



Eagle Harbour
Montessori School

PAC Meeting Minutes September 10, 2024

<u>Position</u>	<u>Name</u>	<u>Attendees</u>
Principal	Nathan Blackburn	✓
Vice Principal	Jessica Richardson	✓
PAC Chair	Andrea Hladik	✓
PAC Treasurer	Tara Niemetz	✓
DPAC Liaison	Emilyn Golden	✓
PAC Secretary	Aoife Cashman	✓
Fundraising Coordinator	Rosmarie Gromer	✓
After School Programs Coordinator	Carrie Siu	✓
Hot Lunch Coordinator	Tricia Foley	Sent regrets
Traffic and Safety Coordinator	[position vacant]	
Garden Committee	[position vacant]	
Parents	Veronique Turner and Michael Tayles attended in person	✓

8:46 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 Sḵwx̱wú7mesh (Squamish) Nation, whose territory West Vancouver Schools resides.*
- Approval of Agenda – **Moved by Emilyn, Seconded by Veronique [attachment 1]**
- Additions to the agenda (none)
- Welcome to Ms. Richardson and round table introductions

8:54 AM: Administrative Report

Principal update - Nathan Blackburn

- Welcome to everyone and expressed gratitude for volunteer time. Current Enrollment is at 70 students which is our average. We had 69 where we left off in June 2024. Our current maximum is approx. 90 students. We have space currently in Kindergarten and Grade 4/5 classrooms.

- News on staffing, big changes this year. Ruth Chapman Smith is our new LST (learning support teacher), wonderfully caring and experienced teacher. Ms DePaula is now a teacher, was previously an EA. She will be taking on Kindergarten each Friday and moving around other schools in the District. We are so happy she gets to spend some time back at EHMS. Ms. Cameron is working on PE, coaching and brings lots of medals to our school. We are so grateful to have her. Mr. Seno is our new custodian and attends from 3pm to 9pm to look after our school maintenance and cleaning needs. Mr. Gimmel is thankfully back each Tuesday. Ms. Cummins is back as full time EA along with Mr. Nima and Ms. Boram. And finally welcome to Ms. Richardson who is our new Vice-Principal and brings a wealth of experience to the school.

Vice- Principal update - Jessica Richardson

- Beginning of a new year, things are up and running. Students are reconnecting after the summer break.
- Cross Country is underway for Grade 3/4 and 5, with training lunchtime on Tuesdays and early Thursday mornings. Parents must bring students to practice.
- Upcoming events:

Sep 18 th	Parent Montessori night and picnic on 18th. Our plan is to run classroom sessions for parents who would like to see the classroom and meet the teachers.
Sep 19 th	International Peace Day
Sep 26 th	Terry Fox event

9:12 AM: PAC Exec Reports

9:12 AM: PAC Chair update - Andrea Hladik

- Upcoming PAC Events:
 - Sept 18 Parent Info Evening & Picnic 5 -7 PM (TBC)
 - Thank You Card Kids' Signatures
- Administrative Housekeeping:
 - Review PAC Budget for Year **[attachment 2]**
 - Legacy project – new gym projector approx. \$2000
 - Teacher classroom supplies \$400 for each. Tara to disperse cheques.
 - Contingency – Last year one View Board was purchased, waiting for IT to complete set up.
 - New school mural. Talia and Emilyn are coming up with ideas for PAC and will be a school and District project. We have \$5,000 budgeted for that.
 - Constitution & Bylaws (updated 2022, good until 2027)
 - EHMS Website PAC Updates
 - Class Parent Recruitment
 - Ms. Hardern – Emilyn Golden
 - Ms. Richardson - tbc
 - Ms. Stephen - tbc
 - Mr. Price - tbc

- New PAC Emails & OneDrive Storage Update
- New Logo, new school sign is District, we need to update the website and have new school merchandise.

Fundraising Report – Rosemarie Gromer

- The fundraising plan for 2024-2025 school year has been prepared and aims to raise approximately \$16k for our school. See [\[attachment 3\]](#) plan for further information.
- Parent mixer – likely to happen at the Orchard from 6pm-8pm on a Wednesday night. Tickets will be \$X per person or \$X per couple. That will cover the cost of the event and then we will use the donation cheque drive to raise money at the event.
- Art cards, staff would like notice of theme (February).
- Movie night will happen again in lieu of Treat Days.

Treasurer’s Report - Tara Niemetz and Andrea Hladik

- We should consider having tours to encourage more enrollment. Tara has volunteered to help with it.
- Issued a cheque for PAC refreshments on first day of school
- Gaming grant application has been submitted
- New finance tracker has been created which will make it easier to track cash flow during the year. Hope to project this to the wall during our meetings.

Hot Lunch Report - (Tricia provided update in advance)

- Wednesday: A Moveable Feast (each week will be a little different)
- Thursday: Pizza from Fresh Bay
- Friday: Sushi
- Ordering due to start Sept 25th or October 2nd and link will be included in e-bulletin
- Our goal is \$5K

After School’s Program Report - CarrieSiu

- Registration numbers for this term are as follows.
 - Tuesday Chess – 14 students (3 instructors)
 - Wednesday Artmania - 8 enrolled, hoping for 4 more
 - Thursday Yoga with Menka – 10 enrolled students and hoping for 2 more
 - Friday Sportsball – 12 students enrolled

Garden Committee

- Rosemarie and Emilyn are working to organising the team this year.

