



**Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Minutes
Tuesday, September 19th, 2023**

Multipurpose Room

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

Attendees: Sean Harrington (Principal), Colin Chan (Vice-Principal), Vivian Ko (Treasurer), Fanny Lee (M.A.L. - Hot Lunch), Monica Das (M.A.L. - School Fruit And Vegetable Nutritional Program), Canny Sin (M.A.L. - Fundraising), Michelle Wang, Baren Tsui, Donald Mak, Selina Chen, Lucy Jdanova, Cheyenne Sia, Marine Walic, Sheon Chen, Gail Lam, Joanna Tam, Theora Lu, Aimee Ang, Queenie Chan,

Meeting called to order at 6:45pm. Welcome from **Aisha**. Great turnout. Went around and a quick introduction from all.

Sean asked if our school SWIS worker, **Mandy Yang**, could take a few minutes to share a little of her work and how she can help newcomers to our school. She says services can be provided in English, Mandarin, Cantonese, Spanish, Punjabi, and more. Her office hours are Monday mornings and all day Fridays.

We started with the Admin Update so everyone could have a chance to look over the minutes from the June 14, 2023 Meeting. The attendance list was not turned in to Marine, so she could not send it out to everyone who attended.

Sean: The staff work very hard on class placements, starting in May. We've had a great start and working towards a positive learning environment.

Colin: Meet the Teacher opportunities will be at 8am on Thursday. We have 612 students this year. Everyone has recess at the same time, and we all eat at the same time now at 11:50am. We have 5 new Noon Hour Supervisors and Sean and Colin are out there as well. Volleyball season will be starting soon, open to all Grade 6 and 7 students. Terry Fox Run on Thursday, encourage people to wear red, and there will be 2 assemblies. On Sep 29th for Truth and Reconciliation Day, we will have 2 assemblies, Orange Shirt Day and call to action. Our theme of Building Community via Math and Leadership, and working with teachers. Wednesday, Sep 27th will have 2 presentations on the CORE French Program.

Our School Board Trustee, **David Yang**, sends his regrets. He looks forward to joining us next month.

Treasurer Report:

Selina Chen officially tenders her resignation.

Vivian has offered to step in as she was Crista Burke's co-treasurer last SY.

Vivian: Refer to 3 handouts: (1) Budget vs Actual, For the SY 2022-2023; (2) Hot Lunch 2022/2023 Budget vs Actual; (3) Statement of Financial Position, For the 12 Months Ended June 30, 2023. We have 24 months to spend Gaming Grant.

Approval of Past Meeting Minutes:

Past meeting (June 14th, 2023) minutes, edits were suggested. There was discussion, and there was a general feeling of vague memories. It was a very busy meeting, with the highest turnout of the year, and we were unsure if the areas of responsibility of each Member-at-Large was mentioned. Some people thought it was mentioned, others thought they did not hear it. As a factual matter, not all the attendees of the June 14th 2023 meeting are at the meeting tonight (Sep 19th 2023). In fact, only 11 of the 42 PAC members from June 14th 2023 are present tonight. As memories were unclear, but no large objection, it was suggested to take out the clarification of the areas of responsibility of the 3 MAL positions, namely Hot Lunch, Fundraising, and Fresh Fruits and Veggies Program. Motion to approve minutes with edits, moved by Lucy, seconded by Monica. Motion passed.

Hot Lunch:

Thanks to Veronica who is our Master Admin for the app, makes ordering and paying for Hot Lunch so easy!

Fanny: Using 3 vendors this term. Had some hiccups with White Spot last term. This school year, everyone eats at the same time at 11:50am. There were some questions, and discussion took place. Donald informed us that the logistics of delivering the Hot Lunch, quickly and accurately, must be taken into account. Because everyone is eating at the same time now, and we are one of the largest elementary schools in terms of student population and Hot Lunch orders, some vendors would not be able to accommodate us. In previous discussions with White Spot, they would not be able to accommodate our order size at this time.

Halloween activities: **Monica** suggested that we could bring a lot of Halloween fun to each Division by having the students in each Division decide on a theme for their classroom. Many ideas, ranging from in-class decorations, to classroom door decoration contest, to crowning a primary grades winning class and an intermediate grades winning class and a nice class Halloween trophy that can be kept by the winning classes until the next Halloween, and presented to the winning class the following year. It can foster a fun competition, and elicit a lot of Anderson Eagles school spirit! Discussion followed.

Pumpkin Patch, the first year, we paid \$1 for each pumpkin, so approx \$600. The next year, pricing increased to \$2 per pumpkin, and we spent \$1300. This year the prices may have increased again. Motion to approve up to \$1500 for pumpkins for all students. Moved by Marine. Seconded. (Unfortunately I missed writing it down in my notes who seconded, so please reply email me or bring up at meeting). Motion passed.

Meeting adjourned at 8:20pm.



Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Agenda
Tuesday, October 17th, 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), Suellen Zhou Yuan (Secretary), Fanny Lee (M.A.L. - Hot Lunch), Monica Das (M.A.L. - School Fruit And Vegetable Nutritional Program), Canny Sin (M.A.L. - Fundraising), Veronica Vertti (Master Admin - Munch-a-Lunch)

Guest: David Yang, School Board Trustee, SD38

Materials: Anderson PAC - Meeting Minutes

Agenda Item	Presenter
1. Welcome	A. Elgahmodi
2. Approval of Previous Meeting's Minutes - Sep. 19th, 2023	All
3. Principal's Report (School Update/Teachers Wish List)	S. Harrington, C. Chan
4. Guest - School Board Trustee	David Yang
5. Treasurer's Report & Budget	V. Ko
6. Hot Lunch	F. Lee
7. PAC Events	All
8. New business:	All
9. Adjournment	

Next Meeting: November 21, 2023.



**Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Minutes
Tuesday, October 17th, 2023**

Multipurpose Room
(6:45 pm - 8:40 pm)

Chairs: Aisha Elghamodi (regret), Mary Hsi (Vice-Chair)

Attendees: Sean Harrington (Principal), Colin Chan (Vice-Principal), David Yang (School Board Trustee) Suellen Zhou (Sectary), Vivian Ko (Treasurer), Fanny Lee (M.A.L. - Hot Lunch), Donald Mak, Baren Tsui, Aditi Makkar, Selina Chen, Erin Sagarbarria, Claire Feng, Iris Wu, Marine Walic, Sheon Chen, Gail Lam, Joanna Tam, Theora Lu

September Minutes Approval

Changes on the previous meeting's minutes:

1. The picture of the playground was kept in the PAC donation form but the wording has been removed in avoid of misleading.
2. PAC general email has been updated for related business inquiry and communication.

The motion that "PAC officially pointed Vivian as treasurer for school year 2023-2024" has been moved by Selina, seconded by Baren, and passed with all in favor.

The motion to pass the minutes has been moved by Donald, seconded by Marine, and passed with all in favor.

Principal's Report: Sean and Colin:

1. A big thank to all teachers/ staff who have been actively volunteering for various school program such as volleyball, basketball, etc.
2. Throughout the school year, various emergency drills such as complete lock down, earthquake, fire drill etc. will be carried out and practices for any scenario preparation.
3. In general, teachers will be connected at a provincial scale for various learning activities, workshop, conferences etc. on Pro.day.
4. This year, the pumpkin patch will happen on one of the days 25, 26 and 27, depending on the pumpkin delivery date. Also, on the date of Halloween, students in costume parade will start around 9 am if weather allowed.
5. Teachers wish list for current school year has been put in preference order. PAC will have a further discussion for approval. Item "Additional sand play areas, sand pit..." has been double listed and only one "additional sand pit" is requested.

