

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

**Minutes**

**Date: February 27, 2023**

Name	Role	Present	Regrets
Chantal Rochan	Principal	x	
Kimberly Soul	Chair		x
Krista Pierce	Vice Chair/Special Events	x	
Jen Lancaster	Member-at-Large		x
On Hold	Milk Program		
Lorraine Crawford	Treasurer		x
Christina Elders	Parent Participant		x
Marshall Kirton	SGTC Rep		x
Georgia Couturier	Hot Lunch	x	
Alison McCullough-Butchart	Secretary	x	

Name	Role	Present	Regrets
Nadine Smith	Parent Participant		x
Laurel Grindy	Member at Large	x	
Kim Christina Nguyen	Parent Participant	x	
	Teacher Rep.		
Jen Wilson	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! Meeting called to order 7:05 pm</li> </ul>			
1.0	<b>Adoption of Agenda</b>	<ul style="list-style-type: none"> <li>Motion to approve to adopt</li> </ul>	Adopt Agenda	Moved by Krista seconded by Alison	Completed
2.0	<b>Minutes of last Meeting</b>	<ul style="list-style-type: none"> <li>Motion to approve as written</li> </ul>	Adopt Minutes	Moved by Krista seconded by Alison	Completed
3.0	<b>Chair's Report</b> Kim Soul	<ul style="list-style-type: none"> <li>No report</li> </ul>			

4.0	<b>Principal's Report</b> Chantal Rochan	<p>To date:</p> <ul style="list-style-type: none"> <li>• We currently have 267 students registered.</li> <li>• Our second tri-conferences took place earlier this month. Once again it was great to see families back in the building in person.</li> <li>• Our Scholastic Book Fair was a success! Over \$2000 was raised towards new books for the library. Thank you to families who purchased books in person and online.</li> <li>• We held our Kindergarten Information session on February 23rd. We had many families join us in person. We currently have ~39 students registered for the fall.</li> <li>• I Love to Read week provided many fun opportunities for students for students. It is wonderful to see students so engaged in reading. We welcomed so many guests' readers over the course of a couple of weeks.</li> <li>• Festival du Voyageur week was full of event for staff and students. We had a concert and M. Labossière was able to offer a fun and exciting outdoor activity day on Friday. Thank you to PAC for providing a pancake snack to students. They were delicious. As always, students thoroughly enjoyed all the activities, especially the open fire pit, the pancakes, the hot chocolate station and the taffy on the snow.</li> </ul> <p>Upcoming:</p> <ul style="list-style-type: none"> <li>• There will be no school on March 17<sup>th</sup>, April 7<sup>th</sup>, and April 14<sup>th</sup>.</li> <li>• Report cards are scheduled to be available for families to view on April 5<sup>th</sup>.</li> <li>• We will be recognizing International Day of Pink on April 12<sup>th</sup>.</li> </ul>			
5.0	<b>Treasurer's Report</b> Lorraine Crawford	<ul style="list-style-type: none"> <li>• We have \$6791.44 in the bank with 5 hot lunches still to come out of the account in this ordering session (I'd guesstimate that will take us down to \$3500-4000).</li> <li>• We don't have any giant expenses to come so we are in a good position to give money to M. LaBossiere and if there is a vote I say 'yes'.</li> </ul>			
6.0	<b>Special Events</b> Krista Pierce/Jen Lancaster	<ul style="list-style-type: none"> <li>• Teacher Appreciation – Kim and Lorraine to organize. Possibly June 16<sup>th</sup>, to be confirmed.</li> <li>• Grade 4 farewell. Reviewing ideas. Crane in Motion is close to event (June 23), possible to coordinate rental of, for example, bouncy house if that works out. Will review this by email.</li> </ul>			

7.0	<b>Fun Lunch Friday's</b> Georgia Couturier	<ul style="list-style-type: none"> <li>• Fundraising: We expect to have raised \$2100 by the end of March through the hot lunch program.</li> <li>• Affordability for this year: We have received some feedback from parents about affordability of the hot lunch offerings. On average, only 135 kids order lunch each week. This leaves more than half the school without lunches. Some of the children who do not receive lunch are quite upset each week. The profit we make on each lunch is quite small and likely not enough to make the lunches much more affordable. To help increase access to the lunch program and make it more of a "treat", we propose reducing the offering from every week, to every other week.</li> <li>• Going forward on affordability: Mme Rochon is looking into how to assess financial needs for assistance with other school fees. Possibly we could use the same process to determine certain families who could have lunch costs covered.</li> <li>• Krista proposed having an option for parents to "gift" a lunch in the MunchaLunch system. This would be very easy to set up within the system, and parents with the means to do so could choose to add a gift lunch. We could then use those funds to pay for lunches for families who apply/qualify for some assistance. This idea should be followed up in for next years hot lunch program.</li> </ul>		Motion by Georgina, second by Krista	
8.0	<b>Milk Program</b>	<ul style="list-style-type: none"> <li>• On Hold</li> </ul>			
9.0	<b>Lunch Program</b> Lorraine Crawford	<ul style="list-style-type: none"> <li>• Everything is going well.</li> </ul>			
10.0	<b>School Grounds Transformation Committee</b> Marshall Kirton SGTC	<ul style="list-style-type: none"> <li>• Chantal provided update: there are new members and grants are being planned</li> </ul>			
11.00	<b>Previous Business</b>	<ul style="list-style-type: none"> <li>• Moms Pantry in the Spring (Lorraine):</li> <li>• M. LaBossiere motion for Crane in Motion bouncy house contribution of \$1,000-\$1,500</li> </ul>		Motion moved by Alison, seconded by Krista	

12.0	<b>New Business</b>	<ul style="list-style-type: none"> <li>No report</li> </ul>			
13.0	<b>Adjourn</b>	<ul style="list-style-type: none"> <li>Motion to adjourn</li> <li>Next meeting April 24, 2023 @ 7 pm, via zoom for now</li> <li>Adjourned at 7:37 pm</li> </ul>	Adopt adjournment		Completed
14.0	<b>Minutes Posted</b>	<ul style="list-style-type: none"> <li>Sara Lopez will post the last 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		As finalized