

# École Margaret Jenkins School

## Parent Advisory Council Annual General Meeting

Thursday, April 28, 2022 (7pm, Zoom)

In attendance: Heather Macdonald, Tariq Amlani, Betty Greer, Ashley Frketich, Heather Sanche, James Hansen, Britta Bentz, Maggie Black, Tonya Winton, Sarah Turnbull, Rosie Burn, Kevin Robbie, David Greer, Nick Judson

1. Welcome and introductions
2. Approval of the minutes from the Feb 24 meeting and agenda additions - Approved
3. Items requiring quorum:
  - PAC Executive nominations for 2022/23 and vote - Approved
    - i. Heather Macdonald - PAC President
    - ii. John MacKenzie - Treasurer
    - iii. Rosie Burn and Sarah Turnbull - Co-Secretaries
    - iv. Betty Greer, Britta Bentz, CJ, Maggie Black, Tariq Amiani, Heather Sanche - Members at large
  - PAC Financial report and budget vote - Approved (See Heather's Budget notes)
    - i. Weekly chess club is still happening
    - ii. Fundraising - \$12,359 for next year with more to come / Hot lunch \$7,000 will continue next year.
    - iii. PAC will review the budget next year in the early fall as walk-a-thon funds are not included and budget is a draft
4. PAC Event Updates
  - [Walk-a-Thon](#) - May 27 - signup to help [here](#)
    - i. Maggie Black is organizing. EMJS parent Owen Lett designed the poster, which is clear and lovely.
    - ii. Signup genius has been sent out to parents - can help with the event.
    - iii. Need to get a bubble machine or wands
    - iv. Looking to set up a speaker system - James?
    - v. K-Grade 2 will walk 30min in the morning with Stations and 3-5 Grades in the afternoon. Day of fun with Picnic after and school spirit.
  - Hot lunch
    - i. Betty Greer - no updates/ running smoothly / teachers it delivered earlier and perhaps brown bags for next year.
    - ii. New Guidelines - food pricing - price of milk has gone up and will need to

- touch in about price adjustments in the fall
  - Emergency supplies
    - i. Tariq - working with Mme. Small to replenish supplies using PAC funds. Changed to long term food storage, so should be good, will open bins and inventory of what is where/ will circle back in June.
  - School supplies
    - i. Taryn Scott has organized this with Monk Office - ordering will open on June 6.
  - Outdoor classroom/play space
    - i. Heather S , Trudy S and Swell.ca meet with Strawberry Vale for a tour and have a presentation ready to give to teachers to explore what teachers might like to see/ create for outdoor learning. Heather S. with Trudy S. and Swell.ca to circle back to Ashley F. and get teacher's input before the year ends. This is a long term project.
5. Proposed PAC Calendar for 2022/23 school year (see below)
6. Teachers' update (Ashley Frketich)
- Duffel Bag Theater, Live Pop-up bilingual Theater Performance coming up. Everyone is very excited, this is the first live performance in 2 years. It will be held outdoors for the entire school.
  - Field trip funds -
    - i. Next 2 months classes are scheduled for trips to the beach, Trafalgar park.
    - ii. Science Venture - UVIC Science event with several themes, is coming up on May 30th; this is a PAC sponsored event; thank you to the PAC.
    - iii. Thanks for coffee and treats, this is a real morale booster.
7. Administration's update - James:
- James is away in Calgary, he will be back next week.
  - Beginning to make student placements for next year's classes. The 2022-23 school year looks like it will have 21 divisions with 10 English and 11 French classes with grades 4 & 5 combined in a split.
    - i. If parents have input for next year now is the time, please do not ask for teachers, rather input about specific information about your child that will help with placement, example: Friendships, works well with projects ect.
  - Tonya Winton will be VP for one more year.
  - Growth Plan
    - i. This is a district program and looks to work with parents and teachers about what's most important/ school vision/ mission.

- Goals: Knowing Children /Diversity /Thriving Children ect,
- ii. Connects to the Grade 4 Satisfaction Evaluation Surveys on April 29th, will share the results next PAC meeting
  - iii. New 2022/23 School Schedule for entire School Dist. Based on the district wide survey, school day will be 10min longer, lunch will be 45min rather than 30min, with 25min supervised and 25min outside with learning over lunch ex: eating while teacher reads or a video in French.
  - iv. Budget Cuts - no extras. James is wondering how PAC can support Arts and Music, Library/ new computer lights/ workshops - performers / teachers.

8. Administration's update - Tonya Winton VP Report:

- Bottle Drive was great/ Raised \$1,500. Hera & Michelle worked hard organizing.
- English and French leadership is still separate, she is hoping to combine the two groups in June.
- Student-led conferences are next week. Teachers are choosing how they run then, some are open houses and others have specific time slots.
- New logo for school, meeting with Tirone Ellion an Indigenous Artist.
- I-ride and Ultimate are both happening this month.
- Teacher's are requesting smaller first aid packs as they are finding the kits are cumbersome on outings.
- Working on Grade 5 year end celebration with potential performance with Strings on 23 June: 1:00pm short performance followed by a small ceremony with 2 Adults per child in attendance with Outside drinks and cake after.
- Grade 5 Legacy Project is in Process. Considering triangles on the fence to continue like last year. She is open to ideas if others have suggestions or ideas.

