

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

Minutes of the meeting on Monday, November 2, 2015

In attendance:

Jackie Vuilleumier	President
Katherine Botelho	Vice-President
Erin Mazza	Co-Treasurer
Laura Langton	Co-Treasurer
Pam Robertson	Secretary

Louise Witt	Laura Langton	Melany Barnsley
Angela Markopoulos	Hilary Gottschalk	Lisa Shao
Erin Mazza	Tanya Denman	
Jenny Kepler	Valerie Wallace-Tarry	

1. Welcome

Meeting commenced at 9:00 a.m. and PAC president Jackie V. welcomed everyone.

2. Spring Fling Update

Erin M. gave a brief Spring Fling update on behalf of organizer Ally U. and her team of volunteers. The proposed date for our major annual fundraiser is April 23rd, 2016, with the location being the Legion on 128th, which has been a successful spot in the past. The group had a great first meeting and planning is ongoing. The next meeting will be November 17 at the Legion at 7:30 p.m. Come to the meeting or contact Ally (or any member of the PAC exec) if you would like to volunteer to help out.

3. Minutes from the October 2015 meeting

Motion was made by Laura L. to approve the minutes from the October 2015 meeting, seconded by Tanya D., motion passed.

4. Principal’s Report

Mr. A’Bear was unable to attend this PAC meeting due to another school commitment but provided the following update for parents, which was presented by Jackie V.:

Mural Project

With the completion of the foyer mural, I have submitted some options for benches with pricing to Erin M. The PAC will need to narrow down to three options (in order of preference) and I will submit to District Purchasing for approval.

Community-Building Field Trip to the Richmond Oval

Last PAC meeting, I reported that intermediate students had an awesome experience at the Richmond Oval as part of a community-building exercise. The feedback from students and teachers was overwhelmingly positive. I have provided a student sample here:

“The Richmond oval was a cool place to go! This was the first time I got to kind of play mini golf and the rock climbing was new too. Though I never got to the top.”

“This trip was very enjoyable. We got to go rock climbing, play golf, do a team builder and obstacle course, and we got to play floor ball.”

“This field trip really got me going. It was fun, energetic and casual too. My favourite part is the Rock Climbing it was so fun, yet tiring. I hope to go back in future years!”

Teacher sample:

Positives

- Great activities
- Great facilities
- Good activity leaders

Negatives

- One of the activities had a less enthusiastic/engaged leader

Suggestions for next time

- Be able to access the simulation activities - they were not available yet
- Have the grade 6/7 and 4/5 do some group activities

Should there be a next time?

- Yes, absolutely!

Student comments

- All positive comments
- When I told them we were doing an intermediate field trip going on buses, they were so excited! When I told them we were going to the oval they were ecstatic!

A big Thank You to the PAC for making this happen!!

The primary teachers have organized a community-building event as well. While the classes were able to group together to go to the Pumpkin Patch, they were hoping to go see a performance of Go Dogs Go by the Carousel Theatre on March 9th. The total cost of the performance is \$2,362.50.

- There was initial parent discussion about whether PAC might help support such a field trip but further discussion was held off for after the treasurer's report.

Halloween

Thank you to Gary Garner, Brendan Home, Gabe Lim, and Kevin Zhang for patrolling the school grounds on Halloween evening.

New Curriculum and Communicating Student Learning

As mentioned in an earlier email, there are upcoming sessions for both Communicating Student Learning and the New Curriculum. Karen Fadum and Lillah Martin, District helping teachers, and I are organizing the date for the November Communicating Student Learning session. A family invitation will be sent home. I am hoping for at least one adult per family to attend this important session. The New Curriculum session will be in February or March.

Movie Night

Grade 7 student leaders have started to plan a movie night. The event will be run in conjunction with the PAC. The rough idea of the movie night is to raise some funds to put toward our Christmas Hamper initiative. The students will decorate and run a concession at the movie night. More information will follow after our next meeting. The tentative date for the movie night is December 3rd. The students have requested that I ask PAC for some money to buy items to sell at the concession.

Christmas Hampers

While I have made contact with school staff re: Christmas Hampers, there is a new admin team at Riverdale Elementary. They are busy familiarizing themselves with the event and will get information to PAC within the next couple of weeks. I will need to know how many families we are looking to support this year prior to creating the wish lists.

Dates to Remember:

November 3rd–5th: Scholastic Book Fair

November 4th: Photo Retakes

November 6th: Cross Country Wrap-up Pancake Breakfast

November 10th: Remembrance Day assembly at 1:00 pm

November 11th: Remembrance Day (school closed)

November 12th: Non-Instructional Day (New Curriculum Focus Day) (no school)

November 13th: ProD Day (no school)

4. Treasurers' Report

Based on our discussion last month about overall spending and fundraising, co-treasurer Erin M. started her report with an overview of the PAC's annual income and expenses, looking at how our funds typically ebb and flow over the year, and projected ahead in regards to how much reserved money we should start the next year off with, based on anticipated costs, etc.

