

# CRESCENT PARK ELEMENTARY PAC MINUTES



**Date:** April 17, 2023  
**Time:** 7:30 – 9:00 pm  
**Location:** Virtually (Zoom)

Item	Discussion
<b>Call to order</b>	Meeting called to order by Leslie Parker @ 7:32 pm
<b>Land Acknowledgment</b>	Completed by Leslie Parker
<b>Attendance</b>	<b>Attendees</b> <ul style="list-style-type: none"><li>• Leslie Parker – President</li><li>• Amber Magnus Co-Vice President</li><li>• Kelsey Gares – Co-Vice President</li><li>• Erin Yeager – Treasurer</li><li>• Erica Graves – Secretary</li><li>• Pinder Tatlay - DPAC</li><li>• Jolene Elder - Principal</li><li>• Kim Baxter</li><li>• Stephie Hammond</li><li>• Carlie Oyenhart</li><li>• Britt White</li><li>• Anneke Sercey</li><li>• Christine and Noah Il-Legar</li></ul>
<b>Approvals</b>	<b>Approval of February meeting minutes</b> <ul style="list-style-type: none"><li>• Approved by Kelsey</li></ul> <b>Approval of meeting agenda</b> <ul style="list-style-type: none"><li>• Approved by Erica</li></ul>
<b>Principals report</b>	<b><u>PAC April 2023</u></b> <b><u>Principal's Report</u></b> <ol style="list-style-type: none"><li><b>1. Plumbing upgrade</b><ol style="list-style-type: none"><li>a. Abatement protocols</li><li>b. In the future, there will be some drainage work by the undercover area and the playgrounds (dates TBA)</li></ol></li></ol> <p>**Questions about abatement process and safety/testing addressed</p>

Item	Discussion
	<p><b>2. Sports equipment purchased</b></p> <p>a. Slowly trickling in and will be organized and ready to use once it all arrives</p> <p><b>3. Technology</b></p> <p>a. Currently waiting for PAC \$ to be signed over (based on last PAC Meeting) so we can order some new devices.</p> <p><b>4. Staffing</b></p> <p>a. We have currently posted a grade 2/3 (which is a new division added)</p> <p>b. We do not know yet who will be our CCW, Counsellor, 2nd/3<sup>rd</sup> LST or IST</p> <p>**There will be 16 divisions next for the 2023/2024 year. New staff position posting closes next week. Discussed having a information night for families.</p> <p><b>5. BINGO Night</b></p> <p>a. Great turnout and so thankful for all the volunteers and helpers</p> <p><b>6. Special Events</b></p> <p>a. Earth Day Clean Up – April 21<sup>st</sup> --- notice coming home tomorrow</p> <p>b. Track Rotations for grades 3-7 are for all students to get out and try all the track events. Will be 5 different afternoons over the next couple weeks.</p> <p>**Track meets will be May 3 and 31<sup>st</sup> both hosted at WR track as Bear Creek Park is currently closed</p> <p>**People in Residence (Indigenous Program) will be taking place the week of May 1<sup>st</sup>. Cultural facilitators will be attending classrooms to shar knowledge.</p>
<b>Treasury report</b>	<p><b>*February and March Reports attached</b></p> <p>Highlights:</p> <ul style="list-style-type: none"> <li>● 2022/2023 fundraiser summary excel sheet explaining where raised funds are allocated to discussed and agreed upon</li> <li>● Extra candy sales from Bingo night to be sold by Grade grads (Friday/afterschool)</li> <li>● Elgin and EMS Scholarship review</li> <li>● Gaming account discussion</li> <li>● Technology upgrades <ul style="list-style-type: none"> <li>○ PAC has allocated 10,000 for the school library technology upgrades</li> <li>○ Leslie motioned to approve and Kelsey second approval</li> <li>○ Jolene will order and share purchase order with PAC</li> </ul> </li> </ul>
<b>DPAC Report</b>	<p><b>SOGI Protest discussion</b></p> <ul style="list-style-type: none"> <li>● Info session available on April 20<sup>th</sup> at 7pm via zoom (link on district website)</li> <li>● Good for our parents to attend if they have questions/concerns</li> </ul>
<b>Fundraisers</b>	<p><b>Art Cards</b> – coming in soon</p> <p><b>Grade 7 fundraisers</b> – Doughnut and Candy sales **will make sure money is well labelled in office safe</p> <p><b>Spring Fling</b> – May 11 at OP Hall (Tickets are \$35 and will go on sale shortly)</p> <ul style="list-style-type: none"> <li>● Auction items needed – Schill, BMO, RBC, and bigger ticket items discussed</li> <li>● Volunteers needed for set up/clean up</li> <li>● Christine volunteered to help with Décor again</li> </ul>

