



Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Agenda
Tuesday, January 16th, 2024
6:45 - 7:45pm
Multipurpose Room

Chairs: Aisha Elgahmodi (Chair), Redha Omran (Co-Chair), Mary Hsi (Vice-Chair)

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

Materials: Dec 19th 2023 Anderson PAC - Meeting Minutes V3 (drafted); Anderson School PAC Communications Committee Terms of Reference (drafted)

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. Breakfast Club Update	C. Leung
7. Clarification on the Appointment of Co-chair Position	G.Lam
8. Subcommittees and Role Clarification (continuing from last meeting)	G. Lam, S. Zhou (on behalf of Baren)
9. New business:	All
10. Adjournment	

Next Meeting: February 20th 2024.

Henry Anderson Parent Advisory Committee (PAC) - December - Meeting Minutes
Tuesday, January 16th, 2024 - 6:45pm-8:35pm (Version 2)



Chairs: Mary H. (Vice- Chair)

Attendees: Sean H. (Principal), Colin C. (Vice- Principal)

Mary H. (Vice- Chair), Vivian K. (Treasurer), Selina C. (Co-Treasurer), Suellen Z. (Secretary)
Cecilia (CC) L., Gail L., Theola L., Donald M., Sheon C., Adwoa G., Margaret C.

Regrets: Aisha E. (Chair), Redha O. (Co-Chair), Erin S. (Co-Secretary), Baren T., Fanny L., Monica D.

Documents posted on Anderson PAC website for discussions:

- [2023 12 19 Anderson PAC - Minutes \(drafted\).pdf](#)
- [2024 1 16 Anderson PAC Meeting – Communications Committee Terms of Reference.pdf](#) (attached)

1. Welcome

- a. In the absence of both chair and co-chair, vice-chair opened the meeting and welcomed everyone.

2. Approval of Previous Meeting's Minutes – Dec. 19th, 2023

- a. Donald suggested that going forward, meeting minutes edits show revision number and/or dates for easier reference.
- b. Typos spotted and corrected
- c. Suellen moved to approve December PAC meeting minutes
 - i. Selina seconded
 - ii. Majority voted in favor
 - iii. Motion carried

3. Principal's Report (School Update) – Sean/Colin

- a. Reminder to everyone that with the cold weather, that kids should be dressed probably for outdoor time. Kids who weren't probably dressed were kept indoors for safety. Morning recess time and outdoor learning time have been adjusted properly for the severe winter weather.
- b. Basketball Teams for Gr 6/7 to be starting. Priority on enjoyment and participation.
- c. Black Excellence Day on Monday, January 15th. 6 classes joined a webinar hosted by the district.
- d. Parent conferences happening on Thursday, February 22nd. There will be early dismissal. Instead of the day before spring break, report cards will be going home in April (a change happens since this year).
- e. Tuesday, January 23rd – there will be a lockdown drill practice for the whole school.
- f. This year's school goal is to build community focusing on diversifying. As part of the initiative, Homework Club after school for Gr 6/7, partnered with A.R. MacNeil students. Within the school, there is a Buddy Pair System for both indoor and outdoor activities.
- g. Friday, January 19th – Sunshine Day (spirit day).
- h. School Trustee – Alice Wong will be meeting with the principals.
- i. January 22nd, TCO2 Presentation – will be discussing online safety and exploitation.
- j. Friday, January 26th – Breakfast Club. This is the first breakfast club this school year and CC is calling for parents' volunteers.
- k. Monday, January 29th – Pro D Day. School will not be in session.

- I. In discussion is a Grade 7 year-end field trip. Principals suggesting more fundraising initiatives and parent volunteers.

4. Updates on Action Items from Previous Minutes (added to the Agenda)

- a. From Treasurer's Report – signing authority and online banking access
 - i. Signing Authority: Vivian K, Mary H, CC L, Suellen Z, Veronica, Gail L.
 - 1. According to previous PAC agreements, one treasurer (current school year is Vivian K.) should have viewing access (the one who issues cheques and creates the transaction for approval) and the other treasurer (current school year is Selina C.) will have the approval (should not sign cheques or create the transaction).
 - 2. **ACTION:**
 - a. Vivian to confirm with account manager to remove herself as signing authority to keep in line with PAC constitution.
 - b. Aisha (Chair) should be given signing authority.
 - ii. Online banking approval: Vivian K., CC L., Gail L.
 - 1. **ACTION:**
 - a. Vivian to confirm with account manager to remove herself as signing authority to keep in line with PAC constitution.
 - b. Aisha, Mary and Suellen should be given online banking approval.
 - iii. Online banking viewing: Vivian K. Gail L., CC L.,
 - 1. **ACTION:**
 - a. Selina (co-treasurer) should be given access to online viewing;
 - b. Once Aisha, Mary and Suellen are granted online banking approval, they will have access to online banking viewing automatically.
- b. Hot Lunch – Sean to check if licensing is required for TCBY Day
 - i. There should be a Food Safe certified parent onsite during all Hot Lunch days to ensure safe food handling practices.
 - ii. TCBY offer sorbet option for lactose in-tolerance
 - iii. Pizza – Fusion Feast has gluten-free option available.
- c. Subcommittee – terms of reference/committee mandate
 - i. Baren submitted the Terms of Reference for the Communications Subcommittee. Suellen recommends that all other committees draft a Terms of Reference following a similar format.
 - ii. **ACTION:**
 - 1. Drafts for each committee to be posted on Anderson PAC website by January 31st, 2024. PAC members to review and discuss at next PAC meeting.
 - 2. Hot Lunch Subcommittee to decide on a lead. Currently hot lunch committee does not have a candidate who is willing to lead the committee as they currently are making decisions collectively as a hot lunch group. Mary is to bring the conversation up with the group at their

next Hot Lunch Day and inform us the person who will lead the committee.

5. Treasurer's Report – Vivian

- a. There has been very little change since December with the 2 weeks in between. Account balance same as December.
- b. Budget Subcommittee Meeting: Wednesday, March 6th. Start time: 6:45pm

6. Hot Lunch Update – Mary on behalf of Fanny

- a. Profit:
 - i. Pizza and Pasta: \$720.75
 - ii. Snacks: \$39.70
- b. Hot Lunch Group are currently vetting two potential new vendors and will report back to PAC with some recommendations.

7. Breakfast Club Update – CC L.

- a. January 26th at 8:00 am
- b. Calling out for parent volunteers to help prepare and serve at the event.

8. Clarification on the Appointment of Co-chair Position – Gail L

- a. Discussion on the creation and appointment of "Co-chair". Sean reminded the group that there has already been lengthy discussion on this topic.
 - i. **ACTION:**
 - 1. Constitution Subcommittee to add clarifications to roles and procedures in different scenarios
- b. Discussion on appropriate PAC member conduct and how to communicate respectfully going forward.

9. Subcommittees and Role Clarification (continued from previous meeting)

- a. To create Nomination Committee at the next meeting in preparation for PAC Elections at PAC AGM in June.

10. New Business

- a. Krispy Kreme Fundraisers is a school fundraising event so is not under the jurisdiction of PAC. PAC account was used before in Krispy Kreme Fundraiser events for cash transfer for Anderson school. It is no longer in need thanks to pre-order through cashonline.
- b. Discussion on the need for an official Anderson Pac Fundraising email account (henryandersonfundraising@gmail.com). Will table discussion on whether we will keep.

11. Adjournment

- a. Meeting adjourned at 8:35 pm
- b. Next meeting: February 20th, 2024