

# **École Margaret Jenkins School**

## **PAC Meeting Minutes**

**Date: Tuesday February 25<sup>th</sup> @7pm**

**Where: Online via zoom**

**Attendees:** Stephie Hellard (Chair), Matt Jackson (Co-treasurer), Megan Harvey (Communications), Marlow Sturgeon (Secretary), Andy Moll (Member at Large), James Hansen (Principal), Cheryl Rolston (VP), Maggie Black, Heather Sanche (Member at Large).

### **1) Welcome - Stephie Hellard**

- Land was acknowledged
- Quorum declared

### **2) Approval of Agenda - Stephie Hellard**

- A funding request for the Origami club is added.
- Key items to discuss: Walk-a-thon & Outdoor learning lab

### **3) Approval of Previous Meeting Minutes - Stephie Hellard**

#### **1) Last month's minutes approved.**

### **4) Update on Previous / Current Events & Future - Stephie Hellard**

- Parent Education Night had 29 parents present and they were very engaged with Fairfield Psychology. Parents were thankful for the snacks.
- West Coast Seeds Fundraiser is now complete and made \$908, almost double last year. The hot lunch website email reminders have been very effective.
- Plant Sale – Suzanne, a past co-chair, has arranged Hill Top Nursery to run our plant sale for delivery on 6 May. They have great hanging baskets, hydrangeas, etc.
- Garden progress – woodchips and mulch will arrive 7 March. Cheryl will level the boxes. The cardboard is installed to keep the weeds down and needs woodchip on top of it. Heather will try to locate mulch – Jodi will let us know how much is needed.
- Staff Appreciation Lunch was run by Liz. A letter was sent to teachers about the ending of the gifts at the lunch and Stephie received nice letters back about it. James got good feedback about the lunch. Leftover Jaguar cookies were kept by James to use as prizes for kids.
- Staff survey & Updated wish list – teachers have responded that they are happy with it as is and they have sent a photo of the kind of outdoor classroom structure they would like. James would like to collect the list and keep it together as one list.
- Grade 5 Activities (hoodies, art legacy & board game cafe)
  - i. Hoodies – on the way
  - ii. Art legacy
  - iii. Board game café – a teacher is assigned to organize this
- Spring Dance (25 May)

- Jessica and a few other parents have this well planned but Stephie meeting them next week.
- There will be an ice cream truck and an option to pre-order pizza.
- Let's plan for some tables and chairs in the courtyard
- Perhaps the Spring Picnic could be moved to Fall and the Dance continue in Spring on an annual basis.

## **2) Administration update – James Hansen and Cheryl Rolston**

Cheryl:

- Garden looks great, Jodi has ordered free seedlings from the city.
- Two coaches are leading basketball. Julia Zheng and Jill Dol leading. Cheryl is the Manager. It's going really well – about 70 girls and boys showing great sportsmanship.
- Rugby starting up soon. Stuart Cairns is running it and inviting more parents to help coach.
- A new mural is in the works – an indigenous artist, Jessica Joseph. is creating it in the courtyard. James:
- Outdoor project as per discussions with facilities: we are finding sketches that we'll provide to facilities. They can build it within about a year of receiving the sketch. Staff like the octagonal gazebo idea which would add about 20% to the cost. We have asked Aryze to help us design them. They'll get back to us soon about their capacity to help.
  - Facilities could do their own outdoor classroom, but they are happy to receive a rough plan too. Facilities need to ensure the codes and permits are adhered to themselves.
  - Once the plan is fixed, the price will be final.
  - James wants to keep teachers in the loop regularly as we go to avoid potential misunderstandings going on too long
- Tech: we'd talked about purchasing \$6500 worth of devices for the school. We are waiting for the new school board (person) to change the order regarding purchasing tech. The real shortage is of ipads. Hopefully we can make that purchase soon. The ordering is done through the school.
- Code of conduct: parents and students have given positive feedback regarding the personal device policy in BC.
- School concert coming up in the week before spring break – 2 tickets per family have been sent out.
- There is new chair heading up the school board since the board was dismissed.
- Question for James: a few parents are wondering whose decision it is to close the fields in poor weather. Answer – the district asks for them to be closed to preserve them as best as possible but there is some school discretion. This information is communicated to the kids via the announcements.

