

Eagle Harbour Montessori
PAC Meeting Minutes January 10, 2023.

Attendees: Principal Nathan Blackburn (online), Vice-Principal Debbie Tobin,
PAC Chair Andrea Hladik, PAC Treasurer Dennise Croes,
Hot Lunch Coordinator Tricia Foley,
After School Programs Coordinators Sharon Lee-Flynn (online) and Carrie Siu (online),
PAC Secretary Aoife Cashman
(no class parents or family representatives attended either online or in person, and regrets
from Fundraising Coordinator Randeep St. Jacques who could not attend)

8:48 AM: Meeting Called to Order – Andrea Hladik

- Approval of Previous Meeting's Minutes – **Moved by Dennise Seconded by Aoife**
- Approval of Agenda – **Moved by Andrea, Seconded by Dennise**
- Additions to the agenda (none)

8:50 AM: Administrative Report

Nathan Blackburn – no update for this meeting

Debbie Tobin

- Thank you to everyone for last term. It was a very busy term but very enjoyable with lots of great events and happenings.
- The school play was outstanding. Snacks beforehand at PAC gathering was excellent and we should keep that going forward. Perhaps change the location so we can accommodate more people.
- Construction update – Our HVAC is up and running very well. Heating is working well. 3 more pieces left to install. CO2 monitors are going to be installed soon. By end of February the work will be fully completed. Two outstanding deficiencies but everything else has been taken care of.
- Pam Legg's resignation came in right after new year. It was difficult for the staff as she will be sorely missed however, we wish her the best in her new adventure.
- Saleema Noon Body Science Workshop– notifications have gone out a few times and will be top of this week's e-bulletin.
- Salmon eggs are arriving today, they will be hatched, and then let go after spring break in our own stream. Sharon is going to investigate the possibility of raising chickens.
- Upper EI's have been invited to Rockridge for science fair on 24th January 2023.
- Stream of Dreams on May 24th, 2023, supported by PAC funds \$1,500. Each student creates a fish, and it is added to our fence. It is a legacy piece and student created art, in the style of indigenous artist.
- Student led conferences in person on February 8th.

- Dreamrider Theatre – Zero Heroes are coming on February 16th and doing a piece about recycling. This event will be sponsored by the District.
- The School would like to have acrobatics in for a week. This would be facilitated by Circus West, and we will need PAC funds to make it happen.
- Classroom wish list typically happens this time of year. Teachers make a list and ask PAC for funds.
- We need to get 10 more iPads. Debbie to cost that out and come back to PAC Treasurer. The District have a special discount with Apple. The District will code them and image them to make suitable for our school to use, they have the apps loaded at no cost to the school. Previously 10 iPads cost our school \$5,500.
- School would like to do a BBQ on Bowen Island day trip, and for the Carnival this year it would be nice to have a salmon BBQ.
- We heard back from the District about the parking study and recommendations. The paint lines are on the School to do list. Some of the recommendations have been done already. The issues we had have improved somewhat. Cut back foliage etc.

9:15 AM: PAC Exec Reports

9:15 AM: Andrea Hladik (Chair's Report)

- **District Parent Education Meeting on November 23rd, 2022:**
 - Attendees from EHPAC were Andrea and Aoife
 - Discussion on how to collaborate more effectively within the district to share parent and student education opportunities (where schools bring in special speakers on specific topics). Main goal was to get aligned on what interested parents and then set up a format to share resources. (i.e., if 3 schools are planning on hosting Jesse Miller then better to host him one time at one school and pay one fee.)
 - Superintendent Kennedy and his team have put together a one pager that provides some topic suggestions for parent education which can be led by District Learning Team. It is largely based on popular topics that have been asked about in recent years. However, if there is another topic parents are interested in at the school, please reach out so we have revise and add to the list based on the district's internal expertise to support it. **(ATTACHMENT #1)**
 - The HOW was also discussed, and here were some suggestions:
 - Survey parents to get idea of what they are interested in (April)
 - Perhaps there is a district calendar of topics per month
 - Human Library: leverage parent community for experts in different fields (engagement and free)
 - If enough interest across district could use Kay Meek Venue
 - Incorporate into Monthly PAC Meetings (increase engagement)
- **Active Transportation Mini Grant Approved!**

