

# École Margaret Jenkins School

## Minutes for Parent Advisory Council Meeting Thursday, February 23, 2023 (7pm, Zoom)

Present by Zoom: Heather Macdonald, Heather Sanche, Betty Greer, Joe Day, James Hansen, Megan Harvey, Claire Helm, Leia Vik, Nicole Kapos, Britta Bentz, Maggie Black, Rosie Burn.

Regrets: Tonya Winton, Ashley Frketich, CJ Young, Tariq Amlani

Welcome, territorial acknowledgement and introductions.

Approval of the minutes from the January 24th meeting and agenda additions. Approved  
Agenda Approved.

### PAC Event / Project Updates

1. Staff appreciation (Betty)
  - Liz Woodward worked with Betty on staff appreciation. Liz will take over next year.
  - Betty's last staff appreciation went well
2. Hot lunch (Betty)
  - January went well except one G1 child was missed and didn't get any lunch.
  - Next time, lunch monitors can check with younger children to make sure everyone got a lunch.
  - Names on top of desk were very helpful with delivery and efficiency.
  - Next lunch is March 15th.
  - Option for donation on hot lunches was removed. Reasoning: based on number of kids we are subsidizing, we didn't need more money, so HM removed option to donate on last hot lunch. Claire noted that most families were donating in that way, although small amount. **To be discussed at next Exec meeting.**
3. Outdoor classroom project (Heather Sanche)
  - Heather S. needs feedback from James and other teachers on teachers' outdoor classroom wants (eg: do they want power and other specific needs for outdoor classroom). She needs their input to create vision board. Next staff meeting is March 9th - James will ask for staff to give feedback one last time.
  - HS asked possibility of having a round table of students to hear their thoughts - suggested two kids from each grade to include them in the decision process. **ACTION: Heather S and James will discuss best process for consultation with kids.**
  - Joe Day has a hand pump that he offered to donate to the outdoor classroom. It could be a good feature for the garden where the teachers have a bit more control over when it is used.
  - Heather S. attended a workshop by the Institute of Play on ideas for outdoor play spaces
4. Funding for school tech needs
  - Heather S gave 4 used MacBook Pros from Viatic to Ashley Frketich.
  - Ashley and M. Maddern are putting in a grant to the Canada Post Foundation to cover tech needs.
  - Possible contribution from Telus - **ACTION: Leia following up.**
5. Spring Fair (Leia)
  - June 9 - 5-8 pm. Community event with bouncy castles and other outdoor games.
    - a. Event leads: Leia and Claire - quote sent to Heather M needs Exec approval. Also need to book castles.
    - b. Need to get volunteers - so Leia and Claire reaching out to Monterey School, Oak Bay High and parents for volunteers. Not the same weekend as the Oak Bay Tea Party.

- c. Suggested to have a storyboard for the outdoor playground for fundraising, but some discussion since fair has been a purely community event, not a fundraising event.
  - d. James suggests having an adult near bouncy castles at all times with high school volunteers.
  - e. Discussion: Should we charge for admission or just by donation? Need to book bouncy castles now and can't predict now based on tickets - maybe just need one extra bouncy castle? How about EventBrite as a way of predicting numbers without payment? Last year, picnic and basics were fun. **Discussion to be continued at Exec PAC, but castles need to be booked asap.**
2. West Coast Seeds fundraiser (Heather M)
- Fundraiser for school garden. Seed packets were ordered online and 40% sales to PAC garden programs. Fundraiser has closed. Seeds should be here first or second week of March and then they will need to be sorted into orders. Volunteers may be needed to help with sorting.
7. Walk-a-thon (Heather M via Maggie)
- Walk-a-thon will be **Friday April 28<sup>th</sup>** and will run similar to last year. Raises \$\$ for outdoor classroom.
  - There is a parent DJ who has offered to participate during the walk-a-thon.
  - Event lead - Maggie: Planning to keep School Spirit prize at lowest tier and is thinking of a trucker hat instead of a t-shirt this year. Problem is trucker hats are more expensive - two options: keep trucker hat and raise lowest tier prize to \$45-50 or put trucker hats at 2nd tier (~\$80). Last year, 2nd tier prize was 2X\$5 gift certificates to Moss Street Market. Suggesting switching from Moss Street Market to 49 Below Ice Cream near Willow Street (option - 2X gift certificates for kids scoops). Will the hats fit all the kids? T-shirts would be a diff. Colour. Want to keep lower tier cost low - keep at \$40. Could replace Oak Bay rec passes with hat. **ACTION: Further discussion on details of prizes at next Pac Exec meeting.**
  - Kids will have a QR code that people can scan to learn about the outdoor classroom on their pledge sheets.
8. Grade 5 activities (Nicole Kapos)
- Bottle drive should be after spring break. March 10 6-8pm
  - hosted by Board Game Cafe - by donation - tables in gym.
  - fundraiser for G5 legacy project and if have extra will go to G5 grad.
  - need 3 more parent volunteers to set up tables and so on.
  - posters will go up in school. G5s already walking around with sandwich boards.

