

École Margaret Jenkins School

Parent Advisory Council Meeting - Minutes Thursday, November 25th, 2021 (7pm, Zoom)

In attendance: Ashley Frketich, James Hansen, Tiffany Poirier, Heather Macdonald, Britta Bentz, Betty Greer, CJ Young, Tariq Amlani, Cinzia Rovera, Sarah Otto, Julie Nielsen, Maggie Black, J Andrew

1. Welcome & Introductions

- Attendees shared what books they (or their kids) are currently reading – great ideas for the Munro's book fair (which runs until Nov 30)
- K-5 Suggestions:
 - Land of Stories -Chris Colfer
 - Warrior Series- Erin Hunter
 - Bad guy series- Aaron Blabey
 - Harry Potter- J.K. Rowling
 - Creepy pair of Underwear -Aaron Reynolds
 - Dory Fantasmagory- Abby Hanlon
 - Dragon Masters- Tracey West
 - Goodnight Stories Rebel Girls -Elena Favilli et. al.
 - Hardy Boys- Franklin W. Dixon
 - Percy Jackson Series- Rick Riordan
 - Mr. and Mrs. Bunny -Polly Horvath
 - The Wild Robot- Peter Brown
 - Front Desk- Kelly Yang
 - Becoming: Adapted for Young Readers – Michelle Obama
- Adult suggestions
 - Five Little Indians- Michelle Good
 - Deep Work- Cal Newport
 - The Four Winds -Kristin Hannah
 - Water for Elephants- Sara Gruen
 - Midnight train to Prague- Carol Windley
 - The Midnight Library- Matt Haig
 - Where the Crawdads Sing- Delia Owens
 - Untamed- Glennon Doyle
 - Becoming- Michelle Obama

2. Approval of the minutes from the October 21st meeting and agenda additions (Approved)

3. PAC event updates

- **Hot Lunch** (Betty) - There are over 400 orders that the lunch team is coordinating in a short amount of time. This month there were labels on bags to facilitate easier sorting. There were some issues with vendors this month so pick up was delayed. Credit was issued to all parents who ordered milk as the milk was not delivered due to a family emergency. It is likely that larger vendors would have a contingency plan. An additional pizza will be ordered as a contingency to accommodate orders that are incorrect or missing. Thanks to Betty and the amazing lunch team.

- **Holiday Hampers** (Heather)- Together with our school counsellor and the Stan Hagen Centre’s “Adopt a Family” Program, PAC is coordinating hampers for local families for the upcoming holiday season. Each hamper comes with fresh food for Christmas dinner and gifts for all family members.
 - This has been and will this year be coordinated by Nancy Dragecivich (however, a coordinator will be needed for next year as this is her last year at EMJS).
 - PAC is looking for donations, which can be made through the [hot lunch website](#). To date, 33 families have donated for a total of \$700. Our goal is \$3000-\$3500. Some of these funds will continue to subsidize hot lunch for families in need throughout the school year.
 - Volunteers are needed: shoppers, wrappers and delivery crew. Please see [Sign Up genius](#) for opportunities to help!
 - In past years, we have tried to get children involved in gift giving in the community by collecting socks, toiletries etc. – gets a bit complicated and can be extra work for classroom teachers.
 - School will be setting up ways to donate to the Mustard Seed. Details to follow in the weekly update. May need some parent volunteers.

- **Purdy’s Chocolate fundraiser** (Britta)
 - To date, \$2800 chocolate has been purchased for a profit of \$745.
 - Last day to order is this Sunday, November 28th. Order [here](#).
 - Pick-up will be at the school on Tuesday, December 14th between 3 and 5pm.

