

École Margaret Jenkins School
PAC General / Exec Meeting Minutes
Date: Tuesday October 22nd at 7pm
Online via Zoom

1) Welcome - Stephanie

- Land was honoured in an acknowledgment
- Quorum declared

2) Approval of Agenda - Stephanie

- Agenda was approved.
- Key items to discuss - vacancy in Executive Secretary role & garden upgrade ask

3) Minutes approved

4) Change in Executive Secretary Role - Stephanie

- Megan Harvey resigned from Secretary, which is an Exec position, but is continuing as Walk-a-thon Coordinator, Communications Coordinator and Member at Large
- Marlow Sturgeon has become secretary. As she is a Teacher Teaching on Call, and occasionally works at Margaret Jenkins, she has declared there is a possible conflict of interest. Any PAC member is welcome to request she does not vote on a particular issue if a conflict is perceived.

5) Treasurer Update – Matt

Highlights are below. Please find full treasurer slides below.

- A gaming grant of \$9060 has been received
- \$1040 profit from October hot lunch. More expected in Nov.
- Projected to profit \$3k + for Oct, Nov, Dec.
- Interest has been raised on a GIC a previous council created and current council needs to decide whether to continue this investment.
- In the budget summary, we looked at the \$37k in unrestricted funds that we're able to spend, partially on the garden project, outdoor playground and chromebook purchases.
 - Jodi has been to a GVTA meeting in which it's been recommended that PAC spending on Chromebooks be suspended.
 - Stephanie added that at the VPAC meeting, the same recommendation was made.

6) Garden Upgrade - Ask for PAC funding - Stephanie/Heather & Jodi Phillips

- Meeting update (Oct 15th) & Garden consults (Any Thyme Grows & Hatchet & Seed)
 - The garden and the OCELL (Outdoor Classroom and Ecological Learning Lab) are two separate projects. For clarity, James suggests referring to the OCELL as the 'Outdoor

Project' to avoid the perception that the actual classroom build will happen this school year.

- SD61 Facilities Dept can bulldoze all the waste in a half day or day and can do it at cost which is the most effective way of removing the persistent weeds. There are some plants that need to be retained so Jodi and Cheryl will meet to discuss that.
- SD61 Facilities is also able to add sunshades at a reasonable cost.
- The timeline is important to pin down by next meeting because facilities can do the clearing work in the next 4-6 weeks, allowing for Spring planting. They will save the cedar rounds and install them properly.
- Facilities, although they install items, may not be able to maintain them. We may be able to create a rolling fund for projected maintenance and upgrades, Chromebooks being a good example of this.
- Estimates for the garden project are around \$8,000 - 10,000.
- The importance of making the work PAC visible and imminent was discussed, so that parents can see the results of all the fundraising we do.
- \$87,300 is allocated for the outdoor project, with up to about \$90,000 once interest is included.
- Jodi has received a quote of \$5600 for 18 galvanized raised garden beds. It was decided to wait until all consults from Hatchet & Seed are complete until we allocate funding.

7) Principle Update - James Hansen

- James and Cheryl are trying to add cultural days and acknowledgement to their weekly communications. Please let them know if anything is missing. They want to make sure all families are represented in the school.
- James has some insight from a family member regarding the 5 yearly Pro D days. He understands and acknowledges the difficulty for parents. Pro D days are incredibly important for teacher development and relevancy. Many of the Pro-D days are for collaboration amongst teachers within the school.
- Support would be welcomed for art supplies.
- More updates coming for Grade 5 celebrations
- Speech and Language Pathologist is currently assessing Kindergartens.
- Some teachers have had to be away this year and parents have expressed concern. James is appreciative of parent understanding and wants to be sure that communication between the school about this topic is effective.
- Cheryl updated about lunch monitors, who are grade 5s that supervise/assist the younger children while they eat in the classrooms. They are there in addition to adult supervisors. The grade 5s are very happy to sign up and help.
- She also updated about the Salish Sea trip. The plan is to have all grade 4s and 5s attend this year. She highlighted how special it is to live here and how inspiring it is for the kids to attend. It's about \$50 per student, and she would like it put out that some families may need support to go. PAC could consider an assistance model of some kind. There are over 100 4s and 5s. PAC will add this to the wish list.

- Megan would like to have pictures of events and other wonderful things that happen in and out of the school for posting on social media and asks that if anyone has them. Please pass them on. Maggie has been responsible for many of those photos in the past. It would also be great to have photos from chess lessons, etc. Cheryl offered to collect and send some to PAC. Everyone is encouraged to take photos when the opportunity pops up and send them to Megan at the PAC executive email. Please remember to photograph children from behind so their faces aren't included
- Megan offered to look into limitations on posting student photos on social media.
- James will look into how far the media release for signed by parents extends.

8) Outdoor Classroom Update - Heather (10 min)

- Facility meeting was very positive. Eric from Facilities felt all our ideas seem workable and he's happy to work with us. He'll cost out a plan and provide it to us. Facilities can do all the planning and permits with our collaboration, PAC just pays for it. The rain garden may be done for free as part of another project.
- Heather reiterated her dedication to the importance of the outdoor learning spaces due to the ever-increasing evidence of the benefits of nature play for children's resilience.

