

# **École Margaret Jenkins School**

## **PAC Meeting Minutes**

**Date: Tuesday April 29<sup>th</sup>, 2025**

**Where: Online via zoom**

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

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

- Land was acknowledged
- Quorum declared

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

- Agenda approved

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

- Last month's minutes approved.

### **4) AGM and Voting of 2025-26 PAC Exec Team – Stephie Hellard**

- Nominations and Voting
- A callout for interest was sent out in the What's Up Doc but there were no responses.
  - Stephie Hellard voted in as Chair
  - Matt Jackson voted in as Treasurer
  - Marlow Sturgeon voted in as Secretary
  - Members at large voted in:
    - Megan Harvey
    - Andy Moll
    - Heather Sanche
- One request to current bylaws was requested by Stephie: page 7, section 6, part C: can it state: 'excluding the VCPAC Rep', in reference to one person holding two exec positions? Stephie is an exec on the EMJS PAC and the VCPAC. This request was approved.

### **5) Treasurer Update – Matt Jackson**

- Please see below slides from the treasurer's report.

- In future, sushi will be more expensive due to a vendor price increase.

## **6) Update on Completed / Current Events**

- Garden revamp is complete – lead teacher, Jodi Phillips is very happy.
- Big thanks to City of Victoria, Oak Bay Rec and Capital Tree who donated many, many woodchips and delivered them
- Tuf Turf provided soil at cost and free delivery with one of their large trucks
- Grade 5 events – hoodies done with a few loose ends that Stephie will take care of, Board Game Café was a great success. Legacy Project fence is built. The cedar rounds are being used to keep the woodchips in.
- Emergency supplies are purchased and ready to go. Jeremy the custodian is arranging for more holes will be drilled in the bins to avoid flooding
- Plant Sale less profitable than expected at \$312 – distribution will be 6 May, plenty of volunteers
- Spring Dance – band is \$1000 so need to decide how to pay for this.
  - Ask for entry by donation but keep free?
  - Raise money through pizza sales?
  - Freezie sales? Would play on name of band which is 'Freeze Frame'.

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

- James, Cheryl, and all staff are very thankful and appreciative.
- Walk-a-thon was a great example of community coming together.
- There will be 10 French and 11 English divisions next year.
- Strings will continue next year on Mon/Weds, sharing a teacher with SJD.
- The new way of ordering supplies was a great hit with parents, but the district cannot accommodate it so we're going back to the old way of option for purchasing boxes from Monks.
- Rugby, Cross-country and track are in full swing with teachers leading and parent volunteers supporting
- Student-led conferences this Thursday – teachers preparing with pride.
- A new mural is going in near the garden – painted by an indigenous artist. There will be a small ceremony on 13 June.
- Question about grade 5 transition:
  - Students get on a bus to visit their future school. Parents do not need to do anything unless their child is going to a school other than Lansdowne or Monterey.
- Question about Welcome to Kindergarten
  - It will be on 20 May and PAC is welcome to be present to introduce themselves to new students.
- Question about Chromebooks: Should we put them in our budget?
  - District says wait to purchase. They are still sorting out details. But they do not want PAC buying Chromebooks for school as it would create differences between schools.

## **8) Walk-a-thon Update and Funds – Megan Harvey and Andy Moll**

- We may get to 32k after all is counted.
- The WAT model definitely works, we should stick with it
- Rainbow balls have been ordered
- Staff silly hat day is scheduled
- We'll get staff feedback another time but overall James says it was great

## **9) Outdoor Classroom Update – Stephie Hellard and Heather Sanche**

- Discussions about moving forward with the outdoor classroom and outdoor learning lab were extensive given the imminent deadline for a \$5500 plan for the outdoor classroom structure. Concerns discussed were :
  - Draining the resources of the PAC on one structure.
  - Ensuring the overall vision which was to get the children outdoors, experiencing nature and self-regulating through nature play still goes ahead eventually
  - Ensuring we can show some progress to our community to ensure ongoing support for projects
  - James reiterated that the teachers would like to have phase one: the outdoor classroom structure first prior to the other phases in the ecological learning lab plan
  - Stephie felt it was important to have the plans drawn up in order to have an exact cost for the project for PAC and the community to be able to make a more informed decision on how to move forward with the project
  - It has been determined that this ecological lab will continue to be an ongoing project PAC will try to move forward and will be ongoing for years to come due to the nature of the project, cost associated with the phases and regulations in which must be followed with facilities.
- It was decided to go ahead with the plans from facilities at a cost of \$5500 for the more elaborate octagonal plan, which can later be scaled back if necessary.

