

Crescent Park Elementary PAC September 2017 Monthly Meeting

Date: Monday Sept 11, 2017

Location: Library

Time: 9:00-11:00 am

Attendees:

- Kathy Matty (President)
- Heather Seabrook (Vice-President)
- Hilary Gottschalk
- Katherine Botelho (Past Chair)
- Pam Robertson
- Erin Mazza (Secretary)
- Stella Zhao
- Yvette Callewaert
- Beth Turner
- Jennifer Howell
- Jackie Vuilleumier
- Sue Vanin
(Co-Treasurer)
- Carla Perrin (Co-Treasurer)
- Annie Xu
- Karien Bester
- Catherine Newell
- Claudia Torres
- Kate Colter (Principal)
- Laura Langton

Item:	Discussion:	Action/Follow-up:
Call to order	Kathy Matty called the meeting to order at 9:00.	
Minutes	Kathy Matty raised a motion to accept the minutes from June. Pam and Katherine seconded. Motion passed.	
Elgin and Marriot Scholarship winners for 2017.	<p>Kathy shared thank you cards from the three recipients of the Crescent Park PAC bursaries for the Graduating class of 2017.</p> <ul style="list-style-type: none"> • Earl Marriott – Mattias Tome • Elgin Secondary – Shuang-An (Joy) Wu • Elgin Secondary – Gavin Li 	
Principal's Report	<p>PAC MEETING Principal's Report September 2017</p> <p>1. Class Organization for 2017-18: (*New)</p> <ul style="list-style-type: none"> • Grade 7 FI – Mme. Goguen – Teacher in Charge • Grade 6/7 – Mr. Wiebe * • Grade 6/7 – Mr. McIndoe* • Grade 6 FI – Mme. Hashmi * • MACC 5/6/7 – Mrs. Sipocz • Grade 5/6 – Mrs. Jamieson • Grade 5 – Mrs. Gray • Grade 4/5 – Ms. Dhanani *(prep teacher in 2016-17) • Grade 4 – Mrs. McClure • Grade 3/4 – Ms. Horn* • Grade 3/4 – Mrs. Spoor • Grade 2/3 – Mrs. Laskiwski • Grade 2 – Mrs. Jack • Grade 1 – Mrs. Hildebrand 	

