

École Margaret Jenkins School

Parent Advisory Council Meeting

Thursday, Jan 30, 2020 (7pm, School Library)

1. Welcome and introductions (Chair, 5 min)
2. Budget update (Michaela & Carolyn, 5 min)
3. Parent Committees and Event Updates (Exec, 30 min)
 - Questions/Followup from past events (Make Sale, Hampers, Hoodies, Lunches...)
 - Upcoming PAC events
 - i. Spring Fair (Heather)
 - ii. Staff Appreciation Luncheon - Feb 13th (Betty)
 - iii. Parent Education (Speaker series)
 1. February 4: Shannon Husk (Britta)
 2. February 18: Jennifer Gibson (Heather)
 3. Potentials for March-June: Meg Kapil; self-regulation, Nutritionist (Suzanne & Tariq)
 4. Draw for free entry to Vancouver Island Parent Conference
 - iv. Grade 5 Committee (Events, year-end celebrations) (Carolyn)
 - Other PAC initiatives or concerns
 - i. School spirit clothing (Jason) & replacement jerseys
 - ii. Safe & active travel to school (Heather)
 - iii. Projector fundraising
 - iv. Emergency supplies (Carolyn, 5min)
 - v. Upcoming PAC AGM & Openings on the Executive for 2020/21 school year
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: February 27, 7pm

Followed by Apr 23 (AGM), 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, January 30, 2020

Attendees: Exec members (Betty Park, Heather Macdonald, Carolyn Wick, Michaela Anderson, Jason Garber), Brett Johnson + 2 other parents (Carolyn Blum, Maggie Black)

Regrets: Anne Tomy, Britta Bentz, Suzanne Weckend-Dill, Tariq Amlani, Jessica McDiarmid, Garrett Stanners, Ashley Frketich, Genny Crane

We started with an icebreaker ☺

1. Budget update – Carolyn (see appended PDF for current financials)
 - Hampers - very successful, families were very appreciative
 - Our Place - also very appreciative, estimated value of gifts exceeded \$1000
 - Make Sale - over \$2000 profit, goes towards fine arts programs / supplies next year
 - Grade 5 hoodies - ~\$300 left over which can go toward end of year gr5 ceremony/celebration
 - Budget overall is on track – projecting \$14,000 total fundraising revenue at the end of the year (from lunches, welcome BBQ, Fall Dance, Make Sale, Spring Fair) to be put toward next year's budget
 - PAC Class funds and field trip subsidies vs Fees paid by parents via School Cash Online
 - i. Carolyn – concerned that some teachers are not accessing PAC funds for field trips and special projects; note that field trip funds can also be used to bring people into classes if they don't want to do a field trip
 - ii. Brett - School Cash Online, some parents don't pay and then field trips have to be cancelled
 - iii. Michaela - some parents say they don't want to pay in small denominations, could there be monthly invoices instead of one invoice one day, and one the next day; also could the items be changed so they don't expire and people can still pay them later in the year if they forget by the deadline
 - iv. Carolyn - District website says schools are supposed to set a schedule for the year ahead of time, perhaps it is possible for parents to pay a deposit based on this estimated schedule at start of year and then get reimbursed any unused amounts at end of year?
 - v. <https://www.sd61.bc.ca/our-district/documents/name/regulation-6160-student-fees-and-deposits/>
 - vi. Brett - tried to find out what other schools are doing, no consistency across the District, would like to try having teachers set their budget at the start of the year
 - **ACTION:** Brett to check if monthly invoices can work, and also check to see if invoices can't expire, also reminders about outstanding balances
2. Projector fundraising
 - Brett - Joel to get a revised estimate, hasn't heard back from him yet
 - Plan was to use Smile Card fundraising for the projector, only at \$800 for Smile Card fundraising (of max of \$2500) - give Smile Cards to staff
 - **ACTION:** Provide all EMJS staff with Smile Cards (at the Staff Luncheon?)
3. Other PAC-funded activities
 - School to schedule all outstanding activities (e.g., Science Venture, iRide, scooter rack installation, presenters/performances as budgeted)
 - Brett - District Ops still haven't installed the scooter racks, visiting the board office tomorrow will ask about them then.

