

Eagle Harbour Montessori
PAC Meeting Minutes November 8, 2022

Attendees: Principal Nathan Blackburn, Vice-Principal Debbie Tobin,
PAC Chair Andrea Hladik, PAC Treasurer Dennise Croes,
Hot Lunch Coordinator Tricia Foley (online),
Fundraising Randeep St. Jacques,
After School Programs Coordinators Sharon Lee-Flynn and Carrie Siu,
PAC Secretary Aoife Cashman
(no class parents or family representatives attended either online or in person)

8:43 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 (items per Chair report)

8:45 AM: Administrative Report

Nathan Blackburn

- Good news – Government announced a student affordability fund. Provide each school with funds to support students in need. Cost such as school fees, supplies, related costs for students in need are eligible. EH has been awarded \$1,500 for the school year (no application required, and funds go through the school separate from the PAC). Some questions are still unanswered - Can we roll forward if unspent in the year and will the fund happen again next year? The school needs to track the usage confidentially and report on that to the District. Will be posting in the e-bulletin so that families can reach out.

Debbie Tobin

- October was busy but so much fun. Thank you to Sharon for donating all the pumpkins for family pumpkin carving.
- Historical Halloween went very well and was greatly enjoyed by students and families who could attend in person.
- Remembrance Day – in person for first time since 2019 this coming Thursday November 10th at 10:30am. There will be a moment of silence at 11:00am. Grade 4 and 5 students are mostly running the school ceremony, and candles will be lit. Our school will be laying a wreath on the Friday November 11th at the cenotaph in West Vancouver with the other schools in the District, as part of the community ceremony.
- Christmas Play is well underway and will be held live this year. Prior to the play there used to be a PAC meeting, this year the play will commence at 6pm and so we could

have the final PAC meeting of the calendar year before that at 5pm. The play finishes at 7pm.

- The last day of school this calendar year will be a pajama day and in keeping with tradition the polar express movie is played for the students, and they are served reindeer pancakes.

9:02 AM: PAC Exec Reports

Fundraising Report (Randeep St. Jacques)

- Promotions and events:
 - Blaze Pizza, November 17, 2022, to be confirmed. Families will go to Blaze Pizza in Park Royal on that evening and mention they want their purchase linked to Eagle Harbour Montessori School.
 - Two treat days left in 2022, last Fridays in November and December.
 - Fundraising letter: some families will want to write a cheque before the year end. Will be posted in the e-bulletin. The funds are held by the District and not PAC. Tax receipts are issued.
 - Christmas market is held in the gym on December 2, 2022, from 2:30 – 4:30pm for the students only and after 4:30pm families are invited in until about 6pm. The older grade students will wrap the gifts. The students are buying gifts for their families that will be \$2/gift. This weeks e-bulletin will be a call for donated gifts and recycled paper. We need approx. 1,000 items; we have 100 already. We will need volunteers to help pull this event off from 2pm, sign up genius will be going in e-bulletin. Randeep will be running the event.
 - Purdy's chocolate fundraiser is closing on Nov 28, 2022, we've not reached our goal yet but there is still time. Last year's fundraisers cheque was not deposited on time and so they are mailing a new cheque (as requested by Randeep).
 - Wine night, raised \$1500 (slightly under that amount, but topped up by Randeep to make an even figure)
 - Next big fundraiser will happen in February – silent auction.
 - Art cards fundraiser is closed. Ms. Tobin will receive a cheque when everything is processed. Ms. Tobin will pass to Dennise to deposit.

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

- Scholastic book fair – Andrea met with Andrea Smith (AS) our school librarian and here are the notes from that meeting.
 - Book Fair will be held in the school library
 - We need volunteers, to communicate and coordinate, handle the payments.
 - Cash, debit, and credit accepted - all provided by Scholastic and Cashbox with float given by Andrea Smith
 - Kids can bring cash to shop during school hours
 - Open shopping time for kids and parents around drop off

