

Eagle Harbour Montessori
PAC Meeting Minutes April 11, 2023.

Attendees: Principal Nathan Blackburn, Vice-Principal Debbie Tobin,
PAC Chair Andrea Hladik, Hot Lunch Coordinator Tricia Foley,
After School Programs Coordinators Sharon Lee-Flynn (online),
PAC Treasurer Dennise Croes
PAC Secretary Aoife Cashman
Fundraising Coordinator Randeep St. Jacques
Parents Rosemarie Gromer, Veronique Turner, attended in person.

8:51 AM: Meeting Called to Order – Andrea Hladik

- Land Acknowledgment
 - *I acknowledge and am thankful to live, learn, and work on the territory of the Coast Salish people, specifically the Skwxwú7mesh (Squamish) Nation, whose territory West Vancouver Schools resides.*
- 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)

8:52 AM: Administrative Report

Nathan Blackburn

- Starting to think about next year. Some changes to school calendar 2023-2024 dates which will be shared in May 2023. The 2023-2024 school year has 180 days teaching with the same number of minutes required for each year.
- No news on staffing. Enrollment is projected to be only marginally higher for the coming school year.

Debbie Tobin

- Some dates coming up which will affect hot lunch.
 - Sports Day - May 18th
 - Summer Carnival - June 15th (bouncy castle, popcorn and cotton candy, Jenny ordering from a company in Coquitlam). Gaming grant balance remaining \$1,600 which can be used to help wonderful school event.
 - Bowen Island field trip - June 22nd
- Salmon hatchery field trip on April 24, 2023
- Stream of Dreams on May 24th. We had to pay a minimum of \$1,500 so we have enough for the PAC to come and decorate a fish also and be part of the school community project.
- Thank you to the garden committee for such wonderful work. Planters have been moved and so many other changes made.

- Each school is required to have a FFESL [Framework For Enhancing Student Learning], we established our goal at the beginning of the year, this is available on the website now.
- Construction update – completed now.
- If the PAC can have funds set aside for the Library approx. \$500, Andrea our Librarian will use the funds to replace some well loved books and some books that is out of date. Andrea will submit a receipt to PAC.
- We need to get 10 more iPads or tablets for the coming school year. The District have a special discount with Apple. Debbie to work with Andrea to cost out the difference between iPad and tablets. 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 (\$6,000 to be included in the budget 2023-2024).

9:07 AM: PAC Exec Reports

9:07 AM: Andrea Hladik (Chair's Report)

- Heads up: the next PAC meeting will be our AGM (May 9th). According to our B&C the business of the Annual General Meeting shall be to:
 - I. Receive from the PAC Executive a report of its activities during the school year (Andrea to prepare)
 - II. Receive and adopt from the Treasurer a report of income and expenditures during the current school year (Dennise)
 - III. Receive and adopt a proposed budget for operating expenses for the PAC for the ensuing school year (Dennise)
 - IV. Ratify policies; (all)
 - V. Establish the proposed priorities of the PAC for the coming year; (all)
 - VI. Receive reports from Members; (all)
 - VII. Elect the PAC Executive for the next school year; (Melissa for Fundraising Chair, Tara for Treasurer, Elect Secretary)
 - VIII. Transact such other business as may require the attention of the Members;
 - IX. In the event of the election of a new Chair and Treasurer, articles III, IV and V may be moved to the first Regular General Meeting held after the Annual General Meeting.
- Active Transportation Grant for \$300 awarded to EHMS – Walk & Wheel to School Challenge is being led by parent volunteer Veronique Turner.
 - Hub cycling is a not for profit that promotes biking and wheeling. They have some free resources to use for the walk or wheel to school week.
 - Week of the challenge will be held from May 29 – June 2, 2023.
 - Encourage anyone we can to bike or walk to school that week. Can do a drive to 5 (drive most of the way if walking or biking is not feasible, and then walk or ride the final 5 minutes).