Sample Timeline of PAC Annual Income/Expenses - for demonstration purposes.											
	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	
	BBQ	Gaming	Portraits		Hot Lunch		Spring Fling	Interest		Hot Lunch & Fun Fair	
When money comes in:	\$ 200.00	\$ 7,100.00	\$ 400.00	\$ -	\$ 5,000.00	\$ -	\$ 12,000.00	\$ 100.00	\$ -	\$ 6,000.00	\$ 30,800.00
When money goes out:	\$ 190.00 Hospitality	\$ 22,350.00 Emergency Integration Technology Field trips Fine arts perf. Library FA supplies PE Equip Classroom Imp Teachers Funds	\$ 40.00	\$ 190.00 Hospitality	\$ 1,040.00 Fine Arts	\$ 1,840.00 Sports	\$ 2,940.00 Student ed Scholarships	\$ 1,040.00	\$ 2,040.00 Sports Garden	\$ 1,390.00 Gifts Grade 7 Sports Day	\$ 33,060.00
Considerations/Suggestions:											
As a result of the timing when we make money, money made in current year supports the following year											
Starting goal for each year should be annual budget amount plus an additional fund for emergencies.											
Withstanding fundraising efforts for large projects, money should be spent within 2 calendars years of when it is raised - ensure parents see benefits of their contributions.											
Example: How much money do we need at start of 2016-2017 School Year based on this year's committed funds?											
	2015-2016	2015-2016	2016-2017								
	Budget:	Current:	Estimated:								
Starting Budget	\$ 33,060.00	\$ 33,060.00	\$ 27,000.00								
Emergency Fund (~15%)	\$ 5,000.00	\$ 1,200.00	\$ 4,050.00								
Approved Increases	\$ -	\$ 460.00	\$ -								
Last year carry over & field trip	\$ -	\$ 9,868.00	\$ -								
Total Required for year:	\$ 38,060.00	\$ 44,588.00	\$ 31,050.00								
Subtract Gaming Grant	\$ 7,000.00	\$ 7,100.00	\$ 7,100.00								
Total carryover funds for Sept.	\$ 31,060.00	\$ 37,488.00	\$ 23,950.00								
Actual carry over funds	\$ 37,651.00	\$ 37,651.00	\$ 23,700.00								
			*depends on this year's fundraising								
What if we have a bad fundraising year? Fundraising is the result of time put in by the parents who run events/programs and the money parents contribute through these events/programs. If we have low volunteer turn out or poor parent contributions, it WILL impact the next year's budget as items will need to be reduced or removed.											

Last year, we committed to some major purchases, partly in an effort to reduce our reserved funds in order to reflect the fundraising efforts of current parents, rather than holding on to an undue amount of money from past fundraising.

This year, however, Erin pointed out that we cannot support our current funding objectives based on our current fundraising plans alone. Traditionally we have relied mostly on our Spring Fling as our major fundraiser, but in general discussion it became clear that parents are open to looking for additional ideas, and to finding ways to turn some of our existing events and programs into better money-makers. More diversity could bring more stability.

Melany B. suggested the idea of a cheque-writing campaign, which a number of schools in the area do. This would be geared to parents who may not have time to volunteer and do not take part in events like the Spring Fling, but who want to contribute. Katherine B. noted that we could come up with a list of what the funds are to be earmarked for. One parent asked about the photo night we usually have this time of year, but we have not arranged one this year – we can look at bringing it back next year.

Jackie V. noted that the Fun Fair, which has always been held as a community event, not a fundraiser (but usually makes a bit of money), could be approached as a more active fundraising event. We are still looking for a Fun Fair team, however; Erin will put together something to send out to parents. Erin and Pam R. will also come up with a cheque-writing campaign plan, and also find ways to encourage parents to take advantage of workplace “give where you live” programs that many companies have these days.

Katherine mentioned that the Surrey Eagles have a fundraising program that involves selling tickets to their hockey games. Parents liked the idea, so we will plan on doing that. Pam suggested that we should consider sending the details out separately, not just as part of our weekly update. Katherine said that the click-through numbers on our weekly update show that we have a great readership, but using other means could work too.

It was determined that we should not talk about further purchases—such as the outstanding furniture requests from the wish list, or the proposed primary field trip—at this time until we have a discussion with the school about what is going to be feasible going forward.

