

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

**Minutes of the meeting on Monday, March 7th, 2016**

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**In attendance:**

Jackie Vuilleumier	President
Katherine Botelho	Vice-President
Laura Langton	Co-Treasurer
Pam Robertson	Secretary
Mr. David A'Bear	Principal

Hilary Gottschalk  
Lisa Shao  
Ally Ulmer

**1. Welcome**

Meeting commenced at 9:00 a.m. PAC president Jackie V. welcomed everyone and introductions were made around the table.

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

Motion was made by Jackie V. to approve the minutes from the February 2016 meeting, seconded by Laura L., motion passed.

**3. Spring Fling**

Spring Fling organizer Ally U. updated the PAC about preparations for our annual parents' night out fundraiser. Ticket sales will be starting March 29, with early bird rates available as usual to encourage parents to buy their tickets early, and sales will once again be handled online through the hot lunch website. Great donations have been coming in too, with the Westjet flight being just one highlight. Jackie V. mentioned that parents seem to be very excited about the Mad Men theme. Laura L. reported that the classroom art projects are coming along well in all of the classes. At some Spring Flings we have only been able to take cash or cheque for payment for the silent and live auction items, but Ally and Erin are looking into the possibility of us having a chip/app payment option.

**4. Principal's Report**

**The Annex**

An info session was held last week re: the proposed K/1/2 multiage classroom at the Annex. We had a total of 5 parents attend. There will be 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.

### **Learning Commons Grant**

Our grant application was successful and we have received funds to complete our library transformation to a Learning Commons. The intention behind this transformation from a library to a Learning Commons is to provide a space that is an extension of the classroom that students can access five days per week. Among other features, it will house a maker space and iPad minis for coding. More information to come over the next few months.

### **Stream of Dreams project**

Our Stream of Dreams fish displayed on our exterior school fence are beginning to deteriorate. I have submitted the grant application that will allow us to renew the fish. Without the grant, the cost would be between \$15 to \$20 per student. With the grant, it will be \$3-5 per student. We will receive news as to whether our application was successful in April.

- In conversation, Mr. A'Bear noted that he has also spoken to the District about further renovations to update the library, and that having Jason Kraft do a mural for the new learning commons in November would tie in with that. He also noted that our gym is very outdated, and perhaps the PAC would consider doing a team or logo based mural in the gym in the fall – a preliminary quote from Jason Kraft is \$3,675 for a gym mural. The parents around the table seemed to like the idea. We would have to approve this year, though, to book it, not wait until the fall. Will be discussed at next meeting.

### **Science Fair**

Our Science Fair was a big success and all of the intermediate students projects were excellent. Even though we had 50 judges, judging still took 4 hours. Judges selected 4 projects to move on to the District Science Fair. Congratulations to Oliver Botelho (grade 4), Anthony Olding & Wyatt Howell (grade 5), Felix Wallace-Tarry (grade 6) and Samantha Fransen (grade 7) for being selected to represent Crescent Park at the District Science Fair. Congratulations to Oliver Botelho, Anthony Olding & Wyatt Howell for receiving gold ribbons for their projects and Felix Wallace-Tarry for receiving a bronze ribbon. Well done!

### **District Parent Forum**

The District will be holding a Parent Forum in April. I will forward information regarding the evening to Jackie once I receive it.

### **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. We will require parent volunteers for this event and I will have more information in April.

