

Henry Anderson Parent Advisory Committee (PAC) – May - Meeting Minutes
Tuesday, May 21, 2024 – 6:45pm-9:24pm



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

Documents posted on Anderson PAC website for discussions:

- 2024 05 21 PAC Meeting Agenda.pdf
- 2024 04 16 Anderson PAC - Minutes (draft).pdf
- Henry Anderson PAC - Constitution Bylaws - June 2024 revised - DRAFT V2.0.docx

1. Welcome

- a. Vice-Chair welcomed everyone to the meeting.

2. Adoption of Agenda

- a. Vice-Chair opened floor to adoption of the meeting agenda.
 - i. Item 9 *Approval: Notice of Nomination Form* for Coming School Year PAC Exec Nominations struck from the agenda as it was addressed in April's meeting.
 - ii. Agenda approved.

3. Approval of Previous Meeting's Minutes – April 16th, 2024, and Updates on Action Items

- a. Marine moved to pass the April PAC meeting minutes.
 - i. Gail seconded.
 - ii. Unanimous vote in favour.
 - iii. Motion carried.
- b. Updates on Action Items from April PAC Meeting.
 - i. Mary, Aisha, and Suellen to go to the bank and obtain their respective accesses (Item 2.b.ii.2.c.1)
 1. Mary has not gone to the bank yet.
 2. **ACTION:** Carry action item to June PAC meeting.
 - a. **POST MEETING UPDATE:** Suellen has obtained a bank card and online access.
 - ii. Gail to assist with Selina's viewing access (Item 2.b.ii.2.c.2).
 1. Gail and Selina working on it.
 1. **ACTION:** Carry action item to June PAC meeting.
 - a. **POST MEETING UPDATE:** With the 2023-2024 school year coming to an end and Selina having won PAC Vice-Chair for the 2024-2025 by acclamation, this action item is no longer required.
 - iii. 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 (2.b.iii.3.a).
 1. Mary advised they had not had a Hot Lunch Subcommittee regarding June 19th and was not sure if they'll hold one May 22nd.
 2. Reminder that PAC has enough volunteers to run June 19th as an additional hot lunch day as per February's PAC meeting.
 3. **POST MEETING UPDATE:** CC volunteered to run June 19th hot lunch with it being a Sushi Day. Gail confirmed Sushi vendor available for June 19th. Munch-a-Lunch updated for ordering.

- iv. Mary to present a Hot Lunch Committee Terms of Reference at May's PAC meeting (2.b.iv.4.a).
 - 1. Mary confirmed Hot Lunch Leads are working on it.
 - 2. Erin requested a June 1st deadline as this Action Item has been carried from February's PAC Meeting. Value in its completion is that PAC members interested in running for the Hot Lunch Committee Lead (to be voted on in June's AGM) will be clear of their responsibilities beforehand.
 - 3. **ACTION:**
 - a. Erin to send May draft minutes to current Hot Lunch Leads and request for a Terms of Reference by June 1st. Draft version and support available. Other PAC members have volunteered to complete the Terms of Reference if June 1st date cannot be met by current Leads.
 - b. **POST MEETING UPDATE:** Hot Lunch Lead provided Hot Lunch Terms of Reference May 30th. Posted on PAC website June 3rd.
- v. Suellen to upload PAC files to Anderson's Google drive (2.b.v.3.a).
 - 1. Suellen not available for an update
 - 2. **ACTION:** Carry Action Item to June.
 - a. **POST MEETING UPDATE:** Suellen organizing and almost if not already done as of June 13th.
- vi. Redha will ask Aisha if she wants to be part of the Nomination Committee (2.b.vi.1).
 - 1. Redha not in attendance for update.
 - 2. Gail extended an invitation to Redha and Aisha by email.
 - 3. Nomination Committee thus far is comprised Gail, Selina, Mary, and Baren.
- vii. PAC members with volunteer email addresses to submit them all to Suellen. Suellen will send out a Doodle Poll to determine the VAD date based on majority votes. (5.a.vii.1)
 - 1. Suellen had emailed Doodle poll out to emails provided to her.
 - 2. Mary did not submit all Hot Lunch Volunteer emails citing their concerns for privacy. Mary collected preferences from those members via email rather than providing the Doodle link and confirmed May 31st and June 7th were provided as options.
 - 3. VAD confirmed as May 31st.
- viii. PAC info flyer for new Kindergarteners - add fundraiser numbers and Chinese version (6.a.ii and 6.a.iii).
 - 1. Complete.
- ix. Gail to send copy of Constitution V2 to Chair for review/input (7e).
 - 1. V2 was sent to Chair via email.
 - 2. V2 posted on PAC website and ready for May meeting discussion.