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	<ul style="list-style-type: none"> • Grade K/1 – Mrs. Shuto * • Kindergarten – Mrs. Friesen (returning from Maternity leave) <p>2. Staffing Update:</p> <ul style="list-style-type: none"> • LST (1.6) – Mrs. Shroeder (1.0) and Mrs. Redding (0.6) *(returning) • Integration Support Teacher (0.8) – Mrs. McIntosh * • Library (0.7) – Mrs. Bittner * • Intermediate Prep (0.475) – Mrs. Lowe* • Music (0.4) – Mrs. Keil • Counsellor (0.3) – Ms. McNabb * • Band (0.2) – Mr. Lord <p>3. ArtStarts presentations: We received the <i>ArtStarts in Schools</i> performance guide and would like to organize three performances for the school. Teachers are currently reviewing the options and will submit their choices to me by Friday, Sept. 15th</p> <p>4. Cross Country: We look forward to the start of another cross-country season for all grades 3-7 students at Crescent Park. Practices will begin this Thursday, September 14th at 7:50 and will continue each Monday, Thursday and Friday until the end of the season. Races will take place each Tuesday for five weeks from Sept. 19th to Oct. 17th. Ms. Spoor and Ms. Horn are coaching.</p> <p>5. School calendar's will be distributed to families this week.</p> <p>6. Wish list from the PAC: Teachers have been asked to submit their requests by Oct. 2nd.</p> <p>Upcoming Dates (also available on our school website)</p> <table border="0"> <tr> <td>Thurs. Sept. 21st</td> <td>Early Dismissal at 1:30pm Meet the Teacher @ 5:00-6:30pm. Welcome message in the gym at 5:15pm.</td> </tr> <tr> <td>Fri. Sept. 22nd</td> <td>Terry Fox Run (Time – TBD)</td> </tr> <tr> <td>Mon. Sept. 25th</td> <td>Professional development day for teachers. School is not in session.</td> </tr> <tr> <td>Fri. Sept. 29th</td> <td>Aboriginal Orange Shirt Day</td> </tr> <tr> <td>Wed. Oct. 4th</td> <td>Hot Lunch Day</td> </tr> <tr> <td>Thurs. Oct. 5th</td> <td>Individual Photo Day</td> </tr> <tr> <td>Mon. Oct. 9th</td> <td>Thanksgiving (No School)</td> </tr> <tr> <td>Tues. Oct. 10th</td> <td>PAC Meeting in the library, 7:00-9:00pm. All parents welcome.</td> </tr> <tr> <td>Wed. Oct. 18th</td> <td>Early Dismissal at 1:30pm</td> </tr> <tr> <td>Thurs. Oct. 19th</td> <td>Movie Night. (More Information to follow from the PAC.)</td> </tr> <tr> <td>Fri. Oct. 20th</td> <td>Professional development day for teachers. School is not in session.</td> </tr> </table>	Thurs. Sept. 21 st	Early Dismissal at 1:30pm Meet the Teacher @ 5:00-6:30pm. Welcome message in the gym at 5:15pm.	Fri. Sept. 22 nd	Terry Fox Run (Time – TBD)	Mon. Sept. 25 th	Professional development day for teachers. School is not in session.	Fri. Sept. 29 th	Aboriginal Orange Shirt Day	Wed. Oct. 4 th	Hot Lunch Day	Thurs. Oct. 5 th	Individual Photo Day	Mon. Oct. 9 th	Thanksgiving (No School)	Tues. Oct. 10 th	PAC Meeting in the library, 7:00-9:00pm. All parents welcome.	Wed. Oct. 18 th	Early Dismissal at 1:30pm	Thurs. Oct. 19 th	Movie Night. (More Information to follow from the PAC.)	Fri. Oct. 20 th	Professional development day for teachers. School is not in session.	
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	<p>Additional notes from meeting and questions from parents:</p> <p>Capacity: Ms. Colter advised that the school is at capacity with a total of 370/371 students.</p> <p>Question on how to communicate directly with individual teachers. Carla asked about email communication to teachers. There is some inconsistency in how teachers communicate between classroom and home. Ms. Colter suggested that all parents use email to make initial contact with teachers and to request face to face meetings where possible to discuss any issues or questions. All teachers' emails have the following format: last name_first initial@surreyschools.ca. All teacher's emails will be added to the school website.</p> <p>PAC Communication to Staff: Jennifer asked how best to communicate information to staff from PAC. An example would be information on the hot lunch program or information on Christmas Hamper donations. Ms. Colter recommended that any information that needs to be distributed to all staff be sent to her first for review. Once approved, she will distribute to all staff.</p> <p>Question from PAC on when will classes be finalized: All classes will be formed and in place by Tuesday morning, September 12th. There was a very good discussion on how class composition is decided. Ms. Colter has provided a matrix that is at the end of this document that outlines the rules for class size and composition.</p> <p>Question from PAC on Class Parents and if class lists and class parents would be available this year as a communication tool. Ms. Colter indicated that there is a district policy that no school formed lists be distributed to parents due to misuse in the past. There was general discussion on what value a class parent would provide now that we have school based emails and a website, plus weekly PAC emails and the PAC website and facebook page. While there is a social benefit to the class lists, for playdates and birthday parties as examples, all school wide communication will come from the office, PAC information for PAC email/websites and class messages will come from the teacher. There is still the ability for parents to approve the use of their email to be used for class based communication from within the online Hot Lunch ordering system.</p>	<p>Ms. Colter to ensure that all teachers emails are available on the school website.</p>
Treasurer's Report	<ol style="list-style-type: none"> 1. PAC Account. By exceeding fund raising goals, we were able to turn a forecasted deficit of \$4.4k to a net benefit of almost \$21k for fiscal 2016. <ol style="list-style-type: none"> a. Net income from key programs exceeded budget by 48% - \$25.5k budget vs \$38k actual. 	

