

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

Minutes of the meeting on Monday, September 14, 2015

In attendance:

Jackie Vuilleumier	President
Katherine Botelho	Vice-President
Erin Mazza	Co-Treasurer
Laura Langton	Co-Treasurer
Pam Robertson	Secretary
David A’Bear	Principal

Hilary Gottschalk	Katy Messcu	Christina Linklater
Erin Schmidt	Jane Gibson	Suzanne Webb
Jennifer Howell	Kathy Matty	Tanya Denman
Lindsay Harmer	Jenny Kepter	Melany Barnsley
Adam Harmer	Lisa Shao	Erica Ansah

1. Welcome and Introductions:

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

2. Minutes from the June 2015 meeting

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

3. Parent Presentation: Lindsay and Adam Harmer

Lindsay H. presented information on the Great Pumpkin Run and Walk, a major fundraiser being held for the Peace Arch Hospital ER, happening Sunday, October 18, 2015 – registration is at 8:00 a.m. and the run-walk starts at 9:00 a.m. at Bayview Park, Marine Drive, White Rock (note new location this year). She is pulling together a team from Crescent Park and would like to encourage school families to join in. Strollers and wheelchairs are welcome. Jackie V. will make sure we post the information, including Lindsay’s contact info, and we will mention it in the weekly PAC update as well. See the website pahfoundation.ca/runwalk for more information.

4. Principal’s Report

Class Organization: Currently, we are at 368 students for this school year. This is putting stress on our building space and the process of class organization has also slowed as a result. There are a number of factors at play at the moment and a notice was sent out last Friday providing an update. As mentioned in that notice, I am hopeful that class organization will be complete early this week. In the meantime, grade grouping rotations are a meaningful time for the students as they participate in community building activities and get to know all of the teachers at their grade level.

Meet the Teacher: Our Meet the Teacher night will be on September 24th. Teachers will be available from 4:30 to 5:30 in their classrooms to meet with families and PAC will be hosting a BBQ for all families from 5:00 to 6:30. More information will be distributed shortly.

Mural Project: Jason will be starting the mural on Tuesday September 15th. As discussed at previous PAC meetings, Jason will also be providing workshops for the kids. For the younger students (K-4) he will focus on the colouring page that he will create for them. For the grade 5-7 students, he will provide the class with a choice of a lesson on directed drawing, perspective or still life drawing. Thank you once again to the PAC for providing the funds to complete the mural in the foyer.

Clubs and After-School Programs:

Once classes are settled, we will begin our clubs. So far this year, we have an Art Club and a Drama Club. More information will be provided once we are ready to begin.

Our afterschool programs were very successful last year, and I am pleased to announce that those opportunities will continue this year. So far there will be chess, cooking class, Mad Science and coding offered. The afterschool programs are fee-based and City of Surrey-run. The flyer for the chess and cooking classes is available on our website and was also sent out via the PAC weekly email (to those parents the PAC already has contact information for).

Athletics: Cross Country started this morning for all grade 3-7 students who are interested. Practice runs are Monday, Thursday, Friday @ 7:50 a.m., starting in the gym for warm-up. Meets are Tuesdays from Sept. 22nd to Oct. 20th @ Crescent Park Field (off 132nd), after school. (Students taking part will walk up as a group from the school.) All grade 3-7 students and parents are welcome to come to as many morning runs as they can. Students are reminded to wear appropriate clothing and footwear for running.

New Parent Meeting: Our new families welcome will be held on September 22nd at 9:00 a.m. in the school library. This event was a big success last year and we are looking for parent assistance again this year.

- In discussion, it was clarified that this event is crucial to helping new families to the school – new kindergarten families, new arrivals to the neighbourhood and/or to Canada, new families transferring schools for programs like French Immersion or the MACC class – get settled at Crescent Park and meet other parents who can help them on everything from finding local soccer programs to sorting out what playdates are all about, and connect with some friendly faces to approach in the schoolyard in the future. The PAC will also have sign-up sheets for our new Buddy Families program at the welcome coffee. Parents from all grades who have been at the school a while are encouraged to come and help with the conversations, and Jackie V. said that anyone interested in volunteering should contact her.

Fine Arts Performances: As in the past, four fine arts performances have been booked. The performances that have been booked for this year are:

- Andy the Musical Scientist – October 8th
- Project Soul – date TBD
- Heath Tarlin Entertainment – date TBD
- Dufflebag Theatre – February 29th

PAC has generously provided funds for these performances in the past and I am asking for your support again. The final costs have not been provided as they give a price range, so I am requesting that PAC consider putting \$3,000 aside for the performances.

