City of Surrey about upgrading the crosswalk at 128th & 25th, and she plans to make up a pamphlet about rules and safety to hand out during Bike/Walk to School week. Erin M. will check to see if WorkSafe BC has any materials we could use or if they can provide any other support, and Laura J. wondered whether there is any sort of a program the PAC can bring into the school – it's not only about educating the parents, but the kids too. Shannon S. agreed that it would be a great idea to do something like that every September, if possible, or have a program that could be rolled out over the year.
- Gifts: Jackie V. confirmed that the PAC and the school will be doing something for our crossing guard Rob, who just left after three years, at the year-end assembly. We also have maternity gifts coming up, but Mr. A'Bear says we won't know about any potentially departing teachers to buy gifts for until June.
- Earthquake preparedness: Nichole G. noted that she and Hilary G. have kept the earthquake bin up to date this year but to keep in mind that there will be costs coming in September, and we have quite a few more kids at the school as of this year.
- Class parents: Jenny K. asked that the school consider reinstating class lists and class parents, in order to coordinate volunteering, talent show plans, class trips, etc., and basically just improve communication within the classes, as it has been very difficult this year. Other parents agreed, one mentioning that teacher-parent communication also varies widely among the divisions. Mr. A'Bear made a note to look into the possibility.
- Sports Day: Jane G. mentioned that last time we held our regular sports day the PAC bought a pizza lunch for the students, which was served back at the school. Do we want to do so again? The cost would be about \$800. After some discussion, the motion to provide pizza again was made by Jackie V., seconded by Erin M., motion passed. Erin said that both the make-up hot lunch and the pizza for sports day will be tallied under hot lunch expenses.

Motion to adjourn made at 10:47 a.m. by Laura J. 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, which is our AGM, will be Monday, June 1st, at 7:00 p.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 (April 30)	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	15,000.00	-6,000.00
<b>TOTAL Fundraising Income</b>	<b>10,900.00</b>	<b>15,480.37</b>	<b>-4,580.37</b>
<b>Hot Lunch</b>			
Hot Lunch Income	50,000.00	63,120.72	-13,120.72
Hot Lunch Expenses	40,000.00	38,996.16	1,003.84
<b>TOTAL Hot Lunch</b>	<b>10,000.00</b>	<b>24,124.56</b>	<b>-14,124.56</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	1,416.85	-1,416.85
<b>TOTAL Grants &amp; Misc</b>	<b>6,180.00</b>	<b>7,936.85</b>	<b>-1,756.85</b>
<b>TOTAL INCOME</b>	<b>\$ 27,080.00</b>	<b>\$ 47,541.78</b>	<b>-\$ 20,461.78</b>
	<b>2014-2016 Budget (CURRENT)</b>	<b>Actual Expenses (April 30)</b>	<b>Difference</b>
<b>EXPENSES</b>			
<b>Administration</b>			
Administration exp. including bank fees	400.00	206.75	193.25
Dishes for school events	500.00	0.00	500.00
Hospitality	400.00	847.95	-447.95
<b>TOTAL Administration</b>	<b>1,300.00</b>	<b>1,054.70</b>	<b>245.30</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
Student Education Programs	2,000.00	1,391.88	608.12
<b>TOTAL PAC Programs</b>	<b>6,660.00</b>	<b>3,600.43</b>	<b>1,949.67</b>
<b>School Programs</b>			
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	6,409.15	3,590.85
Student Leadership	500.00	605.08	-105.08
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+IN	4,000.00	4,000.00	0.00
<b>TOTAL School Programs</b>	<b>49,214.23</b>	<b>37,079.15</b>	<b>12,136.08</b>
<b>TOTAL EXPENSES</b>	<b>\$ 66,064.23</b>	<b>\$ 41,734.28</b>	<b>\$ 14,329.95</b>
<b>NET (Income - Expenses)</b>	<b>-28,984.23</b>		