

École Margaret Jenkins School

Parent Advisory Council Meeting

Thursday, Nov 28, 2019 (7pm, School Library)

1. Welcome and introductions (Anne Tomy, 5 min)
2. Parent Committees and Event Updates (Exec, 30 min)
 - Fundraising and Community-building events
 - i. Make Sale, Dec 6th - crafts, baking and volunteers needed (VAC rep)
 - ii. Holiday hamper drive & classroom collection (Carolyn & Suzanne)
 - Hot lunches (Carolyn)
 - Grade 5 Committee (Hoodies, Events, Year-end Celebrations) (Carolyn)
 - Parent Education (Speaker series)
 - i. January 14: Shannon Husk (Britta)
 - ii. February 18: Jennifer Gibson (Heather)
 - iii. Potentials for March-June: Meg Kapil; self-regulation, Nutritionist (Suzanne & Tariq)
 - School clothing (Jason)
 - Parent Participation in School Clubs and Activities (Heather)
 - i. Friday morning run club
 - Safe & active travel to school (Heather & Krista)
 - Room parents
 - Passive Fundraising (Monk, Thrifty's, Fairway, Cobs, Finn & Izzy, BD, Village Restaurant)
3. Budget update (Michaela & Carolyn, 5 min)
4. Teachers' update (Ashley Frketich & Genny Crane, 10 min)
5. Administration's update (Brett, 10 min)
6. New business and open Q & A

Next Meeting: January 30, 2019 7pm

Followed by 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 Update Meeting Minutes

Nov 28, 2019 in EMJS Library 7 pm

In attendance: Anne Tomy (PAC chair), Stacey Awalt (music teacher), Garret Stanners (member at large), Ashley Frketich (EMJS teacher and parent), Michaela Anderson (PAC co-treasurer), Carolyn Wick (PAC co-treasurer, lunches, hampers, hoodies), Emily Ross (VAC), Betty Greer, Genny Crane (EMJS teacher and parent), Tariq Amlani, Suzanne Weckend (member at large), Britta Bentz (member at large), Ryan Jackson, Jason Garber (member at large), Heather Macdonald (PAC Communications and co secretary), Megan Stewart, Brett Johnson (Principal), Jessica McDiarmid (PAC co-secretary).

1. Welcome and Intro (Anne)

2. Parent Committees and Event Updates

i. Make Sale (Emily)

Dec 6, 3-5pm in EMJS Gym.

Boxes for craft donations are in the classroom. Signup genius is up. More volunteers are needed from 12 noon on Friday. Especially need volunteers to set up, donate baking, for labelling/pricing on Thurs night, and station set up. Money from the Make Sale is primarily to stock the art cupboard and to support other fine arts at the school. Chance to do some crafts and art, gingerbread, bake sale (bring a tin and stock up on home baking for the holidays!), hotdogs, popcorn. Parents needed to man the glue gun station. Thurs Dec 5th, 6 pm till 8 pm at the school gym for sorting and pricing. Make Sale Friday Dec 6

ii. Holiday Hampers (Carolyn and Suzanne)

3rd year we've supported thru Stan Hagen Centre for Families, who have ID'd families that need support, and EMJS families identified by school counsellor. Hampers are specialized for each family, including gift cards, gifts, and food items. Counsellor will deliver some packages to EMJS families in need, anonymously. To engage the students more a list of personal care items has been created to produce bundles of self care packages to donate to Our Place. Feedback - change poster image from bottled water to reusable water bottles or something else. We have committed to helping at least 6 families from SH and EMJS. \$993 raised via online donations on Hot Lunch site so far. \$300 will help cover subsidized lunches. Looking to collect \$2500 for the gifts. Can donate until Dec 19th.

Heather to add info into the weekly newsletter for tomorrow.

iii. Hot lunches (Carolyn)

Going great. Next Wed. there is a choir field trip of 60 students. Students will receive their food in the music room before they go. Rest of school will eat at normal time.

iv. Grade 5 committee: (Carolyn)

Hoodies are being ordered with staff/student signatures. Sweaters will be here right before the winter break. Board game Cafe night may be hosted again this year as a grade 5 fundraiser / community building event. Proceeds from last year's event will be used to purchase more chess sets for class use.

