



**Henry Anderson Elementary**  
**Parent Advisory Committee (PAC) Meeting Agenda**  
**Tuesday, December 19th, 2023**  
**6:45 - 7:45pm**  
Multipurpose Room

**Chairs:** Aisha Elgahmodi (Chair), Mary Hsi (Vice-Chair)

**Attendees:** Sean Harrington (Principal), Colin Chan (Vice-Principal), Vivian Ko (Treasurer), Selina (Co-treasurer), Suellen (Secretary), Erin Sagarbarria (Co-secretary), Fanny Lee (Hot Lunch coordinator), Monica Das (M.A.L. – School Fruit and Vegetable Nutritional Program), Cecilia Leung (fundraiser coordinator), Theola Lu, Baren Tsui, Marine Walic, Gail Lam and all parents show up.

**Materials:** Nov 27<sup>th</sup> 2023 Anderson PAC - Meeting Minutes (drafted); Supporting Document for Action Item Subcommittees (Prepared by Baren)

Agenda Item	Presenter
1. Welcome	A. Elgahmodi
2. Approval of Previous Meeting's Minutes – Dec. 19th, 2023 - Updates on action items	All
3. Principal's Report (School Update)	S. Harrington, C. Chan
4. Treasurer's Report	V.Ko
5. Hot Lunch Update	F. Lee
6. Subcommittees and Role Clarification	B.Tsui, G. Lam
7. New business:	All
8. Adjournment	

Next Meeting: January 16<sup>th</sup> 2024.

**Henry Anderson Parent Advisory Committee (PAC) - December - Meeting Minutes**  
**Tuesday, December 19, 2023 - 6:45pm-8:45pm (Version 3)**

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**Attendees:** Aisha E. (Chair), Redha O. (Co-Chair), Mary H. (Vice Chair); Vivian K. (Treasurer), Selina C (Co-Treasurer), Suellen Z. (Secretary), Erin S. (Co-Secretary), Cecilia (CC) L., Gail L., Theola L., Baren T., Adwoa G., Sheon C., Hayley H., Fanny L., Donald M., Monica D.

Documents posted on Anderson PAC website for discussions:

- 202311 29 Anderson PAC - Minutes (drafted).pdf
- 202312 19 Anderson PAC -AGENDA.pdf (attached)
- 2023 Dec 19 HAES PAC Financial Statements - DRAFT.pdf (attached)
- 2023 12 19 Anderson PAC - Supporting Document for Action Item Subcommittees (Prepared by Baren).pdf (attached)

### **1. Welcome**

- Chair appointed a Co-Chair for the meeting. Co-Chair welcomed everyone and advised he will be facilitating the meeting as the Chair cannot remain for the full duration due to prior commitments.

### **2. Approval of Previous Meeting's Minutes - Nov 29<sup>th</sup> 2023** with reference to *2023 11 29 Anderson PAC - Minutes (drafted).pdf*

- Donald recommended to note down names of members who motion and second items in future minutes.
- Clarification made that a recent Krispy Kreme fundraiser was for Grade 7's and not PAC. It was advertised as a Grade 7 fundraiser.
- Mary requested to remove Regrets from Nov meeting minutes since regrets are not required when quorum is reached.
  - Decision is to leave as is.
- Mary motioned to approve November PAC meeting minutes.
  - Suellen seconded
  - Majority voted in favor
  - Motion carried

### **3. Principal's Report (School Update) - Sean**

- Hip-hop dance class cost was lower than expected, coming in at just under \$6000. It was great to see the kids enjoying themselves and families coming to watch the students dance.
- Dec. 18<sup>th</sup> was the band concert with Mr. Burrows. 7 bands in total performed.
- Dec 21<sup>st</sup>: Report cards are going home.
  - Great if parents/guardians can take the time to share the thoughts from the report cards as they're great next steps.
- Wishing everyone a safe and relaxing holiday with thanks to PAC for all their work.
- Question to Sean: Is there any consideration in reducing school days to 4 days a week similar to some US schools?
  - Sean advised this has not been a point of discussion so far and that input from parents/guardians would be the first step in any consideration like this.