- iRide - challenges since we can't use the field, Brett to talk to new head of District Ops to see if they will change their mind regarding field use.
- Ann Glover – the school's Fine Arts Committee didn't get the Art Starts grant - check Canadian Parents for French to see if their grant deadline has passed (to pay for French part, PAC could pay for the English) - grant deadline was in October; nevertheless staff wants PAC to reserve the allocated funding in case they can find another way to cover the total cost of bringing this presenter back to the school

4. Spring Fair

- Friday, June 12, 2020
- Decided: book Bouncy castles & hamster balls - Funtime Inflatables; no DJ
- BBQ - Suzanne to help organize, suggest preorders in time windows
- 50/50 Draw - Suzanne to organize

5. Staff Appreciation Luncheon - Betty

- Signup genius: <https://www.signupgenius.com/go/30e0b4fa4ab2ca4fd0-staff> still more spots to fill
- Ask staff to bring containers to take home leftovers, leave food for night custodian (Alona)
- Catering - Peter de Bruyn to help, chef from the Oswego Hotel to help, will work within the budget

6. Speaker series / Parent Education

- Feb 4th - Shannon Husk, children's screen time and internet safety: <https://emjs.wufoo.com/forms/rs0xath09mx4pu/>
- Feb 18th - Jennifer Gibson, Island Sexual Health: Approachable Adult workshop: <https://emjs.wufoo.com/forms/scoao40n2x5g3/>
- Vancouver Island Parent Conference on Feb 29th – decided PAC would provide two free registrations to EMJS parents (using our parent education budget)

7. Grade 5 committee

- Volunteers needed to help organize activities like Board Game Cafe and year-end activities; any funding intended to offset cost of Camp Thunderbird trip needs to be completed by April

8. Clothing

- Jason Garber designed a fantastic new school logo
- Looking at including Hoodies, pink and orange shirts, new sports jerseys (basketball and track), stickers, possibly other merch like waterbottles; suggestion to add baseball caps and other Tshirt colours (and maybe long sleeve shirts?)
- Online Pop-up shop seems like the best way to go, have order window open for 3 weeks, and then have everything shipped to the school; ordering would be handled by the company and not us; biggest challenge when this was done before was matching orders with students
- Local supplier preferred, overseas may be cheaper but may be long delays
- Brett to check with Jen Small who might be organizing another shirt for pink shirt day to ensure no conflict if we included pink shirts
- Would be great to have this as a PAC fundraiser
- Carolyn – suggested to choose one design, then offer shirts in several colours (not necessarily just specific to pink/orange shirt day with sayings on them)
- In previous years, no samples to try on - much easier than what is currently done for grade 5 hoodies where everyone tries them on
- **ACTION:** Need to check in with Joanne Nicolson and Aaron Pite for sports jerseys, need to check on cost

- **ACTION:** Decide on design and choose products (eg baseball cap, hoodie and shirts)
- Add a note in the update/newsletter - anyone interested in helping with the clothing committee, contact PAC (comms@emjspac.ca)

9. Emergency Supplies

- Carolyn did a lot of work to organize this several years ago, what is the status of this moving forward now that school has taken it over?
- Meet with the school to determine what is needed, annual checks of expiration dates on things in First Aid Kits (e.g., band-aids) - could be done with a class, do an inventory; ensure that supplies are maintained so don't get so out-of-date as they were before

10. Safe and Active Routes to School

- School applied for Ready Set Roll program, offered through the CRD, will hear results in February. Would help with school travel planning, organizing events like Bike to School Week and mapping safe routes to school.
- Quamichan neighbourhood underserved by safe routes to school (only one crosswalk on Richardson)
- Maggie – noted that in California, had flags in buckets at both sides of the crosswalk, student carries a flag across, then someone returning brings it back across – could be something to look into for the two crosswalks without a crossing guard (on Chandler and on Richmond).