- **Parent Education** (Heather)
 - Moms Against Racism (MAR) (Canada) talk has been rescheduled to Tuesday, January 18th at 7pm on Zoom. EMJS purchased a [diverse book basket](#) with a collection of ten books recommended by MAR.
 - PAC Exec looking at possibility of bringing in someone to speak about vaccines; however, speakers on this subject are in high demand. We’re looking for other options.
- **Emergency Supplies** (Tariq)
 - Worked last year with Ms. Swan, former VP, determined that an inventory and itemization of available emergency supplies is necessary.
 - This work will be slated for Spring when supplies in containers can be brought out and counted.
 - While previous supplies have included water and food with annual expiration dates, PAC is considering the purchase of supplies with longer shelf lives, such as water that lasts two years and food that last five years, to minimize frequent replacement.
 - Shipping container on EMJS property that houses emergency supplies that was broken has been fixed.
 - Tariq to follow up with Ms. Poirier

4. **Traffic Safety** (Heather)

- New crossing guard hired for the Fairfield & Irving intersection – he should be starting soon!
- Heather & James met with Ross Kenny and other staff from the City of Victoria on Nov 23.
 - Met at Fairfield and Irving during the morning drop off. City staff with list of traffic safety improvements to implement, which include:
 - installation of a pedestrian- controlled crossing over Spring break, more likely next Summer (2022) as sidewalk has to be open for one week.
 - new signage - school zone sign in cement median on Fairfield

- Other potential considerations include:
 - Improving the crosswalk at Fairfield and Richmond as Richmond is due to be paved (potentially pedestrian-controlled as well)
 - Making Chandler St. a one way street.
 - Painting a school zone sign on the road. However, this option would be costly to maintain.
 - Note- One suggestion from an EMJS student was to paint a rainbow pattern? This would require approval at upper levels and a plan to offer similar options for other schools in the District.
- EMJS parent Ali Berry has seen a huge increase in traffic on Warren Gardens due to restrictions on Richardson St. She has started a [neighbourhood group](#) to voice concerns to the City.

5. **Budget Update and Fundraising Plans** (Heather)

- Thanks to John McKenzie and Carolyn Wick (EMJS parent alumni) for assistance on budget
- Budget Overview and Planned Spending (appended).
 - Received \$9060 for gaming grant which is approximately \$20 per student
 - Passive Fundraising is working well.
 - Considering Walk-A-Thon in Spring but need a parent volunteer team to coordinate.
 - Another option is to ask parents for money (fundraising drive over a three-month period) if there is a concrete fundraising goal (eg. new play space).
 - PAC is exploring different options for how parents can contribute. Potential to change PAC webpage (currently hot lunch page) to include a donation option with tax receipt in return.
 - Munros book fair will run from Nov.23-28th.

6. **Teachers' Update** (Ashley Frketich)

- Fine Arts Committee fundraising via "Art Cards". Sample cards made by students have been sent out. So far there is an overwhelming response.
- School logo- staff agreed that it is something that should be changed. Step 1. Speaking with Indigenous education to support EMJS in designs.
- (Some parents have asked about school clothing, hopefully we can offer this at the start of next school year once a logo has been developed).

7. **Principal's & VP's Update** (James and Tiffany)

- Thank you to parents for attending PAC meeting
- Report Cards (Dec 10th) - New and emerging system of grading that points to overall goals for students. Uses language: "Emerging/ Developing/ Proficient/Extending" rather than letter grades. It is a better reflection of where the kids are at in their learning. Proficient is the goal.
- Stay tuned for more details on the virtual holiday concert.
- Playground: Administration has been speaking with facilities about options for play spaces or third play structure and is interested in hearing from parents and staff about how best to use the spaces available (i.e. what is needed and have a long-term vision). How best can we build not just a play structure, but use available space in the best way possible
- Covid exposure process
 - Some changes since April
 - When a student tests positive, VIHA calls when they are able to determine the period when the person was contagious and IF that is a concern to the school OR affects other students in the school.
 - Biggest change: for the most part, people who are double-vaxxed, only monitor for

symptoms, no need for isolation. Cases that are not deemed “contagious” are not communicated by VIHA to school.

