**Crescent Park Elementary PAC**

**September 2019 Monthly Meeting**

**Date**: Monday, September 9 , 2019

**Location**: Music Room

**Time**: 9:00-11:00 am

**Attendees**:

* Emily Canavan (President)
* Heather Seabrook (Past President)
* Leslie Parker (Co-Secretary)
* Kimberly Severson (Co-treasurer)
* Ms. Colter (Principal)
* Kathy Matty
* Connor Brodie
* Kasey Currie
* Susan Boyes
* Joanna Jia
* Sara Youngberg
* Catherine Newell
* Meredith Laird
* Pam Robertson
* Hilary Gottschalk

| **Item:** | **Discussion:** | **Action/Follow-up:** |
| --- | --- | --- |
| Call to order | Emily called meeting to order at 9:00 |  |
| Introductions | Round table introductions done |  |
| Minutes | June 2019 minutes approved by Kathy and seconded by Connor |  |
| Principal’s Report | Staffing  1. Class Organization for 2019-20: (\*New)  Current figures: 17 divisions  381 students  · Grade 7 FI – Mme. Goguen – Teacher in Charge  · Grade 6/7 – Mr. McIndoe  · Grade 6/7 – Ms. Fransen\*  · Grade 6/7 – Ms. Trainor\*  · Grade 6 FI – Mme. Hashmi  · MACC 5/6/7 – Mrs. Choudhary  · Grade 5/6 – Ms. Fairweather\* (for Mrs. Dhanani’s maternity leave)  · Grade 5 – Mrs. Jamieson  · Grade 4/5 – Mrs. McClure  · Grade 3/4 – Mrs. Spoor  · Grade 3/4 – Ms. Tutte  · Grade 3 – Mrs. Svab and Mrs. Vanstone  · Grade 2 – Mrs. Jack  · Grade 1/2 – Ms. Douglas  · Grade 1 – Mrs. Hildebrand & Mrs. Mayer (T/TH)  · Kindergarten – Mrs. Price and Mrs. Vanstone  · Kindergarten – Mrs. Ainsley-Travis\* (for Mrs. Friesen’s maternity leave) and Mrs. Vanstone  2. Non-Enrolling Update:  · LST – Mrs. Schroeder (1.0)  · LST - Mrs. Leonard (0.8 – M/T/Th/F)  · Integration Support Teacher  o (1.0) – Mrs. Elphick\*  o (0.5) – Mrs. Dunsmore\*  · Library (0.8 – M/T/Th/F) – Mrs. Bittner  · Music (0.5 – W/Th/F) – Mr. Solis  · Band (0.2 –T/TH) – Mr. Lord  · Intermediate Prep (0.65) – Mr. Jones  · Counsellor (0.4 – M/T) – Mrs. McNabb  · CYCW (0.6 -T/Th/F) – Ms. Lumley\* & Ms. Turecki  3. Room changes / allocations:  · Music and band will take place in room across from the library  · Minor shuffling in the office has created an IST office space  4. Before and After School Daycare  Two providers were unable to offer their program to CP due to budgeting issues and licensing delays with the City of Surrey. The district is currently working with a new provider who will be previewing the space later this week.  This month…  · The gravel field will be used for movie production equipment and vehicles starting Sept. 12 until Oct. 1st at the latest  · Welcome Back BBQ on Thurs. Sept. 19th  o Theme: Iggy Peck, Architect: Read. Question. Think.  o Come and see the learning that has taken place since we’ve been back at school!  · Terry Fox run will be held on Friday, Sept. 20th in the afternoon  · Orange Shirt Day: Every Child Matters will be held on Friday, Sept. 27th. Order forms have been sent home.  · Pro-D Day on Monday, September 30th – No school for students. Teacher will be learning about Indigenous Worldviews and Perspectives  Sports…  · Cross Country: Cross-country season for all grades 3-7 students will start on Friday, Sept. 13th 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. 17th to Oct. 15th.  Upcoming…  · Photo Day – Thursday, Oct. 3rd  · Grade 6 Immunizations – Monday, Oct. 7th  · After school clubs will begin next month including:  o Coding Club on Tuesday’s from 2:45-3:45, Oct. 1-Dec. 3  o Art Club on Wednesday’s from 2:30-3:30, Oct. 16-June 10  Other…  · School calendar’s will be distributed to families by the end of the month  · Wish list from the PAC: Teachers have been asked to submit their requests by Friday, Sept. 27th.  · Safe Schools, in partnership with the Superintendent’s Department, has purchased basic emergency supplies for schools in the event of a wide-scale disaster requiring shelter-in-place. These supplies are a universal list of items based on suggestions from a cross-section of Surrey principals, vice-principals and Safe Schools staff, combined with the Ministry of Education and Emergency Management BC’s suggested list of supplies. The supplies arrived at the school during the last week of August in two 65-gallon yellow rolling storage bins. The district understands that storage is an issue at many of the  school sites and appreciate the ability to accommodate these supplies for school communities.  