

Crescent Park Elementary PAC June 2018 Monthly Meeting

Date: Monday, June 11, 2018

Location: Library

Time: 9:00-11:00 am

Attendees:

- | | |
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| <ul style="list-style-type: none"> • Kathy Matty (President) • Heather Seabrook (Vice President) • Erin Mazza (Secretary) • Ms. Colter (Principal) • Lindsey Harmer | <ul style="list-style-type: none"> • Yvette Callewaert • Matt Johnston • Kimberley Severson • Pinder Tatlay |
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Item:	Discussion:	Action/Follow-up:
Call to order	Kathy called meeting to order at 9:02.	
Minutes	Some updates were made to misspelled names. Kathy raised a motion to accept the May minutes with the update and it was seconded by Heather.	Erin to update Minutes and resend to Kathy.
Principal's Report	<p>Hot of the Press! We would like to congratulate Ms. McClure on the arrival of her new baby! Ella Ann arrived June 9th weighing 6lbs 6 oz and 49cm long and is just beautiful ☺ Welcome to our Crescent Park family, Ella!</p> <p>A Thank You to the PAC for...</p> <ul style="list-style-type: none"> • Crescent Park staff would like to extend a huge thank you for the delicious staff appreciation luncheon last Tuesday. We are so fortunate to have such a strong, committed and responsive PAC and look forward to another successful year together next year. • A wonderful day was experienced by our Crescent Park students at the Fun Fair on June 2nd. A huge thank you to Matt Johnson and the PAC for creating such a fun, memorable and exciting day for our students and community. <p>Staffing... Please join me in welcoming the following new staff members for the 2018-2019 school year:</p> <ul style="list-style-type: none"> • Mr. McIndoe - Grade 6/7 • Ms. Dhahani – Grade 5/6 • Ms. Tutte – Grade 4/5 • Ms. Svab – Grade 2/3 • Ms. Price and Ms. Vanstone – K/1 • Ms. Leonard – LST • Ms. McNabb will be returning two days a week next year. This is an increase in percentage from 0.3 to 0.4. 	Approved \$750 for purchase of a carpet for the library commons.

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	<p>We bid farewell to the following staff members and wish them well in their new positions:</p> <ul style="list-style-type: none"> • Mrs. Gray – Grade 5 • Mrs. Shuto – Kindergarten / Grade 1 • Ms. Soderquist – Grade 2/3 • Mrs. Redding – LST • Ms. Kupiak – LST • Ms. Lowe – Core French • Ms. Duckett – EA • Mr. Hundal – EA • Ms. Oliver – ABA • Ms. Todd – EA • Ms. Zwirn – EA • Ms. Brown – moving away from the Surrey School District <p>We are still awaiting placements for:</p> <ul style="list-style-type: none"> • Ms. Horn <p>Upcoming in June...</p> <ul style="list-style-type: none"> • Our final fire drill on June 13th will be held at the end of recess to practice routines should a fire drill occur while students are playing outside. • Planning for sports day is well underway and our grade 7 students are looking forward to supporting this fun day <p>Other...</p> <ul style="list-style-type: none"> • The daycare / integration room will be moving to the bottom floor next year • We held our second I-Girl workshop which has been warmly received by students and parents of our intermediate students • Students performed extremely well at the district track meet on June 4th receiving the top award for tykes and pee wee athletes as well as the overall award for the meet! Thank you to all our parents for your support at the track meet as well as coaching support throughout the season • The District will be making considerable improvements and modernizations to our library area over the summer. The changes are scheduled to be completed by the start of school in September. A request for the library – is it possible to purchase a rug for the library prior to the end of the year so that it can arrive and be ready for September start up? (see attached info.) Discussion with PAC: Ms. Colter shared the concept photos and plans for the library. Everyone in attendance was excited for the changes and improvements to the overall use of space. Erin raised a motion to approve up to \$750 for a carpet for the library so it can be in place in 	

