

École Margaret Jenkins School

Parent Advisory Council Meeting

Thursday September 26, 2019

7pm, School Library

1. Welcome and introductions (Anne, 5 min)
2. Committee and event updates (Exec, 30 min)
 - Fundraising and Community-building events
 - i. Welcome BBQ (Sep 17) - feedback
 - ii. Fall Dance (Oct 24) - planning
 - iii. Spring Fair (Jun 12) - hold the date
 - Visual Arts Committee & Make Sale (Dec 6)
 - Hot lunches (Finalize menu, Oct 16 order deadline for first lunch Oct 23)
 - Holiday hampers
 - Passive Fundraising (Monk, Smilecards, Fairway, Cobs, Finn&Izzy, BD)
 - Grade 5 Committee (Hoodies, Events, Year-end Celebrations)
 - Speaker series
 - Walk & Wheel to School Week
 - Room parent overview
3. Budget update incl 2018/19 year-end financials (Michaela & Carolyn, 10 min)
4. Teachers' update (Ashley Frketich, 5 min)
5. Administration's update (Brett, 10 min)
6. New business and open Q & A

****Room Parents / Class Reps still needed for divisions 1, 2, 3, 4 and 21****

Next Meeting: Oct 17, 2019 7pm

Followed by Nov 28, Jan 30, Feb 27, Apr 23, May 28

Need to contact the PAC Exec? Email Chair@emjspac.ca or Exec@emjspac.ca

EMJS PAC Website, Online Orders and Class Contact Lists: <https://emjs.hotlunches.net>

Newsletter subscription: <https://tinyurl.com/ycn4fxab> EMJS PAC on Twitter: @emjs_pac

School Website and Calendar: <https://margaretjenkins.sd61.bc.ca>

EMJS PAC Meeting Minutes, Sept 26, 2019

Attendees: Executive Members (Betty, Jason, Anne, Carolyn, Heather, Michaela, Garrett, Suzanne), Staff/Admin (Genny Crane, Ashley Frketich, Brett Johnson), and 13+ additional parents (including Lori, Tariq, Holly, Carrie, New EMJS Parents (Erin, Maggie, Heather, Rosanna, Carl & Lynn, Megan, John, Joanna, and a few others (apologies for not getting all names))

1. **Introductions** (Anne)
2. **Children's International Summer Villages (CISV)** (Gemma Smart) – program that brings together friendships and world peace. 7 different camps, can start at age 10. Meet kids from all over the world. Be the change you want to see in the world. Information night, September 27, 7-9pm. Once a month commitment once you join the program, option to travel in the summer.
3. **Welcome BBQ / celebration** – Thrifty's donated \$400 in food (BBQ and 50/50 raffle together brought in \$1500 in revenue); Ashley & Genny to ask staff for feedback on the event; Brett: Great to see so many people out despite the weather, always things that we can do better
4. **Fall Dance – Thursday, Oct 24th, 5-8 pm**; DJ booked, games, food, Signup genius for volunteers: <https://www.signupgenius.com/go/5080f45acac2da2f85-fall>; Parent (Carrie) suggested it is advantageous to volunteer at the event, independent kids can run free and know where to find you; Central students, grade 8s looking for volunteer hours – send them the signup genius
5. **Spring Fair – Friday, June 12** last event of the year (hold the date)
6. **Visual Arts Committee (VAC) Make Sale** – Dec 6th; (Holly – 1st year member of the VAC last year): Handmade goods, art made in classes; \$ goes towards art supplies for the school (and to other schools if there is a surplus); VAC works with the staff – **not planning on doing the artists in residence this year**, finding other ways to bring visual arts into the classroom; every student in the school gets to do art; Binder that shows all the great stuff that the VAC has done over the years; Volunteers are needed, don't need to be artsy
7. **Hot lunch program:** Fundraiser, once a month, makes about \$800/lunch, last year ~400 kids participated; Carolyn – manages hot lunch website (<https://emjs.hotlunches.net>), haven't opened ordering yet; Working with suppliers to make lunches more nutritious and to reduce packaging; Despite contacting several new potential suppliers, will likely have to continue to use plastic sushi containers
 - Changes to menu were proposed: including whole wheat crusts, vegetarian pizza option (Hot House determines what goes on this), no change to sushi, add a vegetable to the pasta (?), continuing carrots/apples, eliminating juice boxes (more waste), moving chocolate milk to the treats and adding 10cents to the cost, cookies (same as last year, GF & vegan); Suzanne: how does the lunch match up with the Ministry guidelines? Carolyn: Choc milk 1g of sugar over the limit (from Island Farms); Lori – sodium content high in most items; Okay since we are doing it once a month instead of a daily lunch program;
 - i. **Motion to pass the menu choices – passed**; Suzanne – would like to see us commit to moving the nutritional value ahead, even if we have to pay more and make less for the PAC
 - Have a great hot lunch team, need someone to do Carolyn's job once she's done;
 - Letter to staff will be reviewed & sent out to make sure this fundraiser isn't an imposition,
 - Will work with school counsellor to ensure that families who can't afford to participate are able to order.