9) Quick Update on current PAC initiatives - Stephanie

- Hot Lunch profit was over \$1000. Was smaller than usual which is common for the first of the year. Next month's is already bigger.
- Every class now has a classroom rep and Stephanie created a PDF with clear instructions for them.
- Pumpkin Carving Contest has been launched to appease some disappointment over the postponement of the dance. It is fully online.
- Holiday giving campaign - Countdown to Kindness: James has approved this to go ahead for a second year. The poster has been added to the whatsappdoc. We do not want to infringe on the Mustard Seed donations, however.
- Online silent auction fundraiser – November. Donations are beginning to come in. We do not need a gaming license as long as there is no alcohol. Aiming to have it up by end of November. This is the first time we've tried it.
- Parent education night: Eric Palmer Memorial fund provides a speaker for childhood anxiety. Stephanie has applied for it. Sundance/Bank would like to partner with us on that.
- Grad 5 hoodies & activities have been on the backburner but a goal to get going asap. The Board Game Café dates will be confirmed soon and Stephanie is hoping to find a Grade 5 rep or two to lead this.
- Megan to send a plug about hot lunch deadline coming up for the 1 Nov hot lunch.

10) Questions? Comments?

- Maggie mentioned that there used to be a button to donate on the hot lunch page. Stephanie looking into how to get that added.

11) Date of next meeting - Tuesday November 26th at 7pm via zoom

12) Confirm agenda items currently on radar & to discuss at next general meeting

13) Adjournment



Treasury Update – October 22, 2024

Hot Lunches Update

- Received Gaming Grant of \$9,060 in October (\$200 more than budgeted).



- October Hot Lunch – \$3,078 revenue, \$1,040 profit

Oct/Nov/Dec orders-to-date -- \$9,913 revenue, \$3,605 profit





Budget: \$29,500 Full-year revenue guidance, \$9,000 profit guidance





On track: At current uptake, very early estimates suggest \$9,613 profit by end of the school year. Revisit as year progresses.

Bank Account Balances – October 22, 2024

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ECOLE MARGARET JENKINS SCHOOL PARENT ADVISORY COUNCIL

Banking	\$37,846.97
COMMUNITY PLAN PLUS 9984 307152	\$28,488.93 
COMMUNITY PLAN 9984 5205518	\$9,358.04 
Investments	\$91,103.63
TRM 9984 8072992-00	
TD SPECIAL OFFER GIC 9984 8072992-01	\$20,680.67 
TD SPECIAL OFFER GIC 9984 8072992-02	\$70,422.96 

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2024-25 Budget Summary

EMJS PAC			
Budget for Period: August 1, 2024 to July 31, 2025 DRAFT Budget approved at June AGM Final Budget to be approved at September 2024 PAC Meeting			
	Budget	Profit Target	
REVENUE/RECEIPTS			
Fundraising/General Revenue	\$36,550	\$13,525	Hot lunches, community building events
Fundraising for specific targeted needs	\$25,500	\$17,300	Walk-a-thon (WAT), Grade 5 hoodies, Garden fundraiser
Grants and Passive Revenue	\$9,560	\$9,560	Gaming Grant, Bank Interest
TOTAL REVENUE	\$71,610	\$40,385	
TOTAL REVENUE (without Walk-a-thon)	\$51,610	\$25,385	
EXPENSES/DISBURSEMENTS			
Ongoing Curricular and Extracurricular Enrichments	\$17,400		Science Venture, Chess, Extracurricular, etc.
Class Allotments	\$7,500		Class Projects, Field Trips
Community Building & Fundraising Expenses (Revenue related)	\$23,025		Expenses for Hot Lunches, Fall/Spring events
Fundraising Expenses for Specific Targeted Needs	\$8,200		Expenses for WAT and Grade 5 hoodies
Other (Benefiting Staff & Parents)	\$2,675		Staff Appreciation, Bank Fees, PAC Expenses
Special Fundraising Initiatives	\$8,700		Technology, Walk-and-Wheel
TOTAL EXPENSES	\$67,500		
Total Expenses (without Walk-a-thon)	\$62,500		
Unrestricted Funds available from previous years	\$37,700		
Anticipated Excess (or shortfall) to put toward next year's budget	\$4,110		
Anticipated Excess (or shortfall) without Walk-a-thon	(\$10,890)		
Anticipated Unrestricted Funds available for next year's budget	\$41,810		
Anticipated Unrestricted Funds for next year (without Walk-a-thon)	\$26,810		

Garden Project

- Jodi Phillips introduced idea for upgrades to current garden space at September PAC meeting.
- Heather Sanche to update process.
- Financial considerations: Based on budget for 2024-25, estimate a **surplus of \$41,810** with Walk-a-Thon.
- Without Walk-a-Thon, estimate **\$10,890 shortfall** for fiscal year, although still in **\$26,810 surplus** position overall.

Summary/For Discussion

- What additional Events/Fundraisers should the PAC organize?
- How much of PAC monies should be allocated to cashable interest-bearing GICs vs. longer-term GICs?
- Investment amounts and timelines will depend on Garden Project budget, Chromebook purchases, and timeline for outdoor playground.