

École Margaret Jenkins School

Parent Advisory Council Meeting

Thursday, Feb 27, 2020 (7pm, School Library)

1. Welcome and introductions (Chair, 5 min)
2. Parents 4 Climate update (Jessica Duncan & Erin Renwick, 10 min)
3. Upcoming PAC AGM & openings on the Executive for the 2020/21 year (Anne, 5 min)
4. Parent Committees and Event Updates (Exec, 30 min)
 - Upcoming PAC events
 - i. Spring Fair (Heather & Suzanne)
 - ii. Parent Education (Speaker series)
 - Shannon Husk - rescheduled for April 14th (Britta)
 - Potentials for March-June: Meg Kapil; self-regulation, Nutritionist (Suzanne & Tariq)
 - Grade 5 Committee (Board game night, year-end celebrations) (Carolyn)
 - Other PAC initiatives or concerns
 - i. School spirit clothing & replacement jerseys (Carolyn on behalf of Jason)
 - ii. Safe & active travel to school (Heather)
 - iii. Projector fundraising / Smile Cards
5. Budget update (Michaela & Carolyn, 5 min)
 - School cash online update
6. Teachers' update (Ashley Frketich & Genny Crane, 10 min)
7. Administration's update (Brett, 10 min)
8. New business and open Q & A

Next meeting: AGM, April 23, 7pm

Followed by 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 Feb 27 EMJS Library @ 7:00 pm

In attendance: Anne Tomy (chair), Michaela Anderson (co-treasurer), Ashley Frketich (EMJS parent + EMJS teacher), Genny Crane (EMJS parent + EMJS teacher), Brett Johnson (principal), Carolyn Wick (co-treasurer/hot lunch coordinator), Jessica McDiarmid (co-secretary), Tariq Amlani, Heather Macdonald (co-secretary/active safe travel), Betty Greer (staff appreciation coordinator), Carolyn Blum and guest speakers Jessica Duncan and Erin Renwick (parents4climate).

1. Parents for Climate (P4C): Jessica Duncan and Erin Renwick

- IPCC warns that emissions need to be reduced by 2030 to avoid catastrophe, requires a reduction by 7.6% per year.
- P4C (www.forourkids.ca/p4c): parent group united in focusing on local actions with impacts that ripple in the community. Last year P4C successfully lobbied SD61 to declare a Climate Emergency. Now looking for follow-up actions.
- Note that 89% of emissions come from buildings. Seismic upgrades in SD61 may not be planning to use green tech (Victoria High school will be natural gas). SD61 has 50 buildings that must be net zero emissions by 2050. Will focus awareness and campaign efforts on greening the new builds. Funding from Federal Gov't to be sought.
- Parents are invited to join the P4C effort by signing up for one of the 3 tiers of involvement:
 - i. Supporter: receives some emails, your attendance invited at some protests and events, as possible.
 - ii. School parent climate champion: 1 per school ideally participate via meetings, facilitate assemblies/concerts. See working group for resources about gathering support and functions.
 - iii. Working group members: for a greater commitment at the core level of the organization.
- Petition for Vic High campaign sent around the table; Calls to Trustees to meet commitments to reduce emissions created by the new Vic High in line with net zero CO2 future.
- Question of whether PAC will post links, commit to publicizing the events and initiatives please.
- Meeting on March 2 at Fernwood Energy at 7:30 pm
- March 9 SD61 Ops meeting will have 3 P4C speakers. Having people attend is very effective, please come out and support.

2. PAC AGM Thursday, April 23

- Exec meeting as usual at the start of March, but there will be no general meeting at the end of March.
- Election is one month earlier than previous years to enable overlap between outgoing and incoming exec members.
- Positions to fill include: chair, co-treasurer, co-secretary, hot lunch coordinator / website administrator, and other members at large.
- Duties are listed here: <https://emjs.hotlunches.net/admin/view-doc.php?dnum=9763> and here: <https://emjs.hotlunches.net/admin/view-doc.php?dnum=9341> supported by plenty of documents and infrastructure, and can be as big or as small as the volunteer has time for.
- If all exec roles are not filled then the students of EMJS will lose out on \$8000 grant funding and all programs covered by PAC funds. All attendees are encouraged to have a conversation, extending the

invitation to parents that may be able to step forward. Will be two more exec meetings before the AGM for potential parents to attend and see what it is all about.