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	<ul style="list-style-type: none"> i. Spring Fling. Exceeded budget by almost 2x - total income just shy of \$23k which includes \$7.7k in Gaming. ii. Fun Fair exceeded budget by \$2k iii. Hot Lunch netted \$18k (almost 2x) above projected. This was almost \$6k higher than 2015. <p>b. Some expense line items exceeded budget due to new initiatives throughout the year (i.e. Santa Breakfast)</p> <p>2. Wish List funds. The PAC approved a Wish List budget of \$9.8k of which \$9k was spent. A recommendation was made to consider having a close date in 2017.</p> <p>3. Gaming Account. We've allocated the annual field trip costs as well as the PAC portion of the school-wide in-line sports activity, scholarships, and the Fine Arts Performances. The two Spring Fling raffles brought in \$8k and must be used for playground equipment.</p> <p>4. School and District PAC Accounts. 2016-17 Teacher Discretionary and Field Trip funds are in these school account and being managed by Cindy, the head secretary of Crescent Park School. Ending balance was just over \$1400 so we'll account for this balance in the 2017 allocation.</p> <p>Financial discussions at the meeting:</p> <p>PAC purchased items – what happens when teachers leave the school? PAC has purchased thousands of dollars of items over the years that were requested for use by specific teachers for use in their classrooms. When staff leave the school, which of those items are expected to remain in the school, as many of those items been taken by teachers when they leave. The general agreement was that any items that are not consumable, are expected to remain as property of Crescent Park Elementary and not with individual teachers. The exception would be items purchased by the \$250 dollars that is provided by PAC to each teacher at the beginning of each year to cover their out of pocket costs for classroom items. Requested that a policy be documented and provided to teachers as part of the wish list request process.</p> <p>Classroom funds for teachers: Erin raised a motion to approve the \$250 per division (16 divisions, plus LST, French, Integration, Music). These funds will be released to the office the week of Sept 11th.</p>	<p>Sue and Carla to draft a communication for Ms. Colter to send to teachers on what can be included on wish lists - to ensure they include small and large items if needed -and to ensure that all staff are aware they have \$250 to spend at their own discretion. Guideline on which purchases are school property will also be included.</p>

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Meet the Teacher (Sept 21)	Hot lunch team will arrange Triple O's dinner for the meet the teacher event. Order forms will go home with kids on Monday, Sept 11 th . Parents can indicate which classroom they would like to have dinner delivered to. In the past, the PAC has provided dinner for the teachers. Unanimous decision to provide dinner for teachers this year. Hot lunch team to canvas teachers for their orders.	
New Parent Information session.	In the past, PAC has sponsored different events to support new families in the school with varying success. This year, Erin will work with Ms. Colter to identify new families to the school and to arrange a casual session in the office in early October to provide information on the school, the community and the different activities and services that may interest new families and to answer any questions that families may have. Carla, Laura and Heather offered to help Erin.	Erin to contact Ms. Colter for a list of new families.
Spirit Wear	<p>Hilary Gottschalk announced exciting changes and additions to the Spirit Wear lineup for this year. There will be new dry fit shirts and hoodies and our current font and logo will be supplemented with a modern cougar insignia to add additional flair. All of our new students and kindergarten students received their complimentary Crescent Park Cougar cinch bags and order forms and samples of this year's products will be ready for the meet the teacher night or soon after.</p> <p>Motion raised to purchase t-shirts for all staff (\$10 per shirt, total approx. \$250). Motion passed.</p>	
PAC Volunteers	<p>It takes a village and some dedicated leads to make all the PAC activities run smoothly each year. A big thank you to all our returning volunteers. The PAC volunteer page will be updated with our events and programs and where we could use enthusiastic volunteers to help make everything happen.</p> <p>A few people to note/thank. Beth Turner and Jennifer Howell are back to lead our amazing Hot Lunch team and Ally Ulmer is ready for the three-peat and is already booking the legion for April 28, 2018 for our parents night out, spring fling fundraiser.</p>	
Playground	Erica and Laura met with three district approved contractors in July to get quotes for playground options. Expected to have quotes back within 3 weeks, still waiting for responses.	
Emergency Preparedness	As a reminder, there is a large storage container in the teachers parking lot that contains emergency supplies for all students, teachers and visitors for 3 days following a catastrophic event where students and staff can not leave school property. Each year we need to ensure that the supplies are replenished and that any out of date items are replaced. Hilary (when she's not ordering t-shirts!) is our lead for inspecting these items and ensuring they are up to date. PAC will cover the costs of any replacement/additional items. Thanks Hilary!	
Misc. Other Business	Kettle – we need to purchase a kettle for the PAC Kitchen.	