- School should receive a cheque at some point for \$300 mini grant
- The Idea we submitted: EHMS Walk & Wheel to School Challenge during the week of May 15 - May 19 (city wide Annual Walk / Wheel to School Week)
- We will be encouraging parents and students to walk, ride, or wheel to school and each time they do kids will be entered in a draw to win prizes purchased through the grant. No purchase for tickets so no licence needed.
- We will encourage students to practice safe walking / riding to school and talk about road safety in class. Our prizes will be safety related as well: bike helmets, bike bells, reflectors. Last day we could do coffee and mini muffins for kids. Goal is 100 ticket entries.
- Veronique (Freddie's Mom) has graciously volunteered to coordinate the event and will be responsible for executing the event which entails communicating with school and parents prior to event, coordinating parent volunteers (if required), prize purchasing, and submitting the summary report.
- Two requests for our teachers please:
 1. Discuss Road Safety In Class during that week and notify Veronique of anything note worthy to include in summary report (maybe just a photo to document discussion)
 2. Potentially gather tickets each day at pick up and drop off and announce prizes (TBC by Veronique).

• **Best Practices & Hand Off Guide Update**

- PAC 101 Training. 2.5 hr Presentation on Nov 23, 2022. Attended by Andrea, Tricia and Aoife
- Best Practices: No longer necessary. Rationale: after completing the PAC 101 Presentation and sifting through all the available resources, there are too many caveats and moving parts to cover, and it seems to be redundant with existing resources (BCCPAC 101 Training Workshops and Treasurer Guidelines as well as the eventual Hand Off Guide we create.)
- Hand Off Guide WIP: Thank you Tricia for the extremely detailed overview of the Hot Lunch Role. Sharon and Randeep's overview WIP. Andrea to complete guide and present hopefully in May. Sharon and Randeep to send their portions by April 1st.

• **DEC DPAC Meeting Update**

- International Homestay in West Vancouver Needed: Please invite international student administrator to a PAC meeting to talk briefly about the international program, supports for host families, and its overall impact on the district and community. Homestays can apply anytime, sooner the better. Can have an address outside of West Vancouver. Host is compensated \$1,100/month per student.
- Michelle Metcalfe presented on Teaching Proficiency through Reading and Storytelling (TPRS). TPRS is a powerful and engaging second language

acquisition methodology that uses highly interactive, contextualized, personalized and compelling stories to develop authentic language acquisition.

- When do kids take French in our school? Grade 5.

- Guest Speaker #2 – Inglewood Corrine Kinnon, - 27 students with designation - Individualized approach to student learning - Students stay as long/short as then need/want - Flexible timetable and structuring - Intake can take as quick as 1 week - Lots of collaboration with community organization. Inglewood Alternative School Grade 9-12 (27 students) school in West Vancouver for kids who have unique challenges, trauma, school avoidance, addiction.
- School Board Trustee Invitation - when would we like to invite Lynne Block School Board Trustee to one of our PAC meetings. AH to discuss with Debbie. Need to go through Chris Kennedy Super Intendent for School Trustees to attend.
- DPAC looking at compiling a PAC resource list of items that could be loaned or rented to other PAC's. Ex. Bingo set, Lunar New Year decorations, Grade décor. Please email anything that you would be willing to share.

- **JAN DPAC Meeting Update**

- Blanket Exercise - EH was not able to attend
- In February District will be hosting a School Trustee Liaison meeting. The goal of this event is to host Principles, Parents, elect District Leadership Team Members, and Trustees in small groups to have a thoughtful discussion around important issues for the schools, district, and parent leaders. The date will be confirmed in the new year - so stay tuned.