- We will try to get the teachers involved to speak to the students in each classroom about road safety and walking or riding to school.
- We will use the grant funds to purchase prizes which are safety related such as bike helmets etc. Students' who do walk or ride to school will have their names go into a prize draw.
- Veronique will report on our grant spend and how effective the campaign is.
- PAC Hand-off guide
 - Andrea has finalised the Parent Advisory Council Handbook.
 - Document will be kept on the Google drive.
- DPAC: Mar Meeting Update
 - Tips of the Month - Succession Planning - Speak to the staff about who have someone in mind - Approach parents who always volunteer - Keep parents engaged by inviting them to PAC meeting - Plan overlap time for transition - Look at the Bylaw about the election of executives.
 - On April 24th at the Kay Meek, we will be hosting an in-person event focusing on the mental health of students. Tickets will be live on March 27th after Spring Break. More information in ebulletin.
- DPAC: April Meeting Update
 - May 24th Parent Education Meeting (Follow Up)
 - Tip of the Month: Website Updates (Debbie to maintain, update C&B link)
 - Presentation on Iran conflict
 - Presentation on Digital Citizenship and Literacy, Andrea to schedule for June PAC meeting.
- Traffic & Safety Update
 - Next North Shore Safety Council Meeting April 13th
 - Gleneagles did a safety blitz recently, well received.
 - Andrea will be handing off this role for next year. Lots of ideas and resources available to us.
- Parent Ideas List
 - Stream of Dreams
 - Can we paint the sport pad now that the car park is freshly painted? (from a school parent)
 - BC Fruit and Vegetable Grant (Dennise). Dennise has filled out the application form and sent it from the PAC email. We are on the list for next year. We should receive notification in May. The next step is the application goes to Debbie and/or Nathan for final approval. The school will receive fresh fruit at the school. Thank you, Dennise, for applying.

Fundraising Report (Randeep)

- ⊖ Silent Auction will be held April 19th, 2023, starting at 6:30pm
 - ⊖ Need a volunteer for the gaming licence application for the silent auction (Aoife to complete)

- ⊖ Tickets will be \$35 each, or two tickets for \$60. The ticket will buy a meal and a drink. We have approx. 40 confirmed donations. We need to send out another reminder in the e-bulletin for more donations.
- ⊖ The estimated funds raised will be approx. \$4k.
- ⊖ Randeep will use her personal email for e-transfer tickets and auction funds and then will write a cheque for the school.
- ⊖ Purdy's Easter fundraiser raised \$207.
- ⊖ Chipotle fundraiser raised \$114.
- ⊖ No more fundraising except the treat day from now until the end of the school year.
 - ⊖ May treat day will be pancake rather than TCBY.
- ⊖ Melissa will take over the Fundraising Coordinator for next year with support from Randeep. For our meeting in May, we will need a Fundraising Plan for 2023-2024 school year.

Treasurer's Report (Dennise Croes)

- Bank and cash overview (**ATTACHMENT #1**)
- Budget vs actual results to date (**ATTACHMENT #2**)

Hot Lunch Report (Tricia Foley)

- The Hot Lunch invoices are mostly up to date. One cheque waiting for signature for \$1,400 in the school office.
- Profit is estimated at \$4,820 for the school year, exceeding budget.
- Looking into new vendors for next year. Well Fed might be a good option along with booster juice.

After School's Program Report (Sharon Lee-Flynn)

- Registration numbers for this term are as follows.
 - Monday Basketball – 10 students
 - Tuesday Chess – 15 students
 - Wednesday Acting – 6 students

09:59 AM: Meeting Adjourned – Andrea Hladik

ATTACHMENT #1

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

SUMMARY	Month		Chequing	Gaming	Hot lunch	Savings	Funds held in Trust	Total
Opening balance			5,616.20	716.95	10,321.79	-	3,338.73	19,993.67
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	1,123.80	-	2.50	4,025.11	4.35	5,150.76
Cash movement	February	2	40.12	-	370.00	1,243.26	3.94	837.08
Cash movement	March	3	90.60	-	2.50	2,863.92	4.37	2,771.45
Cash movement	April	4	-	-	-	-	-	-
Cash movement	May	5	-	-	-	-	-	-
Cash movement	June	6	-	-	-	-	-	-
Closing balance			10,356.40	1,639.70	13,206.32	2,023.28	3,338.73	30,564.43