- o Families can either purchase for themselves or purchase and donate to our school. Teachers will post a wish list (AS is connecting with the teachers and creating the wish lists) and parents can pick what they want to get and put a sticker. Book remains property of school.
 - o If we run out of books that families want to purchase, then we can direct them to Scholastic's virtual site to order and the purchase will still count as our revenue for fundraising purposes.
 - o The following dates in November have been arranged.
 - Friday November 18th book carts will be dropped off
 - Monday 21st set up
 - Tuesday 22nd book fair commences and will run to Thursday 24th
 - Hours will be from 12:45pm – 3:30pm each day
 - On 24th there is a Grade 4/5 field trip so their time at the book fair will be Tuesday and Wednesday.
 - Friday 25th book fair will be shut down and book carts returned.
 - o Signs will go up and communications in e-bulletin and WhatsApp groups.
 - o Our goal for fundraising for this event will be \$1500.
- DPAC Meeting
 - o Requested we update our website. Pam is assisting us. Facebook page is now deleted.
 - o Update Bylaws and Constitution and post on our webpage
 - o Family affordability fund (see update from Principal Blackburn earlier in minutes)
 - o Speaker about Open Parachute – new mental health platform and program the SD45 has purchased, modules around mental health and assisted guide for Staff to work with student. Recommended level is grade 6+ so it will not be taught at EH but there are family resources if anyone needs to reach out.
 - o Parent education committee – 1st meeting Nov 23rd, first objective is how the PACs can work better as a whole and work together and combine resources and achieve economies of scale.
 - PAC Hand Off Guide
 - o Template of roles, we should create while this is fresh. Andrea to send out at sample soon, likely 1 page long.
 - o 56-page document from Sentinel Secondary School – they have shared a thorough document for us to use. Please all Executives record what you are doing, or what you would find helpful so we can complete the handover document while fresh in heads. One of the major priorities the PAC has taken on this year is simplifying and improving the management and hand off of information. Part of that is ensuring documents and access are not held with just one individual or on personal accounts. This is part of the best practices that we have learned other PACs use.
 - o Andrea working on other references, PAC A-Z with BCCPAC, Best Practices Document (separate to the Bylaws and Constitution)

- o Andrea working with Amit to move the storage and drive over to non personal and owned by PAC. Gmail account has been transferred to ehmpac@gmail.com and no longer Amit's personal.
- Healthy Minds, Healthy Bodies
 - o Tentative date Friday Jan 20th, 2023, for speaker, Saleema Noon to come in for a half day. RECOMMENDED STRUCTURE: We only need a half day teaching kids as we can combine grades: K's & G1's in a 30 min workshop, G2's & G3's in a 40 min workshop, G4's & G5's in a 60 min workshop.
 - o TOTAL COST: \$761.25
 - \$375 plus 5% GST for a half day teaching Students.
 - \$350 plus 5% GST for a 90-minute parent evening zoom session, ** ALL parent sessions remain via zoom as per Saleema's policy to keep this format going, but we are teaching students in person.
 - The parent session is a separate workshop to the Students. So, if we booked parents + students the cost would be \$350 + \$375 + 5% GST = \$761.25
 - o SHARING COSTS:
 - Gleneagles has scheduled Saleema Moon for 2 days in January. Andrea asked if we could share the costs on this by combining schools, but she said Saleema has a packed schedule so didn't see how it could work.
 - Met with Caulfield Co Chairs and they do it every other year and did it last year, so they are skipping this year. We can do our own or sync up with them next year?
 - o Motion to for EHMS to fund the event without trying to share costs or coordinate with other schools
 - o **Moved by Andrea, Seconded by Sharon**
 - o Dates to be confirmed
 - Parent zoom January 17th, 2023
 - Students in person January 20th, 2023
- Internet Safety
 - o Waiting to hear back from Jesse Miller / White Hatters re info / costs for his workshop on Internet Safety which would be ideal to schedule that in at some point this year as well. This will be discussed at the Nov 23rd Parent Education Committee as potentially an opportunity to combine interested schools. Andrea is attending and will share info next meeting.
 - o WVML are holding a Social Media Safety and Digital Literacy for Parents and Caregivers [VIRTUAL] Wednesday, November 16 at 7 p.m.–9 p.m. FREE. More info on library website. Andrea sent out a link from the WV Library via the WhatsApp and will be in e-bulletin.

