

École Margaret Jenkins School

Parent Advisory Council Meeting

Thursday October 17, 2019

7pm, School Library

1. Welcome and introductions (Chairperson, 5 min)
2. Committee and event updates (Exec, 30 min)
 - Fundraising and Community-building events
 - i. Fall Dance, Oct 24 - volunteers needed
 - ii. Walk & Wheel to School Week
 - Visual Arts Committee & Make Sale (Dec 6)
 - Hot lunches (Oct 17 order deadline for first lunch Oct 23)
 - Grade 5 Committee (Hoodies, Events, Year-end Celebrations)
 - Speaker series
 - School clothing
 - Room parents
 - Passive Fundraising (Monk, Smilecards, Fairway, Cobs, Finn&Izzy, BD, Village Restaurant)
 - Holiday hampers & cards for school neighbours
3. Budget update (Michaela & Carolyn, 5 min)
4. Teachers' update (Ashley Frketich, 10 min)
5. Administration's update (Brett, 10 min)
6. New business and open Q & A

****Room Parents / Class Reps still needed for divisions 1 and 4****

Next Meeting: Nov 28, 2019 7pm

Followed by 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>

PAC Meeting – Oct 17, 2019

Attendees: Exec members (Carolyn, Betty, Garrett, Jessica, Heather, Michaela, Britta, Suzanne), Genny Crane, Ashley Frketich, Stacey Awalt, Brett Johnson, Janet Langston + 8 other parents

Regrets: Anne Tomy, Jason Garber

1. Introductions – Carolyn
2. Committee & event updates
 - a. **Fall Dance:** everything coming together, but more volunteers are needed:
<https://www.signupgenius.com/go/5080f45acac2da2f85-fall1>
 - i. Decorations – if anyone has 4L milk jugs, please bring them to the PAC kitchen the morning of the dance
 - ii. Haunted house being set up on the stage
 - b. **Walk and Wheel to School Week** – successful week, students liked the prizes, waiting for final report from Capital Regional District and information on school-level prizes.
 - c. **Visual Arts Committee (VAC)**- update via email from Holly
 - i. First VAC meeting is Tuesday, October 22 at 7:30 pm (at Claire Miller's house). More volunteers are welcome. Contact vac@emjspac.ca for more info.
 - ii. The Fine Arts Committee (run by the teachers) would like to take over the grant writing. This way, they can streamline their request...they would like to include more of the arts (dance, music, etc...) not just visual arts. We happily handed over this job to Ericka Munoz (committee lead).
 - iii. The Fine Arts Committee are compiling a list of art supplies. This list includes needs and wants (wishes) but the teachers recognize that we may not be able to get everything.
 - iv. The teachers are still discussing their role in the Make Sale. We suggested bribing them with wine...
 - d. **Hot lunch** – 300 signed up so far (deadline was today) – financial assistance for families who can't participate
 - i. A few divisions have requested a helper but we don't have parent volunteers for those classes (e.g., division 1, no class parent)
 - ii. Q: Signed up just until December – do people usually sign up for the whole year? It is possible to sign up lunch by lunch but this increases overhead and transaction fees. Can also go in and change your order
 - iii. New EMJS parent – thought all the lunch options were great, and happy to see vegetables
 - iv. Mac & Cheese popular item, quite a few families have ordered broccoli.
 - v. If you want to help but haven't signed up, come at 11:15 to the gym
 - e. **Grade 5 committee** – will be organizing hoodies, funds from last year's class – will be used to purchase chess sets
 - f. **Speaker series**
 - i. Suzanne – is the school counsellor a good resource? Is there a speaker that would support the Second Step program? This could be a short presentation before a PAC meeting.
 - ii. Suzanne – something for the parents – presentation on mindfulness then a 45 min yoga class, new parent at the school who is experienced yoga instructor
 - iii. Tariq – other suggestions: nutritionist, financial advisor, climate change, emergency preparedness, long-term care
 - iv. Another new parent: civic engagement?

