



Eagle Harbour  
Montessori School

### PAC Meeting Minutes April 8, 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	✓
DPAC Liaison	Emilyn Golden	✓
PAC Secretary	Aoife Cashman	Sent regrets
Fundraising Coordinator	Rosemarie Gromer	✓
After School Programs Coordinator	Carrie Siu	Sent regrets
Hot Lunch Coordinator	Tricia Foley	✓
Traffic and Safety Coordinator		vacant
Garden Committee	Emilyn Golden	✓
Parents	Talia Cohen	✓

#### **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 Skwxwú7mesh (Squamish) Nation, whose territory West Vancouver Schools resides.*
- Approval of February meeting minutes **Moved by Tricia, Seconded by Emilyn**
- Agenda – **Moved by Tricia, Seconded by Emilyn [attachment 1]**
- Additions to the agenda (none)

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

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

- No update at this time

### Vice- Principal update - Jessica Richardson

- Tennis XL – arriving on April 15 and spending 3 sessions with the school.
- The mural has been approved (creative brief signed off by District. See PAC Chair update for more information.
- Spirit Wear school swag – due to arrive before Easter break and will be handed out to students before pickup.
- Jenny has compiled a wish list of health and safety related items for the school, ranging from Band-Aids and ice packs to crow bars and tents. I can see there is approximately \$200 allocated from PAC towards this.
- Upcoming events:

April 18	Good Friday - school will not be in session
April 21	Easter Monday - school will not be in session
April 22	Photo Day
April 30	Early dismissal for student led conferences
May 1	Story Theatre Workshops
May 15	Sports Day (PAC sponsored)

### 9:06 AM: PAC Exec Reports

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

- E-Bulletin design template is in beta phase. To be updated eventually, goal is to keep it short and simple.
- AGM reminders for the next PAC meeting in May.
- Staff appreciation week May 5-9<sup>th</sup>. Emilyn to organise car wash and massages for the staff.
- Capital Project Application for 2025/2026 [envelope painting, interior painting]
- 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](#)}. Want to add music notes, confirm lighting and Jessica is to connect with the District regarding the Marine Drive signage.
- Review of Budget to date: motion to move funds from Savings to spend on Speaker/PA system needed for the school **Moved by Tricia, Seconded by Tara**.
- Vacant PAC roles – will be advertised in e-bulletin. Huge thank you to the outgoing volunteers for their hard work and dedication, Tricia and Carrie.

#### VACANT ROLES

- Hot Lunch Coordinator
- After School Programs Coordinator
- Traffic and Safety Coordinator

### Fundraising Report – Rosemarie Gromer

- Pick up for Purdy's Easter orders will be this week
- Art cards art will be going home with the students soon.

## Treasurer's Report - Tara Niemetz

- EHPAC April 2025 Financial Report

<u>Bank Accounts</u>	<u>\$</u>
Chequing	12,277.73
Gaming	2,041.50
Savings	6,196.13
Hot Lunch	14,186.09
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Total as of April 7, 2025	<b>34,701.45</b>

- GICs: None at this time.
- Funds held in trust at SD45: \$550 from cheque drive.
- Recent Expenses:
  - \$50 gift cards for Physical Literacy presenters in March
  - \$120.91 gifts for after school program helpers
- Recent Incomes:
  - \$140.00 February Blaze Pizza fundraiser
  - \$279.30 Purdy's Spring 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) – orders still coming in.
- Our fundraising is currently at \$5,100.45 as of April 8<sup>th</sup> and target is \$5,000 so we are on track

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

- After a slow start for 2 programs Creative cities and Sportsball, we just have enough students enrolled to run. Programmes running this term are as follows.

Monday	Acting	8 enrolled, spaces available
Tuesday	Chess	20 enrolled, spaces available
Wednesday	Creative cities	5 enrolled, spaces available
Thursday	Yoga with Menka	11 enrolled, spaces available
Friday	Sportsball	6 enrolled, spaces available

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

- A reminder to the next after school's program coordinator; All vendors pay rent to the School District and they require 10 business days notices to cancel the rental contract, which means programs need to get their minimum sign ups 2 weeks before the programs start date.

### **Garden Committee**

- Outdoor kitchen and classroom.

### **DPAC update – Emilyn Golden**

- Make sure PAC webpage is up to date – Emilyn to work with the school admin team.

### **Traffic and Safety**

- Bike to school week confirmed for June 2 – 6; package arrived at school. We have been approved for \$300, for the school travel mini grant. 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.
- HUB cycling Bike lessons for Grade 4&5's will happen on May 27<sup>th</sup>.

**10:00 AM: Meeting Adjourned – Andrea Hladik**

## Tuesday, April 8, 2025 - PAC Agenda **Attachment 1**

Call to Order	Welcome & Land Acknowledgement Adoption of February Meeting Minutes and April Agenda	8:45 AM - 8:50 AM
Administrative Report	Principal - Nathan Blackburn / Vice-Principal - Jessica Richardson <ul style="list-style-type: none"> <li>District and School Updates / Events</li> <li>Spirit Wear update</li> <li>May 15th Sports day (PAC sponsored)</li> </ul>	8:50 AM- 9:10 AM
PAC Exec Reports	Chair's Report (Andrea Hladik) <ul style="list-style-type: none"> <li>Ebulletin Design Template</li> <li>AGM May PAC Meeting Reminders: <ul style="list-style-type: none"> <li>I. Receive from the PAC Executive a report of its activities during the school year;</li> <li>II. Receive and adopt from the Treasurer a report of income and expenditures during the current school year;</li> <li>III. Receive and adopt a proposed budget for operating expenses for the PAC for the ensuing school year;</li> <li>IV. Ratify policies;</li> <li>V. Establish the proposed priorities of the PAC for the coming year;</li> <li>VI. Receive reports from Members;</li> <li>VII. Elect the PAC Executive for the next school year;</li> <li>VIII. Transact such other business as may require the attention of the Members;</li> <li>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 AGM</li> </ul> </li> <li>Capital Project Application for 2025/2026 Envelope Painting? Interior Painting?</li> <li>Treasurer's Report (Tara Niemetz)</li> <li>Finance Update</li> </ul> Treasurer's Report (Tara Niemetz) <ul style="list-style-type: none"> <li>Finance Update</li> </ul>	9:10 AM- 9:40 AM
Mural Committee	Jessica, Talia, Emilyn, Andrea <ul style="list-style-type: none"> <li>Creative Presentation</li> <li>Budget &amp; Timeline Review</li> <li>Open Discussion</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>Feb 20 Blaze Pizza Day (Total \$140 / Goal \$100))</li> <li>Mar Easter Purdys (Goal \$400)</li> <li>Apr 12 10-12PM Spring Bulb Indoor Planting Workshop CANCELLED</li> <li>Apr Mother's Day Portraits (Emilyn)</li> <li>May Movie Night (Goal \$500)</li> <li>May Family Photos with Tatiana? (Goal \$250)</li> <li>June Car Wash (Emilyn)</li> <li>June Silent Auction (Goal \$2500)</li> </ul> </li> <li>Hot Lunch (Tricia Foley) (Profit as of Feb \$3950 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>June 2-6, 2025 Walk &amp; Wheel Challenge Details (Hop On Bike Program)</li> </ul> </li> </ul> <p>School Emergency Safety Supplies (Wish List + Tent Request)</p>	9:40 AM- 9:55 AM
Open Discussion	Thank you!	9:55 AM- 10:00 AM

Location: [PAC MEETING LINK](#)