11. PAC Annual General Meeting

- April 23, 2020
- Several openings on the PAC Executive including Chair, Co-Treasurer, Co-Secretary. Volunteers also needed to help with the PAC website and with the hot lunch program.
- All parents are welcome and encouraged to attend the AGM!
- Without an executive we lose the ability to apply for Gaming Grant and without fundraising activities we lose many programs including: Science Venture, Chess, iRide, Special presentations/performers/speakers, art supplies, special infrastructure purchases (like playground equip, new jerseys), grade 5 hoodies, hot lunches, welcome BBQ, fall dance, make sale, spring fair, staff appreciation luncheon and class funds for teachers to spend on special projects and field trips.

12. Admin update

- Vice principal - still no replacement
- Two staff members out with health issues, daytime custodian has broken arm
- Teachers thankful to the PAC and last year's grade 5s for the donation of chess sets, Mr. Churchill also very appreciative, lots of students are excited to play chess,
 - Outside chess sets - Brett tried to get students to use these at recess, but it didn't work that well – too much fighting! Classes know that they can use the pieces and play outside. Could put the pieces out at the spring fair and welcome back BBQ.
 - Is there a storage cabinet on wheels that we could purchase that would make it easier to bring them outside? Or to bring them to/from the gym?
- Dress up as a book character is tomorrow, Friday Jan 31
- Kindergarten registration: 38 French, 38 English - 2 full classes of each
 - Many students who are in the Bank St catchment have asked for a transfer here
 - Wait lists for French & English

Meeting adjourned at 9pm

Monthly Financial Activity Summary

EMJS PAC

For period: November 27, 2019 - January 28, 2020

Revenue

Thrifty Food Smile Card (Kickbacks dep'd Dec & Jan)	\$271.25
Online payments (for lunches, hoodies, hampers Nov 28-Jan 28)	\$2,806.68
Hamper loonie/toonie drive & donation jar at make sale	\$924.00
Make Sale revenue (cash/cheque)	\$2,662.45
Hoodie payments (cash/cheque)	\$59.00

SubTotal: \$6,723.38

Expenses

Hot Lunch Expenses (for December, January)	\$3,057.32
PAC Class Funds (divs 4,6,8,16,19)	\$279.84
Field Trips (divs 2,6,7.8.9.18 and some multi-div field trips)	\$568.92
Chess Sets and bin (\$382.76 was funded by last year's gr5 legacy gift)	\$840.98
Chess Lessons and chess club with Greg Churchill	\$1,430.00
Bins for reorganizing PAC supplies in kitchen/bike cage	\$73.72
Office supplies, Reusable donation ballot box	\$66.61
Art supplies for teachers art supply room from VAC line item	\$1,051.48
Hamper expenses	\$2,263.17
Make sale expenses	\$277.18
Gr5 Hoodies expenses	\$2,203.95
Bank charges	\$10.00
Outstanding cheque from last year just cashed	\$27.54

SubTotal: \$12,150.71

Net for Period: (\$5,427.33)

SUMMARIES:**Holiday Hampers**

Total online donations (YTD)	\$1,737.00
Loonie/toonie drive & donation jar at make sale	\$924.00
Total revenue:	\$2,661.00
Purchased Gifts, food, gift cards for hamper families (4 Stan Hagen families plus 3 EMJS families -- total 25 people)	\$2,263.17
Cost of subsidizing lunches for families needing assistance	\$440.00
Total expenses:	\$2,703.17
Net:	(\$42.17)

Note: We did not put a \$ amount to the in-kind donations of gifts for our hamper families and care kit items donated to Our Place. Estimated value of gifts exceeded \$1000.

