

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

**Minutes**

**Date: September 27, 2021**

Name	Role	Present	Regrets
Kimberly Soul	Chair	x	
Brenda Stewart	Principal	x	
Jaspreet Bakshi	Parent Participant		x
Jen Lancaster	Special Events	x	
On Hold	Milk Program		
Lorraine Crawford	Treasurer	x	
Arleigh Hrycaiko-Assie	SGTC Rep		x
Loni Andres	Member-at-Large	x	
Xinli Wang (Cinlee)	Parent Participant		x
Alison McCullough-Butchart	Secretary	x	

Name	Role	Present	Regrets
	Teacher Rep		
Krista Pierce	Member at Large	x	
Amy Bain	Member at Large		x
Henry O	Parent Participant	x	
	Parent Participant		
	Parent Participant		
	Parent Participant		
	Parent Participant		
	Parent Participant		

#	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 7:04pm</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 Lorraine Crawford, seconded by Krista Pierce	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 Jen Lancaster, seconded by Alison McCullough-Butchart	Completed
3.0	<b>Chair's Report</b> Kim Soul	We will be running the Flip Give fundraiser again, an email will be sent to parents			

4.0	<b>Principal's Report</b> Brenda Stewart	To date: <ul style="list-style-type: none"> <li>• We currently have 288 students enrolled, who are divided into 12 class grouping. We have one more registration pending approval from the International Student Department.</li> <li>• We have once again divided students into 4 cohorts with staggered entrance and exit times.</li> <li>• New carpet was installed in room 18 this summer, so all classrooms now have new carpet tile. We also had the hallways painted. Students will participate in a school-wide writing activity to decide how to decorate our hallways.</li> <li>• "Meet the teacher" was a virtual event this year with teachers posting a video to their Seesaw class account. We are really hoping for an in-person event next year. We miss the opportunity to meet families and siblings.</li> <li>• We have completed 3 of our required 10 fire drills already. Our 2 lockdowns and tornado drills will take place during the colder months.</li> <li>• Program leaders for this year are: Mme Steadman for Literacy, Mme Lavoie for Numeracy, Mme Bureau for Innovation/Technology and Mme Carlyne for Well-Being. Our learning support teachers this year are Mme Dufort, Mme Gibson, Mme Steadman and Mme Tonia (half-time). Our support team will continue to lead our staff in co-teaching initiatives this year. We appreciate your input in our school plan goals.</li> <li>• We are noticing a higher number of absences due to illness this fall that we had last fall. Fortunately, all results are coming back negative. We understand the challenges with students being symptomatic and greatly appreciate how understanding parents have been.</li> <li>• Teachers once again have commented how much they appreciate the Strong Beginnings days so they can build relationships with each child.</li> <li>• The bussing issues seems to now be worked out. We thank everyone for being so understanding. Bussing challenges were stressful for families and staff alike.</li> <li>• We have not yet collected student fees this year. Once teachers have a better understanding of their plans for field trips, etc.... we will send a request home for fees. All fees must be collected via Permission Click moving forward.</li> <li>• Tracey Dionne has moved to the Admin Secretary position at ÉVA. We wish her all the best and welcome Alison Patmore to our afternoon secretary position.</li> </ul>			
-----	---	--	--	--	--

		<p>Upcoming:</p> <ul style="list-style-type: none"> <li>• This week students will be learning about Truth and Reconciliation in their classes. There will be age-appropriate discussions about the significance of this day and why it is now a holiday. Everyone is encouraged to wear orange on Wednesday, September 29<sup>th</sup>.</li> <li>• Tri-conferences will be virtual again this fall. We have the morning of October 8<sup>th</sup> and after school on the 12<sup>th</sup> (and 13<sup>th</sup> for some teachers.) The scheduler will open this week for parents to book.</li> <li>• The afternoon of October 8<sup>th</sup> is designated as professional development for staff and they will spend time in their program groups learning and sharing ideas on how to best support students through their program area.</li> <li>• Class profiles will take place next month. This process allows for meetings with classroom teachers and support services staff so they may look at the strengths and need of each classroom and the school. With this data, we are able to create instructionally based actions plans.</li> <li>• Our Terry Fox walk/run will be on October 1<sup>st</sup> this year. Once again, each class will watch a video and/or have a discussion about Terry Fox. We will have a virtual assembly again this year, led by M. Labossiere. Constable Watts will join us for the assembly and also assist with traffic control. Students will walk/run with their cohort grouping. Family members are invited to join us for the walk by meeting their child's class outside their entrance/exit doors.</li> <li>• Picture day is October 7<sup>th</sup>. All Life Touch staff will show proof of vaccination when entering the school. Permission to have each child's photo taken is required via the Permission Click link emailed home.</li> </ul>																								
5.0	<b>Treasurer's Report</b> Jen Lancaster	<p style="text-align: center;"><b>2021-2022 Proposed Budget</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: center;">Deposits</th> <th style="text-align: center;">Withdrawals</th> </tr> </thead> <tbody> <tr> <td colspan="3" style="text-align: center;"><b>Balance</b></td> </tr> <tr> <td>2020-2021 Balance forward</td> <td></td> <td></td> </tr> <tr> <td></td> <td style="text-align: center;">\$2031.31</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: center;"><b>Income</b></td> </tr> <tr> <td>PTSD- Operating Grant</td> <td style="text-align: center;">\$375</td> <td style="text-align: center;">-</td> </tr> <tr> <td>Mabel's Labels</td> <td style="text-align: center;">TBD</td> <td style="text-align: center;">-</td> </tr> </tbody> </table>	Item	Deposits	Withdrawals	<b>Balance</b>			2020-2021 Balance forward				\$2031.31		<b>Income</b>			PTSD- Operating Grant	\$375	-	Mabel's Labels	TBD	-	Pass Proposed Budget as is	Moved by Jen Lancaster, seconded by Lorraine Crawford	
Item	Deposits	Withdrawals																								
<b>Balance</b>																										
2020-2021 Balance forward																										
	\$2031.31																									
<b>Income</b>																										
PTSD- Operating Grant	\$375	-																								
Mabel's Labels	TBD	-																								