8. **Holiday Hamper program** – can donate online to contribute to this program, will work with Stan Hagen association again to identify 5-7 families with specific needs we can support this year
9. **Passive fundraising:** Monk school supplies; Smile Cards/Fairway Market – (Carolyn) we will add an option for families to order a fundraising card when you place your hot lunch orders, and have it sent home with your child; Cobbs – doughraiser account; Finn & Izzy – donates when you buy shoes; Bottle depot – EMJS account
10. **Grade 5 committee** – sign up genius for parent volunteers sent out with weekly update and in PAC newsletter: <https://www.signupgenius.com/go/5080f45acac2da2f85-emjs>
11. **Speaker series** – try to bring it back this year, few evenings during the year; Topics can include internet safety, Island Health, parenting seminars, screen time; Brett noted that Katie Campbell, school counsellor, has organized a parent info night on Monday, September 30, 7pm – where to go for mental health support, importance of early intervention for mental health
12. **Walk and Wheel to School Week – Oct 7-11.** Volunteers needed to help out each morning that week to hand out draw prize tickets. Hoping to have the blender bike again.
<https://www.signupgenius.com/go/5080f45acac2da2f85-walk>
13. **Room parents** – liaison between teacher and PAC, just missing reps for 5 divisions:
<https://www.signupgenius.com/go/5080f45acac2da2f85-room2>
14. **Questions from parents: (Lynn) What is the structure of the PAC and its role? (Lori) Why do parents have to pay for class activities like hoop dancing?**
 - Brett – There are many things that fall outside the school budget. When the school wants to bring in something that is not covered by the district, the school will ask the PAC if there is funding, or will ask parents directly. When asking parents, the school will cover any family who is not financially able to pay. District sometimes pays for things (like PISE)
 - Anne – PAC mandate – PAC will only help subsidize programs or infrastructure that benefits all students (therefore aside from giving teachers a class allotment to spend on class activities and field trips, the PAC won't pay for something offered to just a few divisions unless everyone will eventually benefit)
 - Brett – PAC is also an advocacy group for parents
 - Carolyn – 4 Cs of the PAC: communication, community-building, coordination (between parents and school, to realize opportunities that are complementary to what the school is doing), and control of finances (to ensure parent-raised funds are managed effectively)
15. **Budget – year end financials (Carolyn)**
 - Ended up \$7K ahead last year, plus \$13K of fundraising revenue means we can proceed with our 2019-20 budget as planned: Main reasons for the \$7K surplus included underspending on several line items, as well as \$5K of special purchases (including buddy bench, scooter rack) that were never purchased. There is also some concern that while most classes spent all of their class allotment, some teachers didn't spend any (\$1K unspent) – how can we ensure all teachers spend their allotment this year so the spending is more equitable? Any unspent funds from previous year budget do not automatically roll over into next year; instead there are some funds set aside for special TBD projects, but these need to be re-evaluated each year for funding.
 - For 2019/20 budget –
 - i. Do we set aside funds for scooter rack and benches? Brett – scooter rack is already coming; disparity between the cost of the benches and the cost of the District putting them in (1K for the bench, 2K to put it in) so the funding set aside may not

be adequate; teachers said there is also a buddy program being implemented this year that may mean the buddy bench isn't needed

