

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

**Minutes of the meeting on Monday, April 4th, 2016**

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**In attendance:**

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

Melany Barnsley	Valerie Wallace-Tarry
Beth Turner	Tanya Denman
Hilary Gottschalk	Theresa Ackles

**1. Welcome**

Meeting commenced at 7:05 p.m. PAC vice-president Katherine B. welcomed everyone and introductions were made around the table.

**2. Minutes from the March 2016 meeting**

Motion was made by Katherine B. to approve the minutes from the March 2016 meeting, seconded by Laura L., motion passed.

**3. Principal’s Report**

**The Annex**

There is one more information session at 1:30 on Thursday, April 7th. After that session, I will ask for interested parents to write an Expression of Interest for September 2016. Expressions of interest will be due by Thursday, April 21st.

**Clubs/Sports/Initiatives**

We have many activities that happen in the school on a weekly basis. We currently have badminton and ultimate running in the athletics department and we have track & field beginning in a couple of weeks. Our clubs are also busy:

- EcoPatrol – is busy planning for Earth Day (April 22). We also met at lunch today to discuss our school planters and different ways that we can get our students involved in the Crescent Park Community

Garden, which expected to be up and running by May. The club is once again open to students in grades 4 through 7, after last year being more of a part of the grade 7 leadership program.

- Drama Club for grade 3-5 students just wrapped up for this year. Thanks to Ms. MacGregor for facilitating this club
- Our Art Club, facilitated by Ms. Hildebrand, will begin again in a couple of weeks for grade 6 and 7 students. The students will be painting a snow plough for the city.
- Our Maker Club, facilitated by Ms. Sipocz and the MACC students, is going really well. It runs on Thursdays at lunch for grade 5 and 6 students. The feedback has been extremely positive and the kids are being incredibly creative. It is really neat to see the students' creativity and problem solving in action. The maker space materials are all here now and will also start to be used by other classes/grades.
- Our English Language Learners Peer Tutoring is also going extremely well. Students meet 3 times per week after lunch and all of the students' English is progressing very quickly. It's been a great success not only on the language skills side, but in the relationships that are being developed between the students.

### **Parent Tea – April 28th**

Our Parent Tea this year will take place on Thursday, April 28th at 12:30 in the gym. Look for invitations to the event over the next week. Please make sure you RSVP. This is our opportunity as a staff and student body to thank parents for all that you do to support the initiatives that make our school community so awesome!

### **Multicultural Day – May 27th**

Staff is organizing a Multicultural Day for Friday, May 27th. This will involve all students participating in a variety of stations. At this time, I am seeking some parent assistance with this day to help facilitate cultural workstations.

- Katherine B. asked if Mr. A'Bear would be looking for parents with particular skills to be involved. Mr. A'Bear said yes, for some volunteers, and he can put together a list.

### **Parent Concerns re: Damaged Carpet, new desks and illnesses**

- Student Furniture – a number of classes have received new furniture. The furniture that was in these rooms was very outdated. The District has recognized that our school needs to be updated in a number of ways.
- Damaged Carpets – the carpets were damaged while being cleaned. There will be work completed this summer on the third and second floor to replace all carpet with vinyl. The first floor may possibly be replaced next year. In the meantime, I am working with facilities to have the carpets re-cleaned during the summer months.
- Illnesses – there have been some comments that this year was abnormally high for student illness in the school. Saying that, it has been extremely high everywhere and is not just school specific. To clarify procedures for parents, we contact the District for extra cleaning when class absences exceed 10%. This involves a deep clean of the room. Custodial thoroughly cleans desks once per week and each class is provided with a cleaner, one that is water-based and nontoxic, that students can use during the rest of the week. In conversation, Mr. A'Bear noted that teachers do remind students to wash their hands and recess and lunch. Hilary G. asked about the soap in the bathrooms and how the school

ensures they remain filled up during the day; Mr. A’Bear responded that it is currently something he watches out for as he makes his rounds of the school. Pam R. asked about lice at the school this year and Mr. A’Bear noted that there has been very very little, only a couple of cases since school started in the fall.