- o Our communications are straight from VIHA.
- o We understand and support parents sharing information, but cannot be part of that sharing.
- o Last communication about exposures was November 5th.
- o Masks- Question from parent. Are the kids wearing masks? We do not force children to wear masks, but it is strongly encouraged. Administration communicates to students that it is our job to wear them, they are helpful in reducing the spread of germs, and that they should always have one available. Some families have opted out but most are wearing masks.
- o Friday Run Club a success.
- o Cricket still going, will wind down for holiday and resume in the Spring.
- o Field trips. Limited trips are happening where walking or bus transit is possible (\$300 for bus transit). Parent drivers are still not allowed. One of the grade 4/5 English teachers entered a SD61 draw for a field trip with [Eagle Wing tours & the RBC Museum](#) and won a spot for 75 students. The staff discussed who else should join this class and it was decided that the other grade 4/5 English classes would go. This was an amazing opportunity for the students. French Immersion and English teachers will be encouraged to enter the draw next year.
- o FSAs finished for the year; MDI ([Middle Years Development Instrument](#)) for grade 4s- not for marks. Not connected to the individual. Every two years. Social emotional well-being.
- Greg Churchill chess program- impressive learning platform. Chess sets purchased by PAC are all still complete, but could use a wash. Maggie offered to help – will connect with Tiffany.

8. New business and open Q&A

- Thank you to Cinzia for developing a new PAC website, which will be live soon!

Meeting adjourned at 8:05pm

Next meeting: January 27th, 2021 on Zoom - register [here](#)

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 & Instagram: @emjs_pac

EMJS PAC Facebook group: [EMJS PAC](#)

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

Budget Overview

Funds Available to Spend This Year:

- This Year's Gaming Grant: \$9060
- Last Year's Active Fundraising Proceeds: \$2277
- Additional Budget Surplus from last year: \$2995
- Prior years' savings to spend this year:
 - From Visual Arts Legacy Fund: \$1500 (specifically for art supplies)
 - From Bike Club Legacy Fund: \$1300 (for iRide & walk/wheel weeks)
 - From Emergency Supplies Fund: \$489
 - Other Contingency to be spent: \$9000

TOTAL: \$26621

Additional revenue from fundraising will support next year's programs

Fundraising Goal: \$12,000+

Budget Overview

Planned Spending

Ongoing Programs supported by PAC:

- Chess lessons (1-5) (\$4200)
- Science Venture Workshops (K-5) (\$1825)
- Camp Thunderbird subsidy for grade 5s (\$1500)
- Walk-and-wheel weeks (\$400)
- iRide cycling instruction (4-5) (\$900)
- Gardening (\$1000)
- Emergency Supplies (\$1500)
- Art Supplies to restock art room (\$1500)
- Music Supplies (\$500 + some class funds)
- Staff Appreciation Luncheon

TBD planned by teachers and funded by PAC:

- Class allotments:
 - Approx. \$150 per class (based on # students) for special projects plus approx. \$150 per class from gaming grant to subsidize field trips, transportation
- School wide (K-5) enrichment:
 - TBD Performers/presenters/assemblies (\$500)
 - TBD Physical enrichment (e.g. Ultimate, Yoga, Dance classes,...) (\$3000)
- Other TBD Initiatives
 - e.g. school jerseys, playground equip, etc. (\$1000)

Financial activity: Aug - Nov

- Gaming grant received: \$9060
- Thrifty's Smile Card: Final deposit received (\$30), program discontinued
- Monk school supplies: \$1500
- Cobs Dough Raiser: \$264
- Grade 5 hoodies: \$2300 collected, \$1900 spent on hoodies
- SD61 parent education grant: \$250

- Hot lunch
 - 415 students participating
 - \$9600 revenue for first 3 lunches
 - Approximately \$750 profit per lunch after expenses
 - Forecast of ~\$6700 for the year (9 lunches)

