

**Henry Anderson Parent Advisory Committee (PAC) – November - Meeting Minutes**  
**Tuesday, February 27, 2024 – 6:45pm-8:58pm**

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**Attendees:** Sean H. (Principal), Colin C. (Vice-Principal), Mary H. (Vice Chair); Vivian K. (Treasurer), Selina C. (Co-Treasurer), Erin S. (Co-Secretary), Cecilia (CC) L., Gail L., Theola L., Baren T., Marine W., Iris W.

**Regrets:** Aisha E. (Chair), Redha O. (Co-Chair), Suellen Z. (Secretary), Fanny.

Documents posted on Anderson PAC website for discussions:

- 2024 01 16 Anderson PAC – Minutes V2(drafted).pdf
- 2024 Feb 27 Anderson PAC Meeting AGENDA.pdf
- 2024 FEB 27 HAES PAC Financial Statements – DRAFT.pdf
- 2024 2 27 Anderson PAC Meeting- Budget Committee Terms of Reference (drafted).pdf
- 2024 2 20 Anderson PAC Meeting- Constitution and Bylaw Committee Terms of Reference (drafted).pdf
- 2024 2 20 Anderson PAC Meeting- Communication Committee Terms of Reference (drafted).pdf
- 2024 2 20 Anderson PAC Meeting- Hot Lunch Committee Terms of Reference (drafted).PDF

**1. Welcome**

- a. In the absence of Chair and Co-Chair, Vice-Chair opened the meeting and welcomed everyone.

**2. Approval of Previous Meeting's Minutes – January 16<sup>th</sup>, 2024 and Updates on Action Items**

- a. Selina moved to pass the January PAC meeting minutes.
  - i. CC seconded.
  - ii. Majority voted in favour.
  - iii. Motion carried.
- b. Updates on Action Items from January PAC Meeting.
  - i. Hot lunch committee lead (Item 4, Section c., Part ii-2)
    1. Mary advised hot lunch group is working on designating a lead. She does not wish to be lead.
    2. Suggestion made that a committee member, not necessarily the lead, report at PAC meetings to keep the lines of communication clear and consistent.
    3. **ACTION:**
      - a. Mary to facilitate the designation of a hot lunch subcommittee lead by April's PAC meeting.
  - ii. Signing officers and on-line banking access (Item 4, Section a., Part i-iii)
    1. Vivian confirmed the following signing authorities with the bank:
      - a. Operating account: Vivian, Gail, CC, Mary, Suellen, Veronica
      - b. Gaming account: Vivian, Gail, CC, Mary, Suellen
    2. Vivian confirmed with the bank that Gail, CC, and herself have on-line access.
      - a. Question arose whether former Treasurer, Crista B., still has access. Gail confirmed she only had viewing access during her time in the role and that her access has since been removed.
    - b. **ACTION:**
      1. Gail to have Selina, Mary, Aisha, and Suellen granted viewing access.
    3. CC motioned to remove Veronica from signing authority on Operating account for consistency and currency.
      1. Selina seconded.

2. Majority voted in favour.
3. Motion passed.

### February PAC Meeting Agenda

- c. Vice-Chair called for any new business to be added or changes to be made to the meeting agenda.
  - i. No requests made by PAC.
- d. Baren moved to adopt the February PAC meeting agenda.
  - i. Selina seconded.
  - ii. Majority voted in favour.
  - iii. Motion passed.