## **10) Date of next meeting – Tuesday May 27<sup>th</sup> at 7pm**

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

- Need to decide on how to use WAT funds, particularly the stage curtains which need to be organized over the summer.
- Discussion of art supplies was skipped, we will discuss next meeting.

## **12) Adjournment**

# Hot Lunches Update

March Hot Lunch – \$4,346 Revenue, \$1,613 profit

April Hot Lunch – \$3,718, \$1,189 profit

Oct to Apr orders -- \$27,143 Revenue, \$9,298 profit (34% margins)

May orders-to-date -- \$4,425 Revenue (average \$3,946)

Revenue (Actual): \$31,568 (Full-year guidance \$29,500)

Profit (Estimate): \$10,802 (Full-year guidance \$9,000)

## Bank Account Balances – April 29, 2025

### My Accounts

Personal

Business



Help >

ECOLE MARGARET JENKINS SCHOOL PARENT ADVISORY COUNCIL

#### Banking

**\$34,762.69**

**COMMUNITY PLAN PLUS** 9984 307152

\$28,962.40



**COMMUNITY PLAN** 9984 5205518

\$5,800.29



#### Investments

**\$92,169.28**

**TRM** 9900 8043466-00

**TD SPECIAL OFFER GIC** 9900 8043466-02

\$71,071.24



**TD SPECIAL OFFER GIC** 9900 8043466-04

\$21,098.04



## Garden Project

- Decided at November PAC meeting to fund up to \$20,000 for an upgrade to EMJS garden space.

Garden Expenses - \$20,000 Budget

Paid?	Description	Amount
<input type="checkbox"/>	Hatchet & Seed Consultation (*not included in \$20,000 approved)	\$88.20
<input checked="" type="checkbox"/>	Scrapping & Levelling of Existing Site (SD61 Facilities)	\$2,500.00
<input checked="" type="checkbox"/>	Coagulated Cardboard for base layer / to control weeds	\$2,302.70
<input checked="" type="checkbox"/>	Garden Beds (15) Hatchet & Seed	\$12,128.70
<input checked="" type="checkbox"/>	Wood Chips & Soil from City of Victoria Garden Program - FREE	\$0.00
<input checked="" type="checkbox"/>	Wood Chips - DONATED (roughly \$5500 worth!)	\$0.00
<input checked="" type="checkbox"/>	Soil to fill remaining space in beds - Tuf Turf	\$1,011.18
<input type="checkbox"/>		
	Total	\$17,942.58

## Fundraising Revenue

- Walk-a-thon: Shifted to a general school fundraiser.
  - 2024 actual: \$32,437 Revenue, \$7,967 Expenses
  - 2025 to date: \$30,600 Revenue, \$8,000 Expenses
  - Profit to date: \$22,600 (Budget: \$15,000)
- Grade five hoodies: \$4,160 revenue, \$1,552 profit
- Boardgame night: \$2,120 revenue, \$1,881 profit
- Silent Auction: \$1,338 profit
- Plant sale: \$1,548 revenue, \$312 profit

## Unanticipated Expenses

- Garden Revitalization Project: \$18,031
- Grade Five Legacy Project: \$1,432
- Emergency Supplies: \$829
- Chromebooks: (\$6,500)

## Budget update – Where are we?

Budget Update	Sept 2024 (Est)	Apr 2025 (Est)	Difference
Savings from Previous Years			\$25,472
Hot Lunches	\$9,000	\$10,802	1,802
Walk-a-thon	\$15,000	\$22,600	7,600
Miscellaneous Fundraisers	\$4,525	\$1,650	-2,875
Grade 5 Fundraisers	\$1,500	\$2,001	501
Gaming Grant	\$8,860	\$9,060	200
Garden Revitalization Project	\$0	(\$18,031)	-18,031
Emergency Supplies	\$0	(\$829)	-829
Chromebooks	(\$6,500)	\$0	6,500
Anticipated Surplus at Year End			\$20,340

### This Does Not Include:

- Promised spending for WAT (i.e., Stage curtains, rainbow balls).
- Blueprints for OLC.
- Classroom funds over/under spend.
- Potential revenue from Spring Concert.

## Summary/For Discussion

- Spring Concert scheduled for Friday, May 23.
- The PAC currently has \$92,169 invested in two GICs with TD bank. One is a short-term rolling GIC (\$21,098), while the other is a longer-term GIC that matures in February 2026 (\$71,071).
- A decision about withdrawal of funds will depend on timeline for the Outdoor Learning Centre. Ordering blueprints from SD61 Facilities will cost an estimated \$5,500.
- Funds reserved for OLC (Sept 2024): \$87,290