Make Sale

Total revenue before expenses	\$2,662.45
Approximate Breakdown:	
Salt dough \$84.80	
Gingerbread \$471.25	
Bake sale + Popcorn \$699.75	
Pom poms \$21	
Art hive \$50	
Hot dogs \$252.50	
Art donation jar \$73.45	
Gift table \$1448.70	
Expenses (including posters \$131.60, craft table supplies,	\$277.18
Net:	\$2,385.27

Grade 5 Hoodies

Total revenue collected	\$2,515.29
Total expenses	\$2,203.95
Net:	\$311.34

EMJS PAC

Budget Tracking for Period Starting:

August 1, 2019

and Ending:

January 29, 2020

UNAUDITED

Per Books As of:
29-Jan-20

	Budget	Actual	Over (Under)	Year-end Forecast
REVENUE/RECEIPTS				
2019/20 Fundraising Income (General Acct/non-gaming activities)				
Lunches	0.00	21,304.97	21,304.97	21,304.97
Fall Dance	0.00	4,280.85	4,280.85	4,280.85
Spring Fair	0.00	0.00	0.00	0.00
TBD Community-Building Events (BBQ...)	0.00	2,428.48	2,428.48	2,428.48
Make Sale	0.00	2,662.45	2,662.45	2,662.45
Hampers/Subsidized Lunches	0.00	2,661.45	2,661.45	2,661.45
Grade 5 Committee (hoodies/events/legacy)	0.00	2,515.29	2,515.29	2,515.29
Parent Education Speaker Series	0.00	0.00	0.00	0.00
Subtotal:	<u>0.00</u>	<u>35,853.49</u>	<u>35,853.49</u>	<u>35,853.49</u>
2019/20 Grants & Other Sources of Revenue				
Kickback Programs (Thrifty's Smile Card)	2500.00	835.68	(1,664.32)	1,500.00
Kickback Programs (Monk, Cobs, Fairway, Finn&Izzy, BottleDepot)	0.00	1,975.53	1,975.53	1,975.53
Gaming Event Proceeds (raffles)	0.00	296.50	296.50	296.50
Gaming Grant	8400.00	9,120.00	720.00	9,120.00
Other Grants (VCPAC ParentEd, VAC installations, Artists in classroom...)	0.00	0.00	0.00	0.00
Subtotal:	<u>10,900.00</u>	<u>12,227.71</u>	<u>1,327.71</u>	<u>12,892.03</u>
Savings				
2018/19 Fundraising/surplus to spend this year	20100.00	0.00	(20,100.00)	20,100.00
Funds from Smilecard Savings (\$3016 at start of year)	3016.00	0.00	(3,016.00)	3,016.00
Funds from VAC Savings (\$6051 at start of year)	3200.00	446.67	(2,753.33)	3,200.00
Funds from ParentEd Savings (\$750 at start of year)	750.00	0.00	(750.00)	750.00
Funds from other Savings (Bike Club \$2212, contingency \$489)	750.00	20.90	(729.10)	750.00
Interest	0.00	0.00	0.00	0.00
Total Funds Committed to Budget	<u><u>38,716.00</u></u>	<u><u>48,548.77</u></u>	<u><u>9,832.77</u></u>	<u><u>76,561.52</u></u>
EXPENSES/DISBURSEMENTS				
2019/20 School Initiatives Subsidized by PAC				
Extracurricular and Cocurricular Instruction				
Science Venture Workshops (K-5)	1825.00	0.00	(1,825.00)	1,825.00
Camp Thunderbird (Gr 5)	1500.00	0.00	(1,500.00)	1,500.00
Chess (Gr 1-5)	3200.00	1,430.00	(1,770.00)	3,200.00
Indigenous Speakers (K-5)	3000.00	0.00	(3,000.00)	3,000.00
iRide cycling instruction (Gr 4/5)	750.00	0.00	(750.00)	750.00
Dance/Yoga/Movement (K-5)	2200.00	0.00	(2,200.00)	2,200.00
VAC-funded Art Supplies and Artists in Residence (K-5)	5000.00	1,498.15	(3,501.85)	5,000.00
TBD Presenters/Performers (K-5)	1000.00	0.00	(1,000.00)	1,000.00
TOTAL Specialized Extracurricular Instruction	<u>18,475.00</u>	<u>2,928.15</u>	<u>(15,546.85)</u>	<u>18,475.00</u>
Class Allotments				
Class Funds for Projects (not gaming grant eligible)	3000.00	1,037.07	(1,962.93)	3,000.00
Field Trips & Extracurricular Activities (gaming grant eligible)	3500.00	1,442.07	(2,057.93)	3,500.00
TOTAL Class Allotments	<u>6,500.00</u>	<u>2,479.14</u>	<u>(4,020.86)</u>	<u>6,500.00</u>
PAC Initiatives & Fundraising for 2020/21 Programs				
Community Building & Fundraising Expenses (Revenue Related)				
Lunches	0.00	5,841.55	5,841.55 *	13,500.00
Fall Dance	0.00	2,239.43	2,239.43	2,239.43
Spring Fair	0.00	0.00	0.00	0.00
TBD Community-Building Events (BBQ...)	0.00	1,080.02	1,080.02	1,080.02
Make Sale	0.00	277.18	277.18	277.18
Hampers/Subsidized Lunches	0.00	2,703.63	2,703.63	2,703.63
Grade 5 Committee (hoodies/events/legacy)	0.00	2,203.95	2,203.95	2,203.95
Parent Education Speaker Series	0.00	0.00	0.00	0.00
TOTAL Revenue Related	<u>0.00</u>	<u>14,345.76</u>	<u>14,345.76</u>	<u>22,004.21</u>
Other (Benefiting Staff & Parents - not gaming grant eligible)				

