

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

**Date: September 26, 2022**

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	SGTC Rep	x	
Georgia Couturier	Hot Lunch	x	
Alison McCullough-Butchart	Secretary	x	

Name	Role	Present	Regrets
Laurel Grindy	Member at Large	x	
Mme Tonia	Teacher Rep.	x	
Christina Nguyen	Parent Participant	x	
Nadine Smith	Parent Participant	x	
Emma Chan	Parent Participant	x	
	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 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 Laurel	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 formal report, happy to get the school year started.</li> </ul>			

4.0	<b>Principal's Report</b> Chantal Rochan	To date: <ul style="list-style-type: none"> <li>• Thank you to the École Crane community for the warm welcome!</li> <li>• We currently have 269 students enrolled, who are divided into 12 class grouping.</li> <li>• Accent wall paint has been completed in all classrooms.</li> <li>• Room 9 is still under renovations. Estimated completion is 4 weeks.</li> <li>• Our gymnasium was renovated with new beams installed. M Labossiere had the students outside for the first couple of weeks during completion of the project. The nice weather was appreciated!</li> <li>• "Meet the teacher" was in person this year on Sept 6th. It was a huge success. Parent and staff feedback was positive. It was so nice to welcome everyone back to the school in person again.</li> <li>• We have completed 1 of our required 10 fire drills already. We have another fire drill set for Sept 27th . Our 2 lockdowns and tornado drills will take place during the colder months.</li> <li>• Program leaders for this year are Mme Tonia for Literacy, Mme Lavoie for Numeracy, Mme Page for Innovation/Technology and M Labossière for Well-Being. Our learning support teachers this year are Mme Dufort, Mme Acheson, 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>• Students have adjusted well to the beginning of the school year. They are smiling, happy and learning.</li> <li>• Teachers once again have commented how much they appreciate the Strong Beginnings days so they can build relationships with each child. It was nice meeting parents as they picked up and dropped off their children.</li> <li>• The bussing issues continue to 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</li> </ul>			
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	<p>home for fees. All fees must be collected via Permission Click sometime in October.</p> <ul style="list-style-type: none"> <li>• Chantale Dallaire, our full-time admin secretary will be reducing to ½ days indefinitely. We are in the process of hiring a half time secretary for the afternoons.</li> </ul> <p>Upcoming:</p> <ul style="list-style-type: none"> <li>• Cross Country runs are taking place for our grade 4 students. There are 2 more meets coming up at Crescent Park.</li> <li>• Our Terry Fox walk/run will be on September 28th this year. We will be having our first school assembly before the run/walk led by M. Labossiere. Constable Dave will join us for the assembly and assist with traffic control. Students will walk/run with their classes. Family members are invited to join us for the walk.</li> <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. Our Artist in Schools- Jessie Jannuska is assisting in leading activities as well as our school assembly on Sept 29th . Everyone is encouraged to wear orange on Thursday, September 29th .</li> <li>• Tri-conferences will be held in person. We have the morning of October 7th and after school on the 6th (and 12 th for some teachers.) The scheduler will open this week for parents to book.</li> <li>• The afternoon of October 7 th 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 can create instructionally based actions plans.</li> <li>• Picture day is October 6 th . Information is being sent home this week.</li> </ul> <p>Going to try email once a week, same as Ecole VA, parents on PAC agreed a good idea</p>			
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5.0	<b>Treasurer's Report</b> Lorraine Crawford	Proposed Budget for 2022-2023  Banking fees \$35  Munchalunch annual fees (already paid) \$336  Holiday assembly- oranges and special guest \$125  Classroom enrichment \$1400  Pancake breakfast \$150  Staff Appreciation \$500  Symphony (we used to pay for it pre-pandemic)  or sometimes Artist in the School) \$900  Grade 4 Farewell \$300  (Crane in Motion) (\$1500)  Total: \$3410 without Crane in Motion contribution.  \$4910 with.  *Due to covid restriction easing early last year the lunch program should be able to cover the contribution to Crane in Motion UNLESS full covid safety protocols are brought back. Then I will need the surplus to pay for extra staff.  Last year we made \$5017.23 between the various fundraisers.  Fundscript: \$837.95  Flipgive: \$245.75  Purdy's: \$711.90  Mabels Labels: \$165.43	Adopt Motion	Moved by Kim, seconded by Lorraine	Completed
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		<p>Mom's Pantry: \$749.05</p> <p>Shelmardines: \$1212.70</p> <p>Hot lunch profit: \$1094.45</p> <p>We currently have \$1679.76 in the bank, and we are still waiting on the cheque for the Shelmardine's fundraiser from the school (Shelmardine's made it out to the school not PAC) so our actual total is really: \$2892.46 which means we need to make \$2017.54 (this is based on the worst case scenario: covid protocols return and PAC has to pay for Crane in Motion.)</p> <p>My recommendation is that this year we do Shelmardines plus one other fundraiser (I don't mind doing Mom's Pantry in the spring); that plus our hot lunch money will cover our budget, plus leave money for September of next year.</p> <p>Motion to spend \$100 per class for classroom enrichment</p> <p>Events for the next school year:</p> <p>Shelmerdine's: Lorraine/Kim</p> <p>Purdy's (spring)</p> <p>Mom's Pantry (spring): Lorraine</p> <p>Fundschrift: Laurel</p> <p>Chantal mentioned that the school would like to return to having one holiday concert in one venue this year, there may be a cost related to this.</p>			
6.0	<p><b>Special Events</b> Krista Pierce</p>	<p>No report but these are the events we usually schedule throughout the year.</p> <ul style="list-style-type: none"> <li>- special visitor (December), possible Krista's father in law again, no cost for this</li> <li>- pancake breakfast (during festival - January)</li> <li>- carnival - this hasn't been done since pre covid. The kids enjoy it but it's not a huge money maker. Is more just fun for everyone. But it is work to plan so you'd want volunteers to help. We usually had 3-4 people on the committee for this event (spring)</li> <li>- teacher appreciation week (spring)</li> </ul>			

