

Eagle Harbour Montessori
PAC Meeting Minutes September 12, 2023.

Attendees: Principal Nathan Blackburn, Vice-Principal Debbie Tobin,
PAC Chair Andrea Hladik, Hot Lunch Coordinator Tricia Foley (could not attend),
After School Programs Coordinators Sharon Lee-Flynn,
PAC Treasurer Tara Niemetz,
PAC Secretary TBD
Fundraising Coordinators Melissa Dabrowski and Aoife Cashman
Parents, Randeep, Oksana and Shira attended in person.

8:45 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 Agenda – **Moved by Sharon, Seconded by Randeep**
- Additions to the agenda (none)

8:46 AM: Administrative Report

Nathan Blackburn

- Welcome to everyone and expressed gratitude for volunteer time. Current Enrollment is at 68 students so we are down slightly on last year, but we have received new applications this week so we may end up being over last years enrollment. Our current maximum is approx. 90 students.
- News on staffing, Mr. Price is back full time and Mr. Gammel is back. Rolly our school custodian has moved on to West Bay. Ferdinand is our new custodian and attends from 3pm to 8pm to look after our school maintenance and cleaning needs.

Debbie Tobin

- Thank you for the welcome start. Feedback from a student is that they feel warm at school and are really happy to be at this school.
- Picking up 32 new drums on Wednesday this week. We almost have enough for each child to have one. We will be looking for help this year to assemble the drums at the end of September. We may not wake the drums up on Orange Shirt day but will be shortly after that.
- October 4th & 5th are scheduled for the getting to know you conferences. Early dismissal will apply. For the past few years, we have at a 179 school days, we have 180 school days this year and we have to stretch the same amount of minutes over the additional day.
- Recess is at 9:45 this year to allow for training schedule, but this change is working well for the students and the staff.

9:00 AM: PAC Exec Reports

9:00 AM: Andrea Hladik (Chair's Report)

- Welcome to all returning and new members of the PAC! We are thrilled to have such a wonderful team of parents supporting the school and kids this year!
- Welcome BBQ Sept 20 Menu Plan is hot dogs, watermelon, chips, and a treat, no juice boxes. We have 4 parent volunteers: Parisa, Fraser, Melissa, and Oksana and maybe Katy. Debbie and Andrea to help set up as needed. Melissa will purchase supplies and provide equipment and drop off before Sept 20. Budget is \$500 this will be taken from the School Event Sponsorships Budget of \$1000 (remaining \$500 reserved for Sports Day)
- Secretary Position is now vacant. Please reach out to Andrea for anyone interested. Fraser shared his sincere apologies for the change in circumstances and will support the PAC in other ways throughout the year.
- Traffic and Safety Position is now vacant. Please reach out to Andrea for anyone interested.
- We have two classroom parents assigned. Katy Brier (Bertie's Mom) for Ms. Tobin and Sharon Lee-Flynn (Magnolia's Mom) for Mr. Price. Ms. Harden and Ms. Stephen still vacant. Please reach out to Andrea for anyone interested.
- Upcoming events in Oct:
- Request for Classroom wish lists. Budget for Teacher Classroom Supplies + Library is \$2100. This year we'll give 5 allotments of \$400 for 4 classrooms and 1 general for entire school and we will give \$100 remainder to library in November and top up book fair profits.
- DPAC Treasurer Intro Meeting in Oct
- Thanksgiving Holiday pumpkin carving– more information to come but Sharon will try source the pumpkins for us again this year.
- Historical Halloween
- We will try to schedule some PAC meetings for evening time to include more parents who may not have morning flexibility.
- Receipt of Gaming Grant should be end of the month via email. This should be approximately \$2000.

Fundraising Report (Melissa, Randeep and Aoife)

- The fundraising plan for 2023-2024 school year was prepared by Randeep and aims to raise approximately \$16k for our school. See the attached plan for further information.
- Oct 12th wine night confirmed.

[ATTACHMENT 1](#)

- Kids market on December 1st from 2:30 to 6:30pm (Grade 5s and high school volunteers will be personal shoppers to help the younger student shop and wrap their gifts)
- Treat day – could we look at alternative to frozen yoghurt and please include payment link for parents via munch a lunch so not dealing with cash on the day.

Treasurer's Report (Tara Niemetz)

- No update as yet this year, just handed over from Dennise Croes.

Hot Lunch Report (Tricia provided update in advance)

- Wednesday: A Moveable Feast (each week will be a little different)
 - 1) Pasta & Rice Bowl /Hot Lunch
 - 2) Hot Dogs/Nuggets/Hot Lunch Items
 - 3) Subs & Wraps /Cold Lunch
 - 4) Salads/Subs/Soup Lunch
- Thursday: Pizza from Fresh Bay
- Friday: Sushi from Ichiban Sushi
- Ordering to open end of September or early October and link will be included in e-bulletin.

After School's Program Report (Carrie provided update in advance)

- Registration numbers for this term are as follows.
 - Monday Basketball – 7 students
 - Tuesday Chess – 11 students
 - Wednesday & Thursday Acting – ?students TBD

09:50 AM: Meeting Adjourned – Andrea Hladik

ATTACHMENT 1

Event	Details	Date	Goal	Costs	Actual Funds	Event Notes
Hot Lunch Program	Percentage of sales from sales on product	Ongoing	\$4,000	\$0		
Art Cards	Percentage of sales from sales on product	September 23-25	\$250	\$0		Artwork must be sent by October 1, Registered already
Wine Night	Ticket sales and raffle tickets for the event. St. Jacques Home (50 tickets \$25, \$1000 in raffle tickets) Costs - food and wine (\$750)	October 12, 2023	\$2,250	\$750		
Scholastic Book Fair	Percentage of sales - goes directly to books for school		\$0	\$0		\$1000 that goes to school directly for books. ACTUAL: \$487 raised for library
Chipotle Fundraising Day	Percentage of sales from sales on specific days	November/December	\$100	\$0		
Purdy's Fundraising	Percentage of sales from sales on product	November 19 - Dec 3	\$500	\$0		
Purdy's Fundraising	Percentage of sales from sales on product	Easter	\$500	\$0		
Family Photos		May 2024	\$640			
Kids' Holiday Market	Sales of Holiday Gifts	December 1, 2023	\$1,000			
Online Fundraising Campaign	Mid - December online fundraising campaign launch for yearend tax credits	Need a thing to raise funds for - has to be specific	\$1,000			Letter Campaign
Online Fundraising Campaign	Mid - May online fundraising campaign for the end of the year		\$1,000			Letter Campaign
Blaze Pizza Day		November 2023	\$100			
Blaze Pizza Day		February 2023				
Silent Auction or Craft Beer Evening		April 2024	\$4,000			Orchard
Treat Days - Monthly		Last Friday of the month	\$800			
Mabel's Labels	Set up and share with parents to order in the fall	Ongoing	\$250			
TOTALS			\$16,390	\$0	\$0	