DPAC update – Emilyn Golden

- Training Session date to be confirmed
- Treasurer 101 will include planning large scale fundraisers
- Unplugged Canada, raising awareness on Sept 14th 4:30 – 6:30pm, ticketed event, \$5 per ticket, Emilyn will attend on behalf of EHMS

Traffic and Safety

- Coordinator position to be posted. Would ideally work on a pedestrian crossing at marine drive and Keith Road as many families use the corner of the field to walk to and from school.

09:59 AM: Meeting Adjourned – Andrea Hladik

Tuesday, September 10, 2024 - PAC Agenda Attachment 1

Call to Order	Welcome & Land Acknowledgement Adoption of Agenda Welcome Jessica! Introductions	8:45 AM - 8:50 AM
Administrative Report	Principal - Nathan Blackburn / Vice-Principal - Jessica Richardson	8:50 AM- 9:10 AM
PAC Exec Reports	Chair's Report: <ul style="list-style-type: none"> • Upcoming PAC Events: <ul style="list-style-type: none"> ○ Sept 18 Parent Info Evening & Picnic 5 -7 PM (TBC) ○ Thank You Card Kids' Signatures • Administrative Housekeeping: <ul style="list-style-type: none"> ○ Review PAC Budget for Year ○ Constitution & Bylaws (updated 2022, good until 2027) ○ EHMS Website PAC Updates ○ Class Parent Recruitment ○ New PAC Emails & OneDrive Storage Update Treasurer's Report <ul style="list-style-type: none"> • Finance Update • Gaming Grant Application Status • Disperse \$400 Individual Teacher Classroom Supplies Cheques 	9:10 AM- 9:40 AM
PAC Committee Reports	<ul style="list-style-type: none"> • Fundraising (Rosemarie Gromer) <ul style="list-style-type: none"> ○ Overview of Fundraising Plan for Year (Total Goal of \$16K) ○ Oct Parent Mixer (Fundraising Goal of \$2500) ○ Nov Blaze Pizza Day - Date TBC (Fundraising Goal of \$100) ○ Nov Purdy's Fundraiser - Date TBC (Fundraising Goal of \$500) • Hot Lunch (Tricia Foley) • After School Programs (Carrie Sui) • Garden Committee (Chrissy Okawara) • DPAC (Emilyn Golden) <ul style="list-style-type: none"> ○ DPAC Training Session for PAC's (Date TBC) ○ Treasurer 101 (Date TBC) ○ Unplugged Canada: Raising Awareness Event at the Kay Meek Arts Centre on September 14th from 4:30pm-6:30pm • Traffic & Safety (Aoife Cashman) 	9:40 AM- 9:55 AM
Open Discussion	Thank you!	9:55 AM- 10:00 AM

Meeting Location: [PAC MEETING LINK](#)

Attachment 2

Eagle Harbour Montessori School 2024 - 2025 Annual PAC Budget



Created by: Andrea Hladik, Tara Niemetz
 Date Created: May 14, 2024
 Date Approved: June 30, 2024

2023/24 School Year Revenue	Description	2023 - 2024
Gaming Grant Funds	Approved for 2024 - 2025	\$2,000
Other Grants	SD45 Seed Fund \$130, Active Transportation Mini Grant \$300	\$430
Hot Lunch Program	As of YE	\$5,287
Art Cards	October 2023	\$252
Wine Night	Raffle Tickets = \$1510, Ticket Sales = \$460 Wine Buy Back \$190, Less Costs of \$730	\$1,430
Book Fair	Given directly to library	\$1,200
Purdy's Fundraiser	Nov 19 - Dec 3	\$860
Family Photos	During May Pancake Breakfast	\$640
Kids Holiday Market	Dec 1, 2023	\$731
Blaze Pizza Days	November total \$134, February total \$160	\$294
Treat Days	Oct \$144, November \$45	\$189
Movie Night	Apr 26 Profit less costs	\$594
Silent Auction	May 23 Proceeds (TBC)	\$4,302
Mabel's Labels	As of AGM May 14, 2024	\$57
Tru Earth Fundraiser	As of AGM May 14, 2024	\$149
Total		\$18,415

*Goal was \$16,000 so \$2,415 surplus in proceeds!