		- grade 4 farewell (June). The teachers and parents of grade 4 grads usually handle the majority of this. Bike parade in recent years, before COVID food/drinks in gym, perhaps let the students/parents decide from a choice. Krista will draft email for PAC to review.			
7.0	<b>Fun Lunch Friday's</b> Georgia Couturier	<p>I've heard from about half of the vendors and it seems the prices are on average about \$1 more per serving.</p> <p>Once I have pricing from all of them I will share the spreadsheet with you.</p> <p>The Pizza lunch appears to be similar in price.</p> <p>I'd like to run the lunches on Fridays so that I am available to be there (Thursday's I am not available).</p> <p>I expect to start the lunches in November.</p> <ul style="list-style-type: none"> <li>•</li> </ul>			
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	<p>The lunch program is fully staffed, and everything is going well.</p> <p>We had surplus funds due to the pandemic restrictions easing early last year so the fees are lower this year (\$150).</p> <p>We also have some money set aside for extra staff should the covid restrictions return, and if we're lucky and they don't, the money be used at the end of the year to provide the bouncy castles for Crane in Motion.</p> <p>Lunch hour Little Yogis classes may return in the fall, more info to follow.</p> <p>The first lunch deposit will be this week, a reminder will go out to parents.</p>			
10.0	<b>School Grounds Transformation Committee</b> Marshall Kirton/ Christina Elders SGTC	<ul style="list-style-type: none"> <li>• Events to be held include plant sale and pick of the market. They have been raising funds for an outdoor classroom space, landscaping quotes already completed. Grant not successful last year but still a reachable goal.</li> </ul>			
11.00	<b>Previous Business</b>	No report			

12.0	<b>New Business</b>	No report			
13.0	<b>Adjourn</b>	<ul style="list-style-type: none"> <li>• Motion to adjourn</li> <li>• Next meeting October 24, 2022 @ 7 pm, via zoom for now</li> <li>• Adjourned at 7:45 pm</li> </ul>	Adopt adjournment	Motion moved by, seconded by	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