### **iGuy & iGirl Workshops**

The iGirl and iGuy peer-to-peer workshops for students in grades 4 to 7 are happening on April 14th, 3-5 p.m., with the girls meeting in the library and the boys in the music room. Forms went home last week and 12 forms have been returned so far; 6 for the girls and 6 for the boys. Will PAC consider a second session if the first ones fill up, like we did for one last year? (Left for discussion during treasurer’s report; see below.)

### **Summer Learning**

Once again, Summer Learning is taking place at Crescent Park. I have been appointed as a Summer Learning principal and I will be overseeing four schools in the South Zone. The intention of the Summer Learning program is to give kids in grades 1 to 6 struggling in Numeracy and Literacy a boost for the next grade. This means that students going into grade 4 will have the opportunity to review some grade 3 material while getting exposed to some grade 4 material. In conversation, Mr. A’Bear said that students are referred to the program by teachers, who contact the parents of students they feel would benefit from the program. There will also be an ELL primary and intermediate program and a Transitions program will be offered for grade 7 students going to Elgin. Plus, there is an introductory program for students entering late French immersion at the start of grade 6. Valerie W. asked about FRIM enrollment so far at Crescent Park, and Mr. A’Bear replied that it is close to full at 28 students to date.

- One parent asked after Ms. Jordan, and Mr. A’Bear confirmed that Joylynn has left the school and has taken work elsewhere. We have a temporary secretary in the office now, Ms. Burgart, and should have a new head secretary by around the end of May. Ms. Jordan was here at the school for 4 years. Melany B. commented that Ms. Jordan has been much loved by parents and students alike, and has been so important to the kids, that the PAC should find a nice way to say goodbye. Other parents agreed. The PAC exec will send her something on behalf of all school parents. Mr. A’Bear added that any parents or students who want to write to Ms. Jordan or send her a farewell card or something can bring it to the office and it will be forwarded to her.
- Theresa A. asked about the movie nights and how the licences to show the movies are covered. Mr. A’Bear confirmed that all of the licensing is handled properly as we get the movies through a particular company the District uses that specializes in making soon-to-be-released videos available for special events. Erin M. noted that the second movie night brought in \$1,127, a bit less than the first but it was still a great success.

### **Dates to Remember:**

April 7 – Annex Info Session

April 14 – iGirl & iGuy sessions, 3–5 p.m.

April 18 – Non-Instructional Day #2 for implementation of New Curriculum (School Closed)

April 21 – Annex Expression of Interest due

April 22 – Earth Day

April 28th – Parent Tea @ 12:30 p.m.  
 April 28th – Early Dismissal @ 1:33 p.m.

#### 4. Treasurer’s Report

Erin M. presented the monthly treasurer’s report:

#### March 2016 PAC Meeting Treasurer Report: financials for March 31

Prepared by: Erin Mazza & Laura Langton

<b>Bank Balances</b>		
Gaming Casino Fund School Grant	31-Mar-16	\$ 3,861.28
Crescent Park PAC	31-Mar-16	\$ 44,584.67
GIC Invested in 1 year term at 1.5% (Mar 30, 2015)	31-Mar-16	\$ -
District Held PAC	31-Mar-16	\$ 1,476.45
		<b><u>\$ 49,922.40</u></b>

#### Activity: to Mar 31, 2016

<b>PAC General Account: Mar 31, 2016</b>	<b>Income:</b>	<b>Expenses:</b>
Hot Lunch	\$ 160.00	\$ 3,066.29
Movie Night	\$ 1,662.15	\$ 534.84
Hospitality - Flowers		\$ 123.20
Bingo Cards		\$ 345.00
Math Manipulatives - Principal's List		\$ 193.63
Spring Fling Family Donations	\$ 1,100.00	\$ -
Spring Fling Expenses		\$ 72.11
Bank Fees		\$ 6.25
Lunar New Years Supplies		\$ 297.61
	<b>\$ 2,922.15</b>	<b>\$ 4,638.93</b>

<b>Gaming Account: Mar 31, 2016</b>	<b>Income:</b>	<b>Expenses:</b>
Bank Fees		\$ 2.50
		<b>\$ 2.50</b>

A few notes from Erin:

- We have about \$3,800 left in our gaming account that has to be used up by the end of the year, so the treasurers are going to look for spending commitments we have already made that can be covered under the

rules guiding that account. Gymnastics and such programs are possibilities; Pam R. suggested that maybe the iGirl and iGuy workshops would meet the criteria.