Item:	Discussion:	Action/Follow-up:
	<p>iGuy and iGirl sessions for intermediates – Pam Robertson is looking to book Saleema Noon’s organization to hold these sessions for interested students in April. The iGuy and iGirl sessions are aimed at handling peer to peer issues that are pertinent to our intermediate aged students including, bullying, social media awareness, and other social issues. More information to follow later in the year.</p> <p>Staff leads for athletics and other programs: with the high volume of staff turnover this year, parents would like to know who will be leading initiatives such as sports teams, track and field, lunch time fine arts programs and other initiatives. PAC will request Ms. Colter to speak to this at the next PAC meeting.</p>	
Adjourned	Kathy raised a motion to adjourn the meeting at 10:55. Passed unanimously.	

2016-2017

August 2017 Treasurer Report:

Prepared by: Laura Langton and Susan Vanin

Bank Balances:		
Gaming Casino Fund	31-Aug-17	\$11,231.17
Crescent Park PAC	31-Aug-17	\$58,750.51
School Account*	31-Aug-17	\$1,209.60
District Held PAC*	31-Aug-17	\$228.51
Total		\$71,419.79

* Administered by CP Elementary.

PAC General Account: August 31, 2017	Income:	Expenses:
Hot Lunch	\$69,281.04	\$51,342.83
Spirit Wear	\$5,049.00	\$4,222.34
Movie Night	\$1,570.00	\$558.09
Other	\$9,927.80	\$7,347.73
Gym mural / Annex		\$3,440.00
Spring Fling	\$17,122.31	\$2,211.05
Wish List / Teachers Fund		\$9,539.43
Total	\$102,950.15	\$78,661.47

Gaming: August 31, 2017	Income:	Expenses:
Stream of Dreams		\$1,292.00
Grant	\$7,460.00	
Field Trips & Sports		\$7,500.00
Fine Arts Performances		\$3,064.96
Scholarships		\$900.00
Raffles: Spring Fling / Fun Fair / Movie night	\$8,095.00	
Administration		\$38.61
Balance	\$15,555.00	\$12,795.57

CRESCENT PARK ELEMENTARY - PAC
2016-2017 Budget to Actuals
FINAL - Aug 31, 2017

	Approved Budget	Final Actuals	Variance	Notes
INCOME				
Fundraising Income				
Movie Night	\$1,500	\$1,012	(\$488)	Net -- Actuals less expenses
Spirit Wear	1,000	827	-173	Net -- Actuals less expenses
Fun Fair	1,000	3,085	2,085	Net -- Actuals less expenses
Spring Dance	12,000	14,911	2,911	Net -- Actuals less expenses. \$9k from raffles in Gaming
TOTAL Fundraising Income	\$15,500	\$19,835	\$4,335	
Hot Lunch				
Hot Lunch Income	\$60,000	\$69,281	\$9,281	
Hot Lunch Expenses	-50,000	-51,343	-1,343	Includes Sports Day Pizza
TOTAL Hot Lunch	\$10,000	\$17,938	\$7,938	
Miscellaneous				
Other Income		\$134	\$134	Net for Meet and Greet
TOTAL Grants & Misc	\$0.00	\$134	\$134	
Gaming				
Gaming Grants	\$7,480	\$7,460	-\$20	\$20/student. Restricted use
Other Gaming Income		9,545	9,545	Raffles
Gaming Expenses	0	-13,996	-13,996	Field Trips, Stream of Dreams, Sports, etc.
TOTAL Grants & Misc	\$7,480	\$3,009	(\$4,471)	Leveraged existing balance
TOTAL INCOME	\$32,980	\$40,916	\$7,936	

