

ÉCOLE CRANE PARENT ADVISORY COUNCIL (PAC)

Minutes

Date: September 23 2024

Name	Role	Present	Regrets
Chantal Rochon	Principal	x	
Kimberly Soul	Chair	x	
OPEN	Vice Chair/Special Events		
Lauralee Gooding	Member-at-Large	x	
On Hold	Milk Program		
Lorraine Crawford	Treasurer		x
Jen Wilson	Member at Large		x
Christina Elders	SGTC Rep	x	
Brittany Sandberg	Hot Lunch		x
OPEN	Secretary		

Name	Role	Present	Regrets
OPEN	Special Events		
Laurel Grindy	Member at Large		x
Nadine Smith	Parent Participant		x
	Teacher Rep.		
Jessica Stewart	Parent Participant		x
Krystal Degen	Parent Participant	x	
Christina Nguyen	Parent Participant		x
Skeiffa Burke	Parent Participant	x	

#	Agenda Item	Discussion / Notes	Action Item(s)	Who Responsible	Due Date
1.0	Welcome	<ul style="list-style-type: none"> Welcome to all! Meeting called to order 7:08 			
1.0	Adoption of Agenda	<ul style="list-style-type: none"> Motion to approve to adopt 	Adopt Agenda Christina	Moved by seconded by Kim	Completed
2.0	Minutes of last Meeting	<ul style="list-style-type: none"> Motion to approve as written 	Adopt Minutes Christina	Moved by seconded by Kim	Completed
3.0	Chair's Report Kim Soul	<ul style="list-style-type: none"> Acting sectary – looking for someone 			

4.0	Principal's Report Chantal Rochan	<p>To date:</p> <ul style="list-style-type: none"> • Students have adjusted well to the beginning of the school year. They are smiling, happy and learning. • We thank parents and caregivers for their patience with our new bussing system this year. We thank everyone for being so understanding. Bussing challenges are stressful for families and staff alike. • We currently have 270 students enrolled, who are divided into 12 class grouping. • “Meet the teacher” was held on Sept 3rd. Once again, it was a huge success. Parent and staff feedback was positive. Great way to make initial connections with teachers and students. • We will be completing 10 fire drills this year. Our 2 lockdowns and tornado drills will take place during the colder months. • Program leaders for this year are Mme Sutherland-Brown, Mme Iverach-Brereton, Mme Page and M Labossière. Our learning support teachers this year are Mme Dufort, Mme Lavoie, and Mme Tonia (half-time). Our support team will continue to lead our staff in co-teaching initiatives this year. We appreciate their input in our school plan goals. • Teachers once again have commented how much they appreciate the Strong Beginnings days so they can build relationships with each child. • We have not yet collected student fees this year. We anticipate school fees being the same as last year. All fees will be collected via Permission Click sometime in October. • Soul Sanctuary has been booked for our Holiday Concert again this year for December 11th. • Chantale Dallaire, our full-time admin secretary will return to École Crane in January. Sara Lopez continues in her position and Claire Pankiw continues to work with us for 3 1/2 hours a day. • An online store will be offered for families to make clothing purchases with the new logo. 			
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		<p>Upcoming:</p> <ul style="list-style-type: none"> • Cross Country runs are taking place for our grade 4 students. There are 2 meets at Crescent Park. • Our Terry Fox Walk/run will be on October 4th this year. We will be having an assembly before the run/walk led by M. Labossiere. Students will walk/run with their classes. Community members are invited to join us for the walk. • 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 school assembly will be Friday, Sept 27th at 10:00 am. Everyone is invited to wear orange on that day. • There is no school on Monday, Oct 7th and Friday, Oct 25th. Teachers will be participating in PD those days. • Tri-conferences will be held on the evenings of October 22nd and October 24th. • 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. • Picture day is October 2nd. Information is being sent home this week. 															
5.0	Treasurer's Report Lorraine Crawford	Proposed Budget for 2024-2025 <table border="1" data-bbox="386 1052 1140 1500"> <tr> <td>Banking fees</td> <td>\$35</td> </tr> <tr> <td>Munchalunch annual fees</td> <td>\$336</td> </tr> <tr> <td>Holiday assembly- oranges and special guest</td> <td>\$125</td> </tr> <tr> <td>Classroom enrichment (already paid</td> <td>\$1500</td> </tr> <tr> <td>Pancake breakfast</td> <td>\$200</td> </tr> <tr> <td>Staff Appreciation</td> <td>\$600</td> </tr> </table>	Banking fees	\$35	Munchalunch annual fees	\$336	Holiday assembly- oranges and special guest	\$125	Classroom enrichment (already paid	\$1500	Pancake breakfast	\$200	Staff Appreciation	\$600			
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Grade 4 Farewell	\$500
Crane in Motion	\$1500

