



Attendees: Sean H. (Principal), Colin C. (Vice-Principal), Redha O. (Co-Chair), Mary H. (Vice Chair), Vivian K. (Treasurer), Selina C. (Co-Treasurer), Suellen Z. (Secretary), Erin S. (Co-Secretary), Gail L., Theola L., Baren T., Marine W., Iris W.

Documents posted on Anderson PAC website for discussions:

- 2024 Apr 16 Anderson PAC Meeting AGENDA.pdf
- 2024 02 27 Anderson PAC – Minutes (drafted).pdf
- 2024 Mar HAES PAC Financial Statements - Meeting Draft.pdf
- 2024 03 6 Budget Meeting Minutes.pdf
- 2024 04 10 Note Shared Within Hot Lunch Volunteer Group.pdf
- 2024 04 11 Etiquette Guidelines (Drafted by Communications Committee).pdf
- Anderson PAC Flyer 2024-2025.pdf
- Henry Anderson PAC - Constitution Bylaws - June 2024 revised - DRAFT V2.0.docx

1. Welcome

- a. Co-Chair welcomed everyone to the meeting.
- b. Vice-Chair opened floor to adoption of the meeting agenda.
 - i. Baren requested to add sub-category to Agenda Item 6 to discuss Anderson PAC Info Flyer
 1. Suellen moved to adopt the agenda, including the addition of the PAC Info Flyer discussion sub-category to Agenda Item 6.
 2. Erin seconded.
 3. 7 in favor (majority vote)
 4. Motion passed.

2. Approval of Previous Meeting's Minutes – Feb 27th 2024 and Updates on Action Items

- a. Marine moved to pass the February PAC meeting minutes.
 - ii. Selina seconded.
 - iii. 8 voted in favor (majority vote)
 - iv. Motion carried.
- b. Updates on Action Items from February PAC Meeting.
 - i. Mary to facilitate the designation of a hot lunch committee by April's PAC meeting (Item 2.b.i.3.a)
 1. Mary informed the hot lunch co-leads are Donna and Fanny.
 - ii. Gail to have Selina, Mary, Aisha, and Suellen granted viewing access to online banking (Item 2.b.ii.2.b)
 1. Gail confirmed Mary and Aisha can go to the bank for full access without Gail present.
 2. In dealing with Mary and Aisha's access, Gail was not able to address Selina and Suellen's access before April's PAC meeting.
 - a. Suellen confirmed she had submitted the necessary paperwork but encountered difficulties with obtaining an access card due to a change in the bank's Branch Manager. Suellen advised the email she received from the bank states she can obtain the access card without Gail being present.
 - b. Link Gail sent to Selina for access did not work. Gail to continue attempting to resolve.

- c. **ACTION:**
 - 1. Mary, Aisha, and Suellen to go to the bank and obtain their respective accesses.
 - 2. Gail to assist with Selina's viewing access.
- iii. Mary to inform hot lunch volunteers of June 19th being an additional hot lunch date and have it added to the March 6th Munch-a-Lunch launch (Item 5.c.iv.2.a)
 - 1. Mary stated that the June 19th date was not discussed at the last hot lunch event and that volunteers do not want to commit to any dates without knowing how many additional days there will be.
 - 2. June 19th was not added to the March 6th Munch-a-Lunch launch.
 - 3. **ACTION:**
 - a. Carry Action item forward with Mary to present June 19th as the additional hot lunch day to hot lunch volunteers and confirm with PAC Exec's whether June 19th will be an additional hot lunch date with adequate time for Munch-a-Lunch ordering.
- iv. Mary to discuss Terms of Reference with hot lunch group for edits and bring them to April's PAC meeting (Item 6.d.v.1)
 - 1. Mary stated that the hot lunch Co-Leads and volunteers did not have time to create a Hot Lunch Committee Terms of Reference.
 - 2. Gail reminded that she had posted a draft Hot Lunch Committee Terms of Reference in February to which the hot lunch subcommittee can make edits.
 - 3. When asked whether the co-leads were aware the draft Terms of Reference were posted, Mary confirmed she had told them about it but is unaware whether the co-leads had time to review it.
 - 4. **ACTION:**
 - a. Carry Action item forward with Mary to present a Hot Lunch Committee Terms of Reference at May's PAC meeting.
- v. Each Team Lead to obtain password to PAC website for updating and replace "Chair" with "Lead" in each Terms of Reference (Item 6.e.ii.1 and 6.e.ii.2)
 - 1. Decision within meeting to leave passwords with those who currently have it.
 - 2. Suellen will continue to upload documents with CC assisting with creating folders and files.
 - 3. Selina suggested to upload PAC files to the Anderson's Google Drive for future PAC reference.
 - a. **ACTION:** Suellen to upload PAC file to Anderson's Google drive by the end of June for current school year (2023-2024) documents.
- vi. Action items regarding Chair participation in Nomination Committee (Items 8.b.i.1, 8.b.i.2 and 8.b.i.3)
 - 1. **ACTION:** Redha will ask Aisha if she wants to be part of the Nomination Committee and respond to PAC Execs by <DATE>
- vii. PAC welcome package info sheet (Item 9.c.ii.1)
 - 1. CC sent PAC welcome package info sheet example to Baren.
 - 2. Baren produced a draft for April's meeting and presented for input in April Agenda's Item 6.

