



# Eagle Harbour Montessori School

## PAC Meeting Minutes February 11, 2025

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

### **8:48 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 ƛƙwƙwú7mesh (Squamish) Nation, whose territory West Vancouver Schools resides.*
- Approval of January meeting minutes **Moved by Rosie, Seconded by Aoife**
- Agenda – **Moved by Aoife, Seconded by Rosie [attachment 1]**
- Additions to the agenda (none)

### **8:49 AM: Administrative Report**

#### **Principal update - Nathan Blackburn**

- Quiet time right now. Working on predictions for enrollment for next school year. EHMS are estimating an enrollment of 74. The District is down across the board for new Kindergarten applicants, with next year is showing 140 less Kindergarten applications for the District as a whole. Interestingly, all other school registrations are down year over year but EHMS registrations for Kindergarten are in fact up.

### Vice- Principal update - Jessica Richardson

- Shift Dance – came in to our school and trained the students to perform a showcase, they were so happy. Feedback was great. The owner of Shift Dance attended and the whole day was a success. Jessica took videos of the performance.
- The mural has been approved (creative brief signed off by District), next steps are completing more paperwork for the District. See PAC Chair update for more information.
- Salmon eggs – Andrea Marino is a volunteer at one of the hatcheries. She will help us by looking at our tanks and help get ready for salmon egg arrival
- Erin and Amber – Physical literacy arriving today to teach the students the importance of being active with their bodies. This is provided by the District and does not cost the PAC.
- Book Drive going well, one bin full already, we will ask for adult books to be donated also. We will recruit the upper elementary to sort and arrange the donated books. We will aim at collecting 20 boxes of donated books to run the book fair.
- Spirit Wear school swag – Tricia and Jessica are working on setting up ordering – the vendor does not have website so we may need to use Munch a Lunch for ordering – order form will go home so parents can see what is available. Then order later via Munch a Lunch.
- Movie night – we made approx. \$508. We had 6 volunteers from the high school, who worked very well and were great help on the night. There was a lot of interest in volunteer roles. Melissa was happy with how it ran, there was improvement on prior year.
- Upcoming events:

February 14	Pro-d, school will not be in session
February 17	Family Day, school will not be in session
February 20	Blaze Pizza night 5 – 8 pm

### 9:06 AM: PAC Exec Reports

### 9:06 AM: PAC Chair update - Andrea Hladik

- Writing utensil recycling – used pens and biros, can drop to the school and staples will recycle for us.
- Mural Project – Committee is Talia, Emilyn, Jessica and Andrea. Presented the proposal that went to the District to get approval. {on the PAC webpage [link to presentation](#) here}. Metal letters with the school's name will hopefully be installed, will perhaps include the indigenous name also within the mural. Jessica has the list of the indigenous names for each school in the district. Removal of the existing mural, prepping walls, priming, filling – timeline being May 1-27th. Andrea is meeting with Tracy, who worked on the Gleneagles mural, next week to ask about best paint types, best way to involve the students, etc. Need to protect the creek from paint flecks, paint brush washing and consider the environmental impact of the project. Budget is currently set at \$7,725 and includes \$3,500 held in trust for damages and maintenance, for further breakdown please see [\[attachment 2\]](#). Need to also look at replacing the board on Marine Drive with the new school name and logo.
- Next PAC meeting will be held in the evening to be more inclusive March 11<sup>th</sup> 6 – 7:30pm will have a focus on physical literacy. Workshop organised with Amber Pascual and Erin Crawford for parents and kids. Free resource so we can use the funds elsewhere. We will provide a charcuterie, healthy snacks.
- Review of Budget to date: Jessica still has budget left to spend. \$1,500 will be spent on Shift Dance. \$1,300 for buses, will have a field trip coming up. Need to use Gaming Grant

funds. Also looking into a dram project. Scholastic fund has been spent; purchased books for library and bean bag chair. Income is on track.