- ii. Exec will review the \$4500 TBD line item and see if this money will go to the scooter rack (Follow-up with Brett after the meeting – PAC will not be paying for the scooter rack)
- iii. VAC – \$3200 grant money was for funding artists in residence program – need to look at how these funds will be spent this year if we are not going to do artists in residence, to ensure we are using the funds the way they were intended

16. Teachers' update – Ashley Frketich:

- Terry Fox Run – lots of fun, raised \$600;
- Teddy Anderson presentation – school initiative, hoop dancing, kids were fully engaged – all got to try hoop dancing;
- School gardening – mainly primary teachers, Growing Young Farmers – starting new garden over near the portables, 5 sessions with GYFS, collecting cardboard, fundraising just finished up – money going towards fencing and other things needed to get garden going;
- Author visit upcoming – organized by Miss Maddern, intermediate grades;
- Scholastic book fair in November;
- Cross country – thanks to teacher and parent volunteers, Wed & Fri 8am practices, 3 meets in October

17. Principal's update:

- Primary garden – Alix Freiburger overseeing this project, grants from other sources to fund the garden
- Best Buddies (organization that helps schools develop leadership programs) – mainly grade 5 kids, provide leadership opportunities – grow lunch monitor program – bigger part in other areas of the school
- Photo day on Monday – green screen technology – don't wear green
- Choir started for grade 4s and 5s – with Mrs Awalt on Thursday at lunch
- New prep for some classes – Danielle Weiss – drama and music;
- Parent-teacher interviews 2nd week of October
- Drop everything and read – Oct 21st
- New furniture coming to the library
- Opera on Oct 15th
- Holiday concert – last week of school before winter break
- Brett's emails go to 900 addresses! Communication is key: For all parents, especially kindergarten – door is always open, Jess is very helpful

18. Other business

- Carrie – catchment review update – currently, the transfer process for people who want to apply to transfer to a non-catchment school for one child or more siblings only allows people to make one choice, and if they don't get it the fallback is their default catchment school/program. She has asked the district to review this process. For example, currently if you are in EMJS catchment in French, you can apply to transfer to Central middle school French or to Monterey middle school English, but not both (no plan B). Also, you cannot combine siblings on a transfer request (so you might want to transfer but only if both students can switch, and no way to specify this)

Proposed EMJS PAC Calendar for 2019-20

Revised September 24, 2019

Meetings

- 7 General PAC Meetings: Sep 26, **Oct 17**, Nov 28, Jan 30, Feb 27, Apr 23, May 28 (AGM TBD)
- 8 PAC Executive meetings held monthly (typically 2 wks prior to general meeting)

Community-building Events and Fundraisers

- Welcome Back BBQ Sep 17
- Fall Dance Thu Oct 24
- Make Sale Dec 6
- Spring Fair Jun 12
- 9 Hot Lunches: Oct 23, Nov 13, Dec 4, Jan 22, Feb 12, Mar 4, Apr 15, May 6, May 27
- Speaker Series TBD

Proposed:

August	<ul style="list-style-type: none"> • Informal Executive meeting TBD
September	<ul style="list-style-type: none"> • Executive meeting – Thu Sep 12 • PAC Welcome Back BBQ – Tue Sep 17 • General PAC meeting – Thu Sept 26 (4th Thursday)
October	<ul style="list-style-type: none"> • Executive meeting – Thu Oct 10 • General PAC meeting – Thu Oct 17 (3rd Thursday) • Hot Lunch – Wed Oct 23 (order deadline Oct 16th) • Fall Dance – Thu Oct 24
November	<ul style="list-style-type: none"> • Hot Lunch – Wed Nov 13 • Executive meeting – Thu Nov 14 • General PAC meeting – Thu Nov 28 (4th Thursday)
December	<ul style="list-style-type: none"> • Hot Lunch – Wed Dec 4 • Make Sale – Fri December 6 • Executive meeting – Thu Dec 12
January	<ul style="list-style-type: none"> • Executive meeting – Thu Jan 16 • Hot Lunch – Wed Jan 22 • General PAC meeting – Thu Jan 30 (5th Thursday)
February	<ul style="list-style-type: none"> • Hot Lunch – Wed Feb 12 • Executive meeting – Thu Feb 13 • General PAC meeting – Thu Feb 27 (4th Thursday)
March	<ul style="list-style-type: none"> • Hot Lunch – Wed March 4 • Executive meeting – Thu Mar 12
April	<ul style="list-style-type: none"> • Executive meeting – Thu Apr 9 • Hot Lunch – Wed April 15 • General PAC meeting – Thu Apr 23 (4th Thursday)
May	<ul style="list-style-type: none"> • Hot Lunch – Wed May 6 • Executive meeting – Thu May 14 • Hot Lunch – Wed May 27 • General PAC meeting – Thu May 28 (4th Thursday)
June	<ul style="list-style-type: none"> • Spring Fair – Fri June 12 (TBC) • Executive Meeting / end of year dinner TBD