3. Committees

i. Spring Fair: (Heather) Suzanne booked bouncy castles, hamster balls, volunteered to run a bbq instead of food trucks. Will skip the DJ for the Spring Fair. Committee will be started if anyone steps forward.

ii. Parent Education

- Shannon Husk talk rescheduled for April 14th, we had 70 parents signed up for the date that was postponed due to snow.
- Had 20 people at the last speaker event (Jennifer Gibson).
- Kristen Yarker nutritionist/dietitian to book for May. Tariq will interface and get some proposed dates. Fee is approx \$240.

iii. Grade 5 Committee: (Carolyn) **Thurs April 9th**, Ian Paul with help of numerous other grade 5 parents will be organizing board game night by donation (RSVP here: <https://emjs.wufoo.com/forms/q13cb5ev02vrked/>). Proceeds will fund the end of year celebration, and possibly help subsidize camp Thunderbird. Asking school to not invoice parents with the camp Thunderbird costs until after the event so we know how much subsidy can be made. Brett asks Carolyn to come into the office to meet with Jess over the details.

iv. Other PAC initiatives

- **School spirit clothing** (Carolyn) Jason and Stacey Garber have designed some spirit wear, new school logos and set up an online store with shirts, hoodies, hats and other merch plus special EMJS shirt designs for Orange Shirt Day and Pink Shirt Day. Wide range of products and colours with new EMJS logo. Customization available to add names, choice of font. Cost of items with the selected supplier (Spreadshirt) seems to be about 50% less than the cost of our previous supplier Ustore. Decisions/actions following this presentation were:
 - i. Can we do a bulk order to reduce shipping? Currently the site is set up for individual shipping (approx \$10 per item). Look into whether an option could be added for parents to choose to ship with next bulk order to ship the school. PAC could cover this shipping cost (to encourage school spirit). Maybe this would also qualify for a bulk discount?
 - ii. Decided this should be a fundraiser with a few dollars added to each item, but exact \$ amount or 10% still TBD.
 - iii. PAC to pay to pre-order a few samples to display in the hallway, total cost TBD (or will the supplier send us a few free samples?). Brett volunteered to wear some items to promote them as well.
 - iv. Additional Feedback/q's before it goes live: What is the material? (it appears to be stated on the site) Sizing charts? (also on the site already) Do we need all of the options? (why not, unless it makes it hard to order) Return policy? (no returns, but need to find out process in case there are issues or errors) Does it matter where these are made? (as long as it isn't a human rights issue...)
 - v. Jason to connect with Mr. Pite and Ms. Nicolson to discuss options for sports jerseys.

- **Safe and active travel to school** (Heather): nothing at this time
 - i. (Brett): Hailey Steiger-Tang (Transportation Planner, City of Victoria) will work with Heather, Brett (perhaps Carolyn too?) as we had an 'exceptional application' submitted to Ready Step Roll. Will find out March 18 if we are one of 5 schools in the program for the 2020/21 school year. Regardless of outcome, Safe Routes will be involved in trying to improve the traffic/travel to EMJS. SD61 and the City have policies and initiatives to support the traffic issues. Parents need to feel that it is safe to let their kids walk to school for a block, and cross the roads without fear of accident.
 - Q: can older students manage the crosswalks?
 - A: insurance has been pulled, this no longer is allowed
 - School continues to teach road safety.
 - City truck yesterday blocked the intersection at 8:30.
 - Making Chandler a one-way street may be an option.

