

East Kensington Outdoor Learning – Parent Meeting Notes

Tuesday, December 10, 2019 2:30pm

Attendance: 1 staff, 7 parents

Fundraising updates

Gab has made “post-fundraising forms” that will be in the PAC drawer.

- a. **Wreaths & Poinsettia final numbers:** profits = \$393.
- b. **Purdy’s final numbers:** \$680, a significant increase from last year.
- c. **Santa Breakfast – review and numbers**
 - i. Approximate profit = \$2400 (including given two large donations of \$500 each)
 - ii. 1 ongoing expense that will need to be factored in for future events is that we will need to pay janitorial cost for after the event
 - iii. Did a presale of tickets this year which was successful and will continue to do this
 - iv. We used a separate, gluten-free designated griddle – this has now been labeled for future use
 - v. Planning Committee: will need to tweak this a bit to all have expectations about commitment involved up front.
 - vi. We discussed providing an appreciation gift for Jennifer Betteridge as she continues to donate all \$ from the photos taken at Santa Breakfast back to the PAC
 - vii. Appreciation gifts for Santa Clause and Mrs. Clause → Will add this to the budget for next year as an ongoing expense for the event

Updates and comments from administration – Keri Stanger

Upcoming school community events:

- a) Comment regarding Santa Breakfast – well organized and well attended. Fantastic!
- b) Thursday, Dec 19: Winter Solstice event beginning at 4:30pm.
- c) Friday Dec 20: Hot lunch will take place, it will be PJ day and in the afternoon there will be sing-a-long songs, popcorn and hot chocolate, and short movie

Discussion around guidelines for the parent group on Facebook

- a) When concerns are brought to the FB group regarding parent concerns, PAC members will need to bring these concerns to the administration
- b) PAC executive members created (from a template provided) a list of guidelines for expectations of those on the parent FB group. These will be completed by Amy

(secretary) and will then be pinned to the parent FB group that can be referred to when needed.

Discussion around financials

- a) Discussion particularly regarding policy re: PAC financial support of those in the school community –
 - a. With Keri's input, the process for this will be as follows:
 - i. Keri noted that the administration/staff would need to be informed regarding families that are identified as struggling as there may be other supports available through the school and specific information that school may have that the family has not disclosed that will be helpful in determining best ways to support.
 - ii. Going forward, the PAC has decided to dedicate the Purdy's fundraiser to be designated for helping a school family in need ("hardship" fund)
 - iii. Voting by PAC executive will be required for giving any support over \$300 and will evaluate on case by case basis.
 - iv. Support will include (in particular) any school-based activities that might mean a child would be excluded if not supported (e.g., hot lunch, field trips, etc).
 - b) Leah and Joanna will need to go to Envision (or other financial institution) to explore the options about a double signature account → we need to be able to accept EMT, paypal, etc. particularly as our school continues to grow. Amanda Logan also mentioned that she has a contact that may be able to provide some information/support in this area.

Spring Fair at Halls Prairie

Tracy will be connecting soon with a PAC executive member from Halls Prairie to find out more information about how we can team up with Halls Prairie for their Spring Fair. EK PAC all agreed that we would be willing to help support in any ways that we can and look to share profits this year.

Next parent meeting: January 14, 2020 at 2:30pm