60	Staff Appreciation Luncheon & Gifts (not gaming grant eligible)	1,000.00	48.51	(951.49)	1,000.00
61	Parent Education Speaker Series	750.00	0.00	(750.00)	750.00
62	PAC Admin/Miscellaneous (website, office supplies, cheques/bank fees)	800.00	219.02	(580.98)	800.00
63	TOTAL Other	2,550.00	267.53	(2,282.47)	2,550.00
64					
65	Special Projects				
66	Smile Card eligible Infrastructure Project (Gym Projector)	5,516.00	0.00	(5,516.00)	5,516.00
67	Top-up Beyond Smile Card Revenue (Gym Projector)	500.00	0.00	(500.00)	500.00
68	Grade 5 2019 Legacy (Bin of shareable chess sets)	382.76	382.76	0.00	382.76
69	Chess Sets for each classroom (gr 1-5)	458.22	458.22	0.00	458.22
70	TBD Special Projects	4,334.02	0.00	4,334.02	4,334.02
71	TOTAL Miscellaneous Projects	11,191.00	840.98	(1,681.98)	11,191.00
72					
73	TOTAL Expenses	38,716.00	20,861.56	(9,186.40)	60,720.21
74					
75	Net Fundraising Profits to carry forward to next year				
76	(calculated) Proceeds from Lunches	0.00	15,463.42	15,463.42 *	7,804.97
77	(calculated) Proceeds from Fall Dance	0.00	2,041.42	2,041.42	2,041.42
78	(calculated) Proceeds from Spring Fair	0.00	0.00	0.00	0.00
79	(calculated) Proceeds from TBD Community-Building Events (BBQ...)	0.00	1,348.46	1,348.46	1,348.46
80	(calculated) Proceeds from Make Sale	0.00	2,385.27	2,385.27	2,385.27
81	(calculated) Proceeds from Hampers/Subsidized Lunches	0.00	(42.18)	(42.18)	(42.18)
82	(calculated) Proceeds from Grade 5 Committee (hoodies/events/legacy)	0.00	311.34	311.34	311.34
83	(calculated) Proceeds from Parent Education Speaker Series	0.00	0.00	0.00	0.00
84	(calculated) Unspent Smilecard revenue to carry forward (lines 11+20-66)	0.00	835.68	835.68	(1,000.00)
85	Any other grants/revenue to set aside for next year not included above	0.00	0.00	0.00	0.00
86	Total Fundraising Profits to carry forward to next year	0.00	22,343.41	22,343.41 *	12,849.28
87					
88	Anticipated Excess (or Shortfall) to put toward next year's budget	0.00	27,687.21	19,019.17	15,841.31
89		Budget	Actual	Over (Under)	Forecast

* Proceeds from Lunches will be less at year-end - expenses for remaining lunches have not been paid (~\$1500 per lunch)