Guest Speaker: David Yang (school board trustee)

High enrollment in ELL continues growing, staff around the school district are allocated to accommodate such trend. Staff shortage is an ongoing challenging issue, active education assistant recruitment may provide some relief. The provincial government "feed for future" program has been launched. There have

been infrastructure upgrades/ developments requests for provincial government, Anderson school is on the list as well.

Treasurer Report: Vivian

Refer to 4 handouts: (1) Budget vs Actual, For the SY 2022-2023; (2) Drafted Budget for the SY 2023-2024; (3) Balance sheet, as of Oct 17, 2023.; (4) Profit and Loss, Jul 01, 2023 to Oct 17, 2023.

1. In the balance sheet, PAC VanCity general Account is daily operation account, VanCity Gaming Account is for gaming grant and related operation, VanCity Special Projects Account is reserved for play ground upgrade.

2. There was a confusing arise from "PAC VanCity Fundraising Account" which were set up during Covid time through CC. Due to her regret from the meeting, recognition of her official position in PAC or PAC Executives and the fundraising account mentioned above were tabled to the next meeting.

Fundraising: Gail (on behalf of CC)

1. Art Created for Kids: 30% of sales goes back to school. This event is happening now. Completed artwork will go home by Nov 1st and brought back to school by Nov 8th for purchase. Delivery time and methods varies depending on the products ordered by parents.

2. Scholastic Book Fair (for library only): Nov 14th to 17th in school only. Volunteers are needed.

3. Purdy's Chocolate: order by Nov 28th and arrive in the 2nd week of December. Starting date hasn't been decided yet.

Teachers Wish List Discussion and Approval

The motion to "approve Item or Program on PAC Wish List 1, 4, 5 (funded half of the estimated cost) and 6" was moved by Suellen, seconded by Marine and passed with all in favor.

1. Item 3 from the list "Classroom Library funds" was fully funded last year from PAC. It may not be necessary this year. However, teachers from each division will be ask to put a wish list for classroom library and make it available to parents during scholastic book fair. Parents can purchase the items from teacher's wish list and contribute to the classroom library.

2. Suellen will donate (sponsored by KPU) about 60 pairs of safety glasses for PE over the school year to fulfill the item on the wish list.

3. Table the field trip subsidy discussion and approval to the next meeting.

Due to the ongoing discussion on the teachers wish list and unsuccess to reach an agreement, the motion to "have a subcommittee and special meeting for budget discussion on Nov 7th" has been moved by Selina, seconded by Baren and passed with majority in favor.

Other business

Selina Chan was nominated by Vivian as co-treasurer for this school year and Selina has accepted.

Fanny Lee has resigned from her appointed position (M.A.L. - Hot Lunch) but remained to be hot lunch coordinator; Canny Sin has resigned from her appointed position (M.A.L - Fundraising).

Erin Sagarbarria was nominated by Suellen as co-secretary for this school and she has accepted as well.

The rest agenda items from this meeting were tabled to Nov 21st PAC general meeting and meeting adjourned at 8:40pm.



Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Agenda
Wednesday, Nov 29th, 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, Monica Das (M.A.L. - School Fruit and Vegetable Nutritional Program), Theola Lu, Baren Tsui, Marine Walic, Gail Lam and all parents show up.

Materials: Anderson PAC - October Meeting Minutes
Budget Proposal with some recommendations from budget subcommittee for SY 2023-2024

Agenda Item	Presenter	Time (minutes)
1. Welcome	Aisha Elgahmodi	2
2. Approval of Previous Meeting's Minutes - Oct. 17 th 2023	All	5
3. Principle's Report (School Update)	Sean Harrington, Colin Chan	15
4. Subcommittee	Baren Tsui	5
5. Treasurer's Report & Budget (vote)	Vivian Ko	20
6. Hot Lunch	Fanny Lee	10
7. New Business	All	5
8. Adjournment	All	

Henry Anderson Parent Advisory Committee (PAC) - November - Meeting Minutes
Tuesday, November 29, 2023 - 6:45pm-8:30pm



Attendees: Mary H. (Vice Chair); Vivian K. (Treasurer), Suellen Z. (Secretary), Erin S. (Co-Secretary), Selina C (Co-Treasurer), Cecilia (CC) L., Gail L., Theola L., Marine W., Baren T., Adwoa G., Jenny M., Cheyenne S.

Regrets: Aisha E. (Chair), Fanny

Documents posted on Anderson PAC website for discussions:

- *2023 10 17 Anderson PAC - Minutes.pdf*
- *Roberts Rules of Order - simplified.pdf* (attached)
- *2023 Nov DRAFT - HAES PAC Financial Statements.pdf* (attached)
- *2024 HAES Budget - draft (option A).pdf* (attached)
- *2024 HAES Budget - draft (option B).pdf* (attached)
- *2024 HAES Budget - draft (option C).pdf* (attached)
- *2023 11 07 Anderson - Budget Meeting - Minutes.pdf*

1. Welcome

- Chair, Aisha, unable to attend. Vice-Chair, Mary, to chair meeting and welcomes attendees.
- Will try to adhere to Roberts Rules for this meeting.

2. Approval of Previous Meeting's Minutes - Oct. 17th 2023 with reference to *2023 10 17 Anderson PAC - Minutes.pdf*

- Baren recommended to add regrets from Chair in the October minutes.
- Vivian suggested minutes be posted to the PAC website earlier to enable PAC members to review and pass minutes sooner at the next meeting or better prepare for further discussions.
 - Suellen advised there were delays due to a recent reset of posting credentials and Leisa being very busy. However, many documents have been recently uploaded to the website and PAC is working towards posting sooner.
- Baren requests to add a new business item to the agenda: A review of future PAC meeting dates with PAC executives to ensure Chair can be present for them.
- CC requests to add a new business item to the agenda: Fundraising update.

3. Principle's Report (School Update)

- School has taken advantage of programs that school/teacher consultants offer. Teachers have been attending lunch-n-learn sessions.
- Chris Lo is working with AI to take over current portfolio system.
- Discussions were surrounding pillars of literacy (how to read and speak). District staff will be diving deeper into this.
- Volleyball season has wrapped. Thanks to all the coaches and teachers. It's great to see the kids come together and have fun.
- Defy Gravity Dance Program - hip hop dancing
 - English program classes the week of Nov 27th; performance Dec 1st
 - French program classes the week of Dec 4th; performance Dec 8th
 - Invitations for parents/guardians to attend to be sent out the Thurs before the performance. Limit attendance to 1 or 2 people per family due to limited gym space.
 - Thanks to PAC for contributing to the lessons.