Community Building: The intermediate teachers have booked an opportunity for all intermediate students to attend a program at the Richmond Oval. The intention is to offer a community-building activity for our intermediate students, who are in different programs within the school and don't necessarily always get a chance to interact. Erik Henderson will be speaking to you later in the meeting about the event to see if PAC can support this initiative.

Terry Fox Run: The run will be held September 30th. More information will be sent home with students.

A Special Thank You: I wish to thank Pam Robertson and Jackie Vuilleumier for watering our new garden/planters at the back of the school. Thank you also to the anonymous "Garden Fairies" who also did a lot of weeding before school returned. Your support is greatly appreciated.

Dates to Remember:

September 22 – New Parent Welcome

September 24 – Meet the Teacher Night / Welcome Back BBQ

September 28 – Pro-D (no school)

September 30 – Terry Fox Run

4. Teacher Presentation: Erik Henderson, on the Richmond Oval Intermediate Grades trip

Mr. Henderson spoke to PAC about the new intermediate-grades outing planned for early October. It will be a day-long field trip to the Richmond Oval, with lots of team building and fun sporty activity happening within the grade groups to allow them to get to know each other and encourage working together. For the past few years there have been concerns at the school that the kids within their grades aren't getting to interact enough, especially since we get a lot of new students entering the main school from the Annex in grade 4, and into the French and MACC programs in grades 5/6. A Pro-D day was recently dedicated to coming up with a plan to encourage integration in the intermediate grades, and this early-in-the-year event is what the teachers would like to do.

Mr. Henderson spoke specifically to the per-student costs of the trip and how PAC could help with the costs, outside of the usual annual field trip funds the PAC supplies. The hope would be that this could become an annual tradition, as well. Mr. Henderson also talked about the facility, which is amazing and would offer group-led activities for team building, futsal, obstacle courses and golf, among other activities.

- There was general group discussion about the planned event, and parents agreed to discuss the proposal within the context of the treasurer’s report, as it would not be able to wait for the budget meeting in October.

5. Treasurers’ Report

Co-treasurer Erin M. started her report with a high-level overview of where the PAC finances sit.

Crescent Park Elementary PAC		
2015-2016		
Sept 2015 Treasurer Report:		
Prepared by: Erin Mazza		
Opening Balances:		
Gaming Casino Fund School Grant*	28-Aug-15	\$ 7,543.00
Crescent Park PAC	7-Aug-15	\$ 20,390.89
GIC Invested in 1 year term at 1.0% (April 1, 2016)	31-May-15	\$ 15,543.38
School Account*	30-Jun-15	\$ 15.60
District Held PAC*	30-Jun-15	\$ 1,358.80
<i>*amounts to be confirmed - Gaming Cheque expected end of Sept</i>		\$ 44,851.67
Expenses approved in 2014-2015 to be spent this year:		
	School Mural	\$ 3,720.00
	Library commons	\$ 3,048.30
		\$ 6,768.30
Estimated Starting Balance for 2015-2016 school year		\$ 38,083.37

- The main bank account holds roughly \$20,000. In gaming funds from the province, which are allocated on a per capita basis, we are expecting to receive about \$7,500. We also have a GIC worth about \$15.5K that we have been renewing in recent years. Miscellaneous smaller amounts of funds may sit in school and district held accounts – e.g. monies we provided last year that weren’t all spent – and Erin will look into those.
- There are two large purchases from last year that carry over into this year – the mural(s) for the school entryway and the funds for the library commons, which we committed to based on a 3-year plan.
- After a break to hear from Mr. Henderson (above), we returned to the treasurer’s report.
- If you have a PAC-related expense to submit, please leave it in the PAC folder marked Treasurer in the photocopy room. Make sure you include your name, your contact information and the details of the expense. Erin and Laura will work to reimburse asap.
- A note to all parents that we will be discussing our 2015–16 budget and our spending plans for the year at our next meeting, October 5 (evening meeting, 7:00 p.m.). The latest budget sheet is attached to the end of these minutes for parent reference.

Erin noted that there are a few items of our budget that we normally discuss and approve at our September meeting, even though our budget meeting isn't until October, to allow teachers and school staff to get going. One of those items is the base classroom funds for teachers to use at their discretion. After discussion, it was determined that we should up the amount from \$200 for each class/program to \$250 for each one, and approve/release the funds. Motion by Hilary G., seconded by Erin M., motion passed.