### 3. Principal's Report (School Updates)

- a. Grade 7 meeting held just prior to February's PAC meeting.
- b. Students encouraged to wear pink for Kindness Day on Wednesday, February 28<sup>th</sup>.
  - i. Kindness is a guiding light at Anderson and the community is reminded of this daily.
  - ii. Two assemblies being held the morning of Feb. 28<sup>th</sup> with performances by Divisions 9, 11, 13, 18, and 23.
- c. Anderson's 2 basketball teams are progressing well.
  - i. March 6<sup>th</sup> – Tournament at MacNeill Secondary.
  - ii. March 11<sup>th</sup>-13<sup>th</sup> – Tournament at McRoberts Secondary.
- d. Anderson Art Gallery was held on February 7<sup>th</sup>.
  - i. Eight classes participated and over 300 family members attended.
  - ii. Over \$2100 was raised for the West Coast Kids Cancer Foundation.
- e. EFI (early French immersion) funding.
  - i. Anderson received some funding for EFI classes and allocated funds to circus training classes with Sand Northrup where all instruction is being provided in French.
  - ii. Grade 6 and 7's will be performing for their peers March 1<sup>st</sup>.
- f. Fire drill planned for March 7<sup>th</sup>.
- g. Spring break – March.
  - i. Last day of school before break is Thursday, March 14<sup>th</sup>.
  - ii. First day back to school is Tuesday, April 2<sup>nd</sup>.
- h. Goal to extend math and literacy throughout school.
  - i. Currently 20 students in grades 5, 6, 7 receiving tutoring from MacNeill Secondary students in Anderson's Homework Club (currently operating at full capacity).
  - ii. There will be Math Club starting Tuesdays at 1pm where Grade 7's will be matched with other students/grades.
  - iii. Math has been a main tool/focus in building community, but Anderson will be endeavouring to shift this more towards literacy.
    1. Teachers support this need.
    2. Focus on getting families more involved with literacy at home (e.g. reading with kids).
    3. More to come in the following months.
- i. Portables
  - i. Sandpit being moved to make room for 2 portables designated to Anderson.
  - ii. Portables to allow for admittance of children that are currently on Anderson's waitlist and within catchment. Anderson is closed to any transfer requests.
  - iii. Portables will be for English classes only since French is a choice program.
  - iv. Will bring school's occupancy to ~660 students.

- v. School will determine which grades will be suitable for instruction in the portables (not Kindergarten) and will consider rotations where necessary.
- vi. Construction will include foundation work, sidewalks, etc. All works will be fenced for safety.

#### 4. Treasurer's Report

- a. Appendix A – January Balance Sheet
  - i. Just under \$7600 in the Gaming Account
  - ii. \$26,000 in the General Account
- b. Appendix B – February Balance Sheet
  - i. Decreases in bank balances, no major changes.
    - 1. General account down \$1000.
    - 2. Gaming account down \$4600.
- c. Appendix C – February Profit/Loss
  - i. Reflect totals for January and February
  - ii. \$25 direct donation received through Cash Online
  - iii. \$7129 received from MunchaLunch (hot lunch)
  - iv. Operating expenses
    - 1. \$3830 in field trips
    - 2. \$1700 in classroom expenses
    - 3. \$392 in resource teacher expenses
    - 4. \$6,800 hot lunch
    - 5. \$250 in McRoberts Secondary scholarship
- d. Mary asked if MunchaLunch breaks down payment by food order types.
  - i. Vivian advised deposits are in random amounts and at irregular times (may depend on when parents submit orders).
- e. Hot lunch projections appear to be on track at this time even with the recent price increases on pizza and pasta.
- f. Vivian had asked teachers to submit their reimbursements as soon as possible so numbers are accurate for the PAC Budget meeting.
  - i. Vivian asked Sean if teachers have field trips planned far ahead of time so PAC can better assess usage of PAC's field trip fund.
  - ii. Sean advised teachers learn of field trip opportunities as the year progresses and need to submit for field trip approvals only 2 weeks in advance, so it is hard to predict, but expect to see the fund being used more and more, especially post-Covid.

#### 5. Hot Lunch Update

- a. Mary provided updates on behalf of Fanny (profits below exclude transaction fees):
  - i. Jan. 24<sup>th</sup> Subway Day brought in 351 orders and \$439 in profit.
  - ii. Feb. 4<sup>th</sup> Pizza/Pasta Day brought in 686 orders and \$954 in profit.
  - iii. Feb. 21<sup>st</sup> Sushi Day brought in 409 orders and \$654 in profit.
  - iv. Add-on snacks totaled \$64 in profit.
- b. Hot lunch dates after Spring Break: April 10<sup>th</sup> (pizza/pasta\*); April 24<sup>th</sup> (Subway); May 8<sup>th</sup> (pizza/pasta); May 22<sup>nd</sup> (sushi); June 5<sup>th</sup> (pizza/pasta). Anderson Day (June 14<sup>th</sup>) may be another opportunity.
- c. Discussion regarding the additional pasta-only hot lunch day that was to be held early in 2024 and approved of in November's PAC meeting.
  - i. Mary advised of a recent unanimous vote among the hot lunch group to keep all pizza/pasta-designated days as is because it is a student benefit to keep the two options together.

