

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

**Minutes**

**Date: May 26, 2025**

| Name              | Role                      | Present | Regrets |  | Name            | Role               | Present | Regrets |
|-------------------|---------------------------|---------|---------|--|-----------------|--------------------|---------|---------|
| Chantal Rochon    | Principal                 | x       |         |  | OPEN            | Special Events     |         |         |
| Kimberly Soul     | Chair                     | x       |         |  | Laurel Grindy   | Member at Large    | x       |         |
| OPEN              | Vice Chair/Special Events |         |         |  | Nadine Smith    | Parent Participant | x       |         |
| Lauralee Gooding  | Secretary                 | x       |         |  | Jenny Wilson    | Parent participant | x       |         |
| On Hold           | Milk Program              |         |         |  | Jessica Stewart | Parent Participant |         |         |
| Charles Ho        | Treasurer                 | x       |         |  | Krystal Degen   | Parent Participant | x       |         |
| Jen Wilson        | Member at Large           |         |         |  | C Lavoie        | Teacher Rep        | x       |         |
| Christina Elders  | SGTC Rep                  | x       |         |  | Britt Hilton    | Parent Participant | x       |         |
| Brittany Sandberg | Hot Lunch                 | 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 7:30</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<br>seconded by |          |
| 2.0 | <b>Minutes of last Meeting</b>    | <ul style="list-style-type: none"> <li>Motion to approve as written — no previous AGM</li> </ul>                                                                                                            | Adopt Minutes  | Moved by seconded<br>by |          |
| 3.0 | <b>Chair's Report</b><br>Kim Soul | <ul style="list-style-type: none"> <li>Successful events and fundraising</li> <li>Thank you to all committee members for stepping up and filling roles and helping to run all the special events</li> </ul> |                |                         |          |

|     |                                             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |  |  |  |
|-----|---------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
| 4.0 | <b>Principal's Report</b><br>Chantal Rochon | <ul style="list-style-type: none"> <li>A huge thank you to the École Crane Community for your continued support this year. It has been another incredible year filled with new initiatives. It is always exciting to welcome new families to our school community. As a staff, we are thankful for all your support as we continue to teach and learn with your children. We look forward to continuing to offer rich learning opportunities to our students. We are excited to implement our new gathering place in our future teachings for 2025-2026. It is such an honour and a privilege to work with all the families and the community of École Crane.</li> </ul> <p>Merci!</p> |  |  |  |
| 5.0 | <b>Treasurer's Report</b><br>Charles Ho     | <p>Cash</p> <p>Balance @ May 25, 2025</p> <p>9,256.99</p> <p>Outstanding items:</p> <p>Subway(1,000.00)</p> <p>Estimate Booster Juice(700.00)</p> <p>Estimate Bouncy Castle(1,575.00)</p> <p>Pizza(106.82)</p> <p>5,875.17</p><br><p>Munch a Lunch in June x2(2,000.00)</p> <p>Estimate Grade 4 farewell(1,000.00)</p> <p>Estimate Munch deposits200.00</p> <p>Estimate Munch Registration Fee(360.00)</p> <p>Expected balance June 30, 2025</p> <p>2,715.17</p><br><p>Our typical annual expenses are \$5,000</p> <p>September class enrichment may have to be decreased to \$100/class vs the \$125 this year due to our lower balance</p>                                           |  |  |  |

|       |                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                |  |  |  |
|-------|------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|--|
|       |                                                                                                      | <p>going into the next school year.</p> <p>Will need to plan fall fundraisers.</p>                                                                                                                                                                                                                                                                                             |  |  |  |
| 6.0   | <b>Special Events</b><br>OPEN                                                                        |                                                                                                                                                                                                                                                                                                                                                                                |  |  |  |
| 7.0   | <b>Fun Lunch</b><br><b>Friday's</b><br>Brittany<br>Sandberg                                          | <p>Will continue approximately every two weeks</p> <p>If provincial lunch program changes for 26-27 school year, we may have to pivot</p>                                                                                                                                                                                                                                      |  |  |  |
| 8.0   | <b>Milk Program</b>                                                                                  | <ul style="list-style-type: none"> <li>On Hold</li> </ul>                                                                                                                                                                                                                                                                                                                      |  |  |  |
| 9.0   | <b>Lunch Program</b><br>Lorraine<br>Crawford                                                         | Status quo for next year                                                                                                                                                                                                                                                                                                                                                       |  |  |  |
| 10.0  | <b>School</b><br><b>Grounds</b><br><b>Transformation</b><br><b>Committee</b><br>Brittany<br>Sandberg | <ul style="list-style-type: none"> <li>Made lots of progress on school grounds this year, it looks amazing.</li> </ul>                                                                                                                                                                                                                                                         |  |  |  |
| 11.00 | <b>Election of Pac</b>                                                                               | <p>Chair – Kim Soul</p> <p>Vice Chair – Lauralee Gooding</p> <p>Treasurer- Charles Ho</p> <p>Secretary – Lauralee Gooding</p> <p>Special Events- VACANT</p> <p>Milk – Position on Hold</p> <p>Fun Lunches – Brittany Sandberg</p> <p>SGTC liaison – Christina Elders</p> <p>Members at large- Jen Wilson / Deborah Forrester / Krystal Degen / Carolyn Fast / Britt Hilton</p> |  |  |  |

|      |                       |                                                                                                                                                                                                                                                                    |                          |  |              |
|------|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--|--------------|
|      |                       | All positions uncontested, passed by acclamation                                                                                                                                                                                                                   |                          |  |              |
| 12.0 | <b>New Business</b>   | Motion to forgo June and December meetings passed                                                                                                                                                                                                                  |                          |  |              |
| 13.0 | <b>Adjourn</b>        | <ul style="list-style-type: none"> <li>• Motion to adjourn</li> <li>• Next meeting May 25, 2026 @ 7 pm, via zoom for now</li> <li>• Adjourned at 7:45</li> </ul>                                                                                                   |                          |  |              |
| 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 |