

Eagle Harbour Montessori
PAC Meeting Minutes May 9, 2023,
AGM.

Attendees: Principal Nathan Blackburn, Vice-Principal Debbie Tobin,
PAC Chair Andrea Hladik, Hot Lunch Coordinator Tricia Foley (online),
After School Programs Coordinators Sharon Lee-Flynn (online) and incoming Carrie Siu,
Outgoing PAC Treasurer Dennise Croes and incoming Tara Niemetz
Outgoing PAC Secretary Aoife Cashman and incoming PAC Secretary Fraser Snelgrove
Fundraising Coordinator Randeep St. Jacques (online), regrets from Melissa (incoming
Fundraising Coordinator
Parents Rosemarie Gromer, Eduardo & Claudia Colotla, Chrissy Okawara attended in person,
Katy Brier (online).

8:49 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 Chrissy**
- Approval of Agenda – **Moved by Dennise, Seconded by Aoife**
- Additions to the agenda (none)

8:50 AM: Andrea Hladik (Chair's Report)

AGM Meeting:

- According to our Bylaws and Constitution 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.*
 - II. Receive and adopt from the Treasurer a report of income and expenditures during the current school year.*
 - III. Receive and adopt a proposed budget for operating expenses for the PAC for the ensuing school year.*
 - IV. Ratify policies.*
 - V. Establish the proposed priorities of the PAC for the coming year.*
 - VI. Receive reports from Members; (all)*
 - VII. Elect the PAC Executive for the next school year.*
 - 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.*

I. Receive from the PAC Executive a report of its activities during the 2022/23 school year:

Goals of the PAC are to support the school and enhance student and parent experience. Two ways to do that are by 1. giving the school additional resources and 2. building community among students, parents, and staff.

Highlights:

- Exceeded fundraising goal by over \$4000 and counting!
 - Thank you, Tricia, for exceptional results on Hot Lunch Program!
 - Took advantage of more grants (CGG + Active Transportation + next year BC Fruit & Veg) Goal \$130 Actual \$450.
- Legacy Projects \$10,700
 - 30 drums \$3500
 - 10 iPads \$5700
 - Stream of Dreams \$1500
- Student Ed \$1600
 - Field Trip Transp.
 - Return of Body Science!
 - Valentine's Dance Party
- Staff Appreciation and Support \$3,350
 - Classroom Supplies \$2K
 - Library Support \$1000 (incl Book Fair)
 - Staff Gifts and Lunch \$800
- Building Community:
 - Student Lunches (\$1600)
 - Parent Refreshments (\$165)
 - Walk & Wheel Challenge (Mini Grant)
 - Two Fundraisers Wine Night & Silent Auction
- Other Expenses:
 - Emergency Supplies
- Handbook and Hand Off Guides

II. Receive and adopt from the Treasurer a report of income and expenditures during the current school year (Dennise)

- **Total Expenses to Date \$7,664.27**
- **Forecast of Expenses \$10,579.82**
 - DEC Holiday Gifts (\$405.88)

- JAN PAM GC (\$50)
- APRIL Andrea Library (\$500)
- MAY iPads \$5763.94
- MAY Stream of Dreams (\$1500)
- MAY Sports Day (\$400)
- MAY Staff Appreciation Lunch (\$200)
- JUNE Bowen Island BBQ (\$500)
- JUNE PAC Meeting Refreshments (\$100)
- JUNE EOY Gifts (\$200)
- JUNE (\$2000 = Gaming Grant \$1640 + Chequing \$360 Top Up)
- JUNE PAC Thank You Gifts (\$300)
- **TOTAL \$18,244.09 (less iPads \$12,480.15 for operating expenses)**

III. Receive and adopt a proposed budget for operating expenses for the PAC for the ensuing school year (Dennise)

ATTACHMENT #3

IV. Ratify policies; (all)

No policies to ratify. C&B updated as of Jan. Good for 5 years.

V. Establish the proposed priorities of the PAC for the coming year; (all)

2023/2024 Goals:

- Parent Ed: for next year are to add in some parent education at PAC meetings, move through PAC meetings faster so we can have guest speakers.
- Select a Legacy Project - open discussion.

VI. Receive reports from Members; (all)

9:10 AM: Administrative Report

Nathan Blackburn

- Some changes to school calendar 2023-2024 which has 180 days teaching with the same number of minutes required for each year. Draft School Calendar 2023-2024 presented to PAC today and on May 23rd it will be presented to staff and then posted online.

Debbie Tobin

- Welcome to Kindergarten event this coming Thursday May 11th.
- Salmon releases this week.
- Sports day May 18th – proposed to have parent concession stand, if anyone wants to volunteer, please email Debbie.

- May 24 – Stream of Dreams art project is happening.
- Terry Fox June 1st
- Bridge Fest June 2nd & 3rd – school is participating.
- 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 field trip June 22nd
- Thank you for the iPads, ordered and only took 2 weeks to arrive.
- Thank you to Peter for rolling out a soundscapes project which will be unveiled soon.
- Work order has been submitted to repaint the basketball court.
- School supplies, minimum will be ordered for the end of June.