Erin then presented the monthly treasurers’ report [see next page]:

Crescent Park Elementary PAC
2015-2016

October 2015 Treasurer Report:

Prepared by: Erin Mazza & Laura Langton

Bank Balances		
Gaming Casino Fund School Grant	30-Sep-15	\$ 238.09
Crescent Park PAC	30-Sep-15	\$ 39,491.07
GIC Invested in 1 year term at 1.5% (Mar 30, 2015)	30-Sep-15	\$ 15,543.00
District Held PAC	30-Sep-15	1,000.00

\$ 56,272.16

Expected Income: Gaming grant \$ 7,200.00

Activity: to Sept 30, 2015

PAC General Account: Sept 30, 2015	Income:	Expenses:
Hot Lunch	\$ 22,846.38	\$ 666.16
Meet the teachers/BBQ	\$ 2,136.00	\$ 1,919.73
Hospitality: Back to school welcome coffee		\$ 110.31
Teachers Fund (\$250 per class)		\$ 4,750.00
New Parent Welcome		\$ 29.64
	\$ 24,982.38	\$ 7,475.84

Gaming Account: Sept 30, 2015	Income:	Expenses:
Bank Fees		\$ 2.50
	\$ -	\$ 2.50

What funds do we have in reserve outside of this year's expected income?

Our GIC	15,543.00
General PAC Funds as of August 31	20,256.99
Remaining Gaming Grant \$ from 2014-2015	238.09
District Held (RBC Volunteer cheque from Fun Fair)	1,000.00
	<u>\$ 37,038.08</u>

Committed funds to subtract from our reserve:

School Mural (approved in 2014-2015)	3,720.00
Library Commons (approved in 2014-2015)	3,048.30
Intermediate Fieldtrip (approved Sept 2015)	3,100.00
	<u>\$ 9,868.30</u>

Reserve funds - October 5, 2015 **\$ 27,169.78**

Erin briefly went over our current spending and the updated budget sheet [which appears at the end of these minutes].

6. Movie Night

As reported by Mr. A’Bear, the grade 7s are helping out with the movie night currently planned for December 3. In parent discussion, there seemed to be some question as to whether this is still planned as a PAC fundraising event, which was the original suggestion, and who would be running it. The PAC executive will follow up with Mr. A’Bear on the organizational and fundraising details. Melany B. said she would be happy to give advice to any parents who are involved in running the concession.

One parent also conveyed the information that Mr. A’Bear said he would be able to update parents on Christmas plans regarding any sort of concert/event soon.

7. Christmas Hampers

We are once again going to support families in need with Christmas hampers. For those who are new to the school, what we usually do is pair up with another school in Surrey and put together hampers of food, gift cards, Christmas items and specific gifts tailored to the recipients, with the families chosen based on need by school officials. In discussion, parents in attendance noted that it seemed like we committed our school to helping too many families last year. General consensus was that this year, it would be more suitable to support a total of five families. The PAC exec will convey that information to Mr. A’Bear.

8. Other Business

- Melany B. noted that the weeds in the new area in front of the school are out of control. Pam R. mentioned that Mr. A’Bear has recently been corresponding with the city about getting the problem solved.
- Melany also mentioned that despite reminders from the school, the congestion in the parking lot seems to be getting worse, and it’s only a matter of time before someone gets hurt. Lots of discussion ensued, with ideas aimed at reducing the risk to kids – asking the city to consider marking specific paths/areas in the parking lot for walking, having a crossing guard or parent volunteer at the crosswalk at 25th Ave, filming the morning crush to show the city how bad it gets, finding some sort of solution to the back-up on 128th due to people waiting to turn left into the lot, etc. One parent mentioned that visibility would be improved if the part of 128th right at the parking lot entrance and exit sites was made into a no-parking zone. [Later, Mr. A’Bear asked the PAC exec to let parents know that he is looking into a BCAA traffic safety program that would support the crosswalk at 25th Ave. and 128th.]
- Pam R. will talk to Mr. A’Bear soon about booking Saleema Noon’s programs at the school for the spring. Last year we did the afterschool iGirl and iGuy workshops for intermediate students, so this year we would normally book the Body Science program for the whole school during school hours. General consensus at the meeting was that we should do that again.

Motion to adjourn made at 10:20 a.m. by Katherine B. and seconded by Pam R. 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, December 7, at 7:00 p.m., in the school library.