Another area is emergency preparedness, which involves updating the emergency supplies in the containers in the teachers' parking lot. Hilary G., the coordinator, said that as soon as class lists are supplied by the office work will start on updating the supplies. Our school has grown in population so there will be some costs. Motion by Erin S, seconded by Laura L., to approve up to \$900 for start-up costs, based on Hilary's projections. Hilary also mentioned that she will likely need another volunteer parent to help with emergency prep. And in response to a parent question, it was mentioned that yes, we do work to donate food and water supplies to the food bank before they expire, and Hilary noted that they were well used and appreciated last time.

PAC then discussed Mr. Henderson's presentation about the intermediate-grades day excursion. After general discussion, it was decided that the PAC would support the excursion financially, based on the students' families paying \$12 per student for the trip – we will cover the rest of the cost, which is projected to be roughly \$3,100. Motion made by Jackie V., seconded by Katherine B., motion passed. We also discussed future commitment, based on the hope that this could become an annual event, and about PAC finances generally and making sure we have enough funds and continued fundraising plans for all of our recent and future commitments. Any future support for this intermediate excursion (as with any event or program at the school) would of course have to be decided by future PACs.

Mr. A'Bear noted that this day-long event would allow the school to hit a "saturation level," meaning that it is one of those exceptional types of events that allows every single student in grades 4-7 – as well as their teachers – to be involved.

Mr. A'Bear had to leave the meeting so there was some general discussion at this point about confirming classes and the associated planning challenges due to the large increase in students at the school.

5. PAC Activities Summary for 2014–15

In accordance with the new constitution and bylaws adopted in June 2015, the PAC secretary has produced a summary of PAC activities for last year. The document will be posted on the PAC website – www.crescentparkpac.com – and parents are encouraged to check it out to get an idea of what the PAC contributes to the school and to the wider community each year.

- Pam R. also provided copies of the PAC's recently developed money-handling guidelines, which will also be available on the PAC website.
- One parent suggested that we consider holding new types of fundraising events, like a movie night in the gym. General consensus was that a movie night would be great. We would just need someone to spearhead it.

6. New PAC Website: www.crescentparkpac.com

Katherine B. presented the new PAC website, which she created this summer, and it is an amazing, well-organized, easy-to-navigate resource. All parents should check it out for information on what's happening at the school. A massive thank you to Katherine from all of the parents at the school.

7. Meet the Teacher / Welcome BBQ

The PAC will be holding its welcome back barbecue on Thursday, September 24th, which is the day of the Meet the Teachers open classrooms. Parents can come and meet their kids' teachers 4:30-5:30 and then come to the barbecue 5:00-6:30. There was discussion about the logistics of getting the actual barbecues and the challenges of having to get the food cooked and bbqed by parent volunteers. Ideas included hiring a food truck to provide food at the event (e.g. White Spot), hiring a local business to take on the cooking portion at least (e.g. Beast and Brine), or renting bbqs and still handling the cooking ourselves. Pam R. and Jackie V. will work with the rest of the PAC Exec to sort out the details. The order forms will go home with students and out via PAC email as soon as we can firm up the plan.

- One parent asked about emails out to parents and how the PAC is communicating. Jackie V. clarified that the PAC email list has to be completely separate from the school's email list. Currently our newsletter reaches those parents who are still on the hot lunch list from last year and all parents who sign up on the new PAC website to receive the newsletter and PAC-related emails. We will also be using the new hot lunch list as our starting point when it is ready, and add any parents who don't sign up for hot lunch separately.

8. New Families Welcome

The welcome will be held in the library on September 22nd from 9:00 a.m. to 11:00 a.m. This event is for all parents who are new to the school, whether they just moved into the neighbourhood or they switched over to our school for any reason. We will need a number of volunteer parents who have been at the school a while and can share what they know. Jackie V. will gather materials from the rec centre and other local sources for those who are completely new to the area. Katherine mentioned that we will also be signing people up for the new Buddy Families program.

9. Spirit Wear

School t-shirts and hoodies will be offered for sale again soon – we usually have one set of orders in the fall and one set of orders in the spring. Hilary G. is coordinating again, and she is also looking at unit prices for other types of clothes. In the past "Spirit Day" has been Wednesdays, with students wearing their school t-shirt or hoodie (or something blue) that day. Hilary also has the cinch bags in, which will be distributed once classes are settled.

