

École Margaret Jenkins School
Parent Advisory Council General Meeting Minutes
Tuesday, June 4th, 2024 (7pm, Google Meet)

Attendees:

Stephie Hellard (Chair), Sam Goldman (Co-Treasurer), Megan Harvey (Secretary & Communications), Heather Sanche (Member at Large), Andy Moll (Member at Large), Principal James Hansen; VP Tonya Winton.

GENERAL MEETING AGENDA:

1) Welcome / Introductions

- Land acknowledgment
- Declared quorum

2) Approval of Agenda

- Key items discussed include: Proposed budget for 2024-2025 & final Spring Picnic event details.

3) Minutes of last meeting

- Were adjusted as a couple of errors were noted, approved at exec meeting & are posted on the hotlunches site.

4) Final WAT Update - Megan Harvey & Andy Moll

- Prize update & distribution plan
 - Over 33k raised; expenses at about 8k, so approximately 25k net. Pizza parties for the top-raising classes are this Friday. We have many prizes in hand, tshirts and hats on the way, distribution ideally will be next week. Planning distribution. Might need volunteers for distribution.

5) Spring Fair - Stephie Hellard

- Updates given on planning, trying to get a license for 50/50 raffle, last minute planning.
- Call out for more volunteers

6) Principle Update - James Hansen

- Code of conduct regarding cell phone use
- School supplies: Shift to ordering supplies through the school has gone through, parents who have opted out can still get their own school supplies.
- Welcome to Kindergarten: Scheduled for June 11th. Staff introduce parents and kids to the school, the PAC, and kids get to visit their kindergarten classes.
 - Discussion re; finalizing PAC table location. James is checking with kindergartden teachers.

- Gratitude for Grownups is on the morning of June 14th. Coffee, tea, and snacks for parents by staff. Same day as picnic!
- Sports and Clubs: 15 ÉMJS kids in city finals, Grade 5s and 3s were especially strong.
- Code of Conduct Regarding Cell Phone Use in SD61 Schools:
 - District would like PAC Feedback, document shared with PAC. This is about cell phones and personal digital devices; policy priorities are based on principles of equity and being culturally responsive. Proposal is that devices will be restricted during instructional hours to ensure focused learning and digital safety. Devices will be on silent/airplane mode and stored. Outside of these hours, use is at teacher's discretion. This applies at any location organized by school. Not permitted on school grounds or during field trips, assemblies, etc; no photo, video, audio of students or staff without consent. For devices supporting people with distinct needs, use guidelines will be outlined in those students' ELPs. Need feedback by noon next Thursday.
- Tonya Winton's VP Update (started by James, continued by Tonya, who had trouble connecting online): Gr 5 year end trip to Camp Thunderbird, Legacy gift, Transition Day (ÉMJS students visit middle schools), is a chance for kids to see those schools, get a sense of the environment, make connections.
 - More detail: Gr 5 orientation day was marked by excitement and nervousness; Gr 5 celebration email went out today, will be held Wednesday 26th June 1-2:30, starts in gym then to courtyard weather permitting. Camp Thunderbird: June 18th, thanks to PAC; Gr 4s get beach day same day.
 - Lunch monitors were great this year, will continue next year with Gr 4s shadowing this year's Gr 5s recently.
- The BC Education ministry has put funds towards food support for families. Which has meant funds to renovate the kitchen in the gym with a new fridge and cupboards, possibly a stove and oven. PAC will still have access to the kitchen for hot lunch.

7) Proposed PAC Budget 2024-2025 - Sam Goldman & Matthew Jackson

- Sam and Matt offered a presentation of the proposed budget. The final budget will be circulated, approved, and posted online in September/October.
 - Main revenue this year has come from hot lunch, WAT, gaming grant, and smaller fundraisers. School supplies shift means that we lose about 80% of our kickback funds from Monk Office. If we want to make this a more lucrative revenue-generating source it will require some concerted effort from the PAC.
 - Expenses: Extracurricular activities mostly unchanged; Science venture, chess, Dufflebag theater, Camp Thunderbird, etc... Art supply room funds have just under 3k remaining, music supplies remain at a standard \$500; funds for playground equipment were bumped up this year to repair basketball hoops; more jerseys were ordered for spiritwear. We tackled some bigger expenses this year. Class allotments are 7k, usually underspent, more is being used this year – maybe because we changed the way these funds accessed by teachers this year to make it easier. Most likely we will continue with

the same method next year. We have guidelines and guardrails but it's easier for teachers to access funds when they need it.

- Offered expenses estimate for Hot lunch, Fall Fair, and spring event.
- Targeted fundraisers: Do we spend a percentage of what we earn or does it stay consistent from one year to the next? Details TBD.
- Staff appreciation bumped to include non-assigned teachers, who normally have been left out.
- Remaining balance of 6k on tech; consultation with James early next year on whether school has the funds to close the gap. There is a desire in the PAC to close that gap.
 - James response: they have received next year's preliminary school budget and it looks like it will have significant cutbacks from this year. So, any penny the PAC can contribute is welcome.
 - Sam: we need to communicate to ÉMJS families that our funds *really matter*, art supplies etc. Parents need to know that school budgets don't pay for many, many things that we would all consider essential.
 - Maybe on the hotlunches ordering site we can add a blurb on the fact that hot lunch is a major fundraiser for the school, and not just a fun thing for kids.
 - James: let's plan a strategy together in the fall for communicating to parents how much PAC funds support the school.

8) Proposed PAC Event Calendar for 2024-2025 - Stephe Hellard

- PDF document draft, now booking actual dates with school, and will post a final version in September
 - James: we can discuss more in the fall. For next year, June is a very busy month for staff and teachers (and students). PAC events are wonderful, but let's try not to load June up with events. Apr/May would be better. No hot lunch in June is better. If we need 10 hot lunch days (from a funds perspective) we can pace it out over the year.

9) Vacant Volunteer roles for next year - Stephe Hellard

- Stephe is working on the PAC positions organizational chart.
 - We've got someone for Walk and Wheel week, and West Coast Seeds fundraiser (idea floated for seedlings sale rather than/as well as seeds); Liz Woodward will continue with Staff Appreciation; Shanti Bell will remain as organizing classroom representatives; we have someone for the front end of hot lunch days, but need someone for the back end; Claire Helm is willing to take on one of bigger events. Leia Vik also willing to do bigger events.
- Call out for any volunteers: we will have a big shout out in September too. 60% of positions filled.

10) Acknowledgement of volunteers for this 2023-2024 school year - Stephe Hellard

- Thanks to all the volunteers that helped make this school and our community a better place over the last school year!

- From James: you make such a difference to our school, not just the financial contributions, but the effort and time people put in is a huge part of what makes the school work.

11) Date of next meeting

- Tuesday September 24th, 2024 @7pm in Library & online

12) Adjournment