#### 4. **Treasurer's Report - Vivian** with reference to 2023 Dec 19 HAES PAC Financial Statements - DRAFT.pdf

- Gaming questionnaire: Completed by Vivian and Selina.
- December 19<sup>th</sup> statement is close to being the final numbers for the year as few, if any, transactions are expected between Dec 19<sup>th</sup> to 31<sup>st</sup>.
- \$336 fundraising revenue was from the Purdy's fundraiser.
- Hot lunch sales (\$3737) include open orders for Jan-Mar 2024.
- \$2730 expense was for hip-hop classes.
- \$60 General Fund Expense was for a PAC paperwork filing system.
- \$1775 expense was for Fusion Feast costs.
- Current hot lunch budget projects \$11,700 in profit, but based on figures between September and December, profit has been revised to \$11,400. Final numbers are still higher than last year.
- Treasurer reported the following hot lunch statistics:
  - 34.1% profit margin for pizza and pasta days - top earner.
  - 20% profit margin for Subway.
  - 19.6% profit margin for Sushi Lovers - although it's less than Subway, there is a higher volume in orders and performs better.
  - With the \$0.25 increase passed last meeting on pizza/pasta days, there will still be a profit margin of 33.9%.
- Mary requested clarification on the \$1400 transfer from the fundraiser account that had a balance of \$2200 to the General account. How did the Treasurer decide on moving \$1400?
  - Treasurer advised \$1400 was recorded as a transfer in the books as an accounting entry (not yet transferred at the bank) as it was known to be related to the 2022-2023 school year fundraisers. Remaining balance of \$807 was from mask sale fundraisers from years prior to 2022. When origins of the \$807 amount were determined, the Treasurer proposed transferring the amount to the General Account as well.
  - Full amount of \$2200 is to be transferred to the General Account and is currently pending approval from other authorized PAC members.
- Online banking access:
  - Suellen can sign for cheques but does not yet have access to online banking. Suellen will contact the bank to determine the steps required for her to gain access.
  - Mary, CC, and Vivian have access.
  - Mary as Vice-Chair to pass access to Chair. Chair should have signing authority and access to online account information - both to be confirmed.
  - CC (co-treasurer for school year 2021-2022 ) to pass online access on.
  - Selina as co-treasurer should have access but doesn't yet.

#### **ACTION:**

- Finalize at the next meeting who should have signing authority and/or online access.

#### 5. **Hot Lunch Update - Fanny**

- Thus far everything has been with Munch-a-Lunch. There is interest in a new vendor.
- Fanny will obtain all information and share it with PAC for decision-making.
- 26 Ziplock bags to be prepared for each division for add-on item distribution.
  - Fanny's kids will help with preparation and distribution.
  - Suellen thanked Fanny for all the effort she has and continues to put into the hot lunch program.
  - Suellen motioned to reward kids who help with the add-on items with the specific amount to be determined in Spring 2024.
    - Baren seconded.

- Majority voted in favor.
  - Motion passed.
- The change of one upcoming pizza/pasta day to pizza only day and adding another hot lunch day only for pasta (for profit testing purposes) in the new year was confirmed in the November meeting. CC requested dates for these two days.
  - Fanny advised they will be after Spring Break as January to March hot lunch days have already been coordinated.
  - Best to do them as soon as possible and work with Sean for the extra hot lunch day.
- Student volunteer appreciation:
  - Discussion regarding whether childminders or other student volunteers should be rewarded with gift cards, movie tickets, or cash.
  - Gift cards and movie tickets do not run the risk of employment optics and offer less freedom in purchasing power than cash.
  - When PAC 101 is held in 2024, it would be a good opportunity to learn what other schools do to reward their volunteers.
- TCBY
  - Donald brought to attention that dairy products are a high risk/allergen for some students and licensing may be required to hold a TCBY day.
  - Without a lactose-free option, some kids may feel left out on TCBY day.
  - Suggestion to offer Freezies as a lactose-free option.
    - Would need to consider freezer storage space.
  - Question: Would this allergen risk extend to Fusion Feast and could Fusion Feast offer vegan cheese options?