- Traffic and Safety Committee Update

- Meeting last week with North Shore Traffic Safety Committee and here is what was covered.
 - Sidewalk Masterplan for North Vancouver reviewed
 - Mini Grant \$300 Active Transportation: encouraging people to walk / bike to school (ex Student Video Project)
 - Schedule a Safety Blitz organized through ICBC, Traffic Safety Council, and Police is awareness event that is highly visible, police stop drivers and talk to them, talk to students, signage, hand outs, hand out goodies to students like reflectors,
 - Schedule a Safety Walk About with Traffic Safety Committee: training parents and students
 - We can get free safety equipment through BCCPAC (cones, etc.)
 - Signage:
 - Other schools have done Sandwich Boards (art project done by the kids?)
 - Banner idea: Sir Printing \$60 for metal frame and print so inexpensive
 - Request Police Cut Out with Speed gun is quite effective
 - By law officer: ask to come and ticket parked cars
 - Request Police Presence they come to pick up and / or drop off and request regular visits
 - Erratic drivers: if you see someone driving erratically record their license plate and you can call the nonemergency police line. The police will send a letter to the driver that goes to the registered owner of the car. It does have some impact as it is a formal complaint and / or the owner may have second thoughts letting others use car.
- Discussion around our school parking lot and in particular the chaos when we hold family events at the school. For school events we will need family volunteers to help operate the parking lot.

- Physical storage update

- Need to consolidate and make sure we take inventory – push this out to 2023 as not an urgent matter.

Overview for Meeting Minutes								
Month	Account	Closing Balance	Outstanding cheques	Amount \$	Outstanding deposits	Amount \$	Net Cash Balance	Total
September	Chequing	14,138.05					14,138.05	
September	Gaming	2,585.95					2,585.95	
September	Hot Lunch	1,997.50					1,997.50	
September	Savings	-					-	
September	Funds held in trust	3,338.73					3,338.73	22,070.23
October	Chequing	8,423.16	Teacher Classroom Supplies	2,000.00	Wine Night \$1,500.00; Treat day cash \$283.75	1,783.75	8,206.91	
October	Gaming	2,538.45	Bus for field trip	498.75			2,039.70	
October	Hot Lunch	5,024.08	?				5,024.08	
October	Savings	2,002.30					2,002.30	
October	Funds held in trust	3,338.73					3,338.73	24,591.72
November	Chequing						-	
November	Gaming						-	
November	Hot Lunch						-	
November	Savings						-	
November	Funds held in trust						-	-
December	Chequing						-	
December	Gaming						-	
December	Hot Lunch						-	
December	Savings						-	
December	Funds held in trust						-	-
January	Chequing						-	
January	Gaming						-	
January	Hot Lunch						-	
January	Savings						-	
January	Funds held in trust						-	-
February	Chequing						-	
February	Gaming						-	
February	Hot Lunch						-	
February	Savings						-	
February	Funds held in trust						-	-
March	Chequing						-	
March	Gaming						-	
March	Hot Lunch						-	
March	Savings						-	
March	Funds held in trust						-	-
April	Chequing						-	
April	Gaming						-	
April	Hot Lunch						-	
April	Savings						-	
April	Funds held in trust						-	-
May	Chequing						-	
May	Gaming						-	
May	Hot Lunch						-	
May	Savings						-	
May	Funds held in trust						-	-
June	Chequing						-	
June	Gaming						-	
June	Hot Lunch						-	
June	Savings						-	
June	Funds held in trust						-	-

Hot Lunch Report (Tricia Foley - online)

- The Hot Lunch bank account is showing such a large surplus as Panago Pizza will invoice us at the end of December for Oct – Dec.
- Sushi supplier invoice has been requested.
- We need to ensure invoices are raised to SD45 so we can avail of GST exemption. Aoife to work with Dennise on this.

After School Programming Report (Sharon Lee-Flynn)

- Planning for Jan- Mar 2023 term
 - Monday Basketball Lab – going really well. Agreed to come back for next term, and will give us the registration link on Dec 1st
 - Wednesday Art- Mania acting – we have locked in the same instructor who will be returning next term
 - Thursday Chess Club has been confirmed with James and is expected to be very popular
 - Links will be in December e-bulletin for families to sign up
 - Sharon contacted Saplings, and has yet to hear back, but considering not running the program in the Jan – March term as it is outdoor and there was little enthusiasm from families for the fall term, and so it was cancelled due to lack of subscription.

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 (available on our webpage). A track changes version in red type will be held to show what has been updated from the previous version.
- No major changes to report except for the removal of the section referring to the School Planning Council which is no longer relevant

10:08 AM: Meeting Adjourned – Andrea Hladik