9. New business and open Q & A

**Need to contact the PAC Exec? Email [Chair@emjspac.ca](mailto:Chair@emjspac.ca) or [Exec@emjspac.ca](mailto: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>**

# ÉMJS PAC: Proposed 2022/23 Calendar of Events

*Events with a \*\* beside them are TBD for next year.*

*Please confirm actual events and dates with [school calendar](#) or on the [PAC website](#)*

## [Proposed SD61 calendar for 2022/23](#)

### September:

- \*\*Welcome back-themed family BBQ held in conjunction with Meet the Teacher night
- PAC Exec Meeting, Thursday, September 15, 7pm
- PAC Meeting, September 22, 7pm – all parents welcome.

### October:

- Walk and Wheel to School Week, October 3-7
- Parent Education Night, Tuesday, October 4, 7pm (possible Zoom webinar)
- PAC Exec Meeting, Thursday, October 13, 7pm
- \*\*First Hot Lunch, Wednesday, October 12 - TBD
- PAC Meeting, Thursday, October 20, 7pm – all parents welcome.
- \*\*Pumpkin Parade – decorate a pumpkin like your favourite book for Halloween week (Oct 24-28).
- \*\*Fall Dance, Friday, October 28, 5-8pm – come in costume, and sign up online to help!
- **Gr 5 fundraiser:** grad hoodies (or combine with school clothing)

### November:

- Parent Education Night, Tuesday, November 2, 7pm (possible Zoom webinar)
- PAC Exec Meeting, Wednesday, November 10, 7pm
- \*\*Hot Lunch, Wednesday, November 9
- Library Fundraiser: Scholastic Book Fair or Munros
- PAC Meeting, Thursday, November 24, 7pm – all parents welcome.
- **Possible fundraiser:** School clothing or Purdys Chocolate

### December:

- \*\*Make Sale (student craft fair), Friday, December 2, 3-5pm
- PAC Exec Meeting, Thursday, December 8, 7pm
- \*\*Hot Lunch, Wednesday, December 14
- Holiday hampers & food drive
- Holiday gifts and cards for teachers, usually organized by class parents

### January:

- Parent Education Night, Tuesday, January 11, 7pm (possible Zoom webinar)
- \*\*Hot Lunch, Wednesday, January 11
- PAC Exec Meeting, Thursday, January 12, 7pm

- PAC Meeting, Thursday, January 26, 7pm – all parents welcome.

#### **February:**

- Parent Education Night, Tuesday, February 7, 7pm (possible Zoom webinar)
- Teacher & Staff Appreciation Luncheon (to coincide with Valentine's Day), Thurs, Feb 9
- PAC Exec Meeting, Thursday, February 9, 7pm
- \*\*Hot Lunch, Wednesday, February 8
- PAC Meeting, Thursday, February 23, 7pm – all parents welcome
  
- **Possible fundraiser:** West Coast Seeds

#### **March:**

- Parent Education Night, Tuesday, March 7, 7pm (possible Zoom webinar)
- \*\*Hot Lunch, Wednesday, March 8
- PAC Exec Meeting, Thursday, March 9, 7pm

#### **April:**

- \*\*Hot Lunch, Wednesday, April 12
- PAC Exec Meeting, Thursday, April 13, 7pm
- \*\*Walk & Wheel to School Week, April 24-28
- PAC AGM, Thursday, April 27, 7pm – all parents welcome
  
- **Possible fundraiser:** Growing Smiles plants

#### **May:**

- \*\*Hot Lunch, Wednesday, May 10
- PAC Exec Meeting, Thursday, May 11, 7pm
- **Walk-a-Thon** & Family Picnic, Friday, May 26
- PAC Meeting, Thursday, May 25, 7pm - all parents welcome

#### **June:**

- \*\*Hot Lunch, Wednesday, June 14
- \*\*Spring Fair, Friday, June 19, 5-8pm
- \*\*Grade 5 Recognition ceremony and celebration, TBD
- End-of-year gifts and cards for teachers, usually organized by class parents
  
- **Fundraiser:** Monk Office school supplies

# Proposed PAC Executive for 2022/23

- Chair: Heather Macdonald
- Treasurer: John MacKenzie (with help from Carolyn Wick)
- Co-secretaries: Rosie Burn & Sarah Turnbull
- Members-at-large:
  - Betty Greer – staff appreciation, hot lunch
  - Britta Bentz - passive fundraising
  - Tariq Amlani – emergency supplies
  - Maggie Black – Walk-A-Thon
  - Heather Sanche – outdoor classroom project
  - CJ Young

# 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

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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)



## Expenses: Aug-April

Item	Amount
Class funds	~\$2000 (of \$3500)
Field trips	~\$1000 (of \$3500)
Parent Education	\$350
Walk & Wheel Week	\$270 (of \$400)
Staff Appreciation & PAC expenses	\$857 (of \$1800)
Art supplies	\$1513 (of \$1500)
Music supplies	\$287 (of \$500)
Gardening	\$608 (of \$1000)
Dufflebag Theatre	\$500
Ultimate	\$3071 (of \$3000)
iRide	\$900
Chess	\$1430 (of \$4200)
Diverse Book Basket	\$125
<b>Total (as of April 22, 2022)</b>	<b>\$12,732 (of \$26,621)</b>

## Revenue: Aug-April (funds for next year)

Source of revenue	Amount
Thrifty's Smile Card (discontinued)	\$30
Monk Office School Supplies	\$1500
Cobs Dough Raiser	\$264
Purdys Chocolate Fundraiser	\$1100
Finn & Izzy	\$1015
Growing Smiles Fundraiser	~\$400
West Coast Seeds Fundraiser	~\$500
SD61 Parent Education Grant	\$250
Grade 5 Hoodies	\$300
Hot Lunch	~\$7000
<b>TOTAL</b>	<b>\$12,359*</b>

\*Walk-a-thon funds still to come – will mostly be allocated to outdoor classroom / play space