[budget sheet follows this page]

CRESCENT PARK ELEMENTARY - PAC				
2015-2016 Budget				
Category Description	2015-2016 Approved	2015-2016 Current	Actuals (Oct 31)	Difference (Current- Actuals)
INCOME				
Fundraising Income				
BBQ's (Meet the Teacher Night)	\$ 200.00	\$ 200.00	\$ 216.32	-\$ 16.32
Family Portraits	\$ 400.00	\$ 400.00		\$ 400.00
Fun Fair	\$ 1,000.00	\$ 1,000.00		\$ 1,000.00
Spring Dance	\$ 12,000.00	\$ 12,000.00		\$ 12,000.00
TOTAL Fundraising Income	\$ 13,600.00	\$ 13,600.00	\$ 216.32	\$ 13,383.68
Hot Lunch				
Hot Lunch Income	\$ 60,000.00	\$ 60,000.00	\$ 25,480.45	\$ 34,519.55
Hot Lunch Expenses	\$ 50,000.00	\$ 50,000.00	\$ 6,968.78	\$ 43,031.22
TOTAL Hot Lunch	\$ 10,000.00	\$ 10,000.00	\$ 18,511.67	-\$ 8,511.67
Grants & Misc.				
Gaming Grants	\$ 7,200.00	\$ 7,100.00	\$ 7,100.00	\$ -
Income Interest	\$ 100.00	\$ 100.00		\$ 100.00
Income Other t-shirts and SD36	\$ -	\$ -	\$ 500.00	-\$ 500.00
TOTAL Grants & Misc	\$ 7,300.00	\$ 7,200.00	\$ 7,600.00	-\$ 400.00
				\$ -
TOTAL INCOME	\$ 30,900.00	\$ 30,800.00	\$ 26,327.99	\$ 4,472.01
	2015-2015 Approved	2015-2016 Current	Actuals (Oct 31)	Difference
EXPENSES				
Administration				
Administration exp. including bank fees	\$ 400.00	\$ 400.00	\$ 60.87	\$ 339.13
Hospitality	\$ 400.00	\$ 400.00	\$ 168.81	\$ 231.19
TOTAL Administration	\$ 800.00	\$ 800.00	\$ 229.68	\$ 570.32
PAC Programs				
Emergency Preparedness	\$ 900.00	\$ 900.00		\$ 900.00
Gift Account - Leaving Teachers	\$ 800.00	\$ 800.00		\$ 800.00
Scholarship Elgin & EMS	\$ 900.00	\$ 900.00		\$ 900.00
Integration Room Supplies/Special needs	\$ 250.00	\$ 250.00		\$ 250.00
Sports Day Snack	\$ 200.00	\$ 200.00		\$ 200.00
Grade 7 Grad Donation	\$ 250.00	\$ 250.00		\$ 250.00
Student Education Programs	\$ 2,000.00	\$ 2,000.00		\$ 2,000.00
TOTAL PAC Programs	\$ 5,300.00	\$ 5,300.00	\$ -	\$ 5,300.00
School Programs				
Computers & Technology	\$ 6,000.00	\$ 6,340.00	\$ 6,207.99	\$ 132.01
Field Trip Expense 374kids/\$15	\$ 5,610.00	\$ 5,610.00	\$ 5,610.00	\$ -
Fine Arts Performances	\$ 3,000.00	\$ 3,000.00	\$ 295.00	\$ 2,705.00
Library Fund	\$ 1,800.00	\$ 1,800.00		\$ 1,800.00
Fine Arts Supplies	\$ 500.00	\$ 500.00		\$ 500.00
PE Equipment	\$ 1,000.00	\$ 1,120.00		\$ 1,120.00
Sports (tennis, gymnastics, inline skating)	\$ 3,600.00	\$ 3,600.00		\$ 3,600.00
Classroom Improvement Fund	\$ 500.00	\$ 500.00	\$ 276.98	\$ 223.02
Garden Maintenance	\$ 200.00	\$ 200.00		\$ 200.00
Teachers Fund \$250/13 divs+Music+FSL+LST+IN	\$ 4,750.00	\$ 4,750.00	\$ 4,750.00	\$ -
School Mural (left over from 2014-2015)	\$ -	\$ 3,720.00	\$ 2,520.00	\$ 1,200.00
Library Commons (left over from 2014-2015)	\$ -	\$ 3,048.30	\$ -	\$ 3,048.30
Intermediate Fieldtrip (2015-2016)	\$ -	\$ 3,100.00	\$ 3,100.00	\$ -
TOTAL School Programs	\$ 26,960.00	\$ 37,288.30	\$ 22,759.97	\$ 14,528.33
				\$ -
TOTAL EXPENSES	\$ 33,060.00	\$ 43,388.30	\$ 22,989.65	\$ 20,398.65
NET (Income - Expenses)	-\$ 2,160.00	-\$ 12,588.30	\$ 3,338.34	-\$ 15,926.64