- **Traffic and Safety Committee Update**

- North Shore Traffic and Safety DEC Meeting - Cindy Liu in the information gathering phase right now. Then it will move to analysis phase and her final report will be presented to WVD Council in Spring. Andrea will get a copy of the report as will the School District. The additional budget they are requesting is \$50k but that is for the whole District. They are looking to become more proactive and prioritise the budget to handle the issues that are more critical first.

- **PAC positions and Class Parents**

- Andrea to draft a document to aid a new Class Parent in what their role is all about (1 pager)
- Need a succession plan for Randeep as she will be resigning as Fundraising Coordinator at the end of this school year. Andrea will request nominations in the school e-bulletin. Andrea has also asked the PAC Executive to ask two parents each.

Treasurer's Report (Dennise Croes)

- Bank and cash overview (**ATTACHMENT #2**)
- Budget vs actual results to date (**ATTACHMENT #3**)
- Purchase card – Dennise worked with Shayle Duffield from SD45. Card is up and running and we have used it to settle two invoices thus far.
- Make sure we spend funds in the year we fundraise so the families fundraising can avail of their fundraising efforts for the current student. We will likely spend all in the current year.

Hot Lunch Report (Tricia Foley)

- The Hot Lunch bank account is showing such a large surplus as more invoices are to be paid soon.
- Sushi supplier invoice has been requested.
- We need to ensure invoices are raised to SD45 and paid via purchases card so we can avail of GST exemption.
- Tricia to look into a booster juice day. Perhaps swap out the treat day frozen yogurt to juice day. Treat days will happen until June.

After School Programming Report (Sharon Lee-Flynn)

- Quick update for Jan- Mar 2023 term
 - Monday Basketball Lab – going really well. We have 9 registered students.
 - Tuesday Chess – we have 12 students
 - Wednesday Art- Mania acting – we have 6 registered so far, and Mary will run it with that current registration.
 - For next term, would people prefer visual or dramatic arts, chess, saplings or basketball. Sharon to email Andrea the question for next term and we ask the families via WhatsApp community.
 - Caulfield have some great vendors we could look at

EH PAC Constitution and Bylaws update (Aoife Cashman)

- Our Constitution and Bylaws were created in 2013 and are required to be updated every five years. An update was done in 2018, and now again slightly ahead of schedule in 2022.
- The document has been reviewed and updated (will be available on our webpage). A track changes version in red type will be held to show what has been updated from the previous version. This will be held in our EHPAC records.

10:05 AM: Meeting Adjourned – Andrea Hladik

WEST VANCOUVER SCHOOLS - PAC EDUCATION

PAC Education Speaker Suggestions
Body Science in Elementary Schools – It's more than 'the Birds and the Bees'
Digital Literacy & Citizenship
District Programs and Academies
English Language Learning
Executive Functioning: Developing lifelong executive skills for success
Inclusive Education – Working together to Support Inclusivity, Diversity and Equity in our schools
Indigenous Education
International Education and Homestays
Physical Literacy
Post-Secondary Transition
Public Education funding – how are tax dollars allocated?
Pushing the envelope – Boundaries & Behavior in the elementary years
Resiliency
Self-Regulation & Executive Function on the Homefront
Sleep – Best Practices
SOGI 123
Stress and Anxiety
Supporting Literacy and Numeracy at home
Understanding Anxiety
Understanding Trauma
Vaping and Youth
Work Experience and Apprenticeship Programs

See something your PAC is interested in? Contact Tricia Buckley at tbuckley@wvschools.ca and she can connect you with a speaker.

Eagle Harbour Montessori School
CASH IN BANK CHECK
2022 - 23 school year

SUMMARY	Month	Funds held					Total	
		Chequing	Gaming	Hot lunch	Savings	in Trust		
Opening balance		5,616.20	716.95	10,321.79	-	3,338.73	19,993.67	September 1st, 2022
Cash movement	September 9	8,521.85	1,879.00	-8,324.29	-	-	2,076.56	
Cash movement	October 10	5,714.89	77.50	7,026.58	2,002.30	-	3,236.49	
Cash movement	November 11	382.77	501.25	1,010.60	3.97	-	896.09	
Cash movement	December 12	376.19	2.50	767.19	4.35	-	1,145.23	
Cash movement	January 1	-	-	-	-	-	-	
Cash movement	February 2	-	-	-	-	-	-	
Cash movement	March 3	-	-	-	-	-	-	
Cash movement	April 4	-	-	-	-	-	-	
Cash movement	May 5	-	-	-	-	-	-	
Cash movement	June 6	-	-	-	-	-	-	
Closing balance		9,182.12	2,014.70	10,801.87	2,010.62	3,338.73	27,348.04	