3. Principal's Report (School Updates)

- a. Track Attack
 - i. Commenced for Grades 4-7.
 - ii. May 13th is track meet with other elementary schools.

- iii. Anderson will send as many interested students as possible to the track meet, but unfortunately cannot accommodate every student due to Anderson's large student enrolment versus the number of spots available for Anderson participants at the track meet. Each school is allotted the same number of spots regardless of enrollment.
- iv. Anderson has made every effort to send as many students as possible including requesting spare lanes from smaller schools.
- v. Whoever attends the track meet will be participating in at least 2 events to make the trip out worthwhile.
- vi. Student selection will be based on interest as Anderson recognizes the value of experience.
- b. Basketball
 - i. Girls Team brought home a championship.
 - ii. Boys Team came in 2nd.
 - iii. Thanks to admin and teachers who coached.
- c. Grade 7's
 - i. School is busy with counsellors visiting Grade 7 students and teachers to help with students' transitions to secondary school.
- d. New Kindergarteners
 - i. 80 incoming kindergarteners for the 2024-2025 school year with their first visits to Anderson on Thursday, May 16th.
 - 1. English enrolment session 9am-10am
 - 2. French enrolment session 10:30am-11:30am.
 - ii. Selina C. volunteered as PAC presence during the sessions.
- e. Clubs
 - i. Chess Club up and running with Mme Lapierre.
 - ii. Homework Club concludes in May.
 - iii. Math Club to participate in a worldwide contest May 15th (focus is on Gr. 6's/7's).
- f. Report Cards
 - i. Going home April 25th
 - ii. Parents/guardians: Remember to celebrate the new report card or a new start.
- g. Fire drill Friday, April 19th.
- h. Walking Wednesdays starts April 17th.
 - i. Student encouraged to walk to school.
- i. Culture Day Friday, April 19th.
 - i. Hope and focus are for students to feel comfortable and build confidence in celebrating their cultures.
 - ii. Kids encouraged to wear traditional clothing or bring a cultural artifact.
- j. Run Club started.
 - i. 8:20am on Mondays.
 - ii. Students receive a bead for each lap they run.

4. Treasurer's Report and Vote on Recommendations from Budget Meeting Minutes

- a. Appendix A – March Balance Sheet
 - i. \$6,475.42 in the Gaming Account
 - ii. \$21,441.46 in the General Account
- b. Appendix B – Profit and Loss
 - i. Income: Includes Term 3 hot lunch sales (\$3934.68)
 - ii. Expense: Hot lunch expense (\$1786)

- c. Budget Subcommittee Meeting
 - i. Three main areas where PAC may have extra funds. PAC voted on whether excess funds should be allocated to the Gaga ball court (only half of it was to be funded at the initial budget meeting) or to roll the excess funds to the 2024-2025 school year in their respective categories.
 - 1. Hip hop (~\$1000): Selina called voting - unanimous (10) vote to contribute funds to Gaga ball court.
 - 2. Teachers' unused funds from classroom supplies and field trip funds.
 - a. Vivian working with Deb to determine a more precise number and will have a better idea the week of April 22nd.
 - b. As teacher supplies are from the general fund and field trips are from the gaming account, voting for allocation of excess funds (if any at the end of year) done separately.
 - i. Supplies: 1 vote for roll over; 9 votes for Gaga ball court.
 - ii. Field trips: 3 votes for roll over; 7 votes for Gaga ball court.
 - 3. General funds.
 - a. Excess fund reallocation is after 10% has been reserved for the 2024-2025 school year as contingency.
 - b. Voting: 3 votes for roll over; 7 votes for Gaga ball court.
 - c. Outstanding teacher expense receipts and additional hot lunch orders will affect final numbers.
- d. Gaming grant application submitted for 2024-2025 school year. Approval will not be confirmed until the new school year and grant will be based on final enrolment (Approximately at the end of September).

5. Hot Lunch Update and Vote on Action Items from Hot Lunch Volunteer Group Notes

- a. Hot lunch subcommittee meeting held at the end of the last hot lunch date (April 10th) where the group decided Wednesday, May 29th would be the preferred date for Volunteer Appreciation Day (VAD).
 - i. Baren brought to attention that other volunteer groups such as Library and Breakfast Club should also be consulted in determining the best date.
 - ii. Clarification from Sean that while Breakfast Club is run under the school, they will not be holding a separate school-run VAD, only a Parent Appreciation Day.
 - iii. Sean advised the multipurpose room is only available Friday mornings if PAC wishes to book it for VAD.
 - iv. For increased inclusion, a poll will be distributed to all volunteer groups to determine whether VAD should be Friday, May 24th or Friday, June 7th.
 - v. Selina volunteered to organize the Friday VAD.
 - vi. Suggestion to hold VAD slightly before 8:45am (higher likelihood of parent participation with drop-off).
 - vii. Mary indicated that some hot lunch volunteers will not wish to share their emails for the VAD date poll.
 - 1. **POST MEETING ACTION: PAC members with volunteer email addresses to submit them all to Suellen ASAP. Suellen will send out a Doodle Poll to determine the VAD date based on majority votes. For hot lunch volunteers, Mary will conduct the poll separately and report back the preferred date with voting number for each.**
- b. March 6th Pizza/Pasta Day: 710 orders; \$976
- c. April 10th Pasta Day: 274 orders; \$753