### **Dates to Remember:**

**March 7 – Report Cards Home**

March 9 – Early Dismissal

March 11 – Last Day of School before Spring Break

### 5. Treasurer’s Report

Laura L. presented the monthly treasurer’s report:

Crescent Park Elementary PAC		
2015-2016		
<b>March 2016 PAC Meeting Treasurer Report: financials for Feb 29</b>		
Prepared by: Erin Mazza & Laura Langton		
<b>Bank Balances</b>		
Gaming Casino Fund School Grant	29-Feb-16	\$ 3,132.78
Crescent Park PAC	29-Feb-16	\$ 31,646.04
GIC Invested in 1 year term at 1.5% (Mar 30, 2015)	29-Feb-16	\$ 15,660.71
District Held PAC	29-Feb-16	\$ 1,476.45
		<b>\$ 51,915.98</b>
<b>Activity: to Feb 29, 2016</b>		
<b>PAC General Account: Feb 29, 2016</b>	<b>Income:</b>	<b>Expenses:</b>
Hot Lunch	\$ 405.30	\$ 7,237.48
Gymnastics		\$ 2,000.00
Spring Fling Family Donations	\$ 2,600.00	\$ -
Bank Fees		\$ 44.84
Spirit Wear		\$ 25.00
Lunar New Years Supplies		\$ 78.40
	<b>\$ 3,005.30</b>	<b>\$ 9,385.72</b>
<b>Gaming Account: Feb 29, 2016</b>	<b>Income:</b>	<b>Expenses:</b>
Project Soul Performance		\$ 736.04
Elgin Scholarships		\$ 600.00
		<b>\$ 1,336.04</b>

A few notes:

- We have received many school community donations thanks to the efforts of Lisa S., who has been communicating to parents how important our fundraiser is to the school and how we use the money each year. A major thank you to Lisa. Jackie V. will take care of getting some thank-you cards for us to sign and send to the donors. Katherine suggested that we also include an invitation to the parent tea.

- Laura L. noted that Erin M. (absent from the meeting) likes the iPad option for Spring Fling purchases and will talk to the bank with Ally to see what our options are.

- Each year the PAC has been borrowing the bingo cards for bingo night from a parent who is now no longer at Crescent Park, but who is willing to sell them to us at a about the same price (\$1.50/card) as we have seen used cards sold for online in our searches. General agreement around the table was that we should own our own cards. Motion to approve the purchase of the cards for \$345 made by Jackie V., seconded by Laura L., motion passed.

- Laura mentioned that Erin M. passed along that she would be happy to meet with anyone interested in the PAC treasurer position that will be open next year. Jackie V. mentioned that we will be starting to talk with parents and circulating info about the various PAC exec positions once we are back from spring break. An overview of the executive with descriptions of the various positions (all of which can be shared) is available on the PAC website at <http://www.crescentparkpac.com/get-involved/volunteer/>.

- Jackie V. mentioned that it would be good to have a PAC board outside at the primary end, maybe a plexiglas one, mounted on the wall. Mr. A’Bear added that we also need something out front of the school that parents who are dropping off out front will see – there seems to be an increase lately with parents of kids in the older grades not getting the information that is being sent out. Katherine B. noted that parents of students in the primary grades may get a lot more direct teacher-parent communication, whereas in the older grades information is often sent home via the students. Maybe we could have a sign mounted on the gym wall that parents could read when driving past, or a stand-alone sign – keeping vandalism issues in mind, however. We will look more into signage and maintenance, and Mr. A’Bear will speak with the District about our options for mounting signs at either end of the school. Motion was made by Hilary G., seconded by Jackie V., to give preliminary approval for the PAC spending up to \$500 on basic signage based on what our options turn out to be.

- The latest budget sheet appears at the end of these minutes.

## **6. Spirit Wear**

Hilary G. reported that she has been approached by a new potential supplier, a local business, and will be meeting with them again soon to discuss options for ordering online as well as keeping a cheque and order form option for parents who prefer to do that. Dry-fit shirts and shorts are likely going to be an option this round, in addition to the t-shirts. Also up for discussion will be the CP cinch bags the PAC bought for all students, so we can cover new students coming to the school.

## **7. Other Business / Open Floor**

**School and Community Gardens:** Mr. A’Bear mentioned that the community garden located near the school is finally going ahead, and he has met with the District about risk management, etc., and everything seems to be progressing smoothly. Pam R. mentioned that the community garden organizers have meetings coming up to get volunteers ready for the main build weekend, which is slated for April 16–17. Mr. A’Bear said he is coordinating a meeting after the break for school parents who have shown a past interest in the school planters and school/student involvement in the community garden. The contact teacher for the gardens will be Ms. Bunker. Pam R. offered to go buy or otherwise acquire kid-friendly plants for the school planters (which were budgeted for in the fall) and to coordinate with Ms. Bunker on the planting front.