EMJS PAC

Budget Tracking for Period Starting:

August 1, 2018

and Ending:

July 31, 2019

UNAUDITED

31-Jul-19

Budget Actual Over (Under)

REVENUE/RECEIPTS

0	Fundraising Income (General Acct/non-gaming activities)			
1	Lunches	0.00	23,157.60	23,157.60
2	Fall Dance	0.00	4,046.65	4,046.65
3	Spring Fair	0.00	3,139.00	3,139.00
4	Make Sale	0.00	3,609.70	3,609.70
5	Donations for Hampers/Subsidized Lunches	0.00	2,741.29	2,741.29
6	Grade 5 Committee	0.00	2,104.03	2,104.03
7	TBD Community-Building Events	0.00	0.00	0.00
8	Kickback Programs (School Supplies)	0.00	0.00	0.00
9	Kickback Programs (Thrifty's Smile Card)	3,000.00	2,034.57	(965.43)
10	Kickback Programs (Cobs, Fairway, F&I, BD, Other)	0.00	150.00	150.00
11	VAC Artists in Classroom Grant	3,200.00	3,200.00	0.00
12	VCPAC Parent Education Grant	250.00	250.00	0.00
13	Subtotal	<u>6,450.00</u>	<u>44,432.84</u>	<u>37,982.84</u>
14				
15	Gaming Sources of Revenue			
16	Gaming Grant Funding	10,775.00	10,776.00	1.00
17	Gaming Event Funds (raffles)	0.00	0.00	0.00
18				
19	Interest	0.00	0.00	0.00
20				
21	Funds to use from designated savings (bike club, VAC, etc.)	975.00	1,240.69	265.69
22	Unspent surplus from previous years to spend this year	28,740.00	28,740.00	0.00
23				
24				
25	Total Funds Committed to Budget	<u>46,940.00</u>	<u>85,189.53</u>	<u>38,249.53</u>

EXPENSES/DISBURSEMENTS

29	Fundraising Expenses (Revenue Related)			
30	Lunches	0.00	14,840.84	(14,840.84)
31	Fall Dance	0.00	2,030.31	(2,030.31)
32	Spring Fair	0.00	1,852.20	(1,852.20)
33	Make Sale & Art Supplies for Art Room	0.00	1,793.01	(1,793.01)
34	Hampers/Subsidized Lunches	0.00	2,786.50	(2,786.50)
35	Grade 5 committee	0.00	1,721.27	(1,721.27)
36	TBD Community-Building Events (popcorn day, bike week)	0.00	660.69	(660.69)
37	TOTAL Revenue Related	<u>0.00</u>	<u>25,684.82</u>	<u>(25,684.82)</u>
38				
39	Net Fundraising Profits to carry forward to next year			
40	Proceeds from Lunches (calculated)	0.00	8,316.76	(8,316.76)
41	Proceeds from Fall Dance (calculated)	0.00	2,016.34	(2,016.34)
42	Proceeds from Spring Fair (calculated)	0.00	1,286.80	(1,286.80)
43	Proceeds from Make Sale & Art Supplies (for VAC) (calculated)	0.00	1,816.69	(1,816.69)
44	Proceeds from Hampers/Subsidized Lunches (calculated)	0.00	(45.21)	45.21
45	Proceeds from Grade 5 committee (calculated)	0.00	382.76	(382.76)
46	Proceeds from TBD Community-Building Events (calculated)	0.00	(660.69)	660.69
47	Total Fundraising Profits to carry forward to next year	<u>0.00</u>	<u>13,113.45</u>	<u>(13,113.45)</u>
48				
49	Grants and other revenue to carry forward to next year			
50	VAC Artstarts grant (equivalent funds for next year)	3,200.00	3,200.00	0.00

