

## **École Margaret Jenkins School PAC General / Exec Meeting Agenda**

Date: Monday Nov 24th @ 7pm

Via Zoom

In attendance: James Hanson, Principal; Carey Nickerson, Soon-to-be Temporary Principal; Stephie Hellard, Chair; Matt Jackson, Treasurer; Megan Harvey, Member at Large; Sarah Taylor, Member at large; Marlow Sturgeon, Secretary; Parents: Maggie Black, Liz Woodward, Mark Ganut. Danielle.

### 1) Welcome - Stephie Hellard

- Land acknowledgment made
- Quorum declared
- Introductions made

### 2) Agenda approved

### 3) Previous meeting minutes approved

### 4) Treasurer Report - Matthew Jackson

- Please see slides below
- Amount to give for sensory items was discussed
  - 1000k immediately and we'll add more later when we know what is needed
  - James will ask what is needed at next School Based Team meeting
  - How to spend Gaming Grant? Has to be extra-curricular. Trying to replace Chess services. Lego Robotics is on the table. Other possible things: the string story teller, PISE, Ultimate, etc.

### 5) Administration Update - Principle James Hansen

- James introduced Carey Nickerson who will be the Principal January - June.
- School Literacy focus is being discussed by staff currently
- Budget updates:
  - James would like to present ideas to you all at once, and not have individual teachers approach PAC to make sure that teachers don't miss out on something that they never got the chance to hear about.
  - This also helps keep benefits equitable to all students.
  - Learning Updates will be published online on 12 Dec.
  - The tree in the courtyard has been surrounded by a cedar fence and surrounding concrete removed to keep the tree healthy.

### 6) Update on Previous / Current Events etc

- Countdown to Kindness - run by Rosie Burn
  - This has been changed to benefit the Victoria Youth Empowerment Society. Boxes will be collected on 1 Dec.

- Hot Lunch Update - Stephie Hellard
    - Went well, volunteers showed up in the end.
    - A&W has approached us to see if it's possible
    - We'll decide if we want to do continue with bi-monthly hot lunch soon. It's lots of extra work.
  - Community Values Coupon Book - Stephie Hellard
    - This was a successful fundraiser and although we had a higher rate of unreturned books than usual, the organizer wasn't alarmed by it. Next year we'll make it more clear that additional books can be ordered if desired.
  - Grade 5 Hoodies - Stephie Hellard
    - Try on sessions coming in the new year. Purchases will be made through the supplier and they send us a cheque so we don't need to manage payment.
  - Staff Appreciation Cards - Liz Woodward
    - Cards will be outside the office to sign on 1 Dec and will be collected again 14 Dec. Gift cards will be for \$10, perhaps for the new bakery in Fairfield Plaza. We do support Starbucks because they donate so much to our staff appreciation. Smaller businesses seem to find it hard to issue the cards, which is why Starbucks has been used but she'll work on finding more local places in future if they can handle the volume of low-value cards.
  - December Community Event - Stephie Hellard
    - Nobody wanted to use the gym booking so Stephie will cancel it.
  - Parents Education Night - Wednesday January 14th: 6:00 - 8:00 - Stephie Hellard
    - Please send ideas to Stephie
  - Lego Robotics - Matthew Jackson & Stephie Hellard
    - Matt and his son Douglas went to a session at UVic and met the woman who runs a team at Lansdowne and other schools. There's a package schools can purchase, as well as kits. Working ipads are needed to make them work. Matt will email James to remind him to count how many there are available.
    - Matt will keep planning with Ms Maddern.
- 7) 2025 WAT Funds Update / Allocation of funds - Stephie Hellard
- Balls are ordered and expected soon. 168 balls of varying size and 53 skipping ropes.
  - Sensory equipment as above
  - Basketball hoops - how do we move that forward? James will put in a request to facilities to have the rims replaced. Stephie will connect with Jill Doll, the PE teacher to confirm how many are needed but it's about 7.
  - James has brought up the painted lines on the concrete- the lines are all faded and need to be repainted but it's expensive because Facilities has to do it. James will get a figure.
  - Cheryl needs more time to work out how much money they need to outfit the Indigenous Ed room. She's estimated 10k but not all the 10K would be expected from PAC, there are other places the money would also come from.
  - Track teachers would love to have a banner (approx \$300) to display at track events. Stephie will get that going as everyone agrees it's a good idea.
  - Regarding the banner, Maggie remembers that a new logo had been discussed in the past. James says Indigenous elders and artists are stretched thin so it's hard to get help

designing it. For the same reason, the jerseys were ordered very plain. The current logo was copied from Puma.

- Jump Rope for Heart program happening in the spring - how can we support?
- There was a literacy request from a parent: Stephe will follow it up with James
- Barb, who is making the curtains, is making progress. She'll have swatches to look at soon.

8) PAC Focus items for New Year - Stephe Hellard

- Walk-A-Thon
  - The date should be near the Easter long weekend but not too close. May is too late because of all the loose ends needing to be tied up afterwards. End of April is ideal.
  - We need to know what we're fundraising for by the end of March because pledge packages need to go home with kids before spring break.
- Outdoor Classroom Structure & Ecological Lab plan & Information night for parents
  - Waiting on costed plans for the rectangular gazebo
  - Stephe will prepare a newsletter to send home to parents so they know what funds are being spent on.

9) Date of next meeting - In the New Year! Monday January 19th @7pm (not the last Monday as there is a PD day on the 26th)

10) Adjournment

## Treasurer Report Slides

Banking		\$44,273.70
COMMUNITY PLAN PLUS 9984 307152		\$35,003.16
COMMUNITY PLAN 9984 5205518		\$9,270.54
Investments		\$92,460.59
TRM 9900 8043466-00		
TD SPECIAL OFFER GIC 9900 8043466-02		\$71,071.24
TD SPECIAL OFFER GIC 9900 8043466-04		\$21,389.35

## 2025 WAT Funds

- Available Funds: \$22,648 from last year's WAT
- Spent (to date):
  - Buttons & Origami paper: \$658
  - Rainbow balls & Jump ropes: \$1,095
- Items to be funded:
  - Stage Curtains: ~\$6,500
  - Basketball Rims: ~\$3,000
  - Art Supplies: \$1,000
- Possible expenditures: Sensory equipment, Indigenous Learning Room, Magic show

## Hot Lunches

- Budget: Monthly Hot Lunches program: Est. profit ~ \$9,500 vs. 2024-25 Actuals of ~\$10,750
- October Hot Lunch – \$4,063 revenue, \$1,441 profit
- November 7th Hot Lunch – \$3,899 revenue, \$1,330 profit
- November 20th Hot Lunch – \$3,547 revenue, \$1,154 profit
- Total profit to date is \$3,925 vs. full-year guidance of \$9,500, so we're well on track.

## Other Revenues

- Gaming Grant Funds: Received \$9,220 on Oct 3rd
- Fall Dance: \$1,831 revenue, ~\$638 profit
- Coupon Books: \$8,225 Revenue (240 books sold), \$2,884 profit
  - Funds to library – \$1,500
  - General school fundraising – \$1,384 of \$2,800 budgeted

## 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 ~\$3,500 of Gaming Grant money previously allocated to Chess is pending
- Have spoken with Ms. Maddern about Lego Robotics Club
- PAC is open to suggestions