PER MONTH	Month	Funds held					Total	
		Chequing	Gaming	Hot lunch	Savings	in Trust		
At the end of each month you can check to make sure your closing balance is correct								
Closing balance per wookbook	September	14,138.05	2,595.95	1,997.50	-	3,338.73	22,070.23	formulated from above
Closing balance per BMO bank ac	September	14,138.05	2,595.95	1,997.50	-	3,338.73	22,070.23	This is typed in from your BMO app
Difference should be \$0 nil	September	-	-	-	-	-	-	should all be \$0
Closing balance per wookbook	October	8,423.16	2,518.45	9,024.08	2,002.30	3,338.73	25,306.72	
Closing balance per BMO bank ac	October	8,423.16	2,518.45	9,024.08	2,002.30	3,338.73	25,306.72	
Difference should be \$0 nil	October	-	-	-	-	-	-	
Closing balance per wookbook	November	8,805.93	2,017.20	10,034.68	2,006.27	3,338.73	26,202.81	
Closing balance per BMO bank ac	November	8,805.93	2,017.20	10,034.68	2,006.27	3,338.73	26,202.81	
Difference should be \$0 nil	November	-	0.00	-	-	-	0.00	
Closing balance per wookbook	December	9,182.12	2,014.70	10,801.87	2,010.62	3,338.73	27,348.04	
Closing balance per BMO bank ac	December	9,182.12	2,014.70	10,801.87	2,010.62	3,338.73	27,348.04	
Difference should be \$0 nil	December	-	0.00	-	-	-	0.00	
Closing balance per wookbook	January	9,182.12	2,014.70	10,801.87	2,010.62	3,338.73	27,348.04	
Closing balance per BMO bank ac	January	-	-	-	-	-	-	
Difference should be \$0 nil	January	9,182.12	2,014.70	10,801.87	2,010.62	3,338.73	27,348.04	
Closing balance per wookbook	February	9,182.12	2,014.70	10,801.87	2,010.62	3,338.73	27,348.04	
Closing balance per BMO bank ac	February	-	-	-	-	-	-	
Difference should be \$0 nil	February	9,182.12	2,014.70	10,801.87	2,010.62	3,338.73	27,348.04	
Closing balance per wookbook	March	9,182.12	2,014.70	10,801.87	2,010.62	3,338.73	27,348.04	
Closing balance per BMO bank ac	March	-	-	-	-	-	-	
Difference should be \$0 nil	March	9,182.12	2,014.70	10,801.87	2,010.62	3,338.73	27,348.04	
Closing balance per wookbook	April	9,182.12	2,014.70	10,801.87	2,010.62	3,338.73	27,348.04	
Closing balance per BMO bank ac	April	-	-	-	-	-	-	
Difference should be \$0 nil	April	9,182.12	2,014.70	10,801.87	2,010.62	3,338.73	27,348.04	
Closing balance per wookbook	May	9,182.12	2,014.70	10,801.87	2,010.62	3,338.73	27,348.04	
Closing balance per BMO bank ac	May	-	-	-	-	-	-	
Difference should be \$0 nil	May	9,182.12	2,014.70	10,801.87	2,010.62	3,338.73	27,348.04	
Closing balance per wookbook	June	9,182.12	2,014.70	10,801.87	2,010.62	3,338.73	27,348.04	
Closing balance per BMO bank ac	June	-	-	-	-	-	-	
Difference should be \$0 nil	June	9,182.12	2,014.70	10,801.87	2,010.62	3,338.73	27,348.04	