V. Parent Ed (Britta, Suzanne, Tariq)

Shannon Husk is a counsellor presenting on the topic of screen time and internet safety Jan 14th, child minding available. Neighbour schools will also be invited. Monterey, Willows, SJD, South Park. In Feb Jennifer

from Island Sexual Health Community Ed Services. Future ideas include Nutritionist re Healthy Eating habits, costs \$250. Katie Campbell (EMJS counselor) recommends Self regulation talk by Meg Kamil (?) tentatively targeted for 2nd week of April. Upcoming opportunity: Feb 29th Van Island Parent Conference 8-4pm at Belmont Secondary

Vi. School Clothes (Jason)

has requested 4 quotes, will have a presentation for the next meeting, school clothing to be offered for sale in the new year.

Vii Active at School? (Heather)

Friday a.m. run club runs tomorrow morning at 8 am. Krista Williams and Heather Macdonald will collaborate with Joanne Nicolson for grades 3-5. Called Grade Runners.

Parent q: Some students are inactive during breaks, is there a way to encourage more activity during recesses?

Brett: EA's take a few students out for a run at the start of the day. Teachers have some equipment in each room. Aaron Pite purchases top up equipment. Lots of the equipment is on the roof, is not returned. Can imagine the momentum of a school run in the morning may build, would support that moving forward.

Viii. Safe and Active Travel to Schools (Heather):

EMJS parent Krista Williams and other concerned residents looking to expand conversation on need to cross Quamichan safely, could use a crosswalk. FGCA has written a support letter. Brett has forwarded to Chuck Morris (SD61 Facilities) and Greg Kitchen (Assoc. Superintendent) in support of these concerns. A sizable portion of the student body comes from that area, and many students cross there dodging fast traffic. GNS traffic also adds to the traffic.

EMJS FRIM to Lansdowne (Carolyn): When speaking with Saanich engineer about possibilities of pathway to connect Lee with Dean, they did not know that the catchment boundaries have changed re FRIM EMJS students to travel to Lansdowne instead on to Central next year. SD61 seems to have not followed through so far with their promises to address safe route to school past RJH. Will return to this topic at the next exec meeting. Bus routes and safe walking/riding is a concern for families. Suggestion to reach out to the Lansdowne PAC too. Brett to raise issue with Lansdowne admin.

ix. Passive Fundraising (Anne):

Thrifty's Smile card (like a gift card that needs to be pre-loaded, then portion of all sales come to EMJS), Fairways (points card), Cobs Dough Raiser on OB ave, Finn and Izzy (shoes), Bottle Depot (donate proceeds to EMJS), Village Restaurant (plan in progress), Monks for school supplies (Summer order for Fall) are all ways parents can support passive fundraising for EMJS. Proceeds fund next year's initiatives.

3. Budget Update (Michaela and Carolyn)

Fall Dance admission paid for infrastructure of the event. Profits (\$2000?) came from food and 50/50.

A parent has asked what the money was for. In future admission (by donation) could be tied to a specific goal for the fundraising, or create a reusable poster to publicize funding uses at these events.

These fundraisers all help to pay for everything in next year's budget, on which all parents can vote at the PAC AGM: class allotments, field trips, speakers/performances, jerseys, projector(this year), sound system upgrades(last year), movement classes, chess, iRide, Science Venture, Grade 5 camp thunderbird trip, Subsidized art supplies, staff appreciation luncheon, and other *non curricular enrichments* that benefit all students as evenly as possible. The funds are used as planned for next year (last year's fundraising pays for this year's enrichments).

PAC also hoping to purchase jerseys for cross country (and soccer, bball, rugby, and track)
Aaron Pite has also requested pricing, as \$50 per shirt (*what was quoted in previous years*) is high.

Restocking of art supply room with specialty papers (Watercolour, cardstock, etc) and other items have been purchased, as requested by teachers and receipts have been submitted.

Chess sets for last year's Grade 5 legacy project will be going ahead.

An aside: Plexiglass By Donation Box (ballot box) with poster insert slot could be used to gather monies for donation to fund specific larger item initiatives. For sale at (Staples?) for about \$80.

4. **Teacher's Update** (Stacey Awalt)

Winter Concert Dec 18, 19 at 1:15 (Choir and grade group songs). Families will receive 2 tickets each.

Strings on Tues Dec 9 9:30 Assembly

Fine Arts - Erica Munoz has spent some money on art supplies (specialty papers) as requested by teachers, *thanks to PAC funding*.

Request from teachers is to change the name of VAC to Fine Arts Committee, to represent a wider range of art related initiatives that could be supported by VAC funds.