Motion to adjourn made at 10:00 a.m. by Pam R. and seconded by Laura L., 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, April 4th, at 7:00 p.m., in the school library.

[budget sheet follows this page]

<b>CRESCENT PARK ELEMENTARY - PAC</b>			
<b>2015-2016 Budget - Feb 29</b>			
<b>Category Description</b>	<b>2015-2016 Current</b>	<b>Actuals Feb 29</b>	<b>Difference (Current-Actuals)</b>
<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
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	\$ 2,600.00	\$ 9,400.00
<b>TOTAL Fundraising Income</b>	<b>\$ 13,200.00</b>	<b>\$ 6,519.59</b>	<b>\$ 6,680.41</b>
<b>Hot Lunch</b>			
Hot Lunch Income	\$ 60,000.00	\$ 61,833.74	-\$ 1,833.74
Hot Lunch Expenses	\$ 50,000.00	\$ 29,304.25	\$ 20,695.75
<b>TOTAL Hot Lunch</b>	<b>\$ 10,000.00</b>	<b>\$ 32,529.49</b>	<b>-\$ 22,529.49</b>
<b>Grants &amp; Misc.</b>			
Gaming Grants	\$ 7,100.00	\$ 7,100.00	\$ -
Income Interest	\$ 100.00	\$ 154.47	-\$ 54.47
Income Other	\$ -	\$ 651.00	-\$ 651.00
<b>TOTAL Grants &amp; Misc</b>	<b>\$ 7,200.00</b>	<b>\$ 7,905.47</b>	<b>-\$ 705.47</b>
<b>TOTAL INCOME</b>	<b>\$ 30,400.00</b>	<b>\$ 46,954.55</b>	<b>-\$ 16,554.55</b>
	<b>2015-2016 Current</b>	<b>Actuals Feb 29</b>	<b>Difference</b>
<b>EXPENSES</b>			
<b>Administration</b>			
Administration exp. including bank fees	\$ 400.00	\$ 182.05	\$ 217.95
Hospitality	\$ 400.00	\$ 168.81	\$ 231.19
<b>TOTAL Administration</b>	<b>\$ 800.00</b>	<b>\$ 350.86</b>	<b>\$ 449.14</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	\$ 78.40	\$ 1,921.60
<b>TOTAL PAC Programs</b>	<b>\$ 5,300.00</b>	<b>\$ 838.40</b>	<b>\$ 3,561.60</b>
<b>School Programs</b>			
Computers & Technology	\$ 6,340.00	\$ 6,247.63	\$ 92.37
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	\$ 280.48
Sports (tennis, gymnastics, inline skating)	\$ 3,600.00	\$ 3,000.00	\$ 600.00
Classroom Improvement Fund	\$ 500.00	\$ 276.98	\$ 223.02
Garden Maintenance	\$ 200.00	\$ -	\$ 200.00
Teachers Fund \$250/13 divs+Music+FSL+LST+INT	\$ 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	\$ 3,048.32	-\$ 0.02
Intermediate Fieldtrip (2015-2016)	\$ 3,100.00	\$ 3,100.00	\$ -
<b>TOTAL School Programs</b>	<b>\$ 37,288.30</b>	<b>\$ 33,188.96</b>	<b>\$ 3,726.49</b>
<b>TOTAL EXPENSES</b>	<b>\$ 43,388.30</b>	<b>\$ 34,378.22</b>	<b>\$ 7,737.23</b>
<b>NET (Income - Expenses)</b>	<b>-\$ 12,988.30</b>	<b>\$ 12,576.33</b>	<b>-\$ 25,564.63</b>