

École Margaret Jenkins School

PAC General/Exec Meeting

Date: Tuesday November 26th 7-8 pm

Where: online via Zoom

Attendees: Stephe Hellard (Chair), Matt Jackson (Co-treasurer), Megan Harvey (Communications), Marlow Sturgeon (Secretary), Andy Moll (Member at Large), James Hansen (Principal), Jodie Phillips (Teacher), Maggie Black, Heather Sanche (Member at Large), Jessica Yi.

Welcome – Stephe

Land acknowledgement made, Quorum declared.

Approval of Agenda – Stephe

No changes were made to the agenda.

Key items to discuss include: Garden Upgrade Decision

Approval of Minutes of last meeting – Stephe

Minutes were approved

Quick update on Current Events / Ones Ended – Stephe

Pumpkin carving contest

- 34 entries, 870 or so votes, very excited winners

Countdown to Kindness Boxes

- 38 boxes with 760 items were delivered to the Victoria Native Friendship Centre for their hamper program.

Online silent auction

- 16 different items so far of great variety and value. Hoping for about 20 items. Auction will open on December 6th and be closed on 15th December, leaving an ideal open time of 10 days. There are helpers in place to distribute the prizes the week before winter break.

Movie Night – will be Friday Dec 13th

- No need to apply for copyright as SD61 already has done so. Perhaps Luca or Inside Out 2 with a good message, not specific to Christmas. One is parent available to help plan.
- James/Cheryl is there equipment we can use?
 - o Yes – easy if you're doing it from a laptop. Do a dry run first to make sure.
- Is it a fundraiser or community event? Would be nice if it didn't cost but we could sell food to make money, or simply allow snacks.
- Could use it as a collection for Mustard Seed Food Bank

Hot Lunch plan for the new year

- Trying to find some healthier options.
- Subway is frustrating with lots of mistakes
- Parents don't want change.
- Best to leave it the same for the rest of this year and start fresh next year.
- Unpaid accounts will be emailed with offers of help and reminders to pay.

Emergency Containers

- All equipment got flooded so we've been asked to help with inventory and restocking. Luckily, lots has been done already by Barb, who is compiling a list of needs.
- Tariq (a past parent) worked hard to make sure water and food was up to date and didn't need yearly replenishing. Perhaps his previous research could help us going forward. He is happy to be contacted for this info. Stephanie will check if it's on file, and if not will reach out.
- There are parents happy to help if Barb needs help

Grade 5 Hoodies

- Has not been prioritized but Stephanie is on the case. There is a document that can help Jessica figure out the grade 5 events.
- 10 April is the Board Game café day. It is believed to be booked – Matt is double checking it is booked. Also trying to find more parents to support Grade 5 teachers to help get it rolling.
- Stephanie will get in touch with Shanti Bell.

New Year – Royals Fundraiser / Parent Education Speaker / Staff Appreciation Lunch

- Stephanie will pick a date for Royals with them.
- Date booked for Parent Speaker – Emotion Focused Family Therapy. They're willing to offer this for free. Stephanie will send more info about the speaker and organization to James and Cheryl.
- Staff Appreciation is being organized by Liz who also organizes the cards for teachers. She'll join a meeting before hand to give us an update.

Treasurer Update / Presentation – Matt Jackson (please see slides below for more details)

- Hot Lunch Numbers: November was profit of \$1,141, up from Nov but we also bought new tables to support it.
- Overall profit expected to be on track at over \$9000 for the year.

GICs

- Interest rates are trending down so would be good to lock in with a GIC. Timing depends on when we'd need to withdraw for the outdoor projects. There is not a time constraint to decide beyond the interest rates trending downwards.
- We should have a surplus of about \$40,000 in our account if Walk a Thon numbers pan out.
- Purchase of Chromebooks on hold for now.