Art Starts Grant has been submitted for upcoming guest presentation.

17 classes would like chess sets. (PAC will get 32 sets, one mobile container of a class set of 15. Plus one set for each class that has asked for a chess set).

Neighbourhood cards: a non Xmas tradition will be shared with the neighbourhood instead

No Stone Left Alone was successful, Crazy Hair day on Weds was enjoyed.

Grade Runners is name of new running club, Fridays 8-8:30am, parent running coaches, teacher sponsor is Joanne Nicolson.

(Stacey) Grant from UVic paid for an Alto xylophone and new upright Bass has been borrowed from Choral Library for Ukulele program.

Drumming group will be featured in an upcoming Indigenous Education Newsletter

March 5th for Opera "Flight of the Hummingbird" coming to the school to perform. 4 singers, 45 min costs \$850, some monies will be requested from PAC.

Choir is going to Glengarry on Dec 12 to perform

African Aid Angels 2 classes participating.

5. **Admin Update** (Brett):

Report Cards going home Fri Dec 13th.

Projector install (*funded by PAC funds*): is widescreen, but the screen is square. District guy (Joel) is looking into cost to replace the screen to match the projector. *May request PAC funds for this.*

Janet is retiring at end of December, will be a farewell assembly.

Janet's replacement is unknown at this point. Janet's position is a 0.8, Replacement for Admin person is ongoing. GVTA and SD 61 working out 'Teacher in Charge' roll. May be a retired vp or p steps in for one day per week so a teacher does not need to be pulled from their class.

Posting is up for Learning support in FRIM (6th time since June). If it does not work out then two teachers that are currently filling for Jen Small may be able to teach on a district letter of permission for this position, they are both pursuing University level courses on Learning Support.

6. **Emergency supplies** (Brett) : G Kitchen (SD61 Ass't Superintendent): SD61 does not want as many supplies on hand as was previously requested. Can return to this in Jan to plan moving forward.

7. No other business

Adjourned at 8:35 pm

Italics added

Monthly Statement Summary

EMJS PAC

For period: October 17, 2019 - November 27, 2019

Revenue

Fall Dance - Admission	\$1,280.50
Fall Dance - Food - Pizza	\$1,560.00
Fall Dance - Food - Hot Dogs	\$216.00
Fall Dance - Food - Popcorn	\$180.00
Fall Dance - Food - Pumpkin Pie	\$210.00
Fall Dance - Food - Veggies	\$150.00
Fall Dance - Craft Table	\$21.55
Fall Dance - Bake Sale	\$662.80
Fall Dance - 50/50 Raffle	\$96.50
Donations for Families needing assistance (for Lunches & Hampers) YTD	\$992.97
Grade 5 Hoodies	\$2,051.89
Hot Lunch Orders for the Year YTD	\$18,480.00
Thrifty Food Smile Card (Kickbacks dep'd Oct 28 & Nov 26, 2019)	\$430.93
Fairway Market Kickback (November)	\$55.00
Cobs Bread Kickback	\$121.54

SubTotal: \$26,509.68

Expenses

Fall Dance - Food & Supplies (napkins, plates, etc.)	\$1,089.44
Fall Dance - St John Ambulance	\$150.00
Fall Dance - DJ Candu Music	\$450.00
Fall Dance - Emterra Recycling	\$57.75
Fall Dance - Custodian	\$168.60
Fall Dance - Misc (décor, signs, craft table, games, haunted house props)	\$323.64
Hot Lunch Expenses (for two lunches: October and November, 7 more to go)	\$3,243.50
Hot Lunch Expenses for Families needing assistance - Subsidized Lunches	\$306.53
Art Supply Room - Watercolor Paper - 21 sets	\$446.67
Classroom Funds (Divs 3,11,16,18,21)	\$526.64
Field Trips (Divs 1,2,3,7,8,12,15,16)	\$873.15
Admin (Domain name registration - 5yrs)	\$64.79
Staff Appreciation	\$48.51
Walk & Wheel Week	\$20.90

SubTotal: \$7,770.12

Net: \$18,739.56

Notes:

NET PROCEEDS FROM FALL DANCE:	\$2,041.42
--- Food Related Revenue (\$2316) vs. Food-Expenses (\$1089.44)	
--- Admission/BakeSale/50-50 Revenue (\$2061.35) vs. Overhead Expenses (\$1149.99)	

Next month: Gr5 Legacy Gift (Chess Sets), Jerseys, Hampers, Gr5 Hoodies, Make Sale