- Teachers have been applying for inquiry grants and there have been 2 successful applicants:
 - Mme Walliser: learning environment for ADST
 - Mme Fenn: eco/outdoor program
- FSA for grades 4 and 7 will be going home the week of Dec 4th.
 - Any students that opted out will still receive a copy of the booklet for their reference.
 - The FSA is a snapshot in the child's learning and a chance for students to show parents what they're learning.
 - It is still best to talk to students' teachers to understand how they learn best.
- Buddy Day
 - All classes will have a buddy on Buddy Day and there will be 6 sessions.
 - Nice to see the interactions and build working relationships.
- Drills
 - Fire drills
 - Hold and secure drills (when there's a threat in the neighbourhood); exterior doors are locked.
 - Full lock-down drill in January should there be a threat inside the school. A newsletter will be sent home in preparation, so parents/guardians can speak to their child prior to the drill and lessen any anxiety.
 - Drills are mandated and good practice.
- Homework Club
 - Held the first session on Nov 28th.
 - Intermediate students (grade 6/7) are paired with McNeil Secondary students.
 - To build relationships and community as some Anderson students will be attending McNeil.
 - Club is currently full.
- Richmond School District - School messenger SMS/Text Messaging
 - Parents/guardians are encouraged to opt-in.
 - Will enable school to better connect with families in a timely manner (e.g. power outages, unexpected closures, snow days, etc.).
- Children of the Streets presentation: Online safety presentation for school-aged kids regarding online connections is on amount.
 - A focus on preventing sexual exploitation and to help children learn to make good decisions.
 - Parents/guardians should be aware of what children are posting online.
 - These conversations about online safety need to be had before children are independent online.
 - Offer assistance at all times if children need help.
 - Rescheduled for January. There will be separate sessions for Grade 4/5's and 6/7's.
 - If there are any issues that come up in school, the principal will still contact families.

4. Constitution and Robert's Rules of Order with reference to *Roberts Rules of Order - simplified.pdf*

- Baren was new to PAC 2 years ago. Because she could not attend daytime events, she wanted to contribute where she could, which was attending PAC meetings. She soon found processes and decision-making processes confusing. For example, while she was excited to contribute to the hot lunch vendor discussion at an upcoming PAC meeting, she instead learned that changes/decisions regarding vendors had already been made prior to the PAC meeting.
- Baren suggests returning to constitutional processes and Robert's Rules so everyone can participate. This may help to increase inclusivity.

- Mary advised that hot lunch parents work at night or need to tend to children in the evenings when their partner is working. It's difficult to have both daytime and evening PAC groups meet at the same time, but hopefully the gap can be bridged.
- Mary is familiar with which lunch vendors can accommodate a large school order, have extras, and the types of food available. She highlighted that Baren's input to add cheesy bread as an option was heard and carried out.
- Baren emphasized the importance of subcommittees to bridge the gap between daytime and evening PAC volunteers to ensure everyone's efforts are valued and all information is taken back to the table and logged for transparency along with any decisions.
- Vivian confirmed there is currently no hot lunch committee.
- Baren asked who makes the decisions regarding hot lunch then and Mary advised Fanny does.
- Suellen: With more activity comes more operational issues. Recommendation to have subcommittees for major events such as hot lunch and fundraisers. Will offer an option to vote for all PAC members regardless of their daytime/nighttime availability. November's budget sub-meeting proved effective; subcommittees are worthwhile.
- Mary invoked Robert's Rules to halt the discussion as the topic has exceeded the allotted 5 mins. Mary called for a vote on whether to continue the subcommittee discussion.
 - Baren moved to continue the discussion.
 - Many seconded. Subcommittee discussion continued.
- Baren suggests Fanny should be the hot lunch subcommittee lead and bridge the gap with PAC members who cannot volunteer on hot lunch days, but would like to participate in decision-making.
- CC suggested to generate a list of subcommittees and participant recommendations in December, even if it's to plant the seed for September.
- Gail: Fanny could not make it to the meeting but needed to talk to Mary about a new vendor.
- Selina: Fanny's efforts are appreciated. While it's difficult to assemble a hot lunch subcommittee for the 2023-2024 school year as all vendors and dates have been booked, PAC can move on other subcommittees such as the constitution subcommittee.
- Constitution is not posted on the PAC website anymore. CC will repost.

ACTION:

- Meet on December 19th to decide on major subcommittees for the 2023-2024 and 2024-2025 school years. Decide if the meeting should be in person or chat with Dec 19th being very close to the holidays.

5. Treasurer's Report with reference to *2023 Nov DRAFT - HAES PAC Financial Statements.pdf*

- Gaming questionnaire: New and distributed to all schools.
- Vivian moved to transfer the \$807 in the Fundraising account to the General Account.
 - CC seconded
 - Majority of PAC members voted to approve
 - Motion carried
- Gaming and Special Projects funds remain unchanged for Nov 2023
- \$685 raised from hot lunch, but would need to look at the whole term as some families placed orders for all hot lunches at once.
- Art for Kids raised \$1041 and is a fundraiser that the school approves to be run with funds going to PAC.
- Mary advised that Fusion Feast appears to be doing well. Average is \$1400-\$1600, but PAC has achieved \$1700 this round.

- Budget review for passing – 3 mins for document review.
- Selina: PAC had more funds up until now from Covid. PAC will not be able to complete more Wish List items next year without additional fundraisers.
- October Action Item: With respect to the PAC meeting childminding budget item for approval, Suellen is able to offer adult movie tickets at \$8.50 if PAC wishes to offer them as tokens of appreciation.
 - Vivian: Childminding budget item can be approved at \$140 with the movie ticket option in mind.
- Vivian explained the Welcome Table budget item is a way to showcase PAC and get families plugged in for the new school year.
- Vivian motioned to approved items between Office Supplies to Info Table on the budget
 - Baren seconded
 - Majority voted to approve
 - Motion carried

6. Budget & PAC Wish List with reference to *2024 HAES Budget - draft (option A).pdf*; *2024 HAES Budget - draft (option B).pdf*; *2024 HAES Budget - draft (option C).pdf*; *2023-2024 Anderson - Budget Meeting - Minutes.pdf*

- PAC Wishlist
 - Main driver is the field trip subsidy - PAC to vote on whether gaming grant funds should be all be allocated to field trips or required to fund other items.
 - Item 6 (Replenish outdoor equipment) should be for recess/playtime and not classes in order to qualify for the gaming grant.
 - Gaga ball court
 - There are different sizes.
 - If PAC funds half school would need teachers' approval to use school funds to pay the other half. Otherwise, PAC funds would be carried over and PAC needs to decide whether the fund remains specifically for a future Gaga ball court or allow flexibility in its usage.
 - CC inquired if the playground fund can be used for the Gaga ball court if needed as it may be considered playground equipment. Vivian would need to check if there were any restrictions imposed on the playground fund.
 - Marine asked if Sean was able to poll teacher preference on the field trip subsidy. Sean advised teachers would appreciate anything PAC will provide and field trip funding used to be prioritized higher as there was no ability to cover the cost of children who required financial assistance, but aid is now available.
 - Wishlist voting must be 50% or more. Vote can be carried out Nov 29th and the budget revisited in the spring.
 - Voting:
 - Option A (all to field trips; \$20/child) - 0 votes
 - Option B (decrease to \$15/child) - 6 votes
 - Option C (decrease to \$10/child) - 6 votes
 - Mary as Chair broke tie. Option B passed.
 - With Option B passed, discussion on whether the \$3000 Gaga ball/sound system allocation should be restricted for either. Gaga ball would likely be preferred by teachers as per Sean; sound system off the table for now.

- Decision to approve \$3000 for the Gaga ball court and restrict the funds (not to be used for anything else). If the \$3000 is not spent in the 2023-2024 school year, it will be carried to the 2024-2025 school year and earmarked for the Gaga ball court.
- Budget to be reviewed in Spring 2024 to determine if PAC is still on track to fund the \$3000 Gaga ball court, the portable canopies for \$1200, and additional Wish List items.