10. Other Business

- **Hot Lunch:** For those who are new to the school, the PAC offers a weekly hot lunch option for students on Wednesdays, with the lunches ordered and paid for by school parents in advance and delivered to the school. Most students at Crescent Park order hot lunch. Catherine N. has taken over the coordinator position from Jane G. this year – a major thank you from all the parents to Jane for her work on the hot lunch program and for running point for the past few years, and to Catherine for taking it on. Catherine shared a sample menu featuring new and returning vendors, and confirmed that all of the volunteer positions on the hot lunch team have been filled. Order forms will be going home with students soon, and the program will start in early October.
- **Major Volunteer Positions Open:** Katherine B. mentioned that we have a few key organizational positions still open – grade 7 fundraising/grad coordinator, Spring Fling coordinator and Fun Fair

coordinator – and that anyone who is interested in taking those on, or helping with other volunteering, please contact any member of the PAC Exec. Parents can also view and sign up for volunteer opportunities via the new PAC website at www.crescentparkpac.com.

- **Lunar New Year:** Lisa S. is hoping to coordinate a Lunar New Year celebration again in early 2016 and asked if the PAC would once again consider assisting with the costs. It was determined that we would have to wait for our budget meeting next month to discuss it. Lisa also has lots of great new ideas for the event.

Motion to adjourn made at 11:00 a.m. by Jackie V. and seconded by Tanya D. 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, October 5, 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	2014-2015 Estimated Income	Actual Income Aug 31)	Difference
INCOME				
Fundraising Income				
BBQ's (Meet the Teacher Night)	500.00	500.00	200.37	299.63
Family Portraits	400.00	400.00	280.00	120.00
Fun Fair	1,000.00	1,000.00	2,247.20	-1,247.20
Spring Dance	9,000.00	9,000.00	15,062.27	-6,062.27
TOTAL Fundraising Income	10,900.00	10,900.00	17,789.84	-6,889.84
Hot Lunch				
Hot Lunch Income	50,000.00	50,000.00	60,596.52	-10,596.52
Hot Lunch Expenses	40,000.00	40,000.00	49,278.95	-9,278.95
TOTAL Hot Lunch	10,000.00	10,000.00	11,317.57	-1,317.57
Grants & Misc.				
Gaming Grants	5,980.00	5,980.00	6,520.00	-540.00
Income Interest	200.00	200.00	0.00	200.00
Income Other t-shirts and SD36	0.00	0.00	43.15	-43.15
TOTAL Grants & Misc	6,180.00	6,180.00	6,563.15	-383.15
TOTAL INCOME	\$ 27,080.00	\$ 27,080.00	\$ 35,670.56	-\$ 8,590.56
	2014-2015 Budget (ORIGINAL APPROVED)	2014-2015 Budget (CURRENT)	Actual Expenses (Aug 31)	Difference
EXPENSES				
Administration				
Adminstration exp. including bank fees	400.00	400.00	488.05	-88.05
Dishes for school events		500.00	665.52	-165.52
Hospitality	400.00	400.00	1,178.95	-778.95
TOTAL Administration	800.00	1,300.00	2,332.52	-1,032.52
PAC Programs				
Emergency Preparedness	900.00	900.00	783.32	116.68
Gift Account - Leaving Teachers	800.00	800.00	841.10	-41.10
Scholarship Elgin & EMS	900.00	900.00	900.00	0.00
Integration Room Supplies/Special needs	250.00	750.00	520.11	229.89
Sports Day Snack	200.00	200.00	6.87	193.13
Grade 7 Graduation Donation		250.00	805.90	-555.90
Student Education Programs	2,000.00	2,000.00	1,391.88	608.12
TOTAL PAC Programs	5,050.00	5,800.00	5,249.18	550.82
School Programs				
Computers & Technology	6,000.00	9,777.00	9,015.96	761.04
Field Trip Expense 356kids/\$15	5,340.00	5,340.00	5,340.00	0.00
Fine Arts Performances	3,000.00	3,000.00	3,000.00	0.00
Library Fund	1,000.00	1,800.00	1,800.00	0.00
Fine Arts Supplies	500.00	600.00	330.87	269.13
PE Equipment	500.00	2,000.00	1,336.65	663.35
Classroom Improvement Fund	0.00	1,435.00	585.43	849.57
Library Commons		10,000.00	6,951.70	3,048.30
Student Leadership	0.00	500.00	605.06	-105.06
Sports (tennis, gymnastics, inline skating)	3,600.00	3,600.00	3,952.50	-352.50
School Mural (Including Annex painting)		4,350.00	630.00	3,720.00
Garden Beds		4,312.23	4,114.49	197.74
Teachers Fund \$200/13 divs+Music+FSL+LST+IN	4,000.00	4,000.00	4,000.00	0.00
TOTAL School Programs	23,940.00	50,714.23	41,662.66	9,051.57
TOTAL EXPENSES	\$ 29,790.00	\$ 57,814.23	\$ 49,244.36	\$ 8,569.87
NET (Income - Expenses)	-2,710.00	-30,734.23		