- v. Brett – classes have gone to Garry Oak Facility near the school, also restoration of Trafalgar Park – 4 years, lots of parent volunteers have helped
- vi. Suzanne – tree appreciation day in Oak Bay in November
- vii. Prescheduled time on the calendar then book speakers for those dates?
- g. **EMJS Clothing** – Jason Garber in charge of this – stay tuned for more details.
- h. **Room parents** still needed for Mr. Pite's and Mme Jenne's class
- i. **Passive fundraising**
 - i. Monk school supplies - \$1000; Finn & Izzy - \$700
 - ii. New partner – Village restaurant – donate \$2 every time someone orders a special item on their menu
 - iii. Fairway / Smile Cards – can request on the hot lunch site
- j. **Holiday hampers**
 - i. Parents have already donated via hot lunch site – funds are used to buy exactly what the recipients want
 - ii. Trying to involve the students more this year – generic list of items that could be used to augment the hampers (e.g., toiletries) – collected in the classrooms the week after the make sale
- k. **Holiday cards**
 - i. Leftover cards from the Make Sale – make an insert for the cards – would any classes be interested in delivering the cards
 - ii. Brett – underlying sentiment is important – nice way to thank the neighbours who put up with a lot; Brett has taken a small group of kids around – easier than taking a whole class, unless you have some parent volunteers. Brett will follow up on this. Can discuss at the November meeting.

3. Financials

- a. \$1369 from the BBQ, largely due to \$400 from Thrifty's
- b. \$9120 from the gaming grant
- c. On track for the year

4. Teacher's update

- a. Feedback from the BBQ: great to have food at the event – kids were excited, nice option for families; make it a week earlier next year (start planning in May & June), ordering – let parents know that there was food available at the event (some parents didn't come because they hadn't ordered; tighten up communication – some confusion with parents about timing
- b. Fine Arts Committee – ArtStarts – Ann Glover (strings), hoping the PAC will cover the extra 30%
- c. Oct 21 – Drop everything and read day, and pyjama day
- d. Oct 28-31 – pumpkin parade, decorate pumpkins in their favourite book character
- e. Oct 31 – going to try for costumes this year – nothing scary, no masks or weapons
 - i. Brett: orange and black day for the last few years, but kids missed Halloween costumes
 - ii. Q: Will there be a parade? A: going to just try out the costumes this year
- f. Cross-country – city finals on Oct 28th, need new jerseys – add to the wish list after the projector
- g. Book fair – Nov 4-8, looking for parent volunteers, watch for email from Ms. Maddern with signup.
- h. Remembrance Day – No Stone Left Alone (Nov 4th) – across Canada program, students go down to veteran's memorial, each student places poppy with a buddy – Janet sent an email tonight with permission slips.

5. Brett

- a. Elections Canada here on Monday – will be in the gym all day
- b. Oct 25th – pro-d day, province wide, some teachers will be going to Vancouver for professional development

- c. Oct 29th – photo retake day – haven’t received the pictures yet – Brett is looking into it – will let us know.
- d. Nov 20th – kindergarten hearing
- e. Nov 22nd – district pro-d day
- f. Grade 5 French Immersion parents – in contact with School District regarding boundary review
 - i. Next year, EMJS FI students go to Lansdowne (Richmond Campus) – send out a survey to FI parents to ascertain their needs
 - 1. Some parents want to request a transfer to Central but don’t want to lose their chance of getting into Monterey (District wants to know the potential number of kids switching to English)
 - 2. Q: Can you put first, second, third transfer requests? A: Not if you are switching from French to English.
 - 3. Q: Are they doing this because they recognize that distance might be an issue? A: Yes.
 - 4. Carrie: Talked to Simon Burgers (District Principal for French Immersion) today – doesn’t sympathize with this situation – are there other schools with similar situations? Yes – based on new boundaries (Rock Bay, families that live across the street from Lansdowne but can’t go to that school). Some families still don’t know what they are going to do. Carrie has some suggestions for survey items.
 - 5. Brett still talking to District about safe routes to school
- g. No other business
- h. Meeting adjourned – next meeting November 28th at 7pm