Expenses: Aug-Nov

- Lunches: \$2500 for suppliers & miscellaneous supplies
- Walk & Wheel Week: \$270
- Parent education: \$300
- Diverse Book Basket: \$125
- iRide deposit: \$300
- Class funds: \$973 (of \$3500)
- Field trips: \$444 (of \$3500)
- Art supplies: \$1000 (of \$1500)

EMJS PAC
Budget Tracking for Period Starting:

August 1, 2020

and Ending:
November 25, 2021

UNAUDITED

Per Books As of:
25-Nov-21

	Budget	Actual	Over (Under)	Year-end Forecast	Forecasted Over (Under)	
REVENUE/RECEIPTS						
0	Current year Fundraising Income (General Acct/non-gaming activities)					
1	Lunches	0.00	9,327.38	9,327.38	28,000.00	28,000.00
7	Grade 5 Committee (hoodies/events/legacy)	0.00	2,139.00	2,139.00	1,576.88	1,576.88
8	Parent Education	250.00	0.00	(250.00)	250.00	0.00
9	Other Fundraising (Clothing, Purdy's, Growing Smiles...)	0.00	47.49	47.49	47.49	47.49
10	Subtotal:	250.00	12,176.87	11,926.87	29,874.37	29,624.37
11	Current year Grants & Other Sources of Revenue					
12	** Kickback Programs (Thrifty's Smile Card)	0.00	33.50	33.50	33.50	33.50
13	Kickback Programs (Monk, Munro's, Cobs, Fairway, Finn&Izzy, BottleDepot)	0.00	1,775.99	1,775.99	0.00	0.00
14	* Gaming Event Proceeds (raffles)	0.00	0.00	0.00	0.00	0.00
15	* Gaming Grant	9000.00	9,060.00	60.00	9,060.00	60.00
18	Subtotal:	9,000.00	10,869.49	1,869.49	9,093.50	93.50
19	Total Revenue	9,250.00	23,046.36	13,796.36	38,967.87	29,717.87
20	Savings from previous years (planned spending)					
21	Fundraising from previous year (2020-21)	2448.55	2,277.00	(171.55)	2,277.00	(171.55)
22	Additional budget surplus at end of previous year (2019-20)	3098.83	2,995.00	(103.83)	2,995.00	(103.83)
23	** Planned VAC fund spending (for art supplies or legacy art project w/ artists)	1500.00	996.74	(503.26)	1,500.00	0.00
24	Planned Bike Club fund spending (for iRide, walk & wheel week)	1300.00	569.47	(730.53)	1,300.00	0.00
25	Planned emerg supplies fund spending (restocking first aid & lockdown kits)	489.00	0.00	(489.00)	489.00	0.00
26	CONTINGENCY TO BE SPENT (funds from previous years' surplus)	9000.00	0.00	(9,000.00)	9,000.00	0.00
29	Subtotal:	17,836.38	6,838.21	(10,998.17)	17,561.00	(275.38)
30	Total Funds Committed to Budget	27,086.38	29,884.57	2,798.19	56,528.87	29,442.49
31	EXPENSES/DISBURSEMENTS					
32	2020/21 School Initiatives Subsidized by PAC					
33	Ongoing Extracurricular Instruction and Cocurricular Enrichments					
34	~ Science Venture Workshops (K-5)	1825.00	0.00	(1,825.00)	1,825.00	0.00
35	* Camp Thunderbird or TBD gr5 expense (Gr 5)	1500.00	0.00	(1,500.00)	1,500.00	0.00
36	* Chess (Gr 1-5)	4200.00	0.00	(4,200.00)	4,200.00	0.00
37	~ TBD Extracurricular Presenters/Performers (K-5)	500.00	0.00	(500.00)	500.00	0.00
38	~ TBD Physical Enrichment (ultimate, dance, yoga, PISE, circus, karate...) (K-5)	3000.00	0.00	(3,000.00)	3,000.00	0.00
