

ÉCOLE CRANE PARENT ADVISORY COUNCIL (PAC)

Minutes

Date: September 25 2023

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

| Name | Role | Present | Regrets |
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| OPEN | Special Events | | |
| Laurel Grindy | Member at Large | x | |
| Nadine Smith | Parent Participant | X | |
| Mme Tonia | Teacher Rep. | X | |
| Jessica Stewart | Parent Participant | X | |
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| Christina Nguyen | Parent Participant | X | |
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| # | Agenda Item | Discussion / Notes | Action Item(s) | Who Responsible | Due Date |
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| 1.0 | Welcome | <ul style="list-style-type: none"> Welcome to all! Meeting called to order 7:10pm | | | |
| 1.0 | Adoption of Agenda | <ul style="list-style-type: none"> Motion to approve to adopt | Adopt Agenda | Moved by Brittany seconded by Laurel | Completed |
| 2.0 | Minutes of last Meeting | <ul style="list-style-type: none"> Motion to approve as written | Adopt Minutes | Moved by Laurel seconded by Christina | Completed |
| 3.0 | Chair's Report Kim Soul | <ul style="list-style-type: none"> Acting secretary – looking for someone Looking forward to another wonderful year | | | |

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| 4.0 | Principal's Report Chantal Rochan | <p>To date:</p> <ul style="list-style-type: none"> • Positive start to our school year! Students have adjusted well to the beginning of the school year. They are smiling, happy and learning. • We currently have 261 students enrolled, who are divided into 12 class grouping. • Our Indigenous collaboration mural completed in June 2023 is now a permanent part of our school in our front hallway. • “Meet the teacher” was held on Sept 5th. 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 for Literacy, Mme Iverach-Brereton for Numeracy, Mme Page for Innovation/Technology and Indigenous Perspectives 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 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. • The bussing issues continue to be worked out. We thank everyone for being so understanding. Bussing challenges are stressful for families and staff alike. • 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 13th. • Chantale Dallaire, our full-time admin secretary has moved to École Charleswood for the remainder of this school year. Sara Lopez has taken her position at École Crane and Claire Pankiw is working with us for 3 1/2 hours a day. • Rebranding Launch- We are excited to launch our new school logo and motto in the next coming weeks. An online store will be created for families to make clothing purchases with the new logo. This project has been in the works since last year and we are thrilled to begin this new journey. | | | |
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Upcoming:

- Cross Country runs are taking place for our grade 4 students. There are 2 more meets coming up at Crescent Park.
- Our Terry Fox walk/run will be on September 27th this year. We will be having our first school assembly before the run/walk led by M. Labossiere. Constable Bryan 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.
- 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 29th at 11:15 am. Everyone is encouraged to wear orange on Friday, September 29th.
- There is no school on Tuesday, Oct 3rd and Friday, Oct 20th. Teachers will be participating in PD that day.
- Tri-conferences will be held on the morning of October 13th and after school on the 12th (and the 17th for some teachers.)
- The afternoon of October 13th 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.
- 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 5th. Information is being sent home this week.
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| 5.0 | Treasurer's Report Lorraine Crawford | <ul style="list-style-type: none"> Account balance \$3,789.29 \$450 to be deposited Anything to add to budget ? <p>Annual Revenue</p> <p>\$375 PTSD Grant Fundraising \$1000 Munch a Lunch \$1100 Total: \$2475</p> <p>Annual Expenses</p> <p>Banking fees -\$30 Staff Appreciation Week -\$500 Classroom Enrichment 12 x \$100 -\$1200 Grade 4 Farewell -\$300 *Xmas oranges -\$125 *Crane in Motion -\$1500 *Symphony -\$900 *Pancake breakfast -\$200 *Munch A Lunch -\$336 (paid already) Total: \$5091</p> <p>Out: \$2616</p> | | | |
| 6.0 | Special Events OPEN | -December visitor: Mme Rochon will ask her Dad (Jessica Stewart will get oranges) -Festival Pancake Breakfast – Jessica Stewart will organize -Grade 4 farewell lunch – no parade but a PAC Lunch and assembly (school does assembly) Put a feeler out in January to see if parents want to volunteer -Teacher Appreciation (Kim) | | | |
| 7.0 | Fun Lunch Friday's Brittany Sandberg | <ul style="list-style-type: none"> Brittany is doing it all now including the back end Munch a Lunch Her husband will be on site coordinating the handing out of the lunches Funds for those who need assistance Brittany to look into Munch a Lunch donation button, reach out to parents to ask that they contact us if they need a donation (Kim and Brittany will draft an email and it will be a separate email out to parents in a week or so) | | | |
| 8.0 | Milk Program | <ul style="list-style-type: none"> On Hold | | | |

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| 9.0 | Lunch Program Lorraine Crawford | <ul style="list-style-type: none"> Everything going well | | | |
| 10.0 | School Grounds Transformation Committee Marshall Kirton SGTC | <ul style="list-style-type: none"> No report | | | |
| 11.00 | Previous Business | <ul style="list-style-type: none"> NONE | | | |
| 12.0 | New Business | <ul style="list-style-type: none"> secretary and special events open handle special events as a committee? YES Shelmerdine fundraiser Lorraine November/December Laurel to do Fundsript fundraiser in Fall before Christmas Flipgive – Kim to send wording for email Purdys chocolate in the Spring - Kim Moms Pantry January – maybe Brittany and Lorraine | | | |
| 13.0 | Adjourn | <ul style="list-style-type: none"> Motion to adjourn Next meeting October 23, 2023 @ 7 pm, via zoom for now Adjourned at 8:03 pm | Laurel and Christina | | 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 |