Monthly Statement

EMJS PAC

For period: August 1, 2019 - October 16, 2019

Revenue

| | |
|---|----------------------------------|
| Welcome Back BBQ - cash sales | \$288.29 |
| Welcome Back BBQ - float | \$150.00 |
| Welcome Back BBQ - raffle revenue | \$200.00 |
| Welcome Back BBQ - online sales | \$1,740.19 |
| Welcome Back BBQ - in-kind donation Thrifty Foods Gift Card | \$400.00 |
| Gaming Grant deposit for 2019-20 | \$9,120.00 |
| Fairway Market (Annual Kickback, deposited Sep 2019) | \$45.00 |
| Thrifty Food Smile Card (Monthly Kickback dep'd Aug 26, 2019) | \$133.50 |
| Finn & Izzy (Annual Kickback dep'd Sep 2019) | \$715.00 |
| SubTotal: | <u><u>\$12,791.98</u></u> |

Expenses

| | |
|--|---------------------------------|
| Welcome Back BBQ - food, supplies, signage | \$482.61 |
| Welcome Back BBQ - food (via Gift Card) | \$400.00 |
| Welcome Back BBQ - grill rental | \$176.51 |
| Welcome Back BBQ - float | \$150.00 |
| Fall Dance - DJ Deposit | \$100.00 |
| Classroom Funds (Divs 2,3,7,12,13) | \$258.13 |
| Bank charges | \$1.95 |
| SubTotal: | <u><u>\$1,569.20</u></u> |

Net: **\$11,222.78**

Notes:

| | |
|--|------------|
| Net Proceeds from Welcome Back BBQ | \$1,369.36 |
| Net Proceeds from Welcome Back 50/50 Raffle | \$200.00 |
| PENDING - Monk (Kickback/School Supplies Fundraiser) | \$1,038.99 |
| PENDING - Hot Lunches - online sales October | |
| PENDING - Online Donations (for subsidized lunches, hampers) | |

EMJS PAC
Budget Tracking for Period Starting:

August 1, 2019

and Ending:
October 17, 2019

UNAUDITED

Per Books As of:
17-Oct-19

| | Budget | Actual | Over (Under) |
|-------------------------|--|------------------|--------------------|
| REVENUE/RECEIPTS | | | |
| 0 | 2019/20 Fundraising Income (General Acct/non-gaming activities) | | |
| 1 | 0.00 | 0.00 | 0.00 |
| 2 | 0.00 | 0.00 | 0.00 |
| 3 | 0.00 | 0.00 | 0.00 |
| 4 | 0.00 | 2,428.48 | 2,428.48 |
| 5 | 0.00 | 0.00 | 0.00 |
| 6 | 0.00 | 98.13 | 98.13 |
| 7 | 0.00 | 0.00 | 0.00 |
| 8 | 0.00 | 0.00 | 0.00 |
| 9 | Subtotal: | 2,526.61 | 2,526.61 |
| 10 | 2019/20 Grants & Other Sources of Revenue | | |
| 11 | 2500.00 | 133.50 | (2,366.50) |
| 12 | 0.00 | 760.00 | 760.00 |
| 13 | 0.00 | 200.00 | 200.00 |
| 14 | 8400.00 | 9,120.00 | 720.00 |
| 15 | 0.00 | 0.00 | 0.00 |
| 17 | Subtotal: | 10,213.50 | (686.50) |
| 18 | Savings | | |
| 19 | 20100.00 | 0.00 | (20,100.00) |
| 20 | 3016.00 | 0.00 | (3,016.00) |
| 21 | 3200.00 | 0.00 | (3,200.00) |
| 22 | 750.00 | 0.00 | (750.00) |
| 23 | 750.00 | 0.00 | (750.00) |
| 24 | 0.00 | 0.00 | 0.00 |
| 26 | Total Funds Committed to Budget | 12,740.11 | (25,975.89) |
| 27 | | | |
| 28 | | | |
| 29 | EXPENSES/DISBURSEMENTS | | |
| 30 | 2019/20 School Initiatives Subsidized by PAC | | |
| 31 | Extracurricular and Cocurricular Instruction | | |
| 32 | 1825.00 | 0.00 | (1,825.00) |
| 33 | 1500.00 | 0.00 | (1,500.00) |
| 34 | 3200.00 | 0.00 | (3,200.00) |
| 35 | 3000.00 | 0.00 | (3,000.00) |
| 36 | 750.00 | 0.00 | (750.00) |
| 37 | 2200.00 | 0.00 | (2,200.00) |
| 38 | 5000.00 | 0.00 | (5,000.00) |
| 39 | 1000.00 | 0.00 | (1,000.00) |
| 40 | TOTAL Specialized Extracurricular Instruction | 0.00 | (18,475.00) |
| 41 | | | |
| 42 | Class Allotments | | |
| 43 | 3000.00 | 258.13 | (2,741.87) |
| 44 | 3500.00 | 0.00 | (3,500.00) |
| 45 | TOTAL Class Allotments | 258.13 | (6,241.87) |
| 46 | | | |
| 47 | PAC Initiatives & Fundraising for 2020/21 Programs | | |
| 48 | Community Building & Fundraising Expenses (Revenue Related) | | |
| 49 | 0.00 | 0.00 | 0.00 |
| 50 | 0.00 | 100.00 | 100.00 |
| 51 | 0.00 | 0.00 | 0.00 |