### Fundraising Report – Rosemarie Gromer

- Movie night was a success
- Art cards fundraiser – will look into this
- Blaze pizza Feb 20<sup>th</sup> 5pm to 8pm, notice will go out via WhatsApp and ebulletin
- Easter Purdy's will kick off in March and aim for delivery before Easter. Keep it open for 6 weeks to allow families to get organised.
- PAC Finance Tracker – some events have missed our fundraising targets, but we have more time left in school year.
- Portrait painting fundraiser – Emilyn will take the lead on this and can provide artist services. Sit on grass with sketch book. Parents draw their children and kids draw their parents. May have a motherly slant to it, motherly figure, aunts' grandmas etc.
- Spring centerpiece fundraiser – Andrea to take the lead on this.
- Silent auction – art piece from the classroom to be auctioned off. Bella Ceramica provides platters for students to do art on.

### Treasurer's Report - Tara Niemetz

- EHPAC February 2025 Financial Report

<u>Bank Accounts</u>	<u>\$</u>
Chequing	13,629.89
Gaming	2,046.50
Savings	6,179.51
Hot Lunch	12,390.42
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Total as of February 11, 2025	<b>34,246.32</b>

- GICs: None at this time.
- Funds held in trust at SD45: \$550 from cheque drive.
- Recent Expenses:
  - \$1,181.25 Artist in Residence – Shift Dance
- Recent Incomes:
  - \$548.00 Movie Night fundraiser
  - \$24.14 Tru Earth campaign

### Hot Lunch Report - Tricia Foley

- Fall 2024 session: September 24, 2024, to January 14, 2025 (44 lunch days)
  - Revenue \$12,363.44
  - Cost \$9,973.95
  - Net income \$2,389.49
- Winter 2025 session: January 22, 2025, to April 4, 2025 (26 lunch days)
  - Revenue \$1,126.50 (this revenue was in the period Jan 2<sup>nd</sup> to 6<sup>th</sup>)
  - Cost \$890.79
  - Net income \$235.71
- Spring 2025 session: April 9, 2025, to June 25, 2025 (32 lunch days)
- \$3,952 profit currently. We profit most from pizza day.
- New supplier of Indian food like butter chicken to be considered.

- Our fundraising target is \$5,000 so we are on track

### **After School's Program Report – Carrie Siu (sent update in advance)**

- Programmes running this term are as follows.

Monday	Artmania – Theatre Bugs	8 enrolled, spaces available
Tuesday	Chess	17 enrolled, spaces available
Wednesday	Artmania – Storybook	7 enrolled, spaces available
Thursday	Yoga with Menka	14 enrolled, FULL
Friday	Sportsball	8 enrolled, spaces available

- Tuition for programmes already underway will be prorated, parents need to email the instructor to arrange.

### **Garden Committee**

- Little spring festival idea, open to all, not a fundraiser, just an appreciation of the garden and the community.

### **DPAC update – Emilyn Golden**

- What happens when a PAC member resigns and need someone new to take over the role? EHMS PAC has a handover document for this eventuality. General handover guidebook and separate guide for each role.
- Upcoming seminar on updating the PAC constituent bylaws for
- Make sure PAC webpage is up to date – Emilyn to work with the school admin team.

### **Traffic and Safety**

- Application submitted for the mini school grant, and we have been approved for \$300. A cheque will be issued directly to the school. Will use the funds to purchase team prizes per classroom as individual prize draws did not work so well last year and left some students disappointed.
- Bike to school week June 2 – 6 2025. Kulvir to drop the be bright be seen package to school. Bike rodeo event provisionally on Jun 6, 2025.
- Bike lessons for those students who do not know how to ride a bike. Can use funds to have a 3-day program – Jessica to investigate this.
- 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.