The list of included items is below:  65 gallon yellow rolling bin with lid  · Level 2 Kit Soft Pack w/pocket mask  · Western Pocket Mask w/ head strap - 80-9250  · Reusable Hot/Cold Packs 4.25"x11" - ffhc87004  · Ansell Vinyl PF Gloves 100/box L 34-725 - 105049  · Toilet Bucket  · Toilet Bags with Bio Gel  · 5 Gallon Empty Water Jug  · Garbage Bags (case) 100 per case  · \*\*Toilet Paper Roll -  · 3M Antiseptic Gel 115ml 9325 - 9325  · \*\*8 x 10 Tarps - T002436G  · \*\*Poly Rope 1/4" x 100' - R001952-100  · \*\*Duct Tape - Nashua 308 2"  · \*\*Space Blankets - MF ETB1  · \*\*D Size Flashlight BEK2D-A - BEK2D-A  · \*\*Alkaline D Size Battery AL-D - AL-D  · W.S. 4 Pocket Traffic Vest Lime -  · WORK HORSE N95 20/BX DISPOSABLE MASK - SSRS1010 - SRS1010  · CHEM SPLASH SAFETY GOGGLES EP20 - SEPG211TQ  · Split Leather Patch Palm Glove 710  · \*\*Emergency Foil Water Datrex Water 125ml - DX1000W  · \*\*Emergency Food Blue Food Ration 3,600 kcal - DX3600F |  |
| Treasurer’s Report | **Report attached** |  |
| Open PAC roles | The following roles are still open; Co-tressurer and vice-president  Please contact the PAC if you are interested  PAC to go to Kindergarten and Grade 1 class to recruit |  |
| New families welcome | Coffee’n’chat in music room September 16, after drop off |  |
| Family BBQ/ meet the teacher night | September 19 at 1630-1900  Volunteers are needed  This is a no cash event |  |
| Garden beds | Pam to connect with Ms Mclure  $50 requested to buy flowers, raised by Kathy, seconded by Heather, motion approved |  |
| New business:  Hot lunch | The first hot lunch service will be Oct 2  Hot lunch is every Wednesday and is a rotating weekly schedule consisting of Pizza, hot dog day, White Spot and Subway  Ordering deadline is Friday September 20 and is non-negotiable  Thank-you Connor for organizing, our students love hot lunch day!!! |  |
| Spirit wear | On hold for now and will be re-evaluated in the future  **Oct 9 Revision: Kindergarten students will be provided with synch bags** |  |
| Emergency preparedness | This is an ongoing project that is being led by Melissa Pals  A not e from Melissa was read outlining the current progress. Kate and Emily to connect with Melissa  **The following is an email from Melissa:**  Emergency Preparedness Needs 2019-2020.  Knowing we have an $1800 budget I propose we replace the food bricks (expired 1/19) and water (expired 6/17). Ideally, we should have either a waterproof roller bag with handle or waterproof military grade backpack in each room with immediate supplies (which are in the individual bins currently) plus half the water supply per room.  After inspecting the bins, I propose they are stored in the classrooms, not in the large outside bin in case there is no access to the outside area.  That way we will have supplies inside the school and then can get any extra supplies and remaining water supplies from the outside bin.  These bins are not huge, full or heavy. And if need be, students or staff can relocate them with their class in a time of need.  \*Currently, the class lists in each bins are from Jan 2018. These need to be updated. If someone can supply me with these then I will put them in the corresponding bins.  Also, the bin labeled flashlights and batteries, the inventory list indicates “11-flashlights, 50-D batteries”. The bin has 6 flashlights and 6-D batteries and looks like it has been rummaged thru. This needs to be updated as well.  If there is any room for increasing the budget for this project, please let me know.  I will have prices and details for everything needed before/at the October PAC meeting (that I will be attending as co-secretary) and/or can discuss further at anytime. |  |
| Teacher wish list/budget | Requests from teachers are pending, approval to be decided at the next PAC meeting.  Usually $250/division is given to purchase wish list items  The process to purchase wish list items will continue to be discussed  For example a tech team has been created |  |
| Student education programs | Saleema Noon is offering iGirl/iGuy/iMatter for intermediate students. The focus of these sessions is internet safety.  Emily raised a motion to approve $2200 to register for these sessions, seconded by Pam and all approved |  |
| Movie night | Our next movie night is Oct 25 in the gym  Catherine volunteered to organize this fun event  Thank you Catherine!!! |  |
| Coffee’n’chat | Morning coffee and chat will be held 2-3x a year, dates to be announced |  |
| Budget prep | Discussion about the budget will be done at the next PAC meeting |  |
| Other | The babysittng/home alone course could possibly be offered at Crescent Park on a professional day- more information is needed |  |
| Adjourned | Meeting adjourned at 10:57 |  |