	Hot Lunch Days	TBD	-			
	<b>Total Income 2021-2022</b>			<b>\$375</b>		
				<b>(Total with bank balance:</b>		
	<b>\$2406.31)</b>					
	<b>Annual Expenses</b>					
	Banking fees			-\$30		
	Staff Appreciation Week			-\$400		
	Classroom Enrichment 14 x \$100			-\$1400		
	Grade 4 Farewell			-\$300		
	*Xmas oranges					
	*Crane in Motion					
	*Symphony					
	*Pancake breakfast					
	*Munch A Lunch					
	<b>Total Expenses 2021-2022</b>			<b>-\$2130</b>		
	<b>In summary:</b>					
	Without any fundraising we will be left with <b>\$276.31</b> at the end of this year.					
	<b>Treasurer Report:</b>					
	The proposed budget is based on budgets from previous years; however, I did change the amount allotted for classroom enrichment. It had been cut 50% due to the pandemic, but it would be nice if we could increase our investment into the classrooms as life slowly returns to 'normal'.					
	I highly recommend we reinstate hot lunches (the division will allow individually wrapped food) so that we can build up our bank account for next year. Restaurants that do individually wrapped food include Wok Box, Pita Pit, and					

		<p>Freshii. We would not need to bring in any extra volunteers as we could have lunch supervisors hand out the food.</p> <p>(If we opt for hot lunches then we will need to add Munch A Lunch to our budget)</p> <p>Otherwise, we need to look into doing some fundraising:</p> <p>Easy fundraisers include:</p> <p><i>Purdy's Chocolates - Easter</i></p> <p><i>Bothwell Cheese</i></p> <p><i>Shemardine's Winter Fundraiser Program (poinsettias, door swags, gc): Loni to look into this</i></p> <p><i>Mom's Pantry: Lorraine to look into this</i></p> <p>Without any fundraising we can cover our expenses for this year, but we would leave next year's PAC without any funds for next year.</p> <p>It is my recommendation that we do 2-4 hot lunches per month and one fundraiser to get us back on track financially. Brenda will look into volunteer guidelines.</p> <p>Kim will be applying for the operating grant again once she receives it.</p> <p>Mabel's Labels is an ongoing fundraiser , Kim will send an email</p>			
6.0	<p><b>Special Events</b> Jen Lancaster</p>	<p>Possibly:</p> <ul style="list-style-type: none"> <li>• Virtual Santa</li> <li>• Pancake Breakfast</li> <li>• Teacher Appreciation</li> <li>• Crane in Motion</li> <li>• Indoor gym is no longer being used for a classroom, could do an activity by Cohort which is 75 kids</li> <li>• We are taking it one month at a time right now because it is hard to plan</li> </ul>			
7.0	<p><b>Fun Lunch Friday's</b> Xinli Wang</p>	<ul style="list-style-type: none"> <li>• Munch a lunch is \$300 annually</li> <li>• Kim to follow up with Xinli to see if she is still available</li> </ul>			
8.0	<p><b>Milk Program</b></p>	<ul style="list-style-type: none"> <li>• Grade 3 can not deliver milk at this time, not a revenue generating program, remove from agenda</li> </ul>			

9.0	<b>Lunch Program</b> Lorraine Crawford	<ul style="list-style-type: none"> <li>Fully staffed, first deposit this Friday (Oct 1)</li> </ul>			
10.0	<b>School Grounds Transformation Committee</b> Arleigh Hrycaiko-Assie SGTC	<ul style="list-style-type: none"> <li>No report</li> </ul>			
11.00	<b>Previous Business</b>	<ul style="list-style-type: none"> <li>No report</li> </ul>			
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 October 25, 2021 @ 7 pm, via zoom for now</li> <li>Adjourned at 7:43 pm.</li> </ul>	Adopt adjournment	Motion moved by, seconded by	Completed
14.0	<b>Minutes Posted</b>	<ul style="list-style-type: none"> <li>Alison Patmore 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