

École Margaret Jenkins School

PAC General / Exec Meeting Minutes

Date/Time: Tuesday January 21st, 2025 @ 7pm - 8pm

Via Zoom - Meeting ID: 345 500 7469 / Passcode: emjs

Present: Stephie Hellard (Chair), Marlow Sturgeon (secretary), Heather Sanchez (Member at Large) Andy Moll (Member at Large), James Hansen (Principal) Crystal, Carl Starkweather, James Suderman, Liz Woodward

1) Welcome - Stephie Hellard

- Land acknowledgment was shared
- Quorum declared
- Introductions

2) Approval of Agenda - Stephie Hellard

- Any changes: VCPAC discussion was moved to the end of the agenda
- Key items to discuss include: SPLO & Upcoming Events for 2025

3) Minutes of last meeting - Stephie Hellard

- Approval with change: needs to say 5000 from walk-a-thon and 15,000 from General Fund

4) Update on Previous/Current Events - Stephie Hellard

- Silent Auction: went well, made \$1337.94, which was 89% of our goal.
- Movie Night: went well, 70-80 people attended. Broke even (1 dollar profit)
- Seed's Fundraiser / Plant Sale & Garden Revamp: Seed fundraiser is currently active and plant sale is in the works. Garden was cleared out over winter break. Was over budget but worth it as it's such a necessary step to prep for the future. 11 Parents have volunteered to help in the garden and some are even professionals.
- Surveys: SPLO survey was sent out today. So far, 70% would like to see a Zoom session. Most parents seem to want one, especially for the future as students get into middle and high school. Teacher survey will be sent out soon to make a wish list.
- Grade 5 Hoodies & Other events: Hoodies a bit behind schedule but in the works. Board Game Café event will be on 8 April.
- Victoria Royal's Fundraiser: PAC has to pay upfront for tickets and so it's a bit risky. We agreed to wait until next year once we've sent a survey and have a parent volunteer to run it.

5) Treasurer Update - Matthew Jackson

Please see Treasurer report below for updates on the hot lunch program, bank account balances, garden project, upcoming events.

To discuss at Executive meeting: How much to put into GICs.

6) Principle Update - James Hansen

- Pro D happening this Friday. Staff will be focusing on emotional needs of kids
- French Kindergarten Registration done and went well.
- Basketball practice is underway with games tba
- World Literacy Day: coming up soon. Classes planning various activities.
- Heather attended a staff meeting recently to present plans for outdoor learning spaces.

Questions:

- James was asked about and clarified that a Criminal Record Check is necessary if a parent will be alone with a child.

7) Upcoming Events:

- Parent Education Night - Monday Feb 10th - Stephanie Hellard
 - Topic will be Emotion Focused Family Therapy presented by Tory Vitaly MSW RSW, of Fairfield Psychology.
 - Coffee and snacks can be provided by PAC
- Staff Appreciation Lunch - Friday Feb 21st - Elizabeth Woodward
 - On one Friday a month coffee and cookies are provided for staff
 - Christmas cards are provided for staff and non-enrolling teachers
 - Staff appreciation lunch is provided each year. This year the budget was upped to \$1500. Will be Indian food again as was popular and cost-effective.
 - The organization of gifts for the staff appreciation lunch is unwieldy. Liz no longer is able to run it. Two other volunteers have stepped forward but it still requires some solutions – those two volunteers can discuss what they'd like to do.
- Walk-a-thon - April 25th - Andy Moll
 - Lots of ideas flowing to keep up interest. Will discuss next month.
- Spring Dance -23 May – Stephanie
 - . Band and Ice Cream truck have been booked

8) Emergency Supplies Funding Request - Stephanie Hellard

- Emergency supplies were flooded and destroyed. Volunteers Jeremy and Barb have been working hard to organize. They found many supplies from elsewhere. Food and water was salvaged. They are requesting funds to cover some new supplies. Will be around \$850. Plastic pails with tight lids and 3 Rubbermaid bins are most urgently needed to get right away. It's agreed that we should do that then get more numbers later. Drainage has now been added to the supply bin.

9) Date of next meeting - Tuesday February 25th at 7pm

10) Agenda items to discuss at next general meeting

- Walk-a-thon

11) VCPAC Update & School Police Liaison Officer (SPLO) Engagement - Stephe Hellard

- VCPAC put out a statement claiming neutrality on the SPLO program but support of the School Board, but didn't consult PACs first, upsetting many PACs who didn't agree with the statement. PACs stated they need time to collect community data.
- More info will come after this Thursday as VCPAC will have another meeting to address that problem.
- A quick survey was put out to parents to get an idea of how our school community might feel about it.
- It was brought up that Grade 4/5 parents might want to organize a meeting or info night to talk about options in choosing a middle school.
- Members would like to understand how the funding for the SPLO works and Stephe will try to find out at the VCPAC meeting.

12) Adjournment

Treasurer's Report

Hot Lunches Update

December Hot Lunch – \$4,008 Revenue, \$1,344 profit

January Hot Lunch -- \$3,852 Revenue, \$1,378 profit

Oct to Jan orders -- \$14,897 Revenue, \$4,935 profit (33% margins)

Feb and Mar orders-to-date -- \$6,783 Revenue

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

Estimate \$9,870 profit by end of the year at current rate.

Garden Project

- Decided at November PAC meeting to fund \$20,000 upgrade to garden space (\$15k taken from PAC general fund, and \$5k to be taken from this year's Walk-a-thon).
- Hatchet & Seed to implement: \$12,500 for fifteen raised garden beds, ~\$2,500 for triple-layer cardboard.
- Hoping to have soil and wood chips donated. Sourcing of plants and seeds to be determined.
- Scraping garden estimated at \$1,000 but cost \$2,500. Necessary for project to succeed. Make up elsewhere.

Bank Account Balances – January 21, 2025

My Accounts		Personal	Business	↓	🖨️	Help >
ECOLE MARGARET JENKINS SCHOOL PARENT ADVISORY COUNCIL						
Banking		\$39,306.87				
COMMUNITY PLAN PLUS 9984 307152		\$31,343.78 ⋮				
COMMUNITY PLAN 9984 5205518		\$7,963.09 ⋮				
Investments		\$91,983.08				
TRM 9984 8072992-00						
TD SPECIAL OFFER GIC 9984 8072992-01		\$20,911.84 ⋮				
TD SPECIAL OFFER GIC 9984 8072992-02		\$71,071.24 ⋮				

Miscellaneous Items

- Silent Auction: Twenty items sourced from community. Raised \$1,338 (89% of goal).
 - Movie Night: Break even. PAC saw this as a community building event rather than a profit-making venture.
 - Upcoming Victoria Royals and Seeds Fundraisers.
 - Walk-a-thon: Shifting to a general fundraiser that will fund various school needs. See how it goes.
 - Grade Five hoodies & Board Game Night. Date for the latter has been moved to Tuesday, April 8th.
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Summary/For Discussion

- How much of PAC monies should be allocated to cashable interest-bearing GICs vs. longer-term GICs?
- Investment amounts will depend on Chromebook purchases (slated for March), and timeline for ecological learning lab and playground.