

Westmont Montessori School
Parent Advisory Council General Meeting - MINUTES

24 February 2025 8:00 – 9:30 PM via Teams

Agenda:

Timing (approx.)	Topic	Lead
8:00 – 8:15 PM	Call to order <ul style="list-style-type: none"> <i>Welcome, approval of agenda and minutes</i> <i>Introductions (please share your name, and your children/grade/class and why Westmont 😊)</i> 	Janet All
8:15 – 8:25 PM	Treasurer’s financial update	Sumitra
8:25 – 8:30 PM	Lunch Coordinator’s update	Evelyne
8:30 – 8:50 PM	Events and Fundraising Coordinator Updates/Discussion <ul style="list-style-type: none"> <i>Coupon books</i> <i>Spring/Easter fundraisers: Hilltop, Purdy’s?</i> <i>Pink Shirt Day order update</i> <i>Bottle Drive feedback (Caitlin D.)</i> <i>Tea/coffee mornings – feedback on timing</i> <i>Possible auction/community event – update/open discussion (Kim)</i> <i>Additional ideas for feedback:</i> <ul style="list-style-type: none"> <i>➤ Please bring your ideas!</i> 	Chelle/Janet//Kim All
8:50 – 8:55 PM	PAC Executive opportunity – Vice President <ul style="list-style-type: none"> <i>Role description and request for nominations</i> <i>Vote will be held if nomination(s) made</i> 	Janet
8:55 – 9:00 PM	Board Liaison Update <ul style="list-style-type: none"> <i>Report to the membership on pertinent info from the Westmont board (if applicable)</i> 	Janet
9:00 – 9:02 PM	Conclusion of scheduled business, next meeting date <ul style="list-style-type: none"> <i>Tentative general meeting schedule to end of school year is in the TC school calendar (meetings run max. 1.5 hrs): Apr.17th 1pm; May 22nd 1pm; June 16th 8pm (AGM) (no meeting over spring break)</i> 	Janet/All
9:02 – 9:30 PM	New Business/Open Floor <ul style="list-style-type: none"> <i>Signage (update from Magnus)</i> <i>Bring your questions/comments/constructive feedback – PAC executive and Magnus will do our best to answer!</i> 	All
9:30 PM	Meeting termination <ul style="list-style-type: none"> <i>Thanks for joining us!</i> 	Janet

Meeting Minutes

The meeting was called to order 20:03 hrs. A quorum was determined to be present.

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Attendees: Janet Mackenzie (PAC president), Jaz McIntosh (PAC secretary), Magnus Hanton (head of school), Racheal Jamieson (voting member), Kim Taylor (PAC events coordinator), Jessica Skulmoski (voting member), Sumitra Tournour (PAC treasurer), Evelyne Loken (PAC lunch coordinator), Nikola Zorkin (voting member), Matt Zorkin (voting member).

Agenda approval → Moved by Sumitra, approved unanimously.

Approval of January 23rd general meeting minutes → moved by Jaz, seconded by Sumitra. Approved unanimously.

Treasurer's Financial Update:

Please see attached monthly snapshot.

The hot lunch program is projected to earn \$2266.93 this year - great work Evelyne!

Love of Books – realized over \$5000 in donations! Many of the new books are already in circulation thanks to the efforts of Liz, Kim, and a small-but-mighty army of volunteers.

We are in a solid financial position – already above our expected annual revenue and more fundraising to come!

Spring Fundraisers starting this week, so more income expected soon.

The bottle drive raised over \$300, not included in this update; will be included in the update at the next PAC meeting in April.

We talked about the cost of e-transfers as we are charged \$0.90 per transfer (with no monthly account fee); we are currently only sending about 5-10 e-transfers monthly so it probably isn't necessary to discuss a different fee model with the bank, but we will keep an eye on this if the number of transfers increases significantly.

Lunch Coordinator's Update:

BarBurrito is popular. Thanks to students and staff for their patience with the last lunch; unfortunately the restaurant had a grill stop working that morning, so the lunch was provided to us more than an hour late. The owner went above and beyond to get the food to us, and we are confident that the next BarBurrito lunch will go much more smoothly!

Sushi is also gaining in popularity, and the first couple lunches with them have gone smoothly.

Families are reminded to check Munchalunch for the up-to-date schedule (which is set until the end of the school year) and order deadlines. These are also noted on a recurring basis in the school's Weekend Update sent on Sunday mornings.