51	Smilecard revenue earned this year to set aside for next year	0.00	2,034.57	(2,034.57)
52	ParentEd grant revenue unspent this year to use next year	0.00	250.00	(250.00)
53	Total additional revenue to carry forward to next year	3,200.00	5,484.57	(2,284.57)
54				
55	Extracurricular Instruction			
56	Science Venture Workshops (K-5)	1,825.00	1,840.00	(15.00)
57	Camp Thunderbird (Gr 5)	1,500.00	1,500.00	0.00
58	Chess (Gr 1-5)	3,200.00	3,180.00	20.00
59	Indigenous Speakers (K-5)	3,000.00	150.00	2,850.00
60	iRide cycling instruction (Gr 4/5)	750.00	750.00	0.00
61	Dance/Yoga/Movement (K-5)	2,200.00	2,000.00	200.00
62	VAC Artists in Residence (K-5)	5,225.00	4,664.85	560.15
63	TBD Presenters/Performers (K-5)	0.00	0.00	0.00
64	TOTAL Specialized Extracurricular Instruction	17,700.00	14,084.85	3,615.15
65				
66	Resources & Infrastructure			
67	Athletics & Playground Equipment	0.00	0.00	0.00
68	Technology Fund	0.00	0.00	0.00
69	Library Fund	0.00	0.00	0.00
70	Gardening Fund	0.00	235.37	(235.37)
71	Musical Instruments	0.00	0.00	0.00
72	TBD Infrastructure Project (Smile Card eligible)	3,000.00	0.00	3,000.00
73	TOTAL Resources & Infrastructure	3,000.00	235.37	2,764.63
74				
75	Class Allotments			
76	Class Funds for Projects (not gaming grant eligible)	0.00	0.00	0.00
77	Field Trips & Extracurricular Activities (gaming grant eligible)	3,500.00	2,565.65	934.35
78	TOTAL Class Allotments	3,500.00	2,565.65	934.35
79				
80	Other (For Staff & Parents - not gaming grant eligible)			
81	Staff Appreciation Luncheon & Gifts	1,200.00	1,088.36	111.64
82	Parent Education	250.00	0.00	250.00
83	Admin/Miscellaneous (website, childcare, office supplies, bank	890.00	535.84	354.16
84	TOTAL Other	2,340.00	1,624.20	715.80
85				
86	Misc Projects (Prior Year Surplus Spending)			
87	Class allotment Topup - For Special Projects 2018/19	6,500.00	5,294.63	1,205.37
88	Donation to Vic West	2,000.00	2,000.00	0.00
89	Special Project - EMJS Vision ProD day expenses	2,000.00	1,975.00	25.00
90	Sound System for Gym	4,000.00	4,000.00	0.00
91	Buddy Benches	1,600.00	0.00	1,600.00
92	Library Maker Space items	1,500.00	1,272.71	227.29
93	Recycling Stations	0.00	0.00	0.00
94	Grade 5 trip 2018 Topup	0.00	0.00	0.00
95	Skateboard/Scooter Rack	1,000.00	0.00	1,000.00
96	Counselling request for additional items	500.00	473.64	26.36
97	Stencils & paint	0.00	0.00	0.00
98	Gardening committee	300.00	294.00	6.00
99	TBD Waitlisted Surplus Spending (Projector)	1,000.00	0.00	1,000.00
100	TOTAL Miscellaneous Projects	20,400.00	15,309.98	5,090.02
101				
102	Total Budgeted Expenses	50,140.00	78,102.89	(27,962.89)
103				
104	Excess (Shortfall) of Receipts over Disbursements	(3,200.00)	7,086.64	10,286.64
105		budget	surplus(deficit)	under(over) budget

Reconciliation (Balance Sheet)