4. Principal's Report (School Updates)

- a. Track Attack
 - i. Great time at the meet - Anderson sent 300 kids.
 - ii. Anderson was given the job of organizing runners into races and lanes. Did a great job.
 - iii. Ribbon ceremony in a couple weeks.
- b. Homework Club
 - i. Ran from November to May and wrapped up now.
 - ii. Connected with MacNeill grade 11 and 12 students for tutoring.
 - iii. Builds community.
- c. New Kindergarteners
 - i. 70-80 new kindergarteners.
 - ii. Thanks to CC and Selina for being PAC presence on Welcome Day.

- d. Math Club
 - i. Last day May 21st.
 - ii. 40 participants of different grade groups that worked together to tackle questions.
 - iii. Builds community.
- e. Report Cards - June 27th
- f. Literacy
 - i. School staff and teachers had a productive Pro-D Day looking at the new school focus of literacy K-7.
 - ii. Pillars of Literacy - breaks down the different areas to work on.
- g. Katherine Applegate - Author Visit
 - i. Thanks to Anderson librarian, Mme LaPierre, who arranged the visit.
 - ii. Katherine spoke to the students about how she comes up with stories.
 - iii. 60% of the 300 kids in attendance had read her books.
- h. Selima Noon - body science and body health; sexual health educator
 - i. Communication regarding Selima's visit will be sent out the week of May 20th to families.
 - ii. Selima will be holding a parent presentation June 4th at 6:30pm via Zoom so parents will understand what she will be presenting to children. What she presents at the Parent Session will be the same as the Student Session.
 - iii. Selima directs sensitive questions to be addressed by families.
 - iv. Research shows children armed with proper information are less likely to experience child sexual abuse.
 - v. Student workshops will be held June 5th and 6th.
- i. Gaga Ball Court
 - i. Visit made to McKay's Gaga Ball court and found they have a concrete foundation which would be necessary for the school's ground conditions.
 - ii. Estimate now is \$3000 for the ball court plus cost for the foundation. School waiting for estimates to come in.
 - iii. District has a paving budget. Principal looking into applying for it.

5. Treasurer's Report and Voting on Appreciation Gifts

- a. Appendix A – April Balance Sheet
 - i. \$4,894.42 in the Gaming Account
 - ii. \$25,867.48 in the General Account
 - iii. Numbers are to the end of April. There's been a lot of expenditures since then.
- b. Appendix B – Profit and Loss
 - i. Income: Hot lunch sales (\$7,497.96)
 - ii. Expenses: Gaming - Field Trips (\$1581); Hot lunch expense (\$2801.25); General Fund (\$250 - MacNeill scholarship).
- c. Appendix C - Forecast
 - i. More accurate - takes into account monies that will be for sure spent (field trips; school supplies; resource supplies; sand pit; sports equipment)
 - ii. Funds left unused: \$120 PAC meeting refreshments; \$100 for food safety course; \$100 Welcome Table (to be used in September); \$1020 from hip-hop dance class (to be reallocated to Gaga Court as voted upon)
 - iii. Canopies: School purchased some canopies as was unclear if PAC had budgeted for them.
 - 1. **ACTION:** Vivian to confirm if there is PAC funding for canopies.
 - iv. Final numbers will be fine.

- d. MacNeill Scholarship
 - i. Mary advised Mme Wilson may like to present the scholarship at MacNeill.
 - 1. **ACTION:** Vivian will contact Mme Wilson and send her information.
- e. McRoberts Scholarship
 - i. No volunteers to present scholarship.
- f. Voting on Appreciation Gifts
 - i. Selina moved to approve using unused childminding funds from the previous year along with this year's approved childminding funds for appreciation gifts. Total of \$140.
 - 1. 8 votes in favour.
 - 2. Motion passed.
 - 3. Gifts will be in the form of Indigo gift cards and presented May 23rd (Parent Appreciation Day).
 - ii. Mary moved to provide appreciation gift to student volunteers outside of childminding duties.
 - 1. 1 vote in favour.
 - 2. 5 against.
 - 3. 1 abstain.
 - 4. Motion not passed.
 - iii. L. Burdeny's Retirement Gift
 - 1. Votes for \$100: 1; Votes for \$150: 5; Votes for \$200: 2
 - 2. \$150 Amazon gift card to be present to Ms. Burdeny.
 - iv. Staff Appreciation \$150 will be contribution to Anderson staff event.

6. Hot Lunch Update

- a. May 8th Pizza/Pasta Day - 722 orders for \$966 in profit; 253 snack orders for \$170 in profit.
- b. May 22nd Sushi Day - 403 orders.
- c. June Pizza/Pasta Day has 694 orders so far.
- d. AnderSun Day - June 14th
 - i. Selina motioned to make AnderSun Day a pizza-only hot lunch day.
 - 1. CC seconded
 - 2. 7 votes in favour.
 - 3. Motion passed
 - ii. Sean requested hot lunch be delivered by 11:30am (slightly earlier than normal)
 - 1. **ACTION:** Mary to confirm 11:30am delivery date.
 - 2. **POST MEETING UPDATE:** Mary confirmed Fusion Feast availability for June 14th. Date added to Munch-a-Lunch.

7. Approval of Constitution Bylaws (DRAFT) V2

- a. *Removal of Executive* (Section 2 Item 10)
 - i. Selina called to vote on removing this Item in the interim and revisit in September 2024.
 - 1. 4 votes in favour.
 - 2. 0 votes not in favour.
 - 3. 1 vote abstain.
 - 4. Passed.
 - ii. **ACTION:** Revisit in September PAC meeting to include more specific grounds for dismissal.
- b. *Term of Office* (Section 2 Item 6)
 - i. Revise to apply to executive positions of Chair, Vice-Chair, Treasurer, Secretary.
 - ii. Revise wording from "immediately following the election" to "beginning July 1st - June 30th following the election."

- c. *Executive Meetings* (Section 3)
 - i. Discussions held in these meetings, but final decisions made in official PAC meetings.
 - ii. Formal minutes do not need to be taken.
 - iii. All roles: optional to submit an annual report.
- d. *The Treasurer* (Section 5 Item D.a)
 - i. Currently, the Treasurer cannot be a signing officer, but this was based low number of PAC executive and greater use of cash as payment. As there are more PAC Executive members and nearly no use of cash, there is no longer a need to withhold signing authority from the Treasurer. Two members with signing authority are needed for any transaction as well.
 - ii. Selina called for a vote for Treasurer to have signing authority and in the case where there is a co-Treasurer, only one may have signing authority.
 - 1. 6 votes in favour. Majority vote.
 - 2. Passed.
- e. *The District Parent Advisory Council (DPAC) Representative* (Section 5 Item H)
 - i. Deemed not necessary. Removed.
- f. *Co-Positions* (Section 5 Item H)
 - i. Selina called to vote on keeping this Item in the Constitution.
 - 1. 6 votes in favour.
 - 2. 1 vote abstain.
 - 3. Passed.
- g. Selina called for a vote to pass the Constitution Bylaws presented in the meeting but with the exclusion of the *Removal of Executive* section and with revisions as discussed in the meeting.
 - 1. 7 votes in favour. Unanimous.
 - 2. Passed.

8. Communications: PAC Notices

- a. Clarification requested of Principal and Vice-Principal on the correct process to send PAC information to be included on school's weekly updates or otherwise.
- b. Per Principal, information is typically sent to L. Burdeny who sends it to the Principal for approval. Anything specific to the school should generally be sent from PAC Chair, but they also receive notifications from CC.
- c. Emails to the office from the Chair/Vice-Chair should cc AndersonPACGeneral@gmail.com as well as the personal emails of executives so everyone is on the same page.

9. Adjournment

- Next meeting: June 18, 2024