

École Margaret Jenkins School

PAC General / Exec Meeting Minutes

Date: Monday September 29th 2025 @ 7pm
Via ZOOM

Attendees: James Hansen, Principal, Cheryl Rolston, VP; Stephie Hellard, PAC President; Marlow Sturgeon, Secretary; Matt Jackson, Treasurer; Andy Moll, Member at Large; Megan Harvey, Member at Large; Kate Moll, Parent; Liz Woodward, Teacher Appreciation volunteer; Jasmine, parent; Danielle, parent; Kirsten, parent.

1) Welcome - Stephie Hellard

- Land acknowledgment, introductions made. Quorum made

2) Approval of Agenda - Stephie Hellard

- Lego robotics discussion to be added

3) Minutes of last meeting - Stephie Hellard

- Approved

4) Update on Current Events - Stephie Hellard

- Hot Lunch
 - Laura and Maggie Black taking lead roles on the day
 - Sticking with same suppliers for now
- Classroom Reps / Lists
 - If outstanding class reps aren't found soon we will ask teachers to ask parents
- Coupon Book Fundraiser
 - Community Values book is full of hundreds of coupons and can be sold by students. No upfront cost and we receive 40% of the sales.
- Fall Dance - Scheduled October 17th
 - Gym booked
 - New volunteers have stepped up. Stephie meeting them soon to start planning.
 - We'll do free tickets with a donation option when reserving tickets on line
- Go by Bike week - Capital Bikes offers it and we'll do it in the Spring. Not ready for Fall. We'll be sure not to have it too close to Walk a Thon.
 - Could also do a walk and wheel week which we could do any time.
- Grade 5 Events - Mme Lewis will be the liaison.
- Staff Appreciation Cookies & Coffee (Liz)
 - A monthly event to show appreciation to teachers on second Friday of each month. Thrifty's and ? donates.
- Lego Robotics is an idea to replace Chess
 - Gaming Grant money could go towards having lego robotics replace chess following Greg Churchill's retirement.

- We'd need to buy some kits so it's an initial investment of 3-3.5K, then new kits as add-ons each year. The kids are themed - oceanography, etc.
- Good to have a teacher act as the Champion/Points person.
- Requires tablets to program the robots.
- James suggests connecting with Mattea Maddern, Teacher Librarian, as she does do some robotics activities in the library too.

5) Admin Update - Principal James Hansen & Vice-Principal Cheryl Rolston

James:

- School Safety Plan Principals have been asked to share the district safety plan with PACs.
 - Objective of the plan is:
 - 1.Promote a culturally responsive, safe, equitable, and inclusive learning environment.
 - 2.Coordinate safety protocols with local police and fire departments.
 - 3.Foster positive, respectful relationships with students, staff, parents, and police.
 - 4.Prevent and respond to student safety-related incidents through education, training, and awareness.
 - 5.Outline the roles and responsibilities of the Board, District staff, and police.
 - 6.Prepare students and staff to respond effectively to emergencies.
 - We do have an assigned Liaison officer who pops by now and again to events, assemblies, etc.
 - James will look into adding an introduction to our Liaison officer in the next What's Up Doc.
 - Start up was much smoother this year than last year. Classes started with temporary groups because it's never known who will show up or not show up in the first week and it's thought that moving all the kids from temp to perm classes is less stressful than just moving a few.
 - The temporary classes are truly random (alphabetical for the most part).
 - The gradual kindergarten entry went well from the teacher and admin POV
- School is at 21 divisions this year and 442 students.
- Computers across the district - all old ipads and chromebooks that couldn't be assured as safe/private were removed. We've been on hold, and are still on hold, for schools purchasing their own devices with PAC funds. Currently the standard is 1 device per 4 students.
- James is going on a deferred salary leave from January to July. He'll be back in August but after 6 years in the district he may be moved to a different school for next year.

Cheryl:

- Cross Country is underway with 100 kids, 3 coaches (Mme Dennison, Ms Nicholson and T Au) and some parents. There was a race today at Lambrick Park.
- Truth and Reconciliation gathering took place today before school in the gym due to rain. It was a good turnout of parents and the kids were excellent.
- There will be one room dedicated to Indigenous learning and Robin, the previous EA, is an Indigenous support worker and will help it get going.
- FSAs (Foundational Skills Assessments) are coming up for grade 4s. Students with ELL or IEPs may be excused. The results help teachers identify any gaps in learning and parents can see if their students are on track in comparison to averages across the Province
- 15 min parent conferences are coming up and are meant for adults only, unlike the student led conferences that come in Spring.

Questions/concerns from community

- Can PAC own devices and lend them to the school? District has to program them but James will find out at some point if this is possible
- Would the Indigenous Education Room like any funding from PAC? (Yes that is likely)

6) Budget for 25/26 School Year - Matthew Jackson

- Financial Update / Treasurer's report
 - Please see slides below
 - We gained 5k from our GIC
 - Lots of money tied up in the Outdoor Learning project.
 - \$22k from Walk a Thon is unallocated for other items such as stage curtains, new BBall rims, and some other things.
 - We are in a surplus but must be cautious as there are always unanticipated expenses such as last year's blueprints
- Gaming Grant
 - We will get about \$9200 in gaming grants for extra curricular learning
- Classroom Funds
- Club Funding requests (requests from admin/teachers)
 - One request for Origami club for \$150.
- Stephie is looking more into having the Magician come for a fundraiser
- Jess (Admin Assistant) is asking for funding for art supplies. We could use WAT funds.