- There are also some District-held PAC funds remaining that we should use up; Erin will coordinate with the office about that account.

- As discussed at previous meetings, the GIC has now been rolled over into our main PAC account. Considering our ballpark expectations for the Spring Fling and other upcoming events/costs, we look to be in good shape for start-up at the beginning of next year. Erin M. and Theresa A. noted that we usually need to have about \$25-30K in the account at the start of the school year to comfortably handle start-up (especially the hot lunch program).

- On the budget sheet, the bingo cards purchase was put into "Income, Other" as we use them for bingo nights, as that is where the funds would go if PAC held one (whereas they have been run as fundraisers for the grade 7s for the past few years).

#### General discussion:

- Pam R. will follow up with Jackie V. about getting the hand-written thank-you cards for the school families who donated money to the PAC.
- Mr. Bear described the mural ideas we discussed at our last meeting, for the benefit of parents who weren't there. The plan is to have some students and teachers meet with the artist, Jason Craft, about the Annex mural that we have approved but which has not been completed yet. As for the small library mural Craft will be doing in November, that is covered by the Learning Commons grant. Mr. A'Bear is now looking for the PAC's support in doing a mural in the gym at that same time, which he would have to book and provide a deposit for now. After some discussion around the table about the cost and our need to think ahead when it comes to balancing our commitments for next year's budget, a motion was made by Laura L., seconded by Hilary G., to approve spending \$3,675 for a gym mural, with the deposit money being made available now. Motion passed. One parent asked about the placement of the mural, and whether some of the equipment mounted in the gym could be moved, and/or whether Facilities would consider a different location from what they have suggested; Mr. A'Bear replied that Facilities staff are used to working with Jason Craft and would probably consider any ideas he had about the mural location, barring structural elements in the gym that can't move or might be too much in the way.
- As discussed during the principal's report, the Saleema Noon iGirl and iGuy workshops are coming up, and PAC approval would be needed now if we want to have the ability to add a second date for either if they fill up and there is overflow demand, as we did for the iGirl workshop last year. Pam R. couldn't remember the cost of each workshop but thought it was in the \$300-350 range, and considering we originally budgeted for the more expensive Body Science/Sex Talk workshop, we should have some room at least within the Student Education funds. Motion to approve adding second workshop(s) if needed made by Katherine B., seconded by Erin M., motion passed.
- The latest budget sheet appears at the end of these minutes.

## 5. Spring Fling update

- Erin noted that she and Ally looked at various payment options so parents could use their credit cards for payment for the live, silent and art auctions. Moneris would not benefit us as we are not a charity, so they are currently looking at using an app on Erin's iPad (which would be solely on that device), one that can only deposit money directly into the PAC account, not withdraw or transfer. There would be a 3% fee on all transactions. Valerie W. suggested that fee could be covered by the purchaser, not paid for out of the Spring Fling monies. We will mention that idea to the Spring Fling committee for them to consider. Erin M. noted that the only issue might be the notoriously awful internet coverage in our neighbourhood, as we would need service to use it. And the credit card bills will say whatever we determine they should, e.g. "Crescent Park PAC," so parents aren't confused when they receive them.
- Erin M. also mentioned that the Spring Fling committee has decided to sell raffle tickets for the WestJet tickets that were donated, which requires a licence from the gaming commission, so Erin and Ally U. have applied for one. However, we cannot do the wine and beer boards as we have in the past as alcohol cannot be raffled off. One parent wondered if any wine would even be donated this year, considering there isn't an Annex class, which has always been the group donating the basket of wines. The Spring Fling committee can decide the best way to proceed, now that we can't do our usual wine and beer boards.
- Laura L. reported that the classroom art projects are well underway, and she has arranged with Mrs. Bonn to display them all in the library on the Friday before the Spring Fling with bid sheets, so parents who may not be attending the event can see them and start the bidding if they want. Unfortunately there is no way to take bids at the event from parents who aren't attending, so the PAC suggests that any parents interested in continuing to bid get a friend to do so on their behalf, set a max limit, and just make arrangements to pay them back afterwards (all auction items must be paid for at the event). Laura may need help transporting the artwork to the Legion, too.
- Katherine B. noted that the Spring Fling team this year is doing a great job, what an awesome group. Theresa A. mentioned that ticket sales have started, and an announcement with links to the ordering site and ordering instructions went out via the hot lunch system on Sunday, so sales should pick up soon. There is also contact info for both Theresa and Ally in case people have trouble using the system. The deadline for early bird pricing is April 10th.