<u>Sub-account balances being carried forward (reserved for specific uses)</u>	<u>27-Nov-19</u>
Gaming Account (restricted use)	\$10,580.02
VAC (for art supplies, visual artists in residence, permanent installations)	\$5,605.20
Bike Club (for active travel initiatives)	\$2,191.38
Smilecard (saving for Gym Projector)	\$3,580.70
ParentEd	\$750.00
Emerg Supplies / Contingency	\$489.00
Grade5 (Last year's legacy fund)	\$0.00

EMJS PAC
Budget Tracking for Period Starting:

August 1, 2019

and Ending:

November 27, 2019

UNAUDITED

Per Books As of:
27-Nov-19

	Budget	Actual	Over (Under)
REVENUE/RECEIPTS			
0	2019/20 Fundraising Income (General Acct/non-gaming activities)		
1	0.00	18,480.23	18,480.23
2	0.00	4,280.85	4,280.85
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	992.97	992.97
7	0.00	2,051.89	2,051.89
8	0.00	0.00	0.00
9	Subtotal:	28,234.42	28,234.42
10	2019/20 Grants & Other Sources of Revenue		
11	2500.00	564.43	(1,935.57)
12	0.00	1,975.53	1,975.53
13	0.00	296.50	296.50
14	8400.00	9,120.00	720.00
15	0.00	0.00	0.00
17	Subtotal:	11,956.46	1,056.46
18	Savings		
19	20100.00	0.00	(20,100.00)
20	3016.00	0.00	(3,016.00)
21	3200.00	446.67	(2,753.33)
22	750.00	0.00	(750.00)
23	750.00	20.90	(729.10)
24	0.00	0.00	0.00
26	Total Funds Committed to Budget	40,658.45	1,942.45
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	446.67	(4,553.33)
39	1000.00	0.00	(1,000.00)
40	TOTAL Specialized Extracurricular Instruction	446.67	(18,028.33)
42	Class Allotments		
43	3000.00	784.77	(2,215.23)
44	3500.00	873.15	(2,626.85)
45	TOTAL Class Allotments	1,657.92	(4,842.08)
47	PAC Initiatives & Fundraising for 2020/21 Programs		
48	Community Building & Fundraising Expenses (Revenue Related)		
49	0.00	2,936.97	2,936.97
50	0.00	2,239.43	2,239.43
51	0.00	0.00	0.00

52	TBD Community-Building Events (BBQ...)	0.00	1,080.02	1,080.02
53	Make Sale	0.00	0.00	0.00
54	Hampers/Subsidized Lunches	0.00	319.64	319.64
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>6,576.06</u>	<u>6,576.06</u>
58				
59	Net Fundraising Profits to carry forward to next year			
60	(calculated) Proceeds from Lunches	0.00	15,543.26	15,543.26
61	(calculated) Proceeds from Fall Dance	0.00	2,041.42	2,041.42
62	(calculated) Proceeds from Spring Fair	0.00	0.00	0.00
63	(calculated) Proceeds from TBD Community-Building Events (BBQ...)	0.00	1,348.46	1,348.46
64	(calculated) Proceeds from Make Sale	0.00	0.00	0.00
65	(calculated) Proceeds from Hampers/Subsidized Lunches	0.00	673.33	673.33
66	(calculated) Proceeds from Grade 5 Committee (hoodies/events/legacy)	0.00	2,051.89	2,051.89
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	564.43	564.43
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>22,222.79</u>	<u>22,222.79</u>
71				
72	Other (Benefiting Staff & Parents - not gaming grant eligible)			
73	Staff Appreciation Luncheon & Gifts (not gaming grant eligible)	1,000.00	48.51	(951.49)
74	Parent Education Speaker Series	750.00	0.00	(750.00)
75	PAC Admin/Miscellaneous (website, office supplies, cheques/bank fees)	800.00	68.69	(731.31)
76	TOTAL Other	<u>2,550.00</u>	<u>117.20</u>	<u>(2,432.80)</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>8,797.85</u>	<u>(29,925.91)</u>
95	TOTAL Budgeted Expenses + Forced Savings for next year	<u>38,723.76</u>	<u>31,020.64</u>	<u>(7,703.12)</u>
96	Excess (Shortfall) of Receipts over Disbursements	<u>(7.76)</u>	<u>9,637.81</u>	<u>9,645.57</u>
97		Budget	Actual	Over (Under)