## **3) Treasurer Update – Matthew Jackson**

- Please see below for the treasurer's report

## **4) Emergency Supplies and Origami supply request – Stephie**

- Origami supply request of \$100 is approved.
- Emergency supplies have been organized by Barb and a number of replacement items are required/recommended. The total amount for the replacements is \$784, but in addition, it's been recommended that each class has an emergency blanket that would bring it to

\$1,100. (see below chart) The additional blankets would be \$322 which could be added to the walk-a-thon account. It was approved to replace the lost supplies at this time (\$784).

## **5) Outdoor Ecological and Learning Lab Update**

- Only thing to add to the above discussion at the moment is whether we'd like some landscaping around the gazebo.
- The location of the classroom is planned to be on the Chandler side near the little playground. It's important that it's not in the way of other future projects.
- Stephie needs information from the staff – how many people should the gazebo fit? James says that the maximum class size would be 29 grade 5s. The storage would be for general, shared, outdoor items.
- Stephie adds that the outdoor classroom is a great project to be very visually present for parents to see, and also very exciting for parents to use, so it's great to get it done first ahead of the other projects.
- Although it would be hard to get more than one class in the gazebo, there's room to have two or more classes in the garden space.
- Several members want it to be remembered that the additional outdoor spaces were considered valuable as well as just the classroom for students to engage more directly with nature beyond merely sitting outdoors.
- Question – is it an issue to have the outdoor area so close to a gate for children who may wander or bolt out? James says Facilities can help with solutions to this.
- We also need to consider accessibility to the gazebo for all students

## **6) Walk-a-thon - 25 April**

- Megan and Andy have been running a poll. We need to communicate that the fundraising of the WAT is for general funding now not the outdoor projects specifically.
- A big funding tracker with items that will be funded will be posted in the window facing Fairfield. This will also help people understand what it is that the PAC funds.
- Feedback on prizes – only 21 people have responded to the poll but good ideas have been suggested.
- When we do an update about what we've raised towards the outdoor classroom, and switching it to a general fundraiser, we will run it by James first.
- Does the communication require a standalone email or can it be part of the pledge project?
- We need to be more consistent in what we call our projects as there are several terms we've been using. We'll go through the documentation to look at terminology and make a clarifying statement.
- The garden space could also have some space for classes – perhaps a sail shade, picnic tables, etc, Heather is suggesting waterproof writing materials rather than a need to sit.

## **7) Date of next meeting – AGM – Tuesday April 29<sup>th</sup> at 7pm**

- No PAC general meeting in March
- Will do a call-out for nominations prior to meeting according to by-laws

## **8) Agenda items for continued discussion**

## **9) Adjournment**

# Hot Lunches Update

February Hot Lunch – \$4,196 Revenue, \$1,575 profit

Oct to Feb orders -- \$19,093 Revenue, \$6,510 profit (34% margins)

Mar and May orders-to-date -- \$5,523 Revenue

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

Estimate \$10,416 profit by end of the year at current rate.

## Bank Account Balances – February 25, 2025

### My Accounts

Personal

Business



Help >

ECOLE MARGARET JENKINS SCHOOL PARENT ADVISORY COUNCIL

#### Banking

**\$33,907.28**

**COMMUNITY PLAN PLUS** 9984 307152

\$25,944.19



**COMMUNITY PLAN** 9984 5205518

\$7,963.09



#### Investments

**\$92,169.28**

**TRM** 9984 8072992-00

**TD SPECIAL OFFER GIC** 9984 8072992-01

\$21,098.04



**TD SPECIAL OFFER GIC** 9984 8072992-02

\$71,071.24



## 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).
- Facilities garden scraping budget: \$1,000, Actual: \$2,500  
Raised garden beds budget: \$12,500, Actual: \$12,129  
Triple-layer cardboard budget: \$2,500, Actual: \$2,303
- Hoping to have soil and wood chips donated. Sourcing of plants and seeds to be determined.
- Spent \$17,020 of allocated budget (\$1,020 more than expected), but big-ticket items have been accounted for.

## Miscellaneous Items

- Seeds fundraiser: \$908 Profit (Budget: \$500). Thanks, Jodi!
- Grade five hoodies: \$3,315 to date.
- Emergency Supplies purchased in February for \$381.
- Walk-a-thon: Shifting to a general fundraiser for school.
  - 2024 actual: \$32,437 Revenue, \$7,967 Expenses
  - 2025 projected: \$20,000 Revenue, \$5,000 Expenses

## Summary/For Discussion

- Grade Five Board Game Night scheduled for Tuesday, April 8th.
- How much of PAC monies invested in cashable GICs vs. longer-term GICs? Amounts will depend on Chromebook purchases (slated for March), and timeline for ecological learning lab and playground.