Inline image

**Crescent Park Elementary PAC**

**2018-2019**

**2018-2019 Treasurer Report:**

Prepared by: Carla Perrin + Kimberly Severson

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| --- | --- | --- |
|  |  |  |
| Gaming Casino Fund | 31-Aug-19 | $23,433.42 |
| Crescent Park PAC | 31-Aug-19 | $25,538.58 |
| School Account\* | 31-Aug-19 | $13.65 |
| District Held PAC\* | 31-Aug-19 | $0.04 |
| **Total** |  | **$48,985.69** |

*\* Administered by CP Elementary.*

|  |  |  |  |
| --- | --- | --- | --- |
| **PAC General Account: August 31, 2019** | **Income:** | **Expenses:** |  |
| Hot Lunch | $81,668.81 |  | $63,644.76 |
| Movie Night | $795.89 |  | $141.64 |
| Spirit Wear | $3,905.00 |  | $6,200.82 |
| Spring Fling | $10,947.18 |  | $1,850.00 |
| Wish List / Teachers Fund | $0.00 |  | $47,635.62 |
| Other (Fun Fair, Hospitality, Programs) | $9,641.75 |  | $17,791.66 |
| **Total** | **$106,958.63** |  | **$137,264.50** |
|  |  | |  |
| **Gaming: August 31, 2019** | **Income:** | **Expenses:** |  |
| Grant | $8,856.00 |  |  |
| Field Trips & Sports |  |  | $7,342.00 |
| Fine Arts Performances |  |  | $645.00 |
| Scholarships |  |  | $1,500.00 |
| Raffles: Spring Fling / Fun Fair / Movie night | $3,840.00 |  |  |
| Other |  |  | $0.00 |
| Administration | $0.00 |  | $0.00 |
| **Total** | **$12,696.00** |  | **$9,487.00** |

**CRESCENT PARK ELEMENTARY - PAC**

**2018-2019 Budget**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **INCOME** | | **Approved**  **Budget** | | **Actuals** | | **Notes** |
| **Fundraising Income**  Movie Night | | $1,100 | | $654 | | Net -- Actuals less expenses |
| Spirit Wear | | (2,000) | | (2,296) | | Net -- Actuals less expenses includes $3,000 for school jerseys |
| Fun Fair | | 500 | | -177 | | Net -- Actuals less expenses |
| Spring Dance | | 12,000 | | 9,097 | | Net -- Actuals less expenses. |
| **TOTAL Fundraising Income** | | **$11,600** | | **$7,279** | |  |
| **Hot Lunch**  Hot Lunch Income | | $70,000 | | $81,669 | |  |
| Hot Lunch Expenses | | (57,000) | | (63,645) | |  |
| **TOTAL Hot Lunch** | | **$13,000** | | **$18,024** | |  |
| **Grants & Miscellaneous**  Other Income | | $230 | | $1,424 | | Net for Meet and Greet / donations |
| **TOTAL Grants & Misc** | | **$230.00** | | **$1,424** | |  |
| **Gaming**  Gaming Grants | | $8,856 | | $8,856 | | Confirmed amount for 2018. Restricted use |
| Other Gaming Income | | $2,000 | | 3,840 | | Raffles |
| Gaming Expenses | | (45) | | 0 | | Administration - other items in categories below, |
| **TOTAL Gaming** | | **$10,811** | | **$12,696** | |  |
| **TOTAL INCOME** | | **$35,641** | | **$39,422** | |  |
|  | |  | |  | |  |
| **EXPENSES** | | **Approved**  **Budget** | | **Actuals** | | **Notes** |
| **Administration** Administration | | $950 | | $629 | | Includes bank fees, stationery, postage |
| Santa Breakfast | | 1,600 | | $1,726 | |  |
| Hospitality / Programs | | 1,400 | | 2,501 | | Thank you lunch for Teachers, Hampers, PAC supplies |
| **TOTAL Administration** | | **$3,950.00** | | **$4,857.02** | |  |
| **PAC Programs**  Emergency Preparedness | | $900 | | $0 | | 3 days of supplies for each student. Paid from Gaming |
| Gift Account - Leaving Teachers | | 800 | | 995 | |  |
| Scholarship Elgin & EMS | | 1,500 | | 1,500 | | 1 to EMS and 2 to Elgin ($500/ea) -- Crescent Park alumni. Paid from Gaming |
| Sports Day Snack | | 700 | | 300 | |  |
| Grade 7 Grad Donation | | 300 | | 300 | | Décor or year end party |
| Student Education Programs | | 2,000 | | 1,623 | | Saleena Noon / iGuy and iGirl. Paid by Gaming |
| **TOTAL PAC Programs** | | **$6,200.00** | | **$4,717** | |  |
| **School Programs**  Computers & Technology | | $12,661 | | 12,066 | | Wish list. , $8,500 was approved and spent for the AV |
| Fine Arts | | 0 | | 0 | | Wish list. |
| Integration Room Supplies/Special needs | | 302 | | 372 | | Wish list. |
| Library Fund | | 1800 | | 1,218 | |  |
| LST | | 167 | | 136 | | Wish list. |
| Classroom Improvement Fund | | 5,222 | | 5,582 | | Wish list. |
| PE Equipment | | 40,000 | | 21,777 | | Wish list. - basketball hoop and tables |
| Field Trip Expense Fund | | 5,835 | | 5,865 | | $15/student (389 students) Cheque we write the school and the school manages disbursement. Paid by Gaming |
| Fine Arts Performances | | 3,000 | | 1,630 | | Paid by Gaming |
| Sports (tennis, inline skating) | | 3,600 | | 2,747 | | External programs - typically PAC + student $ Teachers determine. Paid by Gaming |
| Garden Maintenance | | 100 | | 53 | |  |
| Teachers Fund | | 5,500 | | 5,500 | | $250/Division -- 17 divisions for 2018/19 + LST & Integration + Library, Principal, Music |
| **TOTAL School Programs** | | **$78,187** | | **$56,946** | |  |
|  | |  | |  | |  |
| **TOTAL EXPENSES** | | **$88,337** | | **$66,519** | |  |
| **NET** | | **($52,696)** | | **($27,097)** | |  |
| Remaining budget to be spent |  | | -25,598.83 | |
| Gaming account (restricted use: playground) | 20,224.00 | | 23,433.42 | |
| Unrestricted accounts | 53,623.32 | | 25,538.58 | |

Unrestricted Funds after Budget Approvals 21,151.62 23,373.17

Budget was revised for Nov budget adds

basketball hoop and tables 40,000.00 40,000.00 not spent yet

AV equipment 8,500.00 8,500.00 spent

School jerseys 3,000.00 3,000.00 not spent yet

51,500.00 51,500.00