EMJS PAC

July 31, 2019 July 31, 2019

Balance Per Actual Account
Books Balance

CURRENT ASSETS

Cash Assets - Actual Account balances

Cash - TD Canada Trust, General Chequing Account	27,335.58	29,277.60
Cash - TD Canada Trust, Gaming Account	3,057.27	3,106.73
Cash - SD61 EMJS PAC Holding Account	890.00	890.00
Paypal - not yet transferred to PAC Chequing Account	0.00	0.00
Other Accounts TBD	0.00	0.00
Total Cash Assets:	\$ 31,282.85	\$ 33,274.33

RESTRICTED FUNDS

Designations (Portion of above savings not available for general use) at end of period

Gaming Funds	3,057.27	3,106.73
Funds reserved for Visual Arts (artists in classroom, supplies, legacy projects)	6,051.87	6,051.87
Funds from BikeClub (for active travel, iRide, bike/scooter racks, etc)	2,212.28	2,212.28
Funds from Thrifty Foods Smilecard (for Infrastructure)	3,016.27	3,016.27
Funds reserved for Parent Education (speakers, classes)	750.00	750.00
Funds reserved for emergency supplies (restocking first aid & lockdown kits, food/water)	489.00	489.00
Funds for Grade 5 committee (must be used this year)	382.76	382.76
Subtotal:	\$ 15,959.45	\$ 16,008.91

ADJUSTMENTS

Cheques that were part of previous year books but didn't clear until after start of period

Date	Chq #	Name	Description	Debits	Credits
2018-08-24	2548	General Account	Marci Hinds (Div 6 class funds)	15.10	-
2018-08-29	2570	General Account	Sydney McCabe (VAC honorarium)	200.00	-
2018-10-01	2584	General Account	Alix Freiburger (class funds)	36.12	-
2018-10-02	2581	General Account	Alix Freiburger (class funds)	49.20	-
Total Liabilities:				\$ 300.42	\$ -

Expenses on books for this year but actually paid out and cleared prior to start of period

Date	Chq #	Name	Description	Debits	Credits
2018-06-11	2593	Library Maker Space Items	Surplus Spending	936.51	-
2018-06-11	2599	Gardening committee	Surplus Spending	294.00	-
2018-06-18	2616	Library Maker Space Items	Surplus Spending	336.20	-
2018-06-25	2618	Counselling request	Surplus Spending	473.64	-
Total Other Assets				\$ 2,040.35	\$ -

Deposits on books for this year that haven't actually cleared prior to end of period

Date	Chq #	Name	Description	Debits	Credits
2019-04-30		deposits made after account balance date	General Account	-	-
2019-04-30		deposits made after account balance date	Gaming Account	-	-
Total Other Assets				\$ -	\$ -

Accounts Payable (issued uncashed outstanding cheques as of actual account balance date)

Date	Chq #	Name	Description	Debits	Credits
		all uncashed cheques written up to July 31:	General Account		-
2019-01-10	2673	Melissa Berry	Hamper expenses	148.23	
2019-05-22	2778	Marci Hinds	Class Funds	27.54	
2019-06-10	2804	Britta Bentz	Spring Fair	26.32	
		all uncashed cheques written up to July 31:	Gaming Account		
2019-06-25	267	Bobbi Bartle-Clar	Grade 5 Celebration Food	40.00	
2019-06-25	269	Bobbi Bartle-Clar	Grade 5 Ceremony - photos	9.46	
Total Liabilities:				\$ 251.55	\$ -

ADJUSTMENTS TO RECONCILE BOOKS WITH ACTUAL ACCOUNT BALANCES

Per Books: (as of last bookkeeping entry date)

Savings - Start of Year (sum of balances in all accounts)	35,578.88
Expenses from last year that didn't clear until this year	(300.42)
Expenses on books for this year but actually paid out and cleared prior to start of period	2,040.35
Operations - Current Year to Date - Gross Revenue (excluding transfers)	55,208.84
Operations - Current Year to Date - Gross Expenses (excluding transfers)	(59,504.87)
Savings available at end of Period (for remainder of this year & next)	\$ 33,022.78

Per Account balances: (as of bank statement date)

