

**Eagle Harbour Montessori**  
**PAC Meeting Minutes October 11, 2022**

**Attendees:** Vice-Principal Debbie Tobin,  
PAC Chair Andrea Hladik, PAC Treasurer Dennise Croes,  
Hot Lunch Coordinator Tricia Foley,  
PAC Secretary Aoife Cashman  
(Family representatives x 1 in person Laurel Silva, no attendees online)

**9:02 AM: Meeting Called to Order – Andrea Hladik**

- Approval of Previous Meeting's Minutes – **Moved by Andrea, Seconded by Tricia**
- Approval of Agenda – **Moved by Aoife, Seconded by Dennise**

**9:03 AM: Debbie Tobin (Vice Principal's Report)**

- Drums – the event had a big impact on students, they were very grateful to be a part of the project. Video and photos of the event will be presented to the SD45 (Board highlight event) on a date that is to be determined (was scheduled for October 18<sup>th</sup> but now rescheduled due to District elections).
- Teacher/Parent conferences are at about 100% attendance which is a great achievement and feedback has been positive. The school will continue to offer virtual options for families and offer an additional day for those families who cannot make the other two days. Staff are required to work late to accommodate families who are working late.
- Field trips:
  - Lower elementary – a bus has been booked for transport to the Granville Island Theatre on October 12<sup>th</sup>, 2022.
  - Upper elementary are going to the West Vancouver Library
  - Kindergartens will remain in school and will visit each classroom as they never get to explore the school without the other grades present.
- Construction – almost complete, school is warm, and work has been done to a high standard. There are some small punch list items yet to be completed such as holes however the project is progressing, and it is very close to being done.
- School Play – Pirate themed this year, work has started already. Forms were sent home last week.
- District Parking Assessment – October 12, 2022, Andrea, Debbie, and SD45 will be present. The WVPD may attend.
  - Step 1: walk through the assessment first and get a handle on the process, gather information and confirm the remit of the assessment project.
  - Step 2: make a list of requirements such as:
    - Re-painting areas – minimum request
    - Signage for school parking from Monday to Friday, 8am to 5pm.

- Increase parking
  - Speed issues
  - Flashing light sign for eastbound traffic
  - DPAC – each school will have a traffic and safety committee, will work with both sides, school and West Vancouver district
- Historical Halloween – in person for families and students aiming to be held in the gym. Hoping for it to be held on Monday October 31<sup>st</sup>. Trying to arrange with staff if all students can present on the same day.
- Pumpkin patch – normally the week before Historical Halloween, Debbie will ask Sharon if we can get our regular donation, but resources are stretched in terms of staff workload, considering how busy the past few weeks have been, so we will have to see if it can be done.
- Remembrance Day – November 10, 2022, in person ceremony @ 10:45am
- Fundraising Wishlist – will be presented at the next meeting, Debbie to ask staff at the next staff meeting what is on their wish list. As we are a small school, some of the events are more ad-hoc and fluid, for example we received a grant recently for \$800 to spend on gym equipment. We are currently fully stocked on Montessori tools.
- After School Coordinator role has been taken on by Carrie Siu, following Sharon Lee-Flynn's recent resignation.

#### **9:36 AM: Andrea Hladik (Chair's Report)**

- We need to start a general volunteer sign up sheet – keep a list going of those who are willing to help out from the beginning to end of the school year. Randeep to work with Andrea on the list of events that require volunteers. We can then refer to that list as events and needs arise.
- We need to move the monthly PAC meeting start time to 8:45am (rather than 9:00am) as there are so many items to fit in at each meeting.

#### **Fundraising**

- Scholastic Book Fair – November 22 – 24<sup>th</sup> 2022, needs 2 volunteers each day.
  - Book company (Scholastic) come in a set up large display of books in the school library
  - Families come in and purchase books
  - Andrea (School Librarian) will open it during the day so that parents coming for pick up can visit the fair with the students
- Kids market – Friday December 2<sup>nd</sup>, 2022
- Caulfield PAC – Andrea to email Nathan to connect with the other PAC at Caulfield. There are events (Healthy Bodies, Healthy Minds, Internet Safety) we can do together and save resources.