## 6. Spirit Wear

Hilary mentioned that the dry-fit shirts and shorts would be perfect for the students who are going to be doing track and field when it starts up in a couple of weeks. Laura L. mentioned that she had great dealings with the supplier when she needed add the tax code to her online order, and Hilary confirmed that the new supplier is really nice. Hilary wondered if we can look towards more consistency in how our school's mascot logo appears, considering there are different versions on the jerseys, in the gym, on the mats, etc.

## 7. PAC Executive for 2016–17

Nominations for the PAC executive for next year are due at our May 2nd meeting, and voting will happen at our June meeting, so we need to spread the word and get some people interested in coming on board. All of the positions are open, technically, but we definitely need a chair/president (or co-presidents/co-chairs), a co-treasurer and a secretary as the parents currently in those positions have reached their max of 2 years. Beth T. mentioned that she and Jen H. have agreed to take over running the hot lunch program next year.

## 7. Other Business / Open Floor

- Hilary G. asked how grade 7 fundraising is going. Mr. A’Bear confirmed that fundraising is on track to be about what there was last year. Hilary noted that the PAC has sometimes been asked to help out last-minute with funds for grad or camp and it would be great to avoid that happening this year. Theresa A. mentioned that grad activities are being handled fairly simply this year.
- Melany B. asked about possible plans to do an award in Ann Harris’s name. Mr. A’Bear said that yes, it has been committed to by school staff and is in discussion.
- Pam R. asked about the fenced-off grass area at the front of the school and whether better use could be made of that space – considering our weather, it seems like the only time it doesn’t need to be fenced is in the summer when no one is at school. Mr. A’Bear replied that he did make a suggestion to Facilities recently that the grass be replaced with some other sort of surface that would be more useable, although lunch monitors have reported that the absence of that space has pushed kids up to the upper field to play, which makes better use of that area. Laura L. wondered if having foot brushes like the ones at Elgin would help, but Mr. A’Bear said the ones we do have haven’t helped with mud getting tracked into the school. Pam R. wondered if putting another playground structure in that spot would be a good idea.
- Erin M. said that the Fun Fair is Saturday, June 4th, and there is a great group put together to run it. Valerie W. said that they do still need a volunteer parent to run the prize booth, which she has run for the past two years and has detailed information on and will help organize up front with anyone who can take it on. The one area where they will need specialized volunteers on event day is probably the food service area, which is usually staffed with people who have their FoodSafe certification.
- On a related note re: the new hot lunch coordinators, Pam R. mentioned that PAC is committed to paying for FoodSafe Level 1 courses for Beth T. and Jen H., and for other hot lunch volunteers next year if needed to ensure there is someone on each hot lunch team who has it.

Motion to adjourn made at 8:15 p.m. by Katherine B. and seconded by Erin 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 will be Monday, May 2, at 9:00 a.m., in the school library.

[budget sheet follows this page]