- ii. Several PAC members reminded the group that the pasta-only day benefits are: Increased funds from the additional hot lunch day; testing for profits separately to better plan for future school years; increased variety for students.
- iii. That the decision the hot lunch group made to keep pizza and pasta together was made outside of a PAC meeting supports the need for a Hot Lunch Subcommittee and a clear process for final decision-making with input from all interested PAC members.
- iv. \*Suggestion made to make April 10<sup>th</sup> a pasta-only day and add June 19<sup>th</sup> as the extra hot lunch day.
  - 1. May be a challenge to gather enough volunteers for June 19<sup>th</sup> with Anderson Day being June 14<sup>th</sup> (frequency), but 5 PAC members volunteered in the meeting for June 19<sup>th</sup>.
  - 2. **ACTION:**
    - a. Mary to inform the hot lunch volunteers of the June 19<sup>th</sup> additional day and arrange for June 19<sup>th</sup> to be added to the scheduled March 6<sup>th</sup> MunchaLunch launch.
- v. CC motioned to change April 10<sup>th</sup> to a pasta-only hot lunch day and add June 19<sup>th</sup> as an extra hot lunch day (pending adequate number of volunteers) as well as accepting all other hot lunch dates as listed in Item 5, Section b. above.
  - 1. Selina seconded.
  - 2. Majority voted in favour.
  - 3. Motion passed.
- vi. Do not need a separate pizza day to compare with April 10<sup>th</sup> pasta sales; can use previous data.
- d. New Vendors
  - i. Mavalicious: Mary checked some Google reviews and there may be reliability issues, so hot lunch group decided not to proceed with Mavalicious.
  - ii. Home BBQ: Mary advised they are still vetting.
  - iii. TCBY will be a standalone day when weather is warmer.

## 6. Approval of Terms of Reference for Established Committees

- a. Budget Subcommittee
  - i. Suggestion to add a special budget meeting before October's budget meeting to address non-teacher related items (difficult for the Principal to compile the Teachers' Wishlist before October).
  - ii. Selina moved to approve Budget Subcommittee Terms of Reference
    - 1. Gail seconded.
    - 2. Majority (8) voted in favour.
    - 3. Motion passed.
- b. Constitution and Bylaw Subcommittee
  - i. Amend meeting date from Feb 20<sup>th</sup> to March (TBD).
  - ii. Constitution changes must be approved by the Principal prior to presentation at AGM.
  - iii. Current constitution does not dictate changes need to be ready before AGM, but it would be advantageous to do so as roles and responsibilities as described in the Constitution matter for voting.
  - iv. Any approved Constitution revisions will not be in effect until September 2024.
  - v. Gail to revise dates on the Terms of Reference.
  - vi. Selina moved to approve Constitution and Bylaw Subcommittee Terms of Reference.
    - 1. Vivian seconded.
    - 2. Majority (8) voted in favour.
    - 3. Motion passed.
- c. Communications Subcommittee