ACTION:

- Gaming questionnaire to be filled in between Selina and Vivian

7. Hot Lunch

- TCBY frozen desserts (vendor)
 - Can be stand alone or an addition
 - Requested to add a TCBY Friday of Sean to which he agreed. Preference would be at lunch time when students can sit down to eat.
 - Cost options to PAC: \$2 for 2oz or \$3 for 3oz. Vivian would need to decide on mark up and let Veronica know.
 - Decision is that only the 2oz option should be offered
- Cost increase: Pizza/pasta provider
 - Prices have been frozen the last 3 years with the cost of ingredients rising, an increase of \$0.25 per pizza slice is being imposed
 - Each pizza slice had been \$1.75 and the box \$0.50. Does PAC want to pass on the cost increase to parents or absorb it in the current pricing? Decision required as January orders open after Dec. 6th and the cost increase applies for 2024 orders.
 - Discussion included applying the \$0.25 increase across pizza and pasta orders; increasing only the cost of pasta as they're currently priced low (\$4 for spaghetti and \$4.50 for lasagna) for the portion.
 - Decision to add a pasta day (Sean approved) and change an upcoming pizza/pasta day to only pizza as soon as possible in order to compare revenue and preferences on which to base future decisions regarding pricing and offerings.
 - Marine motion to apply \$0.25 across pasta and pizza slice orders
 - Selina seconded
 - Majority voted to pass
 - Suellen abstained
 - Motion carried

8. New Business

- PAC 101
 - Rescheduled to 2024
- PAC Communication and Participation
 - Concern was raised regarding PAC meeting times and ensuring all PAC Executive members can attend.

ACTION:

- Concerned PAC executive members will reach out regarding meeting times to ensure all Executive members are able to attend.
- Fundraising Update - CC
 - Book fair: \$8000 raised with \$4000 of the funds going to the library

- Art for Kids: \$1041 raised
- Purdy's: Over \$300 raised

9. Adjournment

Approved

MEETING REFERENCE DOCUMENTS

Approved

Roberts Rules of Order – Simplified

Guiding Principles:

- Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.
- Everyone has the right to know what is going on at all times. Only urgent matters may interrupt a speaker.
- Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. If there is no second, the matter is not considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3^{rds} vote.

You have heard enough discussion.

Move to close the debate. Also referred to as calling the question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3^{rds} vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3^{rds} vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
 “Call for orders of the day.”

You want to take a short break.
 Move to recess for a set period of time.

You want to end the meeting.
 Move to adjourn.

You are unsure the president of the board announced the results of a vote correctly.
 Without being recognized, call for a “division of the house.” A roll call vote will then be taken.

You are confused about a procedure being used and want clarification.
 Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
 Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
 Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

Unanimous Consent:

If a matter is considered relatively minor or opposition is not expected, a call for unanimous consent may be requested. If the request is made by others, the president of the board will repeat the request and then pause for objections. If none are heard, the motion passes.

- **You may INTERRUPT a speaker for these reasons only:**
 - to get information about business – point of information to get information about rules– parliamentary inquiry
 - if you can't hear, safety reasons, comfort, etc. –question of privilege
 - if you see a breach of the rules –point of order
 - if you disagree with the president of the board's ruling –appeal
 - if you disagree with a call for Unanimous Consent –object

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

**HENRY ANDERSON ELEMENTARY SCHOOL
PARENT ASSOCIATION COUNCIL
Statement of Financial Position
For the 5 Months Ended November 30, 2023**

<u>ASSETS</u>		Notes
1001	PAC Vancity General Account	20,312.60
1002	PAC Vancity Special Projects Account	25,961.81
1003	PAC Vancity Fundraising Account	806.60
1011	PAC Vancity Gaming Account	13,912.02
1015	PAC Vancity Shares	5.93
1200	Receivables	0.00
1250	PAC Funds Held by School	0.00
1300	Prepaid Expenses	0.00
1400	GST Receivable	0.00
	TOTAL ASSETS	<u>\$60,998.96</u>
<u>LIABILITIES AND NET ASSETS</u>		
2000	Accounts Payable	0.00
2100	Other Liabilities	0.00
	TOTAL LIABILITIES	<u>\$0.00</u>
3000	Retained Earnings	43,124.74
3999	Current Year Surplus (Deficit)	17,874.22
	TOTAL NET ASSETS	<u>\$60,998.96</u>
	<u>TOTAL LIABILITIES AND NET ASSETS</u>	<u>\$60,998.96</u>

0.00 Check

**HENRY ANDERSON ELEMENTARY SCHOOL
PARENT ASSOCIATION COUNCIL
Statement of Operations
For the 5 Months Ended November 30, 2023**

	31-Jul-23	31-Aug-23	30-Sep-23	31-Oct-23	30-Nov-23	31-Dec-23	31-Jan-24	29-Feb-24	31-Mar-24	30-Apr-24	31-May-24	30-Jun-24	YTD Actual	YTD Budget	Variance	Comments
REVENUES:																
4000 Gaming Grant	0.00	0.00	0.00	12,160.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	12,160.00	12,160.00	0.00	
4100 Hot Lunch Sales	0.00	0.00	8,555.32	5,428.65	684.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	14,668.46	36,400.65	(21,732.19)	
4200 Allocation from Gaming Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4201 Allocation from General Account	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
4300 Fundraising Revenue	0.00	0.00	645.00	125.00	1,040.70	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,810.70	2,300.00	(489.30)	\$1,040.70 from Art Created by Kids
4500 Other Revenues	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Revenue	0.00	0.00	9,200.32	17,713.65	1,725.19	0.00	0.00	0.00	0.00	0.00	0.00	0.00	28,639.16	50,860.65	(22,221.49)	
EXPENSES:																
5000 Gaming Grant Expenses	0.00	0.00	0.00	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	0.00	(1,500.00)	
5001 Gaming - Field Trip Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5002 Gaming - Leisure / Library Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5003 Gaming - TBD	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5100 Classroom Supplies - Divisions	0.00	0.00	0.00	123.67	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	123.67	0.00	(123.67)	
5101 Classroom Supplies - Resource Teachers	0.00	0.00	0.00	0.00	129.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.57	0.00	(129.57)	
5200 Hot Lunch Expense	336.00	0.00	1,453.50	3,257.05	3,965.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	9,011.70	0.00	(9,011.70)	
5300 General Fund Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5400 Bank Charges	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
5500 Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total Expenses	336.00	0.00	1,453.50	4,880.72	4,094.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,764.94	0.00	(10,764.94)	
Surplus/(Deficit)	(336.00)	0.00	7,746.82	12,832.93	(2,369.53)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,874.22	50,860.65	(11,456.55)	