**CRESCENT PARK ELEMENTARY - PAC**  
**2015-2016 Budget - Mar 31**

Category Description	2015-2016 Current	Actuals Mar 31	Difference (Current- Actuals)
<b>INCOME</b>			
<b>Fundraising Income</b>			
BBQ's (Meet the Teacher Night)	\$ 200.00	\$ 216.32	-\$ 16.32
Family photo night	\$ -	\$ -	\$ -
Movie Night Minions	\$ -	\$ 1,350.27	-\$ 1,350.27
Movie Night Dinosaur	\$ -	\$ 1,127.31	-\$ 1,127.31
Surrey Eagles	\$ -	\$ 700.00	-\$ 700.00
Spirit Wear	\$ -	\$ 1,653.00	-\$ 1,653.00
Fun Fair	\$ 1,000.00	\$ -	\$ 1,000.00
Spring Dance	\$ 12,000.00	\$ 3,627.89	\$ 8,372.11
<b>TOTAL Fundraising Income</b>	<b>\$ 13,200.00</b>	<b>\$ 8,674.79</b>	<b>\$ 4,525.21</b>
<b>Hot Lunch</b>			
Hot Lunch Income	\$ 60,000.00	\$ 61,993.74	-\$ 1,993.74
Hot Lunch Expenses	\$ 50,000.00	\$ 32,370.54	\$ 17,629.46
<b>TOTAL Hot Lunch</b>	<b>\$ 10,000.00</b>	<b>\$ 29,623.20</b>	<b>-\$ 19,623.20</b>
<b>Grants &amp; Misc.</b>			
Gaming Grants	\$ 7,100.00	\$ 7,100.00	\$ -
Income Interest	\$ 100.00	\$ 154.47	-\$ 54.47
Income Other	\$ -	\$ 306.00	-\$ 306.00
<b>TOTAL Grants &amp; Misc</b>	<b>\$ 7,200.00</b>	<b>\$ 7,560.47</b>	<b>-\$ 360.47</b>
<b>TOTAL INCOME</b>	<b>\$ 30,400.00</b>	<b>\$ 45,858.46</b>	<b>-\$ 15,458.46</b>

Category Description	2015-2016 Current	Actuals Mar 31	Difference
<b>EXPENSES</b>			
<b>Administration</b>			
Adminstration exp. including bank fees	\$ 400.00	\$ 190.80	\$ 209.20
Hospitality	\$ 400.00	\$ 292.01	\$ 107.99
<b>TOTAL Administration</b>	<b>\$ 800.00</b>	<b>\$ 482.81</b>	<b>\$ 317.19</b>
<b>PAC Programs</b>			
Emergency Preparedness	\$ 900.00	\$ -	\$ -
Gift Account - Leaving Teachers	\$ 800.00	\$ 160.00	\$ 640.00
Scholarship Elgin & EMS	\$ 900.00	\$ 600.00	\$ 300.00
Integration Room Supplies/Special needs	\$ 250.00	\$ -	\$ 250.00
Sports Day Snack	\$ 200.00	\$ -	\$ 200.00
Grade 7 Grad Donation	\$ 250.00	\$ -	\$ 250.00
Student Education Programs	\$ 2,000.00	\$ 376.01	\$ 1,623.99
<b>TOTAL PAC Programs</b>	<b>\$ 5,300.00</b>	<b>\$ 1,136.01</b>	<b>\$ 3,263.99</b>
<b>School Programs</b>			
Computers & Technology	\$ 6,340.00	\$ 6,247.63	\$ -
Field Trip Expense 374kids/\$15	\$ 5,610.00	\$ 5,610.00	\$ -
Fine Arts Performances	\$ 3,000.00	\$ 1,979.42	\$ 1,020.58
Library Fund	\$ 1,800.00	\$ 1,740.72	\$ 59.28



Fine Arts Supplies	\$ 500.00	\$ 76.37	\$ 423.63
PE Equipment	\$ 1,120.00	\$ 839.52	\$ -
Sports (tennis, gymnastics, inline skating)	\$ 3,600.00	\$ 3,000.00	\$ 600.00
Classroom Improvement Fund	\$ 500.00	\$ 470.61	\$ -
Garden Maintenance	\$ 200.00	\$ -	\$ 200.00
Teachers Fund \$250/13 divs+Music+FSL+LST+INT	\$ 4,750.00	\$ 4,750.00	\$ -
<i>School Mural (left over from 2014-2015)</i>	\$ 3,720.00	\$ 2,520.00	\$ 1,200.00
<i>Library Commons (left over from 2014-2015)</i>	\$ 3,048.30	\$ 3,048.32	-\$ 0.02
<i>Intermediate Fieldtrip (2015-2016)</i>	\$ 3,100.00	\$ 3,100.00	\$ -
<b>TOTAL School Programs</b>	<b>\$ 37,288.30</b>	<b>\$ 33,382.59</b>	<b>\$ 3,503.47</b>
			\$ -
<b>TOTAL EXPENSES</b>	<b>\$ 43,388.30</b>	<b>\$ 35,001.41</b>	<b>\$ 7,084.65</b>
<b>NET (Income - Expenses)</b>	<b>-\$ 12,988.30</b>	<b>\$ 10,857.05</b>	<b>-\$ 23,845.35</b>