4. Budget & fundraising (Carolyn)

- Projector costs (Brett): \$11,000 is the estimate for screen and projector, installed. Current screen has a big line down the middle, is the wrong dimensions, and should be replaced.
- Carolyn: we have \$3954.00 in savings specifically for the projector at the moment, Would have \$6000 we were aiming for but Smile cards are not being used as they once were. We are only making \$100/mo, where used to bring in \$3-400 per mo. to put towards infrastructure.
- Will need to upswing the fundraising, or other savings sources.
- Ideas: This year could fundraise at the spring fair - donation jar, 50/50, silent auction, could reallocate line items, pie auction, Brett sleeps on the school roof.
- If a large donation is made via SD61 online then a tax receipt is issued.
- Can develop a campaign for the Spring Fair. Donation box?
- Need a letter and donations instructions and announcements
- FINANCIALS: Only change was the staff appreciation luncheon. Checking in about still uninvoiced expenses to expect:
 - o Is someone booking science venture? Usually Jody? Camp thunderbird? Chess has been done, and paid for. No invoices submitted for \$3000 for indigenous speakers - unknown if there are any expenses coming, Brett to check with Janet and Jess. Flight of Hummingbird (from Ab Ed) will be \$7-800. IRide: to talk to Nicole Strong.
 - o \$2200 for dance, yoga, movement? PISE was funded by SD61 for 2019/20, so there was no need for Dance/movement this year. We can reallocate unless there is a gap. This line item could also be used for skipping ropes, parachute, and other items used by classes for activity.
 - o Arts committee \$1400 for supplies and extra was set aside for Ann Glover - won't be used this year but staff want to try again next year; Art Starts grant application to help pay for Ann Glover was not successful, so teachers want to book for next year.
 - Teacher Q: Please can the funds ride for Ann Glover for next year?
 - o \$1000 presenters line item: Brett: Michael Bordelaaro, guest speaker for students. Speaks about inclusion. Has CP. coming in April.
 - o ACTION: Brett to check with Jess RE: end of year speakers, invoices to come.

5. Teachers' Update (Ashley Frketich)

- Thanks for the Chess sets and Staff lunch. Rugby and basketball starts soon, symphony trip this week, were busy with 100s day / valentine's day / pink shirt day, dance assembly, Growing Young Farmers on

campus garden now has fencing installed, and irrigation will be installed by teachers over Spring Break. Parents are invited to join in if they are available to help. Next week Flight of Hummingbird coming, Fine Arts Committee sad they couldn't get funding for Ann Glover as funding fell through, will follow up on Science Venture, IRide, yoga/dance/movement budget line items.

6. Admin Update

- Author Andre Poulan was in last week, Ready Set Learn today after school, BC Hydro and media coming next week to Mme. Howell's class on March 4th ("Are you smarter than a 4th grader").
- Will announce a new VP to replace Janet Langston after spring break. Mme Jeanne Humphries has stepped into the teacher in charge position since Janet left.
- District said scooter racks arrived last week (note: hopefully they mean the third rack since the other two have been waiting to be installed for almost 2 years). The district hopes to have them installed by the end of the school year.
- Music teacher on a leave of absence at this time, no details can be shared due to respect for her privacy.

7. AOB

- Heather: Anything planned for outdoor day in June? 'ParticipACTION' has a Community Better challenge between June 1-21. Track minutes of activity. Log on and one person could input minutes for 400 kids. Grant to support actions available. Deadline is tomorrow, Heather can apply for \$250-\$1000. There is a National Health and Fitness day on June 6th, and also Aboriginal Day in June.
 - i. Genny Crane: Primary Sports Day is usually an open invitation; classes can join if they want to. Teachers each organize a station and classes cycle through each. Usually Ashley and Genny plan the primary sports day. Maybe the first or second week of June. Genny, Ashley and Heather will collaborate on this. Grant money could fund activities. Hula hoops, parachute need replacing.
 - ii. Movement and Dance line item could be used for outdoor equipment too.
- Carolyn: If schools are closed for quarantine or job action, we won't be able to refund hot lunches.
 - i. Brett: Instructions will come from the Ministry of Health, hoping that does not occur.

Meeting adjourned at 8:45pm

EMJS PAC

Budget Tracking for Period Starting:

August 1, 2019

and Ending:

February 28, 2020

UNAUDITED

Per Books As of:
28-Feb-20

	Budget	Actual	Over (Under)	Year-end Forecast
REVENUE/RECEIPTS				
2019/20 Fundraising Income (General Acct/non-gaming activities)				
Lunches	0.00	21,725.45	21,725.45	21,725.45
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	0.00	0.00	0.00	0.00
Subtotal:	<u>0.00</u>	<u>36,273.97</u>	<u>36,273.97</u>	<u>36,273.97</u>
2019/20 Grants & Other Sources of Revenue				
Kickback Programs (Thrifty's Smile Card)	2500.00	938.18	(1,561.82)	938.18
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>12,330.21</u>	<u>1,430.21</u>	<u>12,330.21</u>
Savings				
2018/19 Fundraising/surplus to spend this year	20100.00	20,100.00	0.00	20,100.00
Funds from Smilecard Savings (\$3016 at start of year)	3016.00	3,016.00	0.00	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	750.00	0.00	750.00
Funds from other Savings (Bike Club \$2212, contingency \$489)	750.00	20.90	(729.10)	750.00
Subtotal:	<u>27,816.00</u>	<u>24,333.57</u>	<u>(3,482.43)</u>	<u>27,816.00</u>
Total Funds Committed to Budget	<u><u>38,716.00</u></u>	<u><u>72,937.75</u></u>	<u><u>34,221.75</u></u>	<u><u>76,420.18</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	1,198.02	(1,801.98)	3,000.00
Field Trips & Extracurricular Activities (gaming grant eligible)	3500.00	1,487.07	(2,012.93)	3,500.00
TOTAL Class Allotments	<u>6,500.00</u>	<u>2,685.09</u>	<u>(3,814.91)</u>	<u>6,500.00</u>
PAC Initiatives & Fundraising for 2020/21 Programs				
Community Building & Fundraising Expenses (Revenue Related)				
Lunches	0.00	7,084.65	7,084.65 *	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	750.00	275.00	(475.00)	275.00
TOTAL Revenue Related	<u>750.00</u>	<u>15,863.86</u>	<u>15,113.86</u>	<u>22,279.21</u>
Other (Benefiting Staff & Parents - not gaming grant eligible)				
Staff Appreciation Luncheon & Gifts (not gaming grant eligible)	1,000.00	564.30	(435.70)	1,000.00

61	PAC Admin/Miscellaneous (website, office supplies, cheques/bank fees)	800.00	219.02	(580.98)	750.00
62	TOTAL Other	1,800.00	0.00	(1,800.00)	800.00
63					
64	Special Projects				
65	Smile Card eligible Infrastructure Project (Gym Projector)	5,516.00	0.00	(5,516.00)	0.00
66	Top-up Beyond Smile Card Revenue (Gym Projector)	500.00	0.00	(500.00)	0.00
67	Grade 5 2019 Legacy (Bin of shareable chess sets)	382.76	382.76	0.00	382.76
68	Chess Sets for each classroom (gr 1-5)	458.22	458.22	0.00	458.72
69	TBD Special Projects	4,334.02	0.00	(4,334.02)	4,334.02
78	TOTAL Miscellaneous Projects	11,191.00	840.98	(10,350.02)	5,175.50
79					
80	TOTAL Expenses	<u>38,716.00</u>	<u>22,318.08</u>	<u>(16,397.92)</u>	<u>53,229.71</u>
81					
82	Net Fundraising Profits to carry forward to next year				
83	(calculated) Proceeds from Lunches	0.00	14,640.80	14,640.80 *	8,225.45
84	(calculated) Proceeds from Fall Dance	0.00	2,041.42	2,041.42	2,041.42
85	(calculated) Proceeds from Spring Fair	0.00	0.00	0.00	0.00
86	(calculated) Proceeds from TBD Community-Building Events (BBQ...)	0.00	1,348.46	1,348.46	1,348.46
87	(calculated) Proceeds from Make Sale	0.00	2,385.27	2,385.27	2,385.27
88	(calculated) Proceeds from Hampers/Subsidized Lunches	0.00	(42.18)	(42.18)	(42.18)
89	(calculated) Proceeds from Grade 5 Committee (hoodies/events/legacy)	0.00	311.34	311.34	311.34
90	(calculated) Proceeds from Parent Education (lines 8+22-56)	0.00	475.00	475.00	475.00
91	(calculated) Unspent Smilecard revenue to carry forward (lines 11+20-65)	0.00	3,954.18	3,954.18	3,954.18
93	Total Fundraising Profits to carry forward to next year	0.00	25,114.29	25,114.29 *	18,698.94
94					
95					
96	Anticipated Excess (or Shortfall) to put toward next year's budget	0.00	50,619.67	50,619.67	23,190.47
97		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)