Total Budget: \$4,796

Due to classroom enrichment already having been paid the actual amount is: **\$3,296**

(Brittany paid for the Munchalunch so we will need to reimburse her.)

Last year we made \$1,419.12 due to various fundraisers.

Fund script: \$458.09

Purdy's: \$388.01

Mabels Labels: \$333.97

Shelmardine: \$419.80

We currently have \$7,233.21 in the bank, and I have two cheques to be deposited from Mabels Labels totaling \$153.22 so our actual total is: \$7,567.18.

We also receive an operating grant from the school division for \$375 and will make an income from the hot lunches.

We're starting off in a great position due to the old milk account being transferred into our current account. (\$3,476.49).

Prepandemic the account was used to pay for our milk program

		<p>and had a reserve fund to buy a new fridge (the one we had was very old). The bank also reversed all the banking fees incurred since the last time we used the account (2019) which was very kind and much appreciated.</p> <p>As far as fundraising goes, I've signed us up to do the Shelmerdine fundraiser in December and Mabels Labels is a great passive fundraiser for us, (and one that we could be less passive about)</p>			
6.0	Special Events OPEN	<p>OPEN</p> <p>Special Visitor in December Pancake Breakfast in February – Krystal Degen Staff Appreciation May – Kim Grade 4 Farewell –</p>			
7.0	Fun Lunch Friday's Brittany Sandberg	<p>Mme Rochon will be sending out the info this week. First lunch is October 4, then every two or so weeks for the rest of the year</p> <p>Munch a Lunch Donations: Mme Rochon will send out the same email we did last year to see if there is a need this year</p>			
8.0	Milk Program	<ul style="list-style-type: none"> • On Hold 			
9.0	Lunch Program Lorraine Crawford	<p>Fully staffed, all going well, deposit will be made next week-reminder will go home in this week's email.</p>			
10.0	School Grounds Transformation Committee Christina Elders SGTC	<p>New sign outside the library</p> <p>Working on lots of projects, medicine garden, pollinators, benches</p> <p>Mme Page obtaining quotes for the fees for murals inside and outside. School grounds will cover \$750 and wondering if PAC will also donate \$750. Teaching will occur around the development of the mural. Through the Artist in School Grant.</p>			

		Christina to send email to vote via email.			
11.00	Previous Business	None			
12.0	New Business	<p>Fundschrift Fundraiser Laurel</p> <p>Shelmerdine Fundraiser Lorraine</p> <p>Special Visitor in December – Mme Rochon to look into visitor, Lauralee will purchase the oranges / Christina to assist if needed</p> <p>Need someone to do Grade 4 Farewell</p> <p>Wasps: there was a nest but it was taken care of before school started / staff watching for symptoms</p> <p>Christine English to be added to PAC bank account as signing authority</p>			
13.0	Adjourn	<ul style="list-style-type: none"> • Motion to adjourn • Next meeting October 21@ 7 pm, via zoom for now • Adjourned at 7:38pm 			Completed
14.0	Minutes Posted	<ul style="list-style-type: none"> • Sara Lopez will post the last finalized minutes to http://www.pembinatrails.ca/crane/parent/Advisory%20Council/index.html 	Post minutes to web site		As finalized