39	Art Supplies (K-5)	1500.00	996.74	(503.26)	1,500.00	0.00
40	Music Supplies (instruments, repair, school performance supplies) (K-5)	500.00	0.00	(500.00)	500.00	0.00
42	TOTAL Specialized Extracurricular Instruction	13,025.00	996.74	(12,028.26)	13,025.00	0.00
44	Class Allotments					
45	Class Funds for Projects (not gaming grant eligible)	3500.00	973.74	(2,526.26)	3,500.00	0.00
46	* Field Trips & Extracurricular Activities (gaming grant eligible)	3500.00	443.78	(3,056.22)	3,500.00	0.00
47	TOTAL Class Allotments	7,000.00	1,417.52	(5,582.48)	7,000.00	0.00
49	PAC Initiatives & Fundraising for 2020/21 Programs					
50	Community Building & Fundraising Expenses (Revenue Related)					
51	Lunches	0.00	4,648.21	4,648.21 #	21,000.00	21,000.00
57	~ Grade 5 Committee (hoodies/events/legacy)	0.00	1,951.85	1,951.85	1,951.85	1,951.85
58	Parent Education	250.00	429.04	179.04	300.00	50.00
59	Other Fundraising (Clothing, Purdy's, Growing Smiles...)	0.00	0.00	0.00	0.00	0.00
60	TOTAL Revenue Related	250.00	7,110.85	6,860.85	23,251.85	23,001.85
62	Other (Benefiting Staff & Parents - not gaming grant eligible)					
63	Staff Appreciation Luncheon & Gifts (not gaming grant eligible)	1,000.00	0.00	(1,000.00)	1,000.00	0.00
64	PAC Admin/Miscellaneous (website, office supplies, cheques/bank fees)	800.00	7.44	(792.56)	800.00	0.00
65	TOTAL Other	1,800.00	7.44	(1,792.56)	1,800.00	0.00
67	Special Projects					
68	~ Walk-and-wheel weeks	400.00	269.47	(130.53)	400.00	0.00
69	~ iRide cycling instruction (Gr 4/5)	900.00	300.00	(600.00)	900.00	0.00
70	~ Gardening	1,000.00	0.00	(1,000.00)	1,000.00	0.00
71	Emergency Supplies	1,500.00	0.00	(1,500.00)	1,500.00	0.00
73	~ TBD Other Projects (e.g. playground equipment, jerseys, books)	1,000.00	0.00	(1,000.00)	1,000.00	0.00
81	TOTAL Miscellaneous Projects	4,800.00	569.47	(4,230.53)	4,800.00	0.00
82	TOTAL Expenses	26,875.00	10,102.02	(16,772.98)	49,876.85	23,001.85
84	Anticipated Excess (or Shortfall)	211.38	19,782.55	19,571.17	6,652.02	6,440.64
85		Budget	Actual	Over (Under)	Forecast	Over (Under)
86	THE FOLLOWING SECTION HELPS FORECAST FUNDS FOR NEXT YEAR					
87	Breakdown: Net Fundraising Profits Generated (calculated, included above)					
88	(calculated) Proceeds from Lunches(lines 1-51)	0.00	4,679.17	4,679.17 #	7,000.00	7,000.00
93	(calculated) Proceeds from Hampers/Subsidized Lunches(lines 6-56)	0.00	581.25	581.25	0.00	0.00
94	(calculated) Proceeds from Grade 5 Committee (hoodies/events/legacy)(lines 7-57)	0.00	187.15	187.15	(374.97)	(374.97)
95	(calculated) Proceeds from Parent Education(lines 8-58)	0.00	(429.04)	(429.04)	(50.00)	(50.00)
96	(calculated) Proceeds from Other Fundraising (Clothing, Purdy's, Growing Smiles...) (lines 9-5)	0.00	47.49	47.49	47.49	47.49
97	Total Fundraising Profits to carry forward to General Funds next year	0.00	5,066.02	5,066.02	6,622.52	6,622.52