7) Allocate WAT Funds - Stephie Hellard

- Rainbow Balls - we have committed \$1000.
- Button Supplies - Special Events - we've purchased \$500 worth of buttons
- Curtains - will be about 6500 - Barb trying to source fire retardant fabric
- Basketball hoops - we're not sure how much but pre-approve up to \$3k
- Sensory Equipment - we need pricing and then can approve next meeting
- Magic Show - still working it out but we should fund
- Art Supplies - \$1000 extra in addition to the basic \$1500.

- Indigenous Space can have funding too. We'll hold some funds aside for her.
- Remaining WAT funds to be allocated next month when we are more clear on above amounts.

8) Date of next meeting - Monday Oct 27th

9) Agenda items currently on agenda to discuss at general meeting

- Outdoor Classroom

10) Adjournment - Stephie Hellard

Treasury update – September 29, 2025



PAC Fiscal Status – August 1, 2025

Accounts	01-Aug-24	31-Jul-25	Net Change
General Account	\$23,190.91	\$19,399.82	(\$3,791.09)
Gaming Account	\$411.14	\$56.39	(\$354.75)
SD61 Account	\$16,098.00	\$16,398.00	\$300.00
General GICs	\$87,369.08	\$92,328.24	\$4,959.16
Account Totals	\$127,069.13	\$128,182.45	\$1,113.32
Restricted Funds			
Gaming Grant	\$411.14	\$56.39	(\$354.75)
Outdoor Classroom	\$87,289.47	\$82,667.30	(\$4,622.17)
2025 WAT Proceeds	\$0	\$22,648.38	\$22,648.38
Total Restricted Funds	\$87,700.61	\$105,372.07	\$17,671.46
Total Unrestricted Funds	\$39,368.52	\$22,810.38	(\$16,558.14)

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2025-26 Budget Guidelines

- Maintain status quo by replacing money used in fiscal 2025-26, targeting a minimum EOY excess of ~ \$15,000
- Confirmed Gaming Grant Funds: Will receive \$9,220 in October
- Community building: Bring back Fall Dance, Spring Picnic
- Monthly Hot Lunches program: Est. profit ~ \$9,500 vs. 2024-25 Actuals of ~\$10,750
- Walk-a-thon: Est. profit ~ \$12,000 vs. 2024-25 Actuals ~\$22,650
- Introduce new fundraisers (Coupon Book, Plant Sale, etc.)
- New volunteers stepping forward

Unanticipated Expenses: 2024-25

- Garden Revitalization Project: \$18,031
- Emergency Supplies: \$829
- Outdoor Classroom (OLC) blueprints: \$13,000
 - EMJS approved \$4,000 to help offset extra expense (Thanks, James!)
- Total cost of OLC is uncertain, so PAC is being prudent with extra funds to ensure we have a contingency.

Budget 2025-26 – Projection

EMJS PAC Budget 2025-26	Revenue	Notes
Savings from previous years	\$22,810.38	Shortfall of \$3,791 in 2024-25
Hot Lunches	30,000.00	2025 actuals ~\$31,500
Walk-a-thon	20,000.00	2025 actuals ~\$30,680
General Fundraising	4,600.00	
Grade Five Committee	5,500.00	Matches 2024-25 actuals
Gaming Grant	9,220.00	Confirmed
GIC Investment Income	3,200.00	~\$600 below 2024-25 actuals
Miscellaneous	600.00	Kickback programs (Monk's, Mabels Labels, etc)
TOTAL Funds Available:	\$95,930.38	
Extracurricular Enrichments	10,200.00	Chess budget ~\$3,500; upped art supplies to \$2,000
Classroom Funds	7,500.00	Matches 2024-25 actuals
Hot Lunch Expenses	20,500.00	
WAT Expenses	8,000.00	Lunches and other fundraising expenses
Grade Five Expenses	7,000.00	Matches 2024-25 actuals
Miscellaneous Expenses	4,850.00	Staff Luncheon, PAC Admin, Parent Night, etc
2025 WAT Funds	22,648.38	Don't have to spend everything in 2025-26
TOTAL Expenses:	\$80,698.38	
Year-end Anticipated Excess:	\$15,232.00	Anticipated 2025-26 surplus ~\$15,070

Summary/For Discussion

- PAC currently has \$92,328 invested in two GICs with TD bank
- A decision about withdrawal of funds will depend on timeline for the Outdoor Learning Centre (OLC) and available funding
- Decision about what to spend 2025 WAT funds on is pending
- Committed to stage curtains (~\$6,500), rainbow balls (\$1,000), basketball rims (~\$2,200), button makers (\$485 – already spent)
- Decision about what to spend ~\$3,500 of Gaming Grant money previously allocated to Chess is pending
- Options include finding another Chess teacher, Lego robotics, etc. PAC is open to suggestions