| | | | | |
|----|---|------------------|-----------------|--------------------|
| 52 | TBD Community-Building Events (BBQ...) | 0.00 | 1,059.12 | 1,059.12 |
| 53 | Make Sale | 0.00 | 0.00 | 0.00 |
| 54 | Hampers/Subsidized Lunches | 0.00 | 0.00 | 0.00 |
| 55 | Grade 5 Committee (hoodies/events/legacy) | 0.00 | 0.00 | 0.00 |
| 56 | Parent Education Speaker Series | 0.00 | 0.00 | 0.00 |
| 57 | TOTAL Revenue Related | <u>0.00</u> | <u>1,159.12</u> | <u>1,159.12</u> |
| 58 | | | | |
| 59 | Net Fundraising Profits to carry forward to next year | | | |
| 60 | (calculated) Proceeds from Lunches | 0.00 | 0.00 | 0.00 |
| 61 | (calculated) Proceeds from Fall Dance | 0.00 | (100.00) | (100.00) |
| 62 | (calculated) Proceeds from Spring Fair | 0.00 | 0.00 | 0.00 |
| 63 | (calculated) Proceeds from TBD Community-Building Events (BBQ...) | 0.00 | 1,369.36 | 1,369.36 |
| 64 | (calculated) Proceeds from Make Sale | 0.00 | 0.00 | 0.00 |
| 65 | (calculated) Proceeds from Hampers/Subsidized Lunches | 0.00 | 98.13 | 98.13 |
| 66 | (calculated) Proceeds from Grade 5 Committee (hoodies/events/legacy) | 0.00 | 0.00 | 0.00 |
| 67 | (calculated) Proceeds from Parent Education Speaker Series | 0.00 | 0.00 | 0.00 |
| 68 | (calculated) Unspent Smilecard revenue to carry forward (lines 11+20-79) | 0.00 | 133.50 | 133.50 |
| 69 | Any other grants/revenue to set aside for next year not included above | 0.00 | 0.00 | 0.00 |
| 70 | Total Fundraising Profits to carry forward to next year | <u>0.00</u> | <u>1,500.99</u> | <u>1,500.99</u> |
| 71 | | | | |
| 72 | Other (Benefiting Staff & Parents - not gaming grant eligible) | | | |
| 73 | Staff Appreciation Luncheon & Gifts (not gaming grant eligible) | 1,000.00 | 0.00 | (1,000.00) |
| 74 | Parent Education Speaker Series | 750.00 | 0.00 | (750.00) |
| 75 | PAC Admin/Miscellaneous (website, office supplies, cheques/bank fees) | 800.00 | 3.90 | (796.10) |
| 76 | TOTAL Other | <u>2,550.00</u> | <u>3.90</u> | <u>(2,546.10)</u> |
| 77 | | | | |
| 78 | Special Projects | | | |
| 79 | Smile Card eligible Infrastructure Project (Gym Projector) | 5,516.00 | 0.00 | (5,516.00) |
| 80 | Top-up Beyond Smile Card Revenue (Gym Projector) | 500.00 | 0.00 | (500.00) |
| 81 | Grade 5 2019 Legacy (chess sets) | 382.76 | 0.00 | (382.76) |
| 82 | TBD Special Projects | 4,800.00 | 0.00 | (4,800.00) |
| 92 | TOTAL Miscellaneous Projects | <u>11,198.76</u> | <u>0.00</u> | <u>(11,198.76)</u> |
| 93 | | | | |
| 94 | TOTAL Expenses | <u>38,723.76</u> | <u>1,421.15</u> | <u>(37,302.61)</u> |
| 95 | TOTAL Budgeted Expenses + Forced Savings for next year | <u>38,723.76</u> | <u>2,922.14</u> | <u>(35,801.62)</u> |
| 96 | Excess (Shortfall) of Receipts over Disbursements | <u>(7.76)</u> | <u>9,817.97</u> | <u>9,825.73</u> |
| 97 | | Budget | Actual | Over (Under) |