**10:03 AM: Meeting Adjourned – Andrea Hladik**

## Tuesday, January 14, 2025 - PAC Agenda **Attachment 1**

Call to Order	<p>Welcome &amp; Land Acknowledgement</p> <p>Adoption of September Meeting Minutes and October Agenda</p>	8:45 AM - 8:50 AM
Administrative Report	<p>Principal - Nathan Blackburn / Vice-Principal - Jessica Richardson</p> <ul style="list-style-type: none"> <li>• District and School Updates / Events</li> <li>• Logo Transition</li> <li>• Feb Launch: Spirit Wear for Staff (Budget \$500 from Contingency)</li> </ul>	8:50 AM- 9:10 AM
PAC Exec Reports	<p>Chair's Report (Andrea Hladik)</p> <ul style="list-style-type: none"> <li>• March 11th 6-7:30 PM Parent Education PAC Meeting: Physical Literacy Workshop with Kids and Dinner (TBC) with Amber Pascual and Erin Crawford, West Vancouver Physical Literacy Mentors</li> </ul> <p>Treasurer's Report (Tara Niemetz)</p> <ul style="list-style-type: none"> <li>• Finance Update</li> </ul>	9:10 AM- 9:40 AM
PAC Committee Reports	<ul style="list-style-type: none"> <li>• Fundraising (Rosemarie Gromer) <ul style="list-style-type: none"> <li>○ Jan School Movie Night Results (\$509 / Fundraising Goal of \$500)</li> <li>○ NEW Fundraiser Ideas: Spring Centrepiece, Mother's Day Portraits, Car Wash (Assign Leads)</li> <li>○ Feb Blaze Pizza Day - Feb 20 (Fundraising Goal of \$100)</li> <li>○ Mar Easter Purdys (Fundraising Goal of \$400)</li> </ul> </li> <li>• Hot Lunch (Tricia Foley) (Profit as of Jan \$2389 of \$5000 Goal)</li> <li>• After School Programs (Carrie Sui)</li> <li>• Garden Committee (Emilyn Golden)</li> <li>• DPAC (Emilyn Golden)</li> <li>• Traffic &amp; Safety (Aoife Cashman) <ul style="list-style-type: none"> <li>○ School Transportation Mini Grant - Approved!</li> <li>○ School Emergency Safety Supplies - Update</li> </ul> </li> </ul>	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 Legacy Project Budget: School Mural

Created by: Andrea Hladik  
Date Created: Jan 15, 2025 / Updated Feb 10  
BUDGET: \$7,725  
Wall Dimensions = 14.5' H x 30.25' L = 583.63 sq ft



Eagle Harbour  
Montessori School

Expenses	Description	Estimate	Actual
Primer	Concrete & Masonry Primer 1 coat = 2 Gallons for 585 sq ft @ \$45 per gallon	\$90	
Paint	Exterior Paint (Matte or Flat Sheen) Up to 2 coats of 15 colours 1 gallon each for 585 sq ft @ \$45 per gallon	\$675	
Sealant	1 coat of Sherwin Williams Anti Graffiti Sealant Number B97 C150 = 2 Gallons for 585 sq ft @ \$250 per gallon	\$500	
Equipment Rental: Paint Sprayer	Graco Magnum 5x Sprayer with WEN Generator. Sprayer tip is Graco 515 Standard, Daily Rate \$105 Approx plus tax	\$120	
Equipment Rental: Scissor Lift Electric	M&B Rentals Quote \$380 for one week 19' lift less discount of \$100 + delivery fee \$175 + pick up fee \$175 plus tax = \$705.60. Contact Mike 604 868 6145		
	Dynamic Rental Quote \$370 for one week 13' lift less discount TBC + delivery fee \$120 + pick up fee \$120 plus insurance \$37 plus tax = \$725 plus discount? daryl@dynamic-rentals.com	\$710	
Equipment Rental: Projector	TBD	\$0	
Materials from Dollarama & Home Depot	10 Paint brushes, 5 rollers, 10 trays, 10 rolls of tape, paint tarp, paint remover, 20 masks	\$100	
Misc Items to be Donated	Cardboard, traffic cones, paint cloths, rollers, pressure washer, extension cord, harness for lift?	\$0	
Plaque	Engraved plaque or paint / stencil recognition	\$0	
Insurance	Request through District?	\$200	
Metal Letters	28 letters for EHMS x \$25 approx each + installation + lighting	\$1,500	
Maintenance Budget	\$3500 TBC to be held in School Trust for damages / maintenance	\$3,500	
Contingency Budget	For unanticipated costs	\$1,095	
<b>Total</b>		<b>\$7,725</b>	