#### Budget update

- Spending is on par with budget.
- Next general meeting will be AGM, April 20<sup>th</sup> – will vote on draft budget for 2023/24
- HM and treasurer reviewed what was budgeted for this school year, but most spending happens in last couple of months of school year. Camp Thunderbird is booked. Gardening receipts will be coming in. Still some spending to go this year.
- Revenue and expenses - gaming grant \$9000 applied last spring. Funds this year will go to next year's budget. Hot lunches raised around \$15 000 this year. Dance raised \$2500. Passive fundraising has raised some. So far \$13 000 raised this year with \$9000 from gaming grant for next year - on par with this year. Parents can also donate on website and get a tax receipt for their donation. **ACTION: Find out how to access PAC funds from Jessica and also discuss how to share this option more with parents.**
- Walk-a-thon raised \$34,776 towards outdoor classroom.
- Next PAC Exec meeting is March 9 - discuss a budget line for families appreciating assistance, playground equipment as a line item, library books as a line item, and line items for special events. James said: part of school budget is allocated for art supplies, library and music and then PAC helps. **Also discussing a set percentage of walk-a-thon funds that could be used for**

### **staff special requests.**

- Special requests form has been sent to staff so requests can be discussed at final Exec meeting before AGM.
- **Possibly have a line item for open school requests, rather than classifying.**

### **Donating to PAC via School Cash Online**

- Link on PAC hotlunches website to SD61 site (once you login, navigate to the HOME tab, then PAC, then Support EMJS PAC)
- Can get a tax receipt - can donate directly to school or to PAC. If donate to PAC, money needs to be accessed through Jess at EMJS office. **Find out how to access funds and further discussion needed on how to share with parents.**

### **Open PAC Exec positions for 2023/24**

- AGM is on April 20<sup>th</sup>, exec positions needed next year- Chair/ Co Chair, website manager, secretary, treasurer - will be voted in at AGM.
- Supposed to have a representative at BC PAC meetings - needs to be discussed at next Exec meeting - who will do it next year?

### **BC Confederation of PACs**

- reported that more funds are available for custodial time - equivalent of 10 positions across the SD61 district. Not sure how it will be divided across the district. BCCPAC is advocating for a standard of practice of EAs and liaising on school district on that.

### **School supplies**

- EMJS uses Monk as a fundraiser. At Willows, to reduce waste, they have gone to a bulk ordering process, where parents pay a flat rate and then school orders the supplies and distributes them to the teachers.
- Logistical concerns in terms of ordering and sorting.
- James's thoughts - staff see some advantages. School board would have to check and make sure it matches all the equality protocols. Would fall entirely on office staff - that is the concern. Jess is willing to do it, but it is a lot of work - money saved but hours of office time lost.
- It would also mean PAC would lose fundraising funds. PAC might be able to find volunteers to support office admin staff. **Action: find out if work decreases each year.**

### **Administration's update:**

- Tanya sent her regrets. Both she and James send many thanks for coffee on first of month and staff appreciation day.
- Lunch monitors are doing a great job this year. This year, kids go out for 25 minutes and then come in and eat. In April, school will try eating first and then going outside.
- Bottle drive - May 13th - going forward for Grade 5 camps.
- Year-end celebration for G5 on June 28th.
- Basketball season wound up this year - many thanks to teachers and supporters. Great intramural season.
- Registrations will be similar for next year. School will know more in September.
- Kids using cellphones in school - expectation is that kids would not be using phones during the day but may have them to contact families after school. Phones should be kept away during day.
- Financing from PAC - there are always costs that the PAC helps with, but the school does have base funding. Computers is a different question - as computers have gotten older, all schools are looking at maintenance funding, especially for ipads. School will always ask for PAC help with computer maintenance. Music also needs PAC funding for instruments (?). Stage curtain replacement needs funding. Needs to be agreement between school and PAC on how PAC \$\$ are spent, but it is up to PAC finally where \$\$ is spent.
- Indigenous ed department and community update - making a native garden and tearing out non-native plants with support from Indigenous ed. Possible mural by a local person. How to have support of local first nations with making a new logo. There is a long a history between ed

department and local indigenous people, so we need to be very careful what we ask for and we need to go slowly in thoughtful consultation with local nations.