PAC updates for EMJS teachers

OCTOBER 2019

- **Oct 17 - order deadline for the first hot lunch.** If someone in your class missed this deadline they can still sign up for the remaining lunches.
- **Oct 23 - first hot lunch.** If you haven't already done so, please return your form to the PAC lunch folder in the photocopy room so we know what time you prefer to have your class's basket delivered, if you need parent volunteers, etc. Or email lunchteam@emjspac.ca
- **Oct 24 - EMJS PAC Family Fall Dance.** We would love to see you there, in costume if you like! We are serving pizza and pumpkin pie, and there will be a DJ in the gym. We are also setting up a haunted house on the gym stage and courtyard games. Set-up will likely start a day or two before the dance, but we will ensure that this does not disrupt any PE or PISE classes (the curtain will remain closed). We have a team in charge of decorations, but if your class would like to contribute any Halloween or fall-themed decorations, we would love to include them!

NOVEMBER 2019

- **Nov 13 - second hot lunch**
- **Nov 14 - next PAC Executive meeting.** We are looking for some input to this meeting:
 - **Chess sets** - We are buying at least one classroom set of (~14 sets of) chess pieces/boards as last year's grade 5 legacy gift, and want to know how many additional sets the school actually needs so we can supplement this and ensure every class has enough chess sets.
 - **Spending priorities** - We want to plan how to spend some extra funds and would love to know your priorities / goals for the next year or two (i.e. do you have any big purchases in mind after we get the new gym projector and garden set up? How do you feel about more benches on the school grounds or new recycling stations on each floor? How about revisiting the 'wish list' from 2 years ago (e.g. robotics kits)? Are there artists you would like again this year (e.g. Tim Gosley Puppeteering, soapstone carving, new artists?) or other ideas so every classroom gets some specialized art instruction / opportunities?
- **Nov 18 (approx) - Make Sale donation box will be brought to your classroom.** We would like to bring a box to each class in which students can drop off any items for the Make Sale that they made at home for the 2 weeks leading up to the sale. We would also love if classes wanted to do

a class project for the Make Sale. If you are interested in doing a project with your class for the Make Sale, there are funds available to help pay for supplies. [DETAILS OF THIS TBD].

- **Nov 28 - PAC Meeting**

DECEMBER 2019

- **Dec 4 - third hot lunch, and last day to donate items to Make Sale** via classroom donation boxes. The VAC will collect the donation box on Dec 5.
- **Fri Dec 6 (3-5pm) - VAC Make Sale.** (Craft activity stations for kids, bake sale, and crafts for sale)
- **Week of Dec 9 - 13 - Hamper donations collection:** If possible, we would like to put donation boxes back into classrooms to collect items for Holiday Hampers. Similar to last year, we will put together hampers for several Victoria families (family wish lists provided by the Stan Hagen Centre). Online donations from EMJS families will be used to purchase all the main items requested by each adopted family, but to involve EMJS students we would like to give each class a list of some simple items to augment the hampers that kids can bring in that week (toothbrushes, shampoo/conditioner, lip balm, some specific non-perishable food items, rec centre passes, etc.) so that the kids feel part of the giving.
- **Week of Dec 16 - Holiday Cards Distribution?** In previous years, a PAC member made holiday cards that were signed by the Administration and PAC Chair and volunteers distributed the cards to home in the neighbourhood around EMJS. This year, we were thinking we could use handmade cards left over from the Make Sale, and print an insert / sticker to attach with a standard greeting and say they were made by EMJS students and were wondering if any classes might want to distribute these as part of a neighbourhood walk. If you are interested in doing this with your class, please let us know before the November 28th PAC meeting.
(exec@emjspac.ca)

Other: **Grade 5 teachers:** Several Gr 5 parents have volunteered to organize grad hoodies - we may need your help in ensuring that all Gr 5s sign the design for the back and are aware of this opportunity!