**ACTION:**

- Sean to check if licensing is required for TCBY day.
- Mary to check with TCBY if they offer a non-dairy option.
- Mary to check with Fusion Feast if they offer a vegan-cheese option.

**6. Subcommittees and Role Clarification - Baren** with reference to *2023 12 19 Anderson PAC - Supporting Document for Action Item Subcommittees (Prepared by Baren).pdf*

- Due to time constraints, Mary motioned to move this agenda item to the January PAC meeting.
  - Donald: Seconded
  - 5 in favour; 9 opposed
  - Motion denied
- Baren prepared a draft subcommittee write-up based on PAC's November meeting conversations and drawing from a BC Confederation of Parent Advisory Council resource. When finalized, it would be a helpful resource to be posted on Anderson's PAC website.
- Clarification that the document uses the term "committee" versus "subcommittee" as it is the more common wording.
- Subcommittees do not pass decisions. They hold discussions focused on their subcommittee topic and present summarized findings and recommendations at PAC meetings where all those in attendance can vote decisions through. The intent for subcommittees is to increase PAC member input and transparency. Subcommittee meetings/communications do not need to be formal nor with consistent times like regular PAC meetings.
- Each subcommittee shall have terms of reference - purpose, mandate, responsibilities, list of subcommittee members.
- Discussion on whether hot lunch and fundraisers would be wrapped up together in a Fundraising Subcommittee.

- Hot lunch is a fundraiser and should be in the same category as other fundraisers for better coordination and awareness.
  - Having hot lunch and other fundraisers together may appear intimidating as they're both major operations on their own. May see a drop-in volunteerism.
- Discussion on a possible Events Subcommittee that could take the lead on carnivals, pumpkin patches, and other school and/or PAC sponsored events with clear indication where funds are going to or coming from.
- Discussion about Fruit and Veggies program being led by Monica and possibly falling under an Events Committee - to be further discussed in January.
- Suggestion to showcase the different subcommittees to drum up participation (e.g. table stations).
- Discussion on whether to subcommittee category establishments should be postponed to January. Co-chair agrees to set the subcommittees up now.
- Subcommittee categories:
  - Budget Subcommittee
    - Selina motioned to formalize the Budget Subcommittee as outlined in Baren's Subcommittee document but tailored to Anderson Elementary.
    - Suellen seconded.
    - Majority voted in favor
    - Motion carried. Committee to be led by Vivian and Selina.
  - Constitution Subcommittee
    - Selina motioned to formalize the Constitution Subcommittee.
    - CC seconded.
    - Majority voted in favor.
    - Motion carried. Committee to be led by Gail.
    - Subcommittee to work under current Constitution until an updated one is passed for implementation as well as work out timeframes for voting and lead time for other levels of approval where required. Suggestion made that Constitution passing should be voted on at the AGM.
  - Hot Lunch Subcommittee
    - Mary motioned to formalize a Hot Lunch Subcommittee.
    - Baren seconded.
    - Majority voted in favor.
    - Motion carried. Committee lead to be discussed at January's meeting.
  - Communications Subcommittee
    - Baren motioned to formalize a Communications Subcommittee.
    - Selina seconded.
    - Majority voted in favor.
    - Motion carried. Committee to be led by Baren.
    - Sean can assist in passing along PAC messages through parent/guardian emails.

**ACTION:**

- Member who leads each subcommittee to draft a term of reference for the subcommittee and present the drafts in January meetings.
- Recommendation made for subcommittee meetings to be held within timeframes where most members can participate (i.e. not too late into the night).
- In the interest of time, Mary moved to table other subcommittee formations and the agenda item, Roles and Clarification, to the January PAC meeting.

- Donald seconded.
- Majority voted in favour.
- Motion passed.

## **7. New Business**

- No requests made at the beginning of the meeting for additions to the agenda.

## **8. Adjournment**

- Next meeting: January 16<sup>th</sup>, 2024

Approved

# MEETING REFERENCE DOCUMENTS