Garden Project Update – Heather/Jodi

- Jodi and Heather met recently and decided to go with Hatchet and Seed (Taylor).
- Overall cost would be 12,500 for dropping off 15 beds for us to put in place. They are higher quality with an edge to sit on, place things on, and a cedar lining. They'll last longer than less expensive options.
 - o triple layer rolls of cardboard would be extra, about 2000-3000
 - o Soil and woodchips needed on top of cardboard - not sure how much it will cost.
 - o Bulldozing the site is additional – about \$1000 but that is at cost from facilities so we won't find it cheaper elsewhere (need a solid price from Eric – James to follow up)
 - o Taylor recommends we not use the old soil to be sure we don't import the old weeds.
- Stephe wondering if reducing the beds by 3 or so would be possible to reduce cost.
- City can provide compost/leaf mulch for free.
- We can also ask for soil donations from some suppliers (Mitchell's)
- Could we ask tree trimming companies for woodchip?
- City of Victoria can provide seedlings for plant starters. Can also use seed fundraiser for teachers to buy seeds.
- There is a lot of support amongst parents for the garden. Some could help with reaching out for donations.
- PAC needs to decide what our comfort level is for spending so that we can make decisions. It's more than initially was imagined but this is an ideal project for us to fund.
 - o Consensus is that we are comfortable with \$20,000 or so, coming primarily from the Walk-a-Thon funds, although Walk a Thon will happen afterward. \$15000 from general funds and \$5000 from Walk a Thon.
 - o We need to be careful that the garden it's not the only thing we are fundraising for.

Administration Update – James / Cheryl

- Outdoor Classroom Project/ Raingarden / Amphitheatre
 - o Staff really want the outdoor classroom and want to be sure it suits their needs. They'd like a clear picture of exactly what it looks like and it's their preference to go ahead with that first.
 - o PAC response is that the Raingarden/Amphitheatre was going ahead first because facilities is able to help with it this year but can't help with Classroom this year because it needs permits and will take longer.
 - We need to know from facilities how much it will cost. James thinks at least 100k.
 - o Heather would like to invite teachers to meet so they can see the plans.

- The raingarden was originally put in place to deal with drainage issues within the field.
- James: we need to get a good picture of what's going ahead first and put that to staff. Could Heather attend a staff meeting to explain why/how the project is planned and why and offer options? She has slides to help visualize the plans. Facilities would need to be there too to say it's logistically possible and provide cost information.
- Yes – Heather and others can attend the January staff meeting to explain reasons etc, get clarification from facilities, show slides, and show what it will look like. At the Dec meeting, Cheryl can do a small presentation about raingardens.
- PAC wants to make it clear that the outdoor classroom is still full steam ahead.

23 May Dance Update - Jessica

- The band is booked. We have a building capacity so we may not be able to do 'by donation' admission as it will need to be controlled.
- An ice cream truck will be set up

Lost and Found donation - Jessica

- Jessica has an ideal charity to donate to.
- Need volunteer drivers to get the donations to them- use class reps to find them.
- Stephe has a group who may be ideal.
- Just need to arrange a date to do pick up with James

Walk a thon – Andy Moll

- 25 April is the proposed date that will be brought to staff meeting with the Thursday 24th as a backup.
- Details to be discussed at the Exec meeting.

Date of next meeting – Tuesday Jan 21st at 7pm

No General Meeting in December

EXEC – Early January if needed, decide at a later time – need to cancel Tuesday Jan 14th as it conflicts with the VCPAC

Scroll down for Treasurer Update:

Hot Lunches Update

November Hot Lunch – \$3,972 Revenue, \$1,141 profit

Oct/Nov/Dec orders-to-date -- \$11,069 revenue, est ~\$3,653 profit

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

Estimate \$9,145 profit by end of the year (31% margins).

Lower than Oct estimate due to table purchases and Bambora unpaids.
Would have 34% margins without (est \$10,030 profit).

Bank Account Balances – November 26, 2024

My Accounts		Personal	Business	↓	☰	Help >
ECOLE MARGARET JENKINS SCHOOL PARENT ADVISORY COUNCIL						
Banking				\$36,561.17		
COMMUNITY PLAN PLUS 9984 307152				\$27,038.08 ⋮		
COMMUNITY PLAN 9984 5205518				\$9,523.09 ⋮		
Investments				\$91,334.80		
TRM 9984 8072992-00						
TD SPECIAL OFFER GIC 9984 8072992-01				\$20,911.84 ⋮		
TD SPECIAL OFFER GIC 9984 8072992-02				\$70,422.96 ⋮		

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

- Upcoming Events/Fundraisers include PAC Movie Night (December 13), Silent Auction, and Victoria Royals hockey game in January.
- 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.