- Possibility of an interim logo until consultations are done right, just focusing on name of school without Puma. Also need to know cost of changing logo because there are a lot of puma's around the school that would need to be replaced. James will take to next staff meeting.

#### **Exec Transition and AGM:**

- Reviewing constitution to make it in line with BCCPAC guidelines. Will propose amendments before AGM.
- In practicality, nobody has had to campaign for PAC Exec positions. This year, plan to have nominations in by beginning for April for PAC Exec positions.
- Need at least 15 voting members (parents and guardians of EMJS children) to come to the AGM.
- Treasurer - two options to be discussed at PAC Exec. Need to confirm with John if he will continue to support Treasurer next year. Joe may be able to be a member at large for PAC Exec. Megan may take on job share in PAC Exec.
- Claire and Leia have volunteered to co-Chair PAC.

Meeting adjourned at 8:46 pm

Next meeting: AGM, April 20th, 2023 on Zoom or in-person (to be decided at PAC Exec meeting)

DRAFT

# Planned Spending 2022/23

Activity	Budget	Actual (rounded)
Class allotments (~\$160/class)	\$4000	\$1169
Chess lessons (all grades)	\$4000	\$1300
Field trips (\$150/class)	\$3500	\$1300
Ultimate lessons (all grades)	\$3000	\$500
Science Venture (all grades)	\$2000	(spring)
Camp Thunderbird (gr 5s)	\$1500	(spring)
Art supplies	\$1500	\$1198
HopOn Cycling Instruction (gr 4/5)	\$1200*	\$1200
Gardening / other special projects	\$1000	\$25
Staff appreciation	\$1200*	\$800
Playground equipment	\$1000*	\$1077
PAC Admin	\$800	\$83
Special performers/presentation TBD	\$500	
Music supplies	\$500	\$125
Walk & Wheel Weeks	\$400	\$323
Parent education	\$250	\$300
<b>TOTAL</b>	<b>\$26,350</b>	<b>\$9400</b>

# Revenue & expenses to date

For 2022/23	Amount	Expenses	Profit
Gaming grant	\$9,240	-----	\$9,240
Parent Education Grant	\$250	\$300	-\$50
Grade 5 Activities	\$2,520	\$2,209	\$311
For 2023/24 budget			
PAC Lunches (6/9)	\$23,809	\$14,365	\$9,444
Fall Dance	\$5,782	\$3,238	\$2,544
Passive fundraising (Soap Exchange, Mabel's Labels, Monk Office)*	\$1,271	-----	\$1,271
Spring Fair (June 9)			
<b>Total</b>	<b>\$30,862</b>	<b>\$17,603</b>	<b>\$13,259</b>

\* Does not include ~\$1000 from West Coast Seeds Fundraiser; also still waiting for \$ from Finn & Izzy & Fairway Market

# Other funds

- PAC Donations account
  - Held by the school for PAC activities
  - Current balance: \$2898
    - \$1000 earmarked for outdoor classroom project (donation from EMJS alum)
    - \$1898 from Finn & Izzy Give Back to School program
- Walk-a-thon funds
  - \$34,776
  - Most earmarked for outdoor classroom
  - PAC approved reallocating some funds (\$1700, 5%) towards expenses this year
    - Playground equipment (\$1000)
    - ↑ staff appreciation budget (from \$1000 to \$1200)
    - ↑ amount for HopOn course (from \$900 to \$1200)
    - \$200 to GoFundMe campaign for EMJS family
    - Could consider putting another 5% towards the school's tech request

# Budget considerations for next year

- Consider line items for:
  - Families appreciating assistance
  - Playground equipment
  - Library books
  - Special events
- Consider allocating a set percentage of Walk-a-Thon funds for special projects / funding requests during the year
- PAC funding request form sent to staff - can submit requests until April 3