HENRY ANDERSON ELEMENTARY SCHOOL

OPTION B

**DRAFT BUDGET
For the SY 2023-2024**

	Operating	Gaming	Special Funds	Comments / Assumptions	PY Actual
Budgeted Revenues					
Gaming Grant		12,160.00			12,000.00
Estimated Hot Lunch Revenue	36,400.65			Based on PY actual and assumption of vendors	41,778.75
Fundraising - Arts Created by Kids	2,000.00			Art Created by Kids (annual)	2,092.79
Fundraising - Purdy's	300.00				
Fundraising - other?					
Playground Fundraiser					
Interest Income					
Total Budgeted Revenues	38,700.65	12,160.00	-		55,871.54
Budgeted Expenses					
Estimated Hot Lunch Costs	24,702.65				30,023.84
Halloween - pumpkins		1,500.00		\$2.50 / pumpkin x 600	1,300.00
PAC Office Supplies	200.00			Annual. Same as prior years	47.27
Grade 7 Luncheon		990.00		Annual commitment. Same as prior years. \$15/ student - 66 students this year.	855.00
Volunteer Appreciation	500.00			Annual commitment. Same as prior year.	256.16
Admin Appreciation	150.00			Annual commitment. Same as prior year. Lunch for 5 ppl, flowers for 3 office staff.	150.00
Staff Appreciation	500.00			Annual commitment. Same as prior year.	500.00
Child Minders for PAC meetings	140.00			Annual commitment. Same as prior year. Movie tickets?	
Food Safety Course	100.00				93.44
Scholarships - MacNeil & McRoberts (2 x \$250)	500.00			Annual commitment. Not permitted from gaming going forward	250.00
PAC meeting snacks	120.00			\$20 per meeting (6 remaining Nov-June)	
PAC welcome/info table 2024	100.00				
TEACHER WISHLIST ITEMS (in priority order)					
Classroom supplies for Divisions (science, art, seeds)	6,500.00			Total of 26 divisions. \$250 allocation for each division. (same in PY)	5,673.94
Field Trip subsidy		9,918.30		Total of 611 students @ \$20/student. (PY \$20/student)	10,918.30
School Supplies for Resource Staff	1,000.00			\$200 for each resource staff. (11 in PY, 10 in CY)	1,601.60
Arts Programming - Hip Hop Dance		3,750.00		Funding 1/2, same in PY Bollywood. Consider PAC Cover \$x/student in	3,810.00
Additional Sand Play Areas - K zone (low and rock border) & Additional near current playground	4,000.00				
Replenish Outdoor Equipment	1,500.00				346.61
4 good quality portable canopies (rain/sun shelters)	1,200.00				
Portable sound system	3,000.00			\$5000 in PY allocated to ipads	5,000.00
Gaga ball court	0.00				
Funded in prior year, not requested/included in current year (included for reference to PY)					
Classroom Library Funds				Total 26 divisions. \$200 allocation for each division in PY. \$250	\$4,266.32
Music equipment (ukeleles)					1,433.32
Small deep freezer for first aid room					476.22
ADST (fabrics, felt, cutting mats, vinyl, etc.)				\$2,000 budgeted in PY	727.09
Total Budgeted Expenses	\$ 45,212.65	\$ 15,405.00	\$ -		\$ 67,729.11
Budgeted Operating Results	(\$6,512.00)	(\$3,245.00)	-		(11,857.57)
Total Cash Balance as of June 30, 2023 (book)	\$11,344.92	\$3,252.02	\$25,961.81		\$52,471.60
Budgeted Cash Balance at June 30, 2024	\$4,832.92	\$7.02	\$25,961.81		40,614.03
	To be determined				
	Completed				

HENRY ANDERSON ELEMENTARY SCHOOL

DRAFT BUDGET

For the SY 2023-2024

OPTION A

	Operating	Gaming	Special Funds	Comments / Assumptions	PY Actual
Budgeted Revenues					
Gaming Grant		12,160.00			12,000.00
Estimated Hot Lunch Revenue	36,400.65			Based on PY actual and assumption of vendors	41,778.75
Fundraising - Arts Created by Kids	2,000.00			Art Created by Kids (annual)	2,092.79
Fundraising - Purdy's	300.00				
Fundraising - other?					
Playground Fundraiser					
Interest Income					
Total Budgeted Revenues	38,700.65	12,160.00	-		55,871.54
Budgeted Expenses					
Estimated Hot Lunch Costs	24,702.65				30,023.84
Halloween - pumpkins		1,500.00		\$2.50 / pumpkin x 600	1,300.00
PAC Office Supplies	200.00			Annual. Same as prior years	47.27
Grade 7 Luncheon		990.00		Annual commitment. Same as prior years. \$15/ student - 66 students this year.	855.00
Volunteer Appreciation	500.00			Annual commitment. Same as prior year.	256.16
Admin Appreciation	150.00			Annual commitment. Same as prior year. Lunch for 5ppl, flowers for 3 office staff.	150.00
Staff Appreciation	500.00			Annual commitment. Same as prior year.	500.00
Child Minders for PAC meetings	140.00			Annual commitment. Same as prior year. - movie tickets?	
Food Safety Course	100.00				93.44
Scholarships - MacNeil & McRoberts (2 x \$250)	500.00			Annual commitment. Not permitted from gaming going forward	250.00
PAC meeting snacks	120.00			\$20 per meeting (6 remaining Nov-June)	
PAC welcome/info table 2024	100.00				
<u>TEACHER WISHLIST ITEMS (in priority order)</u>					
Classroom supplies for Divisions (science, art, seeds)	6,500.00			Total of 26 divisions. \$250 allocation for each division. (same in PY)	5,673.94
Field Trip subsidy		12,220.00		Total of 611 students @ \$20/student. (PY \$20/student)	10,918.30
School Supplies for Resource Staff	2,000.00			\$200 for each resource staff. (11 in PY, 10 in CY)	1,601.60
Arts Programming - Hip Hop Dance	3,750.00			Funding 1/2, same in PY Bollywood.	3,810.00
Additional Sand Play Areas - K zone (log and rock border) & Additional near current pit	4,000.00			Consider PAC Cover \$x/student in	
Replenish Outdoor Equipment	1,500.00				346.61
4 good quality portable canopies (rain/sun shelters)	600.00				
Portable sound system				\$5000 in PY allocated to ipads	5,000.00
Gaga ball court	0.00				
<u>Funded in prior year, not requested/included in current year (included for reference to PY)</u>					
Classroom Library Funds				Total 26 divisions. \$200 allocation for each division in PY. \$250	\$4,266.32
Music equipment (ukeleles)					1,433.32
Small deep freezer for first aid room					476.22
ADST (fabrics, felt, cutting mats, vinyl, etc.)				\$2,000 budgeted in PY	727.09
Total Budgeted Expenses	\$ 45,362.65	\$ 14,710.00	\$ -		\$ 67,729.11
Budgeted Operating Results	(\$6,662.00)	(\$2,550.00)	-		(11,857.57)
Total Cash Balance as of June 30, 2023 (book	\$11,344.92	\$3,252.02	\$25,961.81		\$52,471.60
Budgeted Cash Balance at June 30, 2024	\$4,682.92	\$702.02	\$25,961.81		40,614.03
	To be determined				
	Completed				