Actual account balances at end of period	33,274.33
Plus deposits that have not yet cleared at end of period	-
Minus accounts payable (outstanding cheques at end of period)	(251.55)
Savings available at end of Period (for remainder of this year & next)	\$ 33,022.78

Savings available for next year's budget, excl. designated funds except Gaming	\$ 20,120.60	\$ 20,120.60
---	---------------------	---------------------

EMJS PAC
 Budget for Period:
 August 1, 2019 to July 31, 2020

Approved at May 2019 AGM; Subsequent approved revisions noted

		Budget	
	REVENUE/RECEIPTS		
0	2019/20 Fundraising Income (General Acct/non-gaming activities)		
1	Lunches	0.00	
2	Fall Dance	0.00	
3	Spring Fair	0.00	
4	TBD Community-Building Events (BBQ...)	0.00	
5	Make Sale	0.00	
6	Hampers/Subsidized Lunches	0.00	
7	Grade 5 Committee (hoodies/events/legacy)	0.00	
8	Parent Education Speaker Series	0.00	
9			
10	2019/20 Grants & Other Sources of Revenue		
11	Kickback Programs (Thrifty's Smile Card)	2,500.00	**
12	Kickback Programs (Monk, Cobs, Fairway, Finn&Izzy, BottleDepot)	0.00	
13	Gaming Event Proceeds (raffles)	0.00	*
14	Gaming Grant	8,400.00	*
15	Other Grants (VCPAC ParentEd, VAC installations, Artists in	0.00	
16			
17	Savings		
18	2018/19 Fundraising/surplus to spend this year	20,100.00	
19	Funds from Smilecard Savings (\$3016 at start of year)	3,016.00	**
20	Funds from VAC Savings (\$6051 at start of year)	3,200.00	
21	Funds from ParentEd Savings (\$750 at start of year)	750.00	
22	Funds from other Savings (Bike Club \$2212, contingency \$489)	750.00	
23	Interest	0.00	
24	Total Funds Committed to Budget	38,716.00	
25			
26			
27	EXPENSES/DISBURSEMENTS		
28	2019/20 School Initiatives Subsidized by PAC		
29	Extracurricular and Cocurricular Instruction		
30	Science Venture Workshops (K-5)	1,825.00	*
31	Camp Thunderbird (Gr 5)	1,500.00	*
32	Chess (Gr 1-5)	3,200.00	*
33	Indigenous Speakers (K-5)	3,000.00	
34	iRide cycling instruction (Gr 4/5)	750.00	
35	Dance/Yoga/Movement (K-5)	2,200.00	
36	VAC Artists in Residence (K-5)	5,000.00	

37	TBD Presenters/Performers (K-5)	1,000.00 *
38	TOTAL Specialized Extracurricular Instruction	<u>18,475.00</u>
39		
40	Class Allotments	
41	Class Funds for Projects (not gaming grant eligible)	3,000.00
42	Field Trips & Extracurricular Activities (gaming grant eligible)	3,500.00 *
43	TOTAL Class Allotments	<u>6,500.00</u>
44		
67	PAC Initiatives & Fundraising for 2020/21 Programs	
68	Community Building & Fundraising Expenses (Revenue Related)	
69	Lunches	0.00
70	Fall Dance	0.00 *
71	Spring Fair	0.00 *
72	TBD Community-Building Events (BBQ...)	0.00 *
73	Make Sale	0.00
74	Hampers/Subsidized Lunches	0.00
75	Grade 5 Committee (hoodies/events/legacy)	0.00 *
76	Parent Education Speaker Series	0.00
77	TOTAL Revenue Related	<u>0.00</u>
78		
45	Other (Benefiting Staff & Parents - not gaming grant eligible)	
46	Staff Appreciation Luncheon & Gifts (not gaming grant eligible)	1,000.00
47	Parent Education Speaker Series	750.00
48	PAC Admin/Miscellaneous (website, office supplies, cheques/bank	800.00
49	TOTAL Other	<u>2,550.00</u>
51	Special Projects	
52	Gym Projector (Smile Card eligible Infrastructure Project)	5,516.00 **
53	Gym Projector (Top-up beyond target Smilecard revenue)	500.00 **
54	Grade 5 2019 Legacy (chess sets)	382.76
55	TBD Special Projects	4,800.00
65	TOTAL Miscellaneous Projects	<u>11,198.76</u>
66		
96	Total Budgeted Expenses	<u><u>38,723.76</u></u>
97		
98	Excess (Shortfall) of Receipts over Disbursements	(7.76)
99		



Dear Staff,

Sep 26, 2019

Thank you so much for your support of our Hot Lunch program. We recognize that it can add extra work, and we certainly appreciate your contributions to this great fundraiser for our school.