PER MONTH	Month	Chequing	Gaming	Hot lunch	Savings	Funds held in Trust	Total
At the end of each month you can check to make sure your closing balance is correct							
Closing balance per workbook	September	14,138.05	2,595.95	1,997.50	-	3,338.73	22,070.23
Closing balance per BMO bank ac	September	14,138.05	2,595.95	1,997.50	-	3,338.73	22,070.23
Difference should be \$0 nil	September	-	-	-	-	-	-
Closing balance per workbook	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 workbook	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 workbook	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 workbook	January	10,305.92	2,012.20	14,826.98	2,014.97	3,338.73	32,498.80
Closing balance per BMO bank ac	January	10,305.92	2,012.20	14,826.98	2,014.97	3,338.73	32,498.80
Difference should be \$0 nil	January	0.00	-	0.00	-	0.00	0.00
Closing balance per workbook	February	10,265.80	1,642.20	16,070.24	2,018.91	3,338.73	33,335.88
Closing balance per BMO bank ac	February	10265.8	1642.2	16070.24	2018.91	3338.73	33,335.88
Difference should be \$0 nil	Februarv	0.00	-	0.00	-	0.00	0.00

ATTACHMENT #2

Eagle Harbour Montessori School - PAC Budget vs Actual for 2022-2023 School Year

Revenue	Budget	Actual total	Sept	Oct	Nov	Dec	Jan	Feb	Mar	A
Gaming Funds	2,000.00	2,000.00	2,000.00							
Other Grants and Income	130.00	452.16		2.30	132.85	4.35	304.35	3.94	4.37	
Annual Fundraiser (pub night, etc)	5,500.00	1,500.00			1,500.00					
Cheque Writing Campaign	1,000.00	- .00								
Hot Lunch Program	3,700.00	11,229.23	18.00	7,029.08	1,010.60	767.19	4,025.11	1,243.26	- 2,864.01	
Art Cards	350.00	269.39			269.39					
Family Photos	720.00	- .00								
Kid's Holiday Market	1,000.00	510.40				550.36	- 39.96			
Chipotle	100.00	129.90	129.90							
Blaze	100.00	370.00	100.00			130.00		140.00		
Purdy's	1,000.00	1,289.66					1,289.66			
Treat Days	800.00	481.70			484.50	- 275.50	335.35	- 13.25	- 49.40	
Total	16,400.00	18,232.44	2,247.90	7,031.38	3,397.34	1,176.40	5,914.51	1,373.95	- 2,909.04	
Expenses										
In Residence Programs/Fine Arts Experiences	3,000.00	3,951.00	118.50	3,465.00				367.50		
Field Trips/Bus Transport	2,000.00	498.75			498.75					
Teacher Classroom Supplies	2,000.00	2,000.00			2,000.00					
Classroom Materials	1,000.00	- .00								
Classroom Books	1,000.00	- .00								
Technology & STEAM (inc Garden)	2,500.00	- .00								
Guest Speakers	1,000.00	761.25					761.25			
Charitable and Philanthropic	500.00	- .00								
Environmental Fund	200.00	- .00								
Cultural Dinner	1,500.00	- .00								
Teacher & Staff Appreciation Week/Day	350.00	- .00								
Sports Day	100.00	- .00								
Holiday Concert	100.00	28.67				28.67				
Welcome Back Coffee	100.00	35.84	35.84							
Winter & Year End Gifts	500.00	- .00								
EH PAC Supplies	50.00	26.87						26.87		
Bank Fees	50.00	34.50	17.00	5.00	2.50	2.50	2.50	2.50	2.50	
Other PAC Operating Expenses	100.00	96.14		96.14						
Emergency & Safety Supplies	350.00	228.75		228.75						
Total	16,400.00	7,661.77	171.34	3,794.89	2,501.25	31.17	763.75	396.87	2.50	