	Approved Budget	Final Actuals	Variance	Notes
EXPENSES				
Administration				
Administration	\$400	\$523	\$123	Includes bank fees, stationary, postage
Hospitality / Programs	400	3,248	2,848	Thank you lunch for Teachers, Santa Breakfast, Hampers, Cinch bags, jugs/bins
TOTAL Administration	\$800.00	\$3,771	\$2,971	
PAC Programs				
Emergency Preparedness	\$900	\$33	(\$867)	3 days of supplies for each student
Gift Account - Leaving Teachers	800	1,073	273	
Scholarship Elgin & EMS	900		-900	1 to EMS and 2 to Elgin -- Crescent Park alumni. Paid from Gaming
Integration Room Supplies/Special needs	250	89	-161	
Sports Day Snack	200	212	12	
Grade 7 Grad Donation	250	275	25	Décor or year end party
Student Education Programs	2,000	1,518	-483	Saleena Noon
TOTAL PAC Programs	\$5,300.00	\$3,201	-\$2,099	
School Programs				
Computers & Technology	\$4,500	\$2,278	(\$2,222)	Wish list items. iPads, cameras, etc.
Fine Arts - Music	1500	1,481	-19	Wish list. Ukeleles
Library Fund	1800	1,611	-189	Wish list items. New content (i.e. eBooks, graphic novels)
Fine Arts Supplies	500	334	-166	Wish list items. Typically lunch programs - Brooke's requirements
Classroom Improvement Fund	500	1,116	616	Wish list items - small items teachers need. Additional \$480 from District account
PE Equipment	1,000	1,280	280	Wish list item - high jump mat
Field Trip Expense Fund	5,700	0	-5,700	\$15/student. Cheque we write the school and the school manages disbursement. Covered by Gaming
Fine Arts Performances	3,000	0	-3,000	Paid from Gaming
Sports (tennis, inline skating)	3,600	0	-3,600	External programs - typically PAC + student \$ Teachers determine. \$3000 from Gaming
Garden Maintenance	100	134	34	
Teachers Fund	4,750	1,349	-3,401	\$250/Division -- currently 15 divisions + FSL, Integration, Music, LST. Teacher Discretionary. Funds held by the office. Used balance in District and PAC accounts
*Approved in 2015-2016 Stream of Dreams	1,292	0	-1,292	\$1292 paid from Gaming
*Approved in 2015-2016 School Mural (Annex)	885	840	-45	
*Approved in 2015-2016 Gym Mural	2,187	2,600	413	
TOTAL School Programs	\$31,314.00	\$13,024	(\$18,290)	
TOTAL EXPENSES	\$37,414.00	\$19,996	(\$17,418)	
NET	(\$4,434)	\$20,920	\$25,354	

**CLASS SIZE COMPOSITION
2017-2018**

Elementary Class Sizes

Grade	Class Size (No Integration)	With Integration (Low Incidence or Intensive Behaviour)	Flex Factor w/o LI or LB (After Oct 1.)	Minimal thresholds due to non-compliance	Class Composition Requirements
K	20	19	0	15	Max. of 2 Low Incidence (LI) students (A-H) per div.
K/1	20	19	0	15	
1	22	21	0	17	
1/2	22	21	0	17	Max. of one Intensive Behaviour (IB) per div.
2	22	21	0	17	
2/3	22	21	0	17	
3	22	21	0	17	1 or 2 LI and/or 1 IB student in the class, reduce size by 1
3/4	24	23	0	18	
4	29	28	1 = 30	23	
4/5	26	25	3 = 29	20	If unable to meet requirements, reduce size by 5 for K-3/4 and 6 for 4-7 e.g. Gr. 6 & 2 H = 23 (29- 6=23)
5	29	28	1 = 30	23	
5/6	26	25	3 = 29	20	
6	29	28	1 = 30	23	
6/7	26	25	3 = 29	20	
7	29	28	1 = 30	23	