Events and Fundraising Update:

Coupon Books: stay tuned for more information on this. Rachael volunteered to assist with this one. The coupon books were popular last year and are a great fundraiser for us as we get half of the \$15 cost. The coupon selection is great and they pay for themselves with the use of one or two coupons.

Hilltop spring flower/fruit planters ordering is now live in Munchalunch. The Order deadline is April 6th and orders will be delivered to the school on April 23rd.

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Purdy's Easter chocolate ordering is also now open – ordering is done via the Purdy's fundraising website and is not on Munchalunch. Please go to: <https://fundraising.purdys.com/join.aspx/2008258-127746>. The order deadline is March 23rd, with delivery to the school April 4th.

Easter Sunday pancake breakfast and egg hunt - was a big hit at our inaugural event last year and will be happening again this year! Hold the date – April 20th. We are looking for volunteers – tasks may include shopping for prizes/eggs, and food, help day of with cooking, hiding eggs, leading activities, etc. Please e-mail Michelle McClure at westmonteasteregg hunt@gmail.com to volunteer or find out more information. The PAC executive will review the cost of last year's event in determining a budget.

Pink Shirt Day Shirts - Huge thanks to Chelle Fox for creating this meaningful and successful event. The PAC has put the small amount of funds raised from the t-shirt orders towards creating a banner displaying all of the entries submitted for the pink shirt design contest (displayed on the early years playground fence). We hope to make this an annual contest, and put the banners together each year to show how our students interpret and live the message of Pink Shirt Day. Thanks to everyone to participated and/or contributed to this event!

Bottle Drive – Our thanks to Caitlin D. for leading this event. We can only do what we have volunteers for, and the small group of helpers did a great job. Thanks to everyone who saved up their empties for a very long time! We hope to have one more bottle drive before the end of the school year, so keep on saving!

Tea/coffee mornings – positive feedback received from attendees. We realize many people cannot attend during work hours, but the timing at drop-off allows folks to drop by quickly. We will schedule another one upon the return from spring break.

Possible auction/community event – Nearby venues (e.g. Bilston, Olympic View) are expensive (approx. \$60-70 per person, so approx. \$7000 for 100 people). Other considerations include:

- Event liquor license and serving it right required for alcohol
- Costs for catering (could raise cost per person)
- Accessibility to families, especially with young children – providing childcare, timing of event...
- Community-building focus, or fundraising focus? If the latter, requires a LOT of time planning, soliciting auction donations, ensuring enough attendees to bid on items, etc.

Discussion included moving a simplified version of the auction to the spring fling where the families are already there.

At the end of last year, PAC executive and Magnus discussed the idea of moving the spring fling to right after the closing ceremonies on the final day of school. This would allow families with tight schedules to attend both the ceremonies and the spring fling. This is the current notional plan but will be discussed in more detail following spring break.

PAC Executive Opportunity:

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This item was deferred to the next meeting in order to allow for discussion with potential candidates. Any interested parents/guardians are invited to contact janet@questioneverything.com to express interest and/or ask questions.

Board Liaison Update:

There was no substantive update as the board's recent decision to disallow online participation by the PAC president in board meetings, and to not re-schedule the meetings to a time that works for all directors, means that a two-way dialogue at those meetings is not possible. We will continue to seek ways to foster an open dialogue.

New Business/Open Floor:

The following topics were discussed:

- Parking lot/driveway safety – speeding and unsafe behaviours have consistently been increasing; our volunteer parking attendants have noted repeat offenders and they will be reported to Magnus for follow-up. Please be courteous, safe, and respectful of everyone at all times. The PAC will investigate with Magnus whether we can install speed signs on school property, and other ways to remind drivers to slow down. Pedestrians are also reminded to use the crosswalk and sidewalks and not walk behind parked cars and cross the parking lot in unmarked areas – we can all take simple actions to increase safety for everyone!
- School signage – school admin and the board are working on this and hope to have a proper school sign installed soon.
- Speed measurement digital signs for Metchosin Road (similar to the one by the church/golf course) – funds raised at the auction/community event last April have been earmarked for these. The school has applied for a grant, which we need to hear back on before purchasing the sign(s). The anticipated time frame for a grant response is April, after which the school will be in a position to purchase the sign(s) and install them quite quickly. A further update will be provided at the April PAC meeting.
- Concern raised to PAC by some parents - classroom parties and sugary treats; some parents are concerned about the proliferation of sweets over the past year or two in classroom celebrations, especially at the lower elementary level. Magnus has heard the concerns and will be following up with staff and teachers about this.

Meeting Termination:

With no further business arising, the meeting was terminated @ 21:20 hrs

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