Item	Discussion
	<p><b>Fun Fair – tentatively booked for June 17 from 11am-3pm</b></p> <ul style="list-style-type: none"> <li>Briefly discussed and brainstormed ideas (games, old supplies, FH 12, Pony’s, Rabbits)</li> <li>Volunteers needed</li> </ul>
<b>Old Business</b>	<p><b>Emergency supplies/ earthquake kits</b></p> <ul style="list-style-type: none"> <li>No updates</li> </ul> <p><b>Spirit wear</b></p> <ul style="list-style-type: none"> <li>Discussion logo, colors, importance of school community inclusion on final designs</li> <li>Will do on demand ordering</li> <li>2500 budget earmarked for spirit wear</li> </ul> <p><b>Meet and greets for parents</b></p> <ul style="list-style-type: none"> <li>2023-2024 school year – discussion shelved until next meeting</li> </ul>
<b>New Business</b>	<p><b>Fire in PAC Kitchen</b></p> <ul style="list-style-type: none"> <li>More investigation required before decision to replace. Rarely used.</li> </ul> <p><b>HUB room and Kitchen clean up needed</b></p> <p><b>Teacher appreciation lunch</b></p> <ul style="list-style-type: none"> <li>May 24<sup>th</sup> (1000 dollar allocated)</li> <li>Sunflower café and florals for all 46 staff</li> </ul> <p><b>PAC Executive</b></p> <ul style="list-style-type: none"> <li>Team will continue for 2023/2024 year</li> <li>Will discuss meeting times in the future</li> <li>Britt White will help with DPAC and taking over Hot lunch program</li> </ul> <p><b>Recent local vandalism</b></p> <ul style="list-style-type: none"> <li>Will discuss next meeting – time restrictions</li> </ul>
<b>Conclusion</b>	<ul style="list-style-type: none"> <li>Meeting adjourned at 9:12pm</li> <li>Next meeting May 15, 2023 at 7:30 pm via Zoom</li> </ul>



# FINANCIAL DASHBOARD

February 2023

**Date**

Sep 2022 - Feb 2023 MONTHS ▾

2022 2023

AUG SEP OCT NOV DEC JAN FEB MAR APR

## INCOME STATEMENT - YTD

	Actual	Budget
<b>Income</b>	<b>\$109,016</b>	<b>\$112,650</b>
Art Cards Program		\$2,400
Donations		\$1,500
Floral Program		\$850
Fun Fair		\$10,000
Gaming Grant	\$7,000	\$7,000
Grade 7 Grad Sales - Sundries	\$1,619	
Hot Lunch Program	\$90,031	\$60,000
Hot Lunch Program - Sundries	\$1,716	
Neufeld Farm Program	\$5,982	\$12,000
Other Income	\$268	
Purdy's Program	\$2,400	\$1,200
Spirit Wear		\$2,700
Spring Dance		\$15,000
<b>Expenses</b>	<b>\$67,452</b>	<b>\$107,600</b>
Administration	\$12	\$600
Fieldtrip Fund	\$5,100	\$5,100
Fun Fair Fund		\$10,000
Garden Maintenance		\$500
Gift Account - Leaving Teachers		\$200
Grade 7 Grad Donation	\$3,818	\$2,700
Grade 7 Grad Sundries	\$1,026	
Hospitality	\$457	\$3,500
Hot Lunch	\$38,208	\$45,000
Library		\$300
Movie Night Fund		\$1,000
Neufeld Farm	\$4,775	\$9,550
Santa Breakfast Fund	\$1,556	\$2,000
Scholarships		\$1,500
School Musical Fund	\$5,000	\$5,000
Spirit Wear Fund		\$2,500
Sports Day Snack		\$400
Sports Equipment	\$2,250	
Spring Dance Fund		\$7,000
Student Education Programs		\$3,500
Teachers Fund	\$5,250	\$5,250
Winter Dance Fund		\$2,000
<b>Net Income</b>	<b>\$41,563</b>	<b>\$5,050</b>

**Fiscal**

2021/2022

2022/2023

**Variance (%)**

723.0%

**Fiscal**

2021/2022

2022/2023

**FINANCIAL COMMENTS**

~ \$2,250.00 was given to the school using the gaming grant money for new sports equipment.