Treasurer's Report (Dennise Croes)

- Read out the line items in the proposed budget 2023-2024 (**ATTACHMENT #3**)
 - One edit - Classroom supplies to be moved into transport for field trips in the next school year.
 - Moved by Aoife, Seconded by Chrissy**
- Bank and cash overview (**ATTACHMENT #1**)
- Budget vs actual results to date (**ATTACHMENT #2**)
- Trust Account discussion – around the split of the general vs technology. Ask Shayle to reduce the tech trust fund and input funds into the general – propose a motion to use the tech fund for this year's iPad purchase and propose to use the final fiscal surplus to replenish the general fund.
 - Motioned Andrea, Moved by Dennise, Seconded by Fraser**

Hot Lunch Report (Tricia Foley)

- Reviewed the munch a lunch account and activity.
- Sales \$20,622, profit at \$4,999, credit of \$500 after cancellation of lunch which can be used for carnival day.
- Goal for next year would be \$5,500 in profit.
- District is putting a list together of vendors which will be shared. Delivery can be difficult to arrange given our location and the size of our order.
- The Little Kitchen Academy are offering to sponsor our PAC, they will provide a link which will donate \$10 when each family register for a class with The Little Kitchen Academy. We will need to include in the newsletter.

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

- Vendors donated an item each for our silent auction.
- Hand off guide has been completed and sent to Carrie for next year.

Garden Committee (Chrissy Okawara)

- Budget for next year is \$500.
- Summer watering sign up will be circulated.

VII. Elect the PAC Executive for the next school year.

PAC Executive Role	2022/2023 school year	2023/2024 school year (no opposition to the elected members)
Chair	Andrea	Andrea
Treasurer	Dennise	Tara
Secretary	Aoife	Fraser
Fundraising Coordinator	Randeep	Melissa and Aoife
Hot Lunch Coordinator	Tricia	Tricia
After School Program Coordinator	Sharon	Carrie
DPAC Representative	Andrea	Megan
Traffic and Safety Committee	Andrea	(open)
Garden Committee	Chrissy	Chrissy

VIII. Transact such other business as may require the attention of the Members.

Walk & Wheel to School Challenge May 29 - June 2, 2023 (Veronique)

DPAC: May Meeting Update

- May 24th Parent Education Meeting (Follow Up)
- Overview of Student Reporting Presentation
- Presented our Handoff Guide

Parent Ideas List

- BC Fruit and Vegetable Grant (Dennise)
- Fraser mentioned repainting the sport pad
- Presentation on Digital Citizenship and Literacy JUNE PAC!

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.

No need to move articles III, IV and V to the next meeting.

10.05 AM: Meeting Adjourned – Andrea Hladik

**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	3,756.94	- 2.50	- 1,615.84	4.24	-	2,142.84
Cash movement	May	5	-	-	-	-	-	-
Cash movement	June	6	-	-	-	-	-	-
Closing balance			14,113.34	1,637.20	11,590.48	2,027.52	3,338.73	32,707.27
PER MONTH	Month		Chequing	Gaming	Hot lunch	Savings	Funds held in Trust	Total
<i>At the end of each month you can check to make sure your closing balance is correct</i>								
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	-	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	February		0.00	- 0.00	0.00	- 0.00	-	0.00
Closing balance per workbook	March		10,356.40	1,639.70	13,206.32	2,023.28	3,338.73	30,564.43
Closing balance per BMO bank ac	March		10356.4	1639.7	13206.32	2023.28	3338.73	30,564.43
Difference should be \$0 nil	March		0.00	- 0.00	0.00	- 0.00	-	0.00
Closing balance per workbook	April		14,113.34	1,637.20	11,590.48	2,027.52	3,338.73	32,707.27
Closing balance per BMO bank ac	April		14113.34	1637.2	11590.48	2027.52	3338.73	32,707.27
Difference should be \$0 nil	April		0.00	- 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	

Eagle Harbour Montessori School PAC Budget	
	2023-2024 Proposed Budget
Revenue	
Gaming Funds	2000
Other Grants	130
Annual Fundraiser (pub night, etc)	4500
Cheque Writing Campaign	500
Hot Lunch Program	5500
Kid's Holiday Market	500
Art Cards	250
Purdy's/Chipotle/Blaze	1500
Mabel's Labels	120
Passive Income Ideas - TBC	1,000
Total	16,000
Expenses	
In Residence Programs/Fine Arts Experiences	5000
Field Trips/Bus Transport	1200
Teacher Classroom Supplies + Library (6x \$350)	2100
Classroom Materials	300
Technology & STEAM (incl Garden)	2500
Guest Speakers	1500
School Event Sponsorships (Carnival, Sports Day, Etc)	1000
PAC Refreshments	850
Winter, YE Gifts	800
Staff Appreciation Week	200
EH PAC Supplies	150
Emergency & Safety Supplies	350
Bank Fees	50
Total	16,000