- i. Dates to be revised under *Reporting and Timeline*
  - ii. To be a continual committee with Baren as lead; Secretaries, Suellen and Erin, to be part of subcommittee.
  - iii. Selina moved to approve Communications Subcommittee Terms of Reference.
    - 1. Theola seconded.
    - 2. Majority (8) voted in favour.
    - 3. Motion passed.
- d. Hot Lunch Subcommittee
  - i. Lead not yet established. Mary advised the hot lunch volunteer group is working on it but have some questions (e.g. If lead has to attend PAC meetings). Draft version of the Hot Lunch Subcommittee Terms of Reference was supplied by Gail as a starting point for discussion in February's PAC meeting since no lead had yet been established.
  - ii. Gail offered to co-lead.
  - iii. *Reporting and Timeline* Section
    - 1. To propose a schedule in September may be too late according to Mary. Hot lunch group met in Summer 2023 to prepare for September 2023 due to some vendor lead time requirements (e.g. Sushi is months in advance).
    - 2. Recommendation to have the existing Hot Lunch Subcommittee Lead plan the Fall 2024 schedule in June 2024. Mary confirmed this should be fairly safe with proven vendors.
  - iv. *Decision-making* Section
    - 1. Mary suggested that the hot lunch group propose recommendations to PAC and PAC can veto.
    - 2. Theola pointed out that with no volunteers attending PAC meetings, we need a bridge to make decision-making less confusing.
    - 3. As with prior subcommittee discussions, the aim is to have the subcommittee discuss and make recommendations to PAC. PAC votes on final decisions. Terms of Reference is meant to provide process and clarity for all groups and should be presented at the AGM where (hopefully) most hot lunch committee members will be present.
  - v. **ACTION:**
    - 1. Mary to discuss Terms of Reference with hot lunch group for edits and bring them to April's PAC meeting.
- e. Communications for ALL Subcommittees
  - i. All PAC subcommittee meeting dates, minutes, summaries, and action items should be posted on the PAC website with relevant materials being posted at least a week in advance of any meeting.
  - ii. **ACTION:**
    - 1. Each team lead to obtain password to PAC website for updating.
    - 2. For clarity and where present, each team lead is to update terminology from "Chair" to "Lead" when referring to the Subcommittee Lead in their respective Terms of Reference.

## 7. Email Approval for Time Sensitive Items

- a. CC requesting to make [henryandersonfundraising@gmail.com](mailto:henryandersonfundraising@gmail.com) an official Anderson PAC email as it is connected to a PAC bank account. Table what goes through the fundraising email to a future PAC meeting.
  - i. CC motioned to make the fundraising email address official with all Executives to have the password to it.
  - ii. Gail seconded.
  - iii. Majority (7) voted in favour.
  - iv. Motion passed.

- b. CC proposed all executives to have the password to [henryandersonfundraising@gmail.com](mailto:henryandersonfundraising@gmail.com) and [AndersonPACgeneral@gmail.com](mailto:AndersonPACgeneral@gmail.com) since nothing should be confidential in those emails.
  - i. Table discussion of who should have access to the PAC General email to a future PAC meeting.
- c. Vivian motioned to make [AndersonPACtreasurer@gmail.com](mailto:AndersonPACtreasurer@gmail.com) an official Anderson PAC email.
  - i. Selina seconded.
  - ii. Majority (8) voted in favour.
  - iii. Motion passed.

#### **8. Nomination Committee Selection - including committee member selections and timelines.**

- a. In the Constitution, information packages are sent out in April with nominations closing May 30<sup>th</sup>. Voting is in June after nominees have been vetted for eligibility.
  - i. Chair is to initiate the process in March.
- b. Committee members: Gail, Mary, Selina, Baren
  - i. **ACTION:**
    - 1. Gail to check if Chair is required by the Constitution to be a member of the Nomination Committee.
    - 2. Invitation extended to Chair to be a part of this year's Nomination Committee. Pending Chair's acceptance.
    - 3. Committee to provide update at April's PAC meeting.

#### **9. PAC Related Business - including March meeting, welcome package, etc.**

- a. No PAC meeting schedule for March, but subcommittee meetings to be held in March.
- b. Target approval for Constitution revisions is April.
- c. Welcome package
  - i. New Kindergarteners visit in May. PAC to prep additions to their welcome bags (e.g. flyer).
  - ii. **ACTION:**
    - 1. CC to send a welcome package info sheet example to Baren.
    - 2. Baren to share ideas at April's PAC meeting.

#### **10. Parent and Teacher Appreciation**

- a. Dates and planning should be initiated with dates to be confirmed in April.
- b. Parent Appreciation is run by the school.
- c. Teacher Appreciation and Volunteer Appreciation are PAC-funded.

#### **11. Adjournment**

- Next meeting: April 16, 2024

# MEETING REFERENCE DOCUMENTS