- d. April 10th Pasta Day feedback
 - i. Mary reported some kids felt left out of Hot Lunch Day because they were not given the option of ordering pizza when they have traditionally been able to do so. Some older kids wanted the option to order pizza in addition to their pasta order for a larger lunch.
 - ii. Hot Lunch Subcommittee consensus is to keep pizza and pasta day together.
 - iii. Sean: Some Kindergartners find it tougher to eat pasta and end up taking it home; more effort on the supplier to produce pasta than pizza.

6. Approval Etiquette Guidelines (Drafted by Communication Committee) and PAC Info Flyer

- a. PAC info flyer to distribute to incoming Kindergarten parents/guardians on May 16th.
 - i. Baren presented a draft flyer and called for input.
 - ii. **ACTION:** Baren to obtain updated fundraiser numbers from Vivian and updated the flyer accordingly as well as add a shout-out box inviting new parents to contact PAC and get involved.
 - iii. **ACTION:** Selina to work on a Chinese version of the info flyer.
 - iv. PAC Flyer will be printed out and stuffed into Welcome to K bags. It will also be given to parents on PAC AGM day.
- b. Etiquette Guidelines document (aka Anderson PAC Guiding Principles for Meetings)
 - i. Baren presented a draft of Etiquette Guidelines document resulting from a Communications Subcommittee meeting.
 - ii. Purpose is to improve efficiency with meetings that have been running over time and assist with discourse. The guidelines are to be observed alongside Robert's Rules.
 - iii. Document will reside on the PAC website.
 - iv. Inclusion of specific meeting times and durations as well as its incorporation into the Constitution as a template were discussed. Recommendations revised by Baren during the meeting to ready it for posting.
 - v. Selina moved to approve the Etiquette Guideline.
 - 1. Suellen seconded.
 - 2. Unanimous (9) votes in favor.
 - 3. Motion passed.

7. Approval Constitution Bylaws (DRAFT) V2

- a. Meeting running late, PAC requested Gail to highlight changes and anything urgent on this Version 2.
- b. Gail emphasized that PAC needs to pass the constitution and bylaws by the June meeting to have it effective for 2024-2025 school year. A special meeting may be required.
- c. Discussion surrounding whether Constitution should include language regarding removal of positions - whether it will deter parents from joining; similar language is present in **BC Confederation of PAC and District Parent Advisory Council.**
- d. Discussion regarding whether agenda additions and agenda adoption at the beginning of each meeting should be included in the Constitution or reside within Baren's Etiquette Guidelines document which will be a template added to the end of the Constitution.
- e. **ACTION:** Gail to send copy of Constitution V2 to Chair for review/input. Also, if anyone has not read the document, please go to our website and download a copy.

8. Approval "Notice of Nomination Form" for Coming School Year PAC Exec Nominations

- a. Clarification required regarding co-positions - whether the current bylaws address them or not; co-positions traditionally have been selected after voting and not voted upon.
 - i. Nomination form will contain only one position for each role.
- b. Nomination Subcommittee responsible for ensuring nominees are eligible.
 - i. Recommendation made to include student name and division on the form to assist in vetting process; make this optional for those who do not wish to include their child's name.
- c. If anyone is nominated for more than one position, they will be contacted by nomination committee to choose one position to run for.
- d. Discussion regarding whether member-at-large (MAL) positions should be held for unsuccessful candidates to encourage participation.
 - i. Principal/Vice-Principal suggestion to address PAC at AGM before voting and state that should any nominee not be voted into a role to, please be reminded there are other ways they can help the school and that they hold equal weight whether they formally hold a position or not.
 - ii. Reserving MAL positions for unsuccessful candidates may deter/deny other PAC members who have a specific interest in being MAL for a particular area such as hot lunch.
 - iii. Should MAL positions be specific (i.e. hot lunch, fruits & veggies, fundraising, communications etc.)?
 1. Hot Lunch MAL should be specific and the position filled prior to the following school year as hot lunch planning starts in the summer.
 2. Principal recommendation to add 2 general MAL positions to the designated 4; define the 4 specific MAL roles on the form (e.g.: "Hot Lunch Lead - Member at Large (MAL)"); and to reference PAC website for definitions and duties.
 3. Suggestion to include language from the Constitution to the back of the nomination form for easy reference.
 4. Mary motioned to keep MAL titles on the nomination form and change terminology to "Lead."
 - a. 7 voted in favor; 1 against; 1 abstain.
 - b. Motion passed.

9. New Business (none)

10. Adjournment

- Next meeting: May 21, 2024

MEETING REFERENCE DOCUMENTS

DRAFT