Here are a few notes to help answer any questions that may arise, especially for those who are new to our school. Welcome to those of you who are new!

Notes:

- Hot Lunches will start up on October 23 and will be approximately once a month (for a total of 9 Hot Lunch days, on Wednesdays):
 - **2019: Oct 23, Nov 13, Dec 4,**
 - **2020: Jan 22, Feb 12, Mar 4, Apr 15, May 6, May 27**
- This is a **fundraiser** for the school, with the goal of raising \$7K toward programs (eg. chess, artists in residence), and subsidize other costs (field trips, speakers, classroom funds & more). Please contact the PAC exec (exec@emjspac.ca) if you have specific requests or questions about how this money is spent – questions and feedback are welcomed!
- We have heard your concerns that some children felt excluded in the past and like last year **we want everyone who wants to participate to be able**. If you become aware of a student who is missing out, whether because of dietary reasons, miscommunication, being new to the school, parents missing a deadline, inability to pay, or any other reason, please do not hesitate to contact us so that together we can find a solution. We will be working with the school counsellor to ensure those with financial difficulties have support while maintaining their privacy.
- **Field trips** – it is helpful to avoid booking field trips on designated Hot Lunch days. If a field trip is booked, if possible, arrange for one of your class parent volunteers to pick up the food and deliver it to your class while they are away. For more suggestions as to how to best handle this situation, please feel free to contact us. We want to work *with* you to make this work *for* you.
- **Delivery to your classroom** - we usually drop off the baskets of food anytime between 11:35-11:45 outside your classroom door. If you need it to arrive at a specific time please either email us (lunchteam@emjspac.ca) or complete the section at the end of this letter and put it in the Hot Lunch folder in the photocopy room.

- **Leftovers** – when there are slices of undelivered pizza left over on lunch days, we provide them to the office to package up in the staff room freezer for students who come to school on other days without a lunch. This leftover food is available for you to heat up if you know of a student who would otherwise be going hungry.

Suggestions for if you optionally choose to hand out food

- Best to do one student’s entire order at a time – either delivered to their desks by student helpers, or by having students line up.
- Use gloves when handling the pizza/cookies
- Avocado and cucumber rolls look quite similar (as do cheese and pepperoni pizza, and the different pastas) - please double check that order is correct. Gluten free pizza is always wrapped in foil. GF cookies come in sealed bag, and GF pasta is marked G on top.

Lastly, if you would like to order any food for yourself, we can set that up for you and have it delivered to a classroom or hold it for you to pick up by the gym. Just let us know on the form below so we can send you instructions of how to order for yourself (without having to create a fake student in the system).

Thank you!

Kristina, Carolyn, Peter, Britta, Betty, Luka, Criss
The EMJS PAC Hot Lunch Team (lunchteam@emjspac.ca)



PLEASE CUT OFF THIS PORTION AND DELIVER TO THE HOT LUNCH FOLDER IN THE PHOTOCOPY ROOM.

Staff Name: _____ Div: _____

Requested delivery time:

- | | |
|--|--|
| <input type="checkbox"/> 11:35-11:40 | (basket will be left outside room at this time unless you request a parent helper below, who will knock before entering with food) |
| <input type="checkbox"/> 11:40-11:45 | |
| <input type="checkbox"/> 11:45-11:50 | |
| <input type="checkbox"/> 11:50 (wait for the bell) | |

Assistance:

- my students and I can manage this on our own
- I would really like a parent helper if one is available

Personal Order:

- I (teacher/EA) would like to order. Email me: _____@sd61.bc.ca

Other Notes/Questions/Comments for the Hot Lunch Team:

