

**ÉCOLE CRANE PARENT ADVISORY COUNCIL (PAC)**

**Minutes**

**Date: September 28, 2020**

Name	Role	Present	Regrets
Laney Stewart	Chair	X	
Brenda Stewart	Principal	X	
Kimberly Soul	Secretary	X	
Jen Lancaster	Treasurer	X	
Lori Grevstad	Pizza Lunch Co-coordinator	x	
Tracey Rigaux	Milk Program		x
Lorraine Crawford	Special Events		x
Arleigh Hrycaiko-Assie	SGTC Rep	X	
Loni Andres	Member-at-Large		x
Xinli Wang (Cinlee)	Parent Participant	x	
Allison McCullough-Butchart	Vice Chair		x

Name	Role	Present	Regrets
	Teacher Rep		
Krista Pierce	Member at Large	x	
Amy Bain	Member at Large		x
Jamie Hutlet	Member at Large	x	
Christine Ens	Parent Participant	x	
Jaspreet Bakshi	Parent Participant	x	
Priyanka Sharma	Parent Participant	x	
Maliheh Rabie	Parent Participant	x	
Yvette and Dasani	Parent Participant	x	
Diran Adejumo	Parent Participant	x	

#	Agenda Item	Discussion / Notes	Action Item(s)	Who Responsible	Due Date
1.0	<b>Welcome</b>	<ul style="list-style-type: none"> <li>Welcome to all!</li> </ul>			
2.0	<b>Adoption of Agenda</b>	<ul style="list-style-type: none"> <li>Motion to approve to adopt: Lori seconded: Arleigh</li> </ul>	Adopt Agenda	Moved by Lori seconded by Arleigh	Completed
3.0	<b>Minutes of last Meeting</b>	<ul style="list-style-type: none"> <li>Motion to approve as written: Jen seconded: Lori</li> </ul>	Adopt Minutes	Moved by Jen seconded by Lori	Completed
4.0	<b>Chair's Report</b> Kim Soul	<ul style="list-style-type: none"> <li>Nothing to Report</li> </ul>			

5.0	<b>Principal's Report</b> Brenda Stewart	<p>To date:</p> <ul style="list-style-type: none"> <li>• We are currently at 244 students who are divided into 11 class groupings. We have 3 students who have decided to register in Home Schooling.</li> <li>• Students have adjusted to our school routines virtually seamlessly. We are so impressed.</li> <li>• New carpet was placed in 4 classrooms over the summer. New carpet in the 2 other entranceways was supposed to have been installed over the summer but this did not happen for a variety of reasons. We will continue to upgrade as funds allow.</li> <li>• We will be getting get a video camera/buzz-in system at our front door as well as FOB accessibility all 3 exterior sets of doors. The division is covering the cost for the video system and the school will pay for the key fob access.</li> <li>• Our Open House was done virtually this year. We hope that families enjoyed the “classroom visit”.</li> <li>• Fire drills will be done by independently by classroom teachers for the fall.</li> <li>• Program Leaders for this year are Mme Dufort and Mme Steadman for our Literacy Committee, Mme Châtel and Mme Acheson for our Well-being and Well-becoming committee and Mme Sutherland-Brown and Mme Gibson for our math committee. Our learning support teachers (Mme Acheson and Mme Dufort), along with our Teacher Librarian (Mme Steadman), will continue to lead our staff in co-teaching initiatives this year. We appreciate your input in our school plan goals.</li> <li>• Due to the provincial directives, we are seeing more students away ill than usual.</li> <li>• Strong Beginnings attendance was reasonably high.</li> <li>• We no longer have a school-wide lost and found. I am wondering if a Mabel’s Label’s reminder might be in order from PAC.</li> <li>• Our teachers have been absolute rock-stars this fall. Everyone is working to maximum capacity. The support from families has been wonderful.</li> </ul> <p>Upcoming:</p> <ul style="list-style-type: none"> <li>• September 30<sup>th</sup> is Orange Shirt Day. There will be age-appropriate discussions in the classrooms about the significance of this day. We will be inviting students to wear orange to show their support.</li> </ul>			
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6.0	<b>Treasurer's Report</b> Jen Lancaster	<ul style="list-style-type: none"> <li>• People will contact if they want MunchaLunch fees refunded</li> <li>• Lori has the list of parents and can refund fees if needed (averages about \$2 a family)</li> <li>• Could promote Mabel's Labels fundraiser</li> <li>• Could do another Colibri fundraiser (Jen will coordinate it if they will mail out to each person)</li> <li>• We are out about \$500 for the line items we need funded this year</li> <li>• Staff Appreciation: we cannot do food unless it is individually packaged</li> <li>• Arleigh will propose to school grounds to see if they can assist with costs for classroom enrichment (outdoors) possibility to split \$75 AC and \$75 SGTC and the SGTC portion is for outdoor enrichment</li> <li>• Need to fundraise for grade four farewell</li> <li>• Milk program hasn't transferred funds in the last few years (funds remain for a new fridge when/if needed)</li> <li>• Laney will reach out to Tracey Rigaux for milk update and fridge funds</li> </ul>			
7.0	<b>Special Events</b> Lorraine Crawford	<ul style="list-style-type: none"> <li>• No new report.</li> </ul>			
8.0	<b>Milk Program</b>	<ul style="list-style-type: none"> <li>• No report</li> </ul>			

	Tracey Rigaux				
9.0	<b>Pizza Lunch Days</b> Lori	<ul style="list-style-type: none"> <li>• Approx. \$500 left over to refund parents / will email to see if that can be donated for classroom enrichment and/or staff appreciation</li> </ul>			
10.0	<b>Lunch Program</b> Lorraine Crawford	<ul style="list-style-type: none"> <li>• there is one more class this year so we are staffing 9 rooms....and it looks like there will not be music or yoga this year unless we can do yard yoga lol. Last year the lunch fees dropped because we had a surplus from the year before, but this year the fees returned to the previous amount. Fortunately we are fully staffed, and have a great lunch crew.</li> <li>•</li> </ul>			
11.0	<b>School Grounds Transformation Committee</b> Arleigh SGTC	<p>Due to COVID-19 SGTC did not have a Fall School Grounds Clean up. Peak of the Market let SGTC know that they have unfortunately cancelled their Farm to School fundraiser. Disappointing but understandable. Hopefully it'll be back next year!</p> <p>SGTC will work a little differently this year, will work via email and call to order virtual meetings on a need to basis.</p>			
12.0	<b>New Business</b>	<ul style="list-style-type: none"> <li>• Next Meeting October 26, 2020</li> <li>• Organizing class lists: parent can place the forms to email (Jaimie will speak with Lorraine and see if we can have a lunch monitor that is a parent pass it on to parents / Jaimie will create a list of classrooms and one parent per class to receive the emails)</li> <li>• Fundraisers: Tiber River Fundraiser – Jaimie could organize it / Jaime would donate part of her commission to the school but will look into whether this is possible due to By-laws</li> <li>• Kim look into gift card fundraiser (Fundscript)</li> <li>• Arleigh will look into poinsettia fundraiser</li> <li>• Krista will look into a fruit fundraiser</li> </ul>			
13.0	<b>Adjourn</b>	<ul style="list-style-type: none"> <li>• Motion to adjourn ___Jen ___, seconded by ___Arleigh___.</li> <li>• Adjourned at 8:33 pm.</li> </ul>	Motion moved by _Jen_, seconded by Arleigh		Completed
14.0	<b>Minutes Posted</b>	<ul style="list-style-type: none"> <li>• Tracey will post the finalized minutes to <a href="http://www.pembinatrails.ca/crane/parent/Advisory%20Council/index.html">http://www.pembinatrails.ca/crane/parent/Advisory%20Council/index.html</a></li> </ul>	Post minutes to web site	Tracey	As finalized