HENRY ANDERSON ELEMENTARY SCHOOL

OPTION C

DRAFT BUDGET
For the SY 2023-2024

	Operating	Gaming	Special Funds	Comments / Assumptions	PY Actual
Budgeted Revenues					
Gaming Grant		12,160.00			12,000.00
Estimated Hot Lunch Revenue	36,400.65			Based on PY actual and assumption of vendors	41,778.75
Fundraising - Arts Created by Kids	2,000.00			Art Created by Kids (annual)	2,092.79
Fundraising - Purdy's	300.00				
Fundraising - other?					
Playground Fundraiser					
Interest Income					
Total Budgeted Revenues	38,700.65	12,160.00	-		55,871.54
Budgeted Expenses					
Estimated Hot Lunch Costs	24,702.65				30,023.84
Halloween - pumpkins		1,500.00		\$2.50 / pumpkin x 600	1,300.00
PAC Office Supplies	200.00			Annual. Same as prior years	47.27
Grade 7 Luncheon		990.00		Annual commitment. Same as prior years. \$15/ student - 66 students this year.	855.00
Volunteer Appreciation	500.00			Annual commitment. Same as prior year.	256.16
Admin Appreciation	150.00			Annual commitment. Same as prior year. Lunch for 5 ppl, flowers for 3 office staff.	150.00
Staff Appreciation	500.00			Annual commitment. Same as prior year.	500.00
Child Minders for PAC meetings	140.00			Annual commitment. Same as prior year. Movie tickets?	
Food Safety Course	100.00				93.44
Scholarships - MacNeil & McRoberts (2 x \$250)	500.00			Annual commitment. Not permitted from gaming going forward	250.00
PAC meeting snacks	120.00			\$20 per meeting (6 remaining Nov-June)	
PAC welcome/info table 2024	100.00				
TEACHER WISHLIST ITEMS (in priority order)					
Classroom supplies for Divisions (science, art, seeds)	6,500.00			Total of 26 divisions. \$250 allocation for each division. (same in PY)	5,673.94
Field Trip subsidy		6,100.00		Total of 611 students @ \$20/student. (PY \$20/student)	10,918.30
School Supplies for Resource Staff	1,000.00			\$200 for each resource staff. (11 in PY, 10 in CY)	1,601.60
Arts Programming - Hip Hop Dance		3,750.00		Funding 1/2, same in PY Bollywood. Consider PAC Cover \$x/student in	3,810.00
Additional Sand Play Areas - K zone (low and rock border) & Additional near current playground	4,000.00				
Replenish Outdoor Equipment		1,500.00			346.61
4 good quality portable canopies (rain/sun shelters)		1,200.00			
Portable sound system	6,000.00			\$5000 in PY allocated to ipads	5,000.00
Gaga ball court	0.00				
Funded in prior year, not requested/included in current year (included for reference to PY)					
Classroom Library Funds				Total 26 divisions. \$200 allocation for each division in PY. \$250	\$4,266.32
Music equipment (ukeleles)					1,433.32
Small deep freezer for first aid room					476.22
ADST (fabrics, felt, cutting mats, vinyl, etc.)				\$2,000 budgeted in PY	727.09
Total Budgeted Expenses	\$ 45,512.65	\$ 15,050.00	\$ -		\$ 67,729.11
Budgeted Operating Results	(\$6,812.00)	(\$2,890.00)	-		(11,857.57)
Total Cash Balance as of June 30, 2023 (book)	\$11,344.92	\$3,252.02	\$25,961.81		\$52,471.60
Budgeted Cash Balance at June 30, 2024	\$4,532.92	\$362.02	\$25,961.81		40,614.03
	To be determined				
	Completed				



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 27th 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 16th 2024.

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



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 29th 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. 18th was the band concert with Mr. Burrows. 7 bands in total performed.
- Dec 21st: 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 19th statement is close to being the final numbers for the year as few, if any, transactions are expected between Dec 19th to 31st.
- \$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 16th, 2024

Approved

MEETING REFERENCE DOCUMENTS

Approved



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



Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Agenda
Tuesday, February 27th, 2024
6:45 - 7:45pm
Multipurpose Room

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

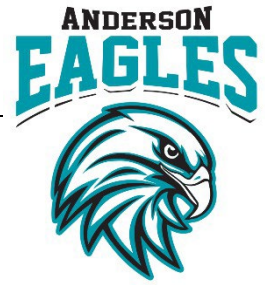
Attendees: Sean Harrington (Principal), Colin Chan (Vice-Principal), Vivian Ko (Treasurer), Selina Chen (Co-treasurer), Suellen Zhou (Secretary), Erin Sagarbarria (Co-secretary), Monica Das (M.A.L. - School Fruit and Vegetable Nutritional Program), Cecilia Leung (fundraiser coordinator), Marine Walic,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

Materials: Jan 16th 2024 Anderson PAC - Meeting Minutes V2 (drafted); January 2024 PAC Financial Statement; Anderson School PAC Terms of Reference for Communication, Bylaws and Constitution, Hot Lunch and Budget Committee (drafted).

Agenda Item	Presenter
1. Welcome	A. Elgahmodi
2. Approval of Previous Meeting's Minutes - Jan 16 th 2024 - Updates on action items	All
3. Principal's Report (School Updates)	S. Harrington, C. Chan
4. Treasurer's Report	V.Ko
5. Hot Lunch Update	M. Hsi
6. Approval Terms of Reference for established committees	All
7. Email Approval for Time Sensitive Items	C.Leung
8. Nomination Committee Selection including committee member selections and timelines	C.Leung
9. PAC Related Business including march meeting, welcome package etc.	C. Leung
10. Parent and teacher Appreciation	All
11. New business:	All
12. Adjournment	

Next Meeting: to be determined.

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



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 16th, 2024 and Updates on Action Items

- a. Selina moved to pass the January PAC meeting minutes.

- i. CC seconded.
- ii. Majority voted in favor.
- 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 28th.
 - 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. 28th with performances by Divisions 9, 11, 13, 18, and 23.
- c. Anderson's 2 basketball teams are progressing well.
 - i. March 6th – Tournament at MacNeill Secondary.
 - ii. March 11th-13th – Tournament at McRoberts Secondary.
- d. Anderson Art Gallery was held on February 7th.
 - 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 1st.
- f. Fire drill planned for March 7th.
- g. Spring break – March.
 - i. Last day of school before break is Thursday, March 14th.
 - ii. First day back to school is Tuesday, April 2nd.
- 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 endeavoring 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. 24th Subway Day brought in 351 orders and \$439 in profit.
 - ii. Feb. 4th Pizza/Pasta Day brought in 686 orders and \$954 in profit.
 - iii. Feb. 21st 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 10th (pizza/pasta*); April 24th (Subway); May 8th (pizza/pasta); May 22nd (sushi); June 5th (pizza/pasta). Anderson Day (June 14th) 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 10th a pasta-only day and add June 19th as the extra hot lunch day.
 - 1. May be a challenge to gather enough volunteers for June 19th with Anderson Day being June 14th (frequency), but 5 PAC members volunteered in the meeting for June 19th.
 - 2. **ACTION:**
 - a. Mary to inform the hot lunch volunteers of the June 19th additional day and arrange for June 19th to be added to the scheduled March 6th MunchaLunch launch.
- v. CC motioned to change April 10th to a pasta-only hot lunch day and add June 19th 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 10th 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 20th 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 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 and 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 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 30th. 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: 6:45 pm on April 16, 2024

Draft Anderson School PAC Communications Committee Terms of Reference

Mandate: To develop, organize, continuously review and improve communication policies, structures, and methods for Anderson PAC.

Chair/Lead: TBA

Committee Members:

- A chair/lead
- the PAC's elected secretary(ies)
- any other interested members
- Members can be added on an ongoing basis to carry out the committee's mandate and responsibilities.

Responsibilities:

- To establish interested membership and select a chair/lead for this committee
- To find and review effective, practical, and feasible modes of communication
- To propose effective, practical, and feasible modes of communication to PAC
- To regulate and monitor modes of communication
- To ensure PAC communications align with privacy guidelines as per FOIPPA and FIPPA
- To nurture and encourage a safe and respectful discourse within PAC membership
- To draft, edit, and publish (pending PAC approval) PAC notices, newsletters, and notifications on behalf of PAC to the wider Anderson parent and caregiver community
- To carry out other tasks directed by PAC as related to communications

Reporting and Timeline:

- The chair/lead of this committee will report to the PAC once a month at meetings, at which time they will review all work and planning to date. The chair/lead will report in person, if possible, and will make all updates, notes, and research available to the PAC on request.
- The Committee will make every effort to meet the following timeline:
 - February 20, 2024: Research and provide recommendations for effective communication policies, structures and modes to PAC.
 - April 16, 2024: Pending PAC approval, begin to enact communication policies, structures, and modes of communication

Financial responsibilities:

Propose communication budget as needed (eg. for web-based applications). Pending approval of a budget for expenditures, the chair/lead will keep a running account of all expenditures and submit invoices and receipts to the PAC Treasurer.

Decision-making:

PAC membership that attends meetings will decide on recommendations submitted by this committee through motions and votes.

HENRY ANDERSON ELEMENTARY PAC

BUDGET SUBCOMMITTEE TERMS OF REFERENCE (DRAFT)

PURPOSE
<ul style="list-style-type: none">- To review proposed budget items for Anderson PAC and oversee the allocation of financial resources, ensuring they are in line with needs of PAC.
LEAD
<ul style="list-style-type: none">- Treasurer(s)
COMMITTEE MEMBERS
<ul style="list-style-type: none">- Treasurer(s)- Any other interested PAC members- Members can be added on an ongoing basis to carry out the committee's mandate and responsibilities
RESPONSIBILITIES
<ul style="list-style-type: none">- Receive and respond to budget submissions from Teachers/School as well as PAC members- Review budget recommendations, the budget framework and projections for acceptability- Make recommendations to the PAC Execs items for consideration in preparing the budget for the school year, comment on whether those recommendations are congruent with the plans of the PAC- Deliver final budget proposals to the PAC Execs/members in a timely fashion to ensure that they are in a position to make comments in advance of approving final budget- Evaluating performance and resources throughout the year
DECISION MAKING
<ul style="list-style-type: none">- Recommendations that are considered congruent with the plans of PAC will be presented at annual Budget meeting- Each budget item is required a majority vote to pass at the Budget meeting- Where necessary, the Committee will discuss options for specific budget items that will be subject to a majority vote <i>[need to expand on this where there are 3 options or more]</i>
REPORTING AND TIMELINE
<ul style="list-style-type: none">- Lead/Treasurer to present final budget at annual PAC Budget meeting in October- Meet thrice yearly (or as needed) to review budgeted items - Fall, Spring, end of year planning for next school year

Henry Anderson Elementary PAC Constitution and Bylaws Committee

Mandate: To review, identify and recommend amendments (create, change or delete) to the constitution and bylaws.

Chair(s): Gail L. and Adwoa G.

Committee members: PAC Members can be added on an ongoing basis to carry out the committee's mandate and responsibilities.

Responsibilities:

- To identify/propose/recommend applicable changes to the bylaws within the constitution
- To propose creation/deletions/amendments of new bylaws as applicable where changes may occur in the School Act
- To propose amendment to bylaws where additional clarity is needed
- To create a draft(s) for review by the Principal and PAC members
- To amend any changes brought forward by the Principal and PAC members
- To create the final document for filing with the district office

Reporting and Timeline

- The Chair will report to the PAC members and Principal once the changes has been drafted

The committee will make every effort to meet the following timeline:

- To propose an initial draft at the meeting schedule on February 20th, 2024
- To amend any changes brought forward and agreed by PAC members
- To propose second draft at the meeting scheduled on April 16th, 2024
- To amend any changes brought forward
- To present final draft at the meeting scheduled on May 21st, 2024 for voting by PAC members
- If unforeseen circumstances arises or additional time is needed, final draft will be presented on June 18th, 2024 for voting
- Final document to be submitted to district office for filing by June 25th, 2024

Financial Responsibilities:

Propose budget as needed (eg. Photocopies, folders, etc). Once approved the Chair will keep a running account of all expenditures and submit invoices and receipts to the PAC treasurer.

Decision-making:

PAC membership that attends meetings will decide on recommendations submitted by this committee through motions and votes.

Henry Anderson Elementary PAC Hot Lunch Committee

Mandate: To fundraise for PAC funds through hot lunch offerings.

Chair: TBD

Committee members: PAC Members can be added on an ongoing basis to carry out the committee's mandate and responsibilities.

Responsibilities:

- To review and recommend/change vendors for hot lunch
- To propose menu items from vendors to PAC members
- To analyze and propose price of menu items
- To analyze cost, profit and expense of menu items
- To vet, set up schedule and submit orders/changes to vendors
- To recommend hot lunch schedule
- To present updates and feedback at PAC meetings
- To discuss hot lunch dates with school admin
- Ensure lunch is up to date and set up correctly for lunch orders and pricing
- To organize and communicate with hot lunch volunteers and distribute lunch to recipients

Reporting and Timeline

- The Chair or committee member will report applicable updates to the PAC members at PAC meetings and will communicate discussions at PAC meetings to hot lunch volunteers

The committee will make every effort to meet the following timeline:

- To propose fall schedule in September, date TBD
- To propose winter schedule in Nov PAC meeting
- To propose spring schedule in Feb PAC meeting

Financial Responsibilities:

Submit receipts/invoices to the PAC treasurer.

Decision-making:

PAC members that attend meetings will decide on recommendations submitted by this committee through motions and votes.

Balance Sheet excerpt

Henry Anderson PAC

As of Jan 31, 2024

ACCOUNTS	Jan 31, 2024
Assets	
Cash and Bank	
PAC VanCity Gaming Account	\$7,578.97
PAC VanCity General Account	\$26,552.25
PAC VanCity Shares	\$5.93
PAC VanCity Special Projects Account	\$25,961.81
Total Cash and Bank	\$60,098.96
Other Current Assets	
Total Other Current Assets	\$0.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$60,098.96
Liabilities	
Current Liabilities	
Total Current Liabilities	\$0.00
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$0.00

Balance Sheet excerpt

Henry Anderson PAC

As of Feb 27, 2024

ACCOUNTS	Feb 27, 2024
Assets	
Cash and Bank	
PAC VanCity Gaming Account	\$6,670.42
PAC VanCity General Account	\$21,876.62
PAC VanCity Shares	\$5.93
PAC VanCity Special Projects Account	\$25,961.81
Total Cash and Bank	\$54,514.78
Other Current Assets	
Total Other Current Assets	\$0.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$54,514.78
Liabilities	
Current Liabilities	
Total Current Liabilities	\$0.00
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$0.00

Profit and Loss

Henry Anderson PAC

Date Range 1: Jul 01, 2023 to Feb 27, 2024

Date Range 2: Jul 01, 2023 to Dec 31, 2023

ACCOUNTS	Jul 01, 2023 to Feb 27, 2024	Jul 01, 2023 to Dec 31, 2023	Change	
Income			Jan and Feb changes	
Fundraising Revenue	\$1,377.16	\$1,377.16	\$0.00	0.00%
Fundraising Revenue - Direct Contributions	\$1,195.00	\$1,170.00	\$25.00	2.14%
Gaming Grant Revenue	\$12,160.00	\$12,160.00	\$0.00	0.00%
Hot Lunch Sales	\$26,619.21	\$19,489.78	\$7,129.43	36.58%
Total Income	\$41,351.37	\$34,196.94	\$7,154.43	20.92%

Total Cost of Goods Sold	\$0.00	\$0.00	\$0.00	0.00%
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Gross Profit	\$41,351.37	\$34,196.94	\$7,154.43	20.92%
As a percentage of Total Income	100.00%	100.00%		

Operating Expenses				
Gaming - Field Trip Expenses	\$4,011.60	\$180.63	\$3,830.97	2,120.89%
Gaming Grant Expenses	\$4,230.00	\$4,230.00	\$0.00	0.00%
General - Classroom Supplies (Divisions)	\$3,244.86	\$1,523.43	\$1,721.43	113.00%
General - Classroom Supplies (Resource)	\$521.66	\$129.57	\$392.09	302.61%
General - Hot Lunch Expense	\$17,604.70	\$10,786.45	\$6,818.25	63.21%
General - PAC expenses	\$98.51	\$98.51	\$0.00	0.00%
General Fund Expensess	\$250.00	\$0.00	\$250.00	0.00%

Mc Roberts Scholarship

Operating Expenses

Total Operating Expenses	\$29,961.33	\$16,948.59	\$13,012.74	76.78%
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Net Profit

As a percentage of Total Income

\$11,390.04

27.54%

\$17,248.35

50.44%

-\$5,858.31

-33.96%



Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Agenda
Tuesday, April 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), Erin Sagarbarria (Co-secretary), Monica Das (M.A.L. - School Fruit and Vegetable Nutritional Program), Cecilia Leung (fundraiser coordinator), Marine Walic, Theola Lu, Gail Lam and all parents show up.

Materials: Feb 27th, 2024 Anderson PAC - Meeting Minutes (drafted); 2024 03 6 Budget Meeting Minutes; Etiquette Guidelines (Drafted by Communication Committee); Constitution Bylaws (DRAFT) V2; Note Shared within Hot Lunch Volunteer Group; PAC Exec Nomination Form.

Agenda Item	Presenter
1. Welcome	A. Elgahmodi
2. Approval of Previous Meeting's Minutes - Feb 27 th 2024 - Updates on action items	All
3. Principal's Report (School Updates)	S. Harrington, C. Chan
4. Treasurer's Report and Vote on Recommendations from Budget Meeting Minutes	V.Ko
5. Hot Lunch Update and Vote on Action Items from Hot Lunch Volunteer Group Notes	M. Hsi
6. Approval Etiquette Guidelines (Drafted by Communication Committee)	All
7. Approval Constitution Bylaws (DRAFT) V2	G. Lam
8. Approval "Notice of Nomination Form" for Coming School Year PAC Exec Nominations	All
9. New business:	All
10. Adjournment	

Next Meeting: May 21st @ 6:45 pm.



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 ASAP (before the deadline of acceptance of nomination form).
- 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 if the final revised Constitution is to be ready for the 2024-2025 school year, it needs to be passed in June PAC meeting. 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.

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

Henry Anderson PAC - Budget Subcommittee Meeting Minutes Wednesday, March 6th, 2024 - 6:45pm-7:35pm



Attendees: Vivian K. (Treasurer), Selina C. (Co-Treasurer), Suellen Z. (Secretary)
Documents posted on Anderson PAC website for discussions (prepared by Vivian)

1. Welcome
Meeting started at 6:45 pm

2. Treasurer's Report
 - a. Action Item: Treasurer/Co-Treasurer to follow up with teachers who have unused resource/supply funds from PAC budget
 - b. Deadline for teachers/staff to submit receipts - May 15, 2024
 - c. Recommendations for discussion/voting at next PAC meeting
 - i. **VOTE 1: Remaining balance of \$1020 from approved Hip Hop budget:**
 1. Option 1 - roll over to next school year
 2. Option 2 - redistribute this amount to fund Gaga Ball Court
 - ii. **VOTE 2: Remaining funds from school supplies (amount TBC)**
 1. Option 1 - roll over to next school year
 2. Option 2 - redistribute this amount to fund Gaga Ball Court
 - iii. **VOTE 3: Excess Hot Lunch income beyond our original projection (amount TBC)**
 1. Option 1 - roll over to next school year
 2. Option 2 - contribute this amount to fund Gaga Ball Court

3. Adjournment
Meeting ended at 7:45 pm

HENRY ANDERSON ELEMENTARY PAC

Budget Subcommittee Meeting

March 6, 2024

BUDGET VS ACTUAL- FEBRUARY 2024

- Hot lunch projections
 - on track to do just over \$1k than estimated
- Classroom and resource supplies
 - both under budget in prior year
 - appears that full amounts will be utilized in current year - but unpredictable
- Hip hop (gaming)
 - under budget by \$1,020
 - Consider reallocating to Gaga ball court
- Gaga ball court
 - approved for half of requested amount in October budget (\$3k out of \$6k)
 - still in works to go ahead
 - plans for portables will not affect this, location will be outside of portable area
- Sandpit
 - Budgeted \$4k for second sand pit, next to existing sand pit
 - Current sand pit being moved to make space for 2 portables
 - Confirmed that portable additions will not affect plans for sandpit. Still going ahead.
- Field trips (gaming)
 - Unable to get clear picture of # and cost of fieldtrips remaining for the year. Some fieldstrips could be decided as late as the week prior.

PAC Wish List

In preference Order:

<u>Item or Program</u>	<u>Approximate Cost</u>
1. Classroom money for miscellaneous Supplies (science, arts, seeds)	\$250 per classroom(\$6,500) <i>approved for 2024</i>
2. Field Trip Subsidy	*\$20 per student (\$12,000)
3. Resource Teacher funds (resources etc)	\$200 per teacher (\$2,000) <i>approved for 2024</i>
4. Hip Hop Dance program	*\$7,500.00 <i>approved \$3,750 for 2024</i>
5. Additional Sand Play Areas Defined Sand pit – K Zone Log and rock border & Additional Sand Pit near current pit	*\$4,000 <i>approved for 2024</i>
6. Replenish Outdoor equipment	*\$1,500 (note 1)
7. 4 good quality portable shelter canopies (for protection from rain and sun)	*\$1,200
8. Portable Sound System	\$6,000
9. Gaga ball court	*\$6,000

*items that could be funded by gaming grant

(note 1: if outdoor equipment is used for curriculum purposes, like outdoor education class, it is not eligible for the gaming grant)

Wish List Item	Option A	Option B	Option C
#2 - Field trip	\$12,220* (\$20/person)	\$9,165* (\$15/person)	\$6,110* (\$10/person)
#6 - Outdoor equipment	\$1,500	\$1,500	\$1,500*
#7 - Portable canopies	\$600 (2 canopies)	\$1,200	\$1,200*
#8 - Portable sound system OR #9 - Gaga ball court		\$3,000 (half of requested)	\$6,000
Notes:		Hip hop funded by gaming	Hip hop, outdoor equip, canopies funded by gaming

HENRY ANDERSON ELEMENTARY SCHOOL

**BUDGET TO ACTUAL
AS AT FEBRUARY 29, 2024
For the SY 2023-2024**

	BUDGET Operating	ACTUAL	VARIANCE	BUDGET Gaming	ACTUAL	VARIANCE	Special Funds	Comments / Assumptions	PY Actual
Budgeted Revenues									
Gaming Grant				12,160.00	12,160.00	0.00			12,000.00
Estimated Hot Lunch Revenue	36,400.65	26,619.00	9,781.65					Based on PY actual and assumption of vendors	41,778.75
Fundraising - Arts Created by Kids	2,000.00	1,041.00	959.00					Art Created by Kids (annual)	2,092.79
Fundraising - Purdy's	300.00	336	(36.00)						
Fundraising - other?		1,195.00	(1,195.00)						
Playground Fundraiser									
Interest Income									
Total Budgeted Revenues	38,700.65	29,191.00		12,160.00	12,160.00		-		55,871.54
Budgeted Expenses									
Estimated Hot Lunch Costs	24,702.65	17,605.00	7,097.65						30,023.84
Halloween - pumpkins				1,500.00	1,500.00	0.00		\$2.50 / pumpkin x 600	1,300.00
PAC Office Supplies	200.00	98.00	102.00					Annual. Same as prior years	47.27
Grade 7 Luncheon				990.00		990.00		Annual commitment. Same as prior years. \$15/ student - 66 students this year.	855.00
Volunteer Appreciation	