**SCHOOL ENROLLMENT STATS**

Div 1	24	Div 9	21
Div 2	28	Div 10	20
Div 3	25	Div 11	20
Div 4	15	Div 12	21
Div 5	28	Div 13	21
Div 6	28	Div 14	19
Div 7	25	Div 15	18
Div 8	27		
Kindie	30	Grade 4	42
Grade 1	39	Grade 5	38
Grade 2	30	Grade 6	59
Grade 3	41	Grade 7	61
<b>Total Student Enrollment</b>	<b>340</b>		

**Date**

Feb 2023 MONTHS ▾

2022 2023

SEP OCT NOV DEC JAN FEB MAR APR

## INCOME STATEMENT - BY MONTH

	Actual
<b>Income</b>	<b>\$132</b>
Hot Lunch Program	\$132
<b>Expenses</b>	<b>\$10,798</b>
Administration	\$2
Hospitality	\$63
Hot Lunch	\$8,483
Sports Equipment	\$2,250
<b>Net Income</b>	<b>-\$10,666</b>

**Fiscal**

2022/2023

**Month**

February

March

## BANK BALANCES

	Balance
PAC Gaming	\$964
PAC Operating	\$114,096
<b>Total Cash</b>	<b>\$115,060</b>

**Fiscal**

2022/2023

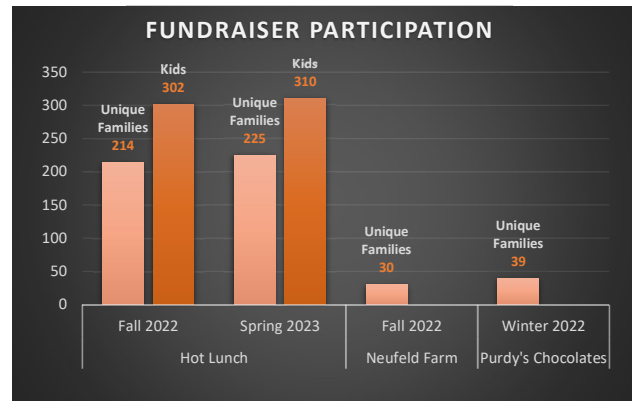
**Month**

January

February

## BALANCE SHEET

<b>Assets</b>	<b>\$115,060</b>
Cash in Gaming Account	\$964
Cash in Operating Account	\$114,096
<b>Liabilities &amp; Equity</b>	<b>\$115,060</b>
Accounts Payable - Vendors	\$3,388
Retained Earnings (Previous Year)	\$70,109
Current Earnings (YTD)	\$41,563



**Program**

Hot Lunch

Neufeld Farm

Purdy's Chocolates

**Term**

Fall 2022

Spring 2023

Winter 2022



# FINANCIAL DASHBOARD

March 2023

**Date**  
 Sep 2022 - Mar 2023 MONTHS ▾  
 2022 2023  
 SEP OCT NOV DEC JAN FEB MAR APR MAY  
 ◀ ▶

INCOME STATEMENT - YTD		
	Actual	Budget
<b>Income</b>	<b>\$109,016</b>	<b>\$112,650</b>
Art Cards Program		\$2,400
Donations		\$1,500
Floral Program		\$850
Fun Fair		\$10,000
Gaming Grant	\$7,000	\$7,000
Grade 7 Grad Sales - Sundries	\$1,619	
Hot Lunch Program	\$90,031	\$60,000
Hot Lunch Program - Sundries	\$1,716	
Neufeld Farm Program	\$5,982	\$12,000
Other Income	\$268	
Purdy's Program	\$2,400	\$1,200
Spirit Wear		\$2,700
Spring Dance		\$15,000
<b>Expenses</b>	<b>\$73,838</b>	<b>\$106,400</b>
Administration	\$14	\$600
Fieldtrip Fund	\$5,100	\$5,100
Fun Fair Fund		\$10,000
Garden Maintenance		\$500
Gift Account - Leaving Teachers		\$200
Grade 7 Grad Donation - PAC Contribution	\$3,818	\$1,500
Grade 7 Grad Sundries	\$1,026	
Hospitality	\$457	\$3,500
Hot Lunch	\$44,592	\$45,000
Library		\$300
Movie Night Fund		\$1,000
Neufeld Farm	\$4,775	\$9,550
Santa Breakfast Fund	\$1,556	\$2,000
Scholarships		\$1,500
School Musical Fund	\$5,000	\$5,000
Spirit Wear Fund		\$2,500
Sports Day Snack		\$400
Sports Equipment	\$2,250	
Spring Dance Fund		\$7,000
Student Education Programs		\$3,500
Teachers Fund	\$5,250	\$5,250
Winter Dance Fund		\$2,000
<b>Net Income</b>	<b>\$35,178</b>	<b>\$6,250</b>

**Fiscal**  
 2021/2022  
 2022/2023  
 Variance (%)  
**462.8%**

**Fiscal**  
 2021/2022  
 2022/2023

**FINANCIAL COMMENTS**  
 ~ Added a new section to provide an ongoing summary of Grade 7 grad fundraiser. Made it more transparent on the financials so it is easier to understand.  
 ~ Review new page outlining all fundraisers and what they are earmarked for.  
 ~ Scholarship review - total \$1,500.00 - Elgin & EMS.  
 ~ 10K contribution for tech for the school - need a motion to approve.

**SCHOOL ENROLLMENT STATS**

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Grade 1	39	Grade 5	38
Grade 2	30	Grade 6	59
Grade 3	41	Grade 7	61
<b>Total Student Enrollment</b>	<b>340</b>		

**Date**  
 Mar 2023 MONTHS ▾  
 2022 2023  
 NOV DEC JAN FEB MAR APR MAY JUN  
 ◀ ▶

**INCOME STATEMENT - BY MONTH**

	Actual
<b>Expenses</b>	<b>\$6,386</b>
Administration	\$2
Hot Lunch	\$6,384
<b>Net Income</b>	<b>-\$6,386</b>

**Fiscal**  
 2022/2023

**Month**  
 March  
 August

**BANK BALANCES**

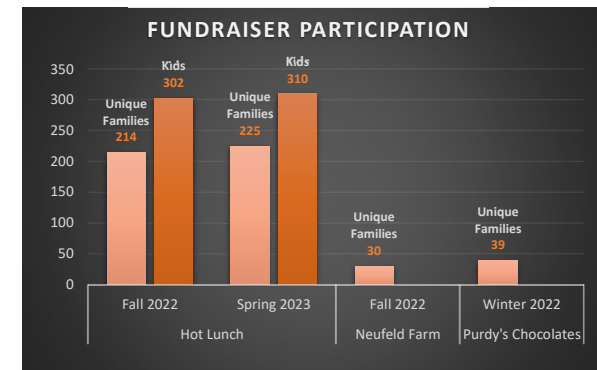
	Balance
PAC Gaming	\$962
PAC Operating	\$107,695
<b>Total Cash</b>	<b>\$108,657</b>

**Fiscal**  
 2022/2023

**Month**  
 February  
 March

**BALANCE SHEET**

<b>Assets</b>	<b>\$108,657</b>
Cash in Gaming Account	\$962
Cash in Operating Account	\$107,695
<b>Liabilities &amp; Equity</b>	<b>\$108,657</b>
Accounts Payable - Vendors	\$3,371
Retained Earnings (Previous Year)	\$70,109
Current Earnings (YTD)	\$35,178



**Program**  
 Hot Lunch  
 Neufeld Farm  
 Purdy's Chocolates

**Term**  
 Fall 2022  
 Spring 2023  
 Winter 2022

**GRADE 7 GRAD SUMMARY - as of month end**

PAC Contribution	\$ 1,500.00
Neufeld (Spring Campaign) Income	\$ -
Purdy's (Christmas) Income	\$ 2,400.00
Bingo Concessions Income	\$ -
Grade 7 Sundry Income (Donut/Samosa)	\$ 592.79
<b>TOTAL FUNDS</b>	<b>\$ 4,492.79</b>
Funds Given to Crescent Park School <small>(Cultas Lake/Jubilee Deposits)</small>	\$ 3,817.59
<b>REMAINING</b>	<b>\$ 675.20</b>