## List of Parent Ideas for PAC

- Short form list of PAC ideas for 2022-23:
  - RSS Feed Calendar subscription – set up so that families can automatically subscribe to a school calendar via link in newsletter and save it to their calendars for all school related events
  - Parking lot improvements
  - Email accounts for PAC to be established and used from here on in, passed from person to person so there is record of emails when we receive a PAC resignation.
  - Hand off guide for new PAC members and calendar of important dates for each role
  - Cultural night
  - BC Fruit and Veg program (Dennise to research what needs to happen to get this running and if it is feasible)
  - Volunteer club – create a club and arrange students to volunteer their time
  - School supplies – determine what is needed and how to fund that need.
  - Make your own lunch days
  - Changes/improvements to TCBY treat day
  - Welcome morning for new parents 2023-24
  - Hot lunch healthy options – explore more options
  - Breakfast with Santa fundraiser
  - Connecting with Caulfield and Gleneagles PAC to see if we can coordinate speakers and events and see if there are cost savings by coming together on certain things
  - Family Volunteer sign up sheet for all events in school year (as mentioned in opening above)
  - Outdoor Learning Area – determine the needs and how can we fund it
  - Explore all grant opportunities
  - Safety supplies update (Jenny McKenzie – Office Assistant, has gone through the school supplies and now has a list of items to be purchased. Parent volunteer Diane (Vivian’s mom) to check our stock to ensure we have all we need).

We will dive into each of the above in more detail over the term of this PAC.

### 9:56 AM: PAC Exec Reports

#### Treasurer’s Report (Dennise Croes)

- Chequing account
  - Purdy’s cheque from last year has bounced; needs to be reissued
  - Drum supplier cheque has been issued so money will be leaving our account soon
- Gaming Grant has been received and deposited

- We will aim to keep \$2k in hot lunch account and any surplus will be transferred to chequing account
- October 24<sup>th</sup> PAC Treasurers meeting is being held. Dennise to attend
- Reserve for iPads renewals - \$1k per annum to be transferred to PAC saving account (\$2k will be transferred, \$1k for 2021-22 and \$1k for 2022-23)
  - **Moved by Dennise and seconded by Andrea**
- Funds in Trust (held by district) are for Fine Arts, Technology and Library. Staff will spend from that fund and have access.
- Working on the handover document - creating a document which will outline all the areas the PAC Treasurer covers to pass on
- Budget 2022-23 – Dennise read out the significant items in terms of changes to prior years budget. Dennise made a motion to approve the 2022-23 PAC Budget
  - **Moved by Andrea and seconded by Aoife**
- BCCPAC subscription due \$75; Andrea to pay and submit to Dennise
- E-transfers – Debbie and Pam Legg checked with the SD45 – firm no e-transfers allowed. For munch-a-lunch, we currently allow some families to use e-transfer, and need to ask at the PAC Treasurers meeting if we are ok to continue to do that.
- Wine night – do we need a license for raffles if the event is held privately? Dennise to talk to Randeep to see if it is required for holding an event personally at her home, a license may only be required for school events on school property.
- Total Current Cash as at today's date: \$21,596.44 which can be broken down as follows:

<b>Bank Account</b>	<b>Total \$</b>
Chequing	14,138.05
Gaming	2,595.95
Hot Lunch	1,997.50
Funds held in trust SD45	2,864.94

#### **Hot Lunch Report (Tricia Foley)**

- Hot lunch starts tomorrow October 12<sup>th</sup>, 2022. Pam Legg is away, so Tricia will be here in person to handle vendor deliveries. So far, this term profited \$1,535, with \$6,600 generated revenue and costs of \$5,065. Wise Owl Montessori will order Friday pizza.
- Research for another Wednesday provider – perhaps look for another vendor like Subway.

#### **Fundraising (Randeep St. Jacques – not in attendance)**

- At the next PAC meeting we will discuss the following:
  - Kid Art cards
  - Wine night
  - Book fair
  - Kids Market
  - Purdy's chocolate

**10:18 AM: Meeting Adjourned – Andrea Hladik**