Expenses	Description	2024 - 2025	Year End
Gaming Grant	To be used towards Grant Approved Activities. These expenses are taken from a separate bank account	\$2,000	
Legacy Project	NEW Gym Projector Screen (Vision Boards, Mural, New Logo Staff Gear, Gr 4/5 Overnight Field Trip Sponsorship taken from Contingency Budget below)	\$2,000	
In Residence Programs / Fine A	TBD by Vice Principal	\$2,675	
Field Trips / Bus Transport	Supplementary budget for school bus rentals	\$1,365	
Teacher Classroom Supplies	There are 4 classroom budgets with 1 extra for whole school. These funds are for consumables like stickers, cooking supplies, etc. and for school wide expenses like salmon, chicks etc.) Typically \$300-\$400. Given in September to each teacher to use at their discretion.	\$2,000	
Book Fair & Library Supplies	The library receives all proceeds from the book fair directly (typically goal of \$500) and then there is an additional sponsorship from PAC (this year \$400). This is for books and library supplies.	\$900	
Technology & STEM	Each year budget is set aside for replacement I pads i.e. \$2000 *Total balance of Savings Account (Ipad Fund) as of 2024 YE is \$4,095.66	\$2,000	
Garden	Funds for Garden Committee for seeds, soil, equipment, etc.	\$500	
Guest Speakers	For either Student or Parent Education; hiring specific experts to come speak at the school (i.e. Saleema Noon Body Science, Sharon Selby, etc)	\$1,400	
School Event Sponsorships	PAC Sponsored Events (i.e. winter musical sound equipment rental - typically \$1000, May Sports Day Pizza Lunch for kids - typically \$500, June School Carnival food or games - typically \$500 (if not covered by Gaming Grant)	\$2,200	
PAC Refreshments	Refreshments served at Welcome Events, Speaking Events or PAC meetings	\$500	
Winter, YE Gifts	Budget for Non Teaching Staff not covered by Class Parent efforts (Office Administrator x2, Principle, and Custodian). Typically \$50 per gift per staff member in December and June	\$400	
Staff Appreciation Week	May Staff Appreciation Week (used towards lunch for staff, massages, gifts, etc)	\$200	
EH PAC Supplies	Office supplies (thank you cards)	\$50	
Emergency & Safety Supplies	January annual check of emergency supplies / supplementary lice kits if needed	\$200	
Bank Fees	Checking, Savings (Ipad Fund), Gaming Account, Hot Lunch Account	\$25	
Total		18,415	

CONTINGENCY BUDGET

YE Contingency Balance		As of Aug 2024
Chequing Account Balance	This is the amount remaining as of June of previous school year (after Hot Lunch is reconciled to zero balance)	\$17,283
*Contingency budget should only be 50% of annual expenses total above. If higher, please plan additional expenses below. If lower, please allocate expense above to top up.		
Contingency Budget Expenses		2024/2025
Annual Contingency Budget	50% of Annual Expenses - NOT TO BE SPENT	\$9,208
Grade 4/5 Field Trip Donation	Camp Potlatch Sponsorship for Gr 4/5	\$2,000
Vision Boards	Purchase remaining 3 vision boards for school	\$3,600
New Logo Expenses	New Gear for all Staff (hoodies and hats)	\$500
Mural	New School Mural	\$5,000
Gym Projection Screen	Remaining Balance	\$3,000
Expense TBD		\$0
Total		\$14,100
check - this should be zero		\$3,183

Attachment 3

Eagle Harbour Montessori School 2024 - 2025 PAC Fundraising Plan & Projections

Created by: Andrea Hladik, Rosemarie Gromer

Date Created: May 14, 2024

Date Approved: May 14, 2024



Date	Event	Details	GOAL	ACTUAL	Event Notes
October 2024	Parent Mixer	Ticket sales and raffle tickets for the event. The Orchard (50 tickets \$50, 50/50 raffle) Costs - food and wine (\$1000)	\$2,500		
November 2024	Blaze Pizza Day	https://www.blazepizza.com/fundraising	\$100		
November 2024	Purdy's Fundraising	https://fundraising.purdys.com/	\$500		
December, 2024	Online Fundraising Campaign	Letter campaign beginning of December so donors can get tax receipt before end of year	\$1,000		
Jan 2025	Scholastic Book Fair	Percentage of sales - goes directly to library for new books	\$500		
Jan 2025	Movie Night - Parents Night Out	\$20 per child, age 5 and up, includes pizza, drink and popcorn	\$500		
February 2025	Blaze Pizza Day	https://www.blazepizza.com/fundraising	\$100		
April 2025	Purdy's Fundraising	https://fundraising.purdys.com/	\$400		
May 2025	Family Photos	Need a parent volunteer	\$250		
May 2025	Movie Night - Parents Night Out	\$20 per child, age 5 and up, includes pizza, drink and popcorn	\$500		
June 2025	Silent Auction at Carnival		\$2,500		
Ongoing	Grants	Gaming Grant, Mini Transportation Grant, PAC Seeding Fund	\$2,000		
Ongoing	Hot Lunch Program	Percentage of sales	\$5,000		
Ongoing	Mabel's Labels	https://mabelfun.mabelslabels.com/campaigns/all Username: ehpac@wvschools.ca Password: westvanEH1	\$75		
Ongoing	Tru Earth	Log In URL: https://app.impact.com/bla/Tru-Earth-Environmental-Products-Inc/login.user Username: ehpac@wvschools.ca Password: westvanEH1\$	\$75		
TOTAL			\$16,000	\$0	