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	<p><i>September when the district renovation for the library commons is complete.</i></p> <ul style="list-style-type: none"> • A request for next year – could the PAC support the purchase and installation of an electric screen for the gym as well as a ceiling mounted projector? Comments from PAC: <i>General support for these changes as we've all experienced the challenges with AV/Audio in the gym. Recommended that a proposal be brought forward in September. Suggested that Kate reach out to Bobby Bhinder at Premium Tent Rental for a quote on equipment costs.</i> • Is there a PAC member with Food Safe that can stand as our BCFVP rep? Comments from PAC: <i>Request for Food Safe PAC personnel to assist with the veggie and fruit program. Kate to contact Hilary and Jackie. Also need to make new Hot Lunch team know that they are welcomed and encouraged to take the Food Safe certification and that PAC will pay for their registration if they pass.</i> <p>Planning for next year... I have reached out to the following organizations:</p> <ul style="list-style-type: none"> • Community Schools Partnership for a Girl Power workshop for our intermediate students. This workshop supports friendship building skills and maintaining positive peer relationships. • Green Thumb Theatre to book the social anxiety presentation, What If, for next October. • Yoga It Up for yoga in the school this upcoming fall • Diana Wood for fencing instruction next February / March 2019 <p>Additional Dates in June (also available on our school website) <u>Upcoming dates...</u></p> <table border="0"> <tr> <td>June 20-22nd</td> <td>Grade 7 camp</td> </tr> <tr> <td>Mon. June 25th</td> <td>Kindergarten end of year ceremony in the gym, all afternoon</td> </tr> <tr> <td>Wed. June 27th</td> <td>Grade 7 leaving ceremony, 1:00pm</td> </tr> <tr> <td>Thurs. June 28th</td> <td>Year End Assembly, 9:00am</td> </tr> <tr> <td></td> <td>Early Dismissal, 1:30pm</td> </tr> <tr> <td>Fri. June 29th</td> <td>Admin Day – no students</td> </tr> </table> <p><u>September dates...</u></p> <table border="0"> <tr> <td>Tues. Sept. 4th</td> <td>First day of school – 10:00-11:00am</td> </tr> <tr> <td>Thurs. Sept. 20th</td> <td>Meet the Teacher Night</td> </tr> <tr> <td>Fri. Sept. 21st</td> <td>Terry Fox Run</td> </tr> <tr> <td>Mon. Sept. 24th</td> <td>Non-Instructional Day – no school for students</td> </tr> <tr> <td>Fri. Sept. 28th</td> <td>Orange Shirt Day</td> </tr> <tr> <td>Sat. Sept. 29th</td> <td>Annex Reunion, 11:00-3:00pm</td> </tr> </table>	June 20-22 nd	Grade 7 camp	Mon. June 25 th	Kindergarten end of year ceremony in the gym, all afternoon	Wed. June 27 th	Grade 7 leaving ceremony, 1:00pm	Thurs. June 28 th	Year End Assembly, 9:00am		Early Dismissal, 1:30pm	Fri. June 29 th	Admin Day – no students	Tues. Sept. 4 th	First day of school – 10:00-11:00am	Thurs. Sept. 20 th	Meet the Teacher Night	Fri. Sept. 21 st	Terry Fox Run	Mon. Sept. 24 th	Non-Instructional Day – no school for students	Fri. Sept. 28 th	Orange Shirt Day	Sat. Sept. 29 th	Annex Reunion, 11:00-3:00pm	
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Treasurer's Report – April 2018	<ol style="list-style-type: none"> 1. PAC Account. Year-end expenses trending as expected. Congratulations to all the organizers and volunteers supporting the Spring Fling which was a massive success. The event grossed almost \$27k to include all raffles and on-site Sales. Big shout out to the organizing committee for another successful event. Congratulations to the Fun Fair organizing committee and volunteers. Another amazing event for the students and community of Crescent Park. Final reconciliation of the Fun Fair will be reported when we close this fiscal year. 2. Wish List funds. To date 96% of Wish List items have been submitted. \$730 in requested funds have yet to be spent. Recommend we consider closing Wish List submissions for this school year. 3. Gaming Account. We've leveraged Gaming funds in support of the annual Field Trip fund, Theatre Performance, and scholarships. All Gaming funds must be spent in accordance with grant guidelines from Gaming. The submission for the 2018-19 Gaming grant has been made. 4. School and District PAC Accounts. All 2017-18 Teacher Discretionary and Field Trip funds in the School Account are being managed by Cindy Rebiffe, the head Clerk of Crescent Park School. Funds are tracked by division and category. 	
Fun Fair Report	The Fun Fair on Saturday, June 2 nd was a huge success! Sincerely thanks to Matt Johnston and everyone else who pulled together to make the event happen. While Fun Fair is a community event, as opposed to a fundraiser, Matt is still looking to net approximately \$1500 from the day.	
Playground	Pinder, Ms. Colter and Erin to meet and then arrange a meeting with Dirk from facilities. Proposed focus for the fall is to update the basketball courts and to create a multi-purpose outdoor classroom area.	Pinder, Erin and Ms. Colter to meet in June to discuss next steps.
Next year planning	<p>Crescent Park Coffee Club – starting September 14th. This is an event that will be sponsored by Ms. Colter and PAC. Intended to be an hour where parents can have coffee and chat after drop-off. First one will also double as our annual new family event. Intention is to make the coffee club a recurring monthly event on the second Friday of each month or another set day.</p> <p>Back to School BBQ – September. Dates are currently being finalized. This year's event will be a return to the outdoor barbecue event where families can mingle and socialize outside either after or before meeting their children's teachers. Heather has found a catering company to help with all the food preparations, serving and</p>	

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	<p>clean up. Erin Schmidt has volunteered to help coordinate the event. The final date will be determined by the end of June.</p> <p>Movie Night – October 26th PAC will host a movie night on Friday October 26th. We will be looking for volunteers to coordinate the event. This is a great event to get your feet wet if you are a new volunteer!</p> <p>Santa Breakfast – December 21st The date has been set, and the grills are already booked for our 3rd annual pancake breakfast on December 21st.</p> <p>Saleema Noon body health – early March PAC will once again bring in Saleema Noon’s organization for body health education in early March. All students will receive age appropriate – curriculum focused – body science information. As in the past, detailed information on the contents of these classes and a parent information night will be provided well in advance of the sessions.</p>	
Misc. Other Business	<p>Signing authorities: PAC Executive will need to set up new authorities and remove old authorities prior to the 2018-2019 school year to remove old Executives and to add new ones. Carla will arrange the change over in signing authorities for September.</p> <p>Garden planters: Pam Robertson has requested assistance with watering the PAC planters during the summer. Yvette Callewaert has volunteered to help and will connect directly with Pam.</p> <p>Annex 100-year celebration – Laura Langton is leading the Annex 100-year celebration for Saturday, September 29th. PAC agrees that this is a community event vs a school or PAC sponsored event. PAC discussed contributing to the 100-year celebration in recognition of the role the Annex played in the early education of our existing and past students. Heather raised a motion to provide an honorarium donation of \$200 towards to Annex celebration. Kathy seconded, and it passed unanimously.</p> <p>Annual summary report: Erin presented a short annual summary of this year’s key activities and accomplishment. The full report is included at the end of the minutes! Note that all financials are projections, not actuals.</p> <p>Thank you to outgoing Executive! A big thank you to Susan Vanin, Erin Mazza and Kathy Matty who are outgoing Executive this year.</p>	

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	<p>Filing of all PAC related documents – Heather will resend the google drive location. Sue, Erin, Matt and others are required to move any PAC pertinent documentation off their personal drives and computers and into the shared drive by the end of June.</p>	
<p>PAC Executive Elections 2018-2019</p>	<p>Kathy Matty facilitated the election process for the following 2018-2019 Executive.</p> <p>Heather Seabrook for President – voted in unanimously</p> <p>Matt Johnston for Vice-President – voted in unanimously <i>(UPDATE: September 10, 2018. Matt Johnston’s family has moved from Crescent Park. Matt was even willing to step in to meet his commitments as he didn’t want to leave PAC in a tough spot. PAC would like to thank Matt for his commitment and wish him and his family all the best.)</i></p> <p>Carla Perrin for Co-Treasurer – voted in unanimously</p> <p>Kimberly Severson for Co-Treasurer – voted in unanimously</p> <p>Still have an opening for a secretary or two co-secretaries.</p>	
<p>Adjourned</p>	<p>Motion to adjourn at 10:44</p>	

Crescent Park Elementary PAC 2017-2018

June 2018 Treasurer Report:

Prepared by: Susan Vanin and Carla Perrin

Bank Balances:		
Gaming Casino Fund	2-Jun-18	\$15,330.88
Crescent Park PAC	2-Jun-18	\$79,384.54
School Account*	2-Jun-18	\$3,319.05
District Held PAC*	2-Jun-18	\$1,566.00
Total		\$99,600.47

* Administered by CP Elementary.

PAC General Account: June 2, 2018	Income:	Expenses:
Hot Lunch	\$69,458.96	\$48,541.26
Movie Night	\$1,538.85	\$443.19
Spirit Wear	\$9,054.23	\$8,075.52
Spring Fling	\$21,337.07	\$2,230.31
Wish List / Teachers Fund		\$30,805.58
Other	\$3,059.00	\$7,262.61
Total	\$104,448.11	\$97,358.47

Gaming: June 2, 2018	Income:	Expenses:
Grant	\$7,340.00	
Field Trips & Sports		\$5,700.00
Fine Arts Performances		\$1,816.50
Scholarships		\$1,500.00
Raffles: Spring Fling / Fun Fair / Movie night	\$5,450.00	
Other		\$823.46
Administration		\$1.25
Total	\$12,790.00	\$9,841.21

Crescent Park Elementary Annual Summary: 2017-2018 School Year

In accordance to the CPPAC Constitution and Bylaws, the PAC secretary is to submit an annual summary of PAC activities and accomplishments at the annual general meeting in June.

Financial Status:

The Crescent Park PAC began the school year with approximately \$71,000 in reserves in September. It is estimated that PAC will end the year will approximately \$85-90,000 in the Gaming and General PAC accounts. The Gaming grant of \$20 per student, or \$7,340 was received in October.

PAC Financial Support for School Programs – funding provided in 2017-2018.

At the annual budget meeting in October, PAC approved funds for the following school programs:

- Field trip funds (\$5700) for each student,
- Discretionary funds for each classroom (\$250 each – total \$4000),
- Sports programs (\$3600),
- Fine arts performances (\$3000),
- Library funds (\$1800),
- PE equipment \$1000, and
- Technology (approx. \$4500). Numerous other wish list items from teachers were also approved at the October meeting.
- PAC also received a special presentation on the VEX IQ and Osmos robotic equipment in November and approved \$10,000 in technology purchases.

PAC Community events:

PAC hosted a welcome back tea and coffee on the first day of school and hosted a new family information session on October 3rd that was well attended. The back to school meet the teacher night was also a success and the hot lunch program facilitated the ordering and delivery of food to classrooms.

Our second annual Santa breakfast was enjoyed by students, staff and parents.

Our Spirit Wear apparel program continues to boost our school spirit. The fall release of new hoodies and t-shirts and spring campaign of dry-fit apparel and lanyards ensured our student body, staff and parents looked sharp while showing our cougar pride.

Our annual Fun Fair was led by parent Matt Johnstone who did a great job running the community event.

PAC Fundraising:

As in past years, PAC received funds from the following programs/events that are run from teams of dedicated volunteers.

Hot Lunch – lead by Jen Howell and Beth Turner this year. Hot lunch proceeds from this year are estimated to be around \$14,000 dollars.

Spring Fling – Ally Ulmer, Kelli Irwin and their dedicated team pulled of another great Spring Fling Event at the legion in April. Thank you as well to Adam Harmer for donating the WestJet raffle tickets and to Lisa Shao for coordinating the collection of direct donations from our Asian families. All these initiatives combined, resulted in approximately \$25,000 dollars being raised this year.

Movie Nights/Fun Fair – our Coco movie night raised approximately \$1100 and Fun Fair – which is a community event, not a fundraiser - brought in approximately \$1400 of profit for the day.

Additional PAC Supported programs/events:

Christmas Hampers: This year our school supported 15 families from our sister school, Riverdale Elementary. The outpouring of support was tremendous, and the donations were graciously received.

iGirl sessions: Saleema Noon provided two after school iGirl sessions for Grade 4-7 girls in May and June. were well attended and continue to be a popular offering for parents.

Scholarships: PAC also provided two \$500 scholarships to Crescent Park Alumni graduating from Elgin Park Secondary and a single \$500 scholarship to Alumni at Earl Marriott. PAC reviewed and revised the eligibility requirements for these scholarships in our December meeting.

Grade 7/Sports Day: PAC also provided a \$250 donation to our Grade 7 graduation class for year end festivities and provided water, snacks and a pizza lunch for Sports Day.

Staff Appreciation Lunch: parents sponsored a Staff Appreciation Lunch on Tuesday, June 5th. The staff were sincerely touched by the efforts made by parents to give them a special home-made sit-down lunch.

Hot topics:

This year we had several recurring issues & themes that were discussed at most or all meetings:

- 1. Communication & Volunteers** – PAC would love to see new parents come out to participate in PAC activities. Several techniques and tactics to improve communication between home and school were rolled out this year. The existing website was supplemented by an increased use of the PAC Facebook page and specific communications were sent home with students on the value and purpose of PAC and to urge new parents to participate. A guide for teachers was also produced to help them understand how to ask PAC for financial support for programs and new equipment/resources.

Communication to our non-English speaking families is also a recurring concern and PAC continues to look for improved ways to ensure effective, clear communication to all our families.

- 2. Playground equipment** – PAC has expressed interest in launching a playground improvement project for the last few years. Back in 2016 a group of parents started the exploration process of communicating with the district on the process and costs of building new play areas. This group presented to PAC in October. The funds required to initiate even the early phases of a large playground improvement project are daunting and require a multi-year commitment from a dedicated team. We currently do not have a team in place to take on a large project.

A recreational survey was created by PAC and was completed by all classrooms to identify quick wins. PAC approved \$200 per classroom to ensure each class had adequate outdoor play equipment. Plans for 2018-2019 include building an outdoor gathering area/classroom with benches and a cement pad and to replace and properly rebuild the basketball court areas.

- 3. Parking Lot Safety**

Parking Safety in all areas surrounding the schools continued to be an area of concern this year. Additional police presence and monitoring of the staff parking lot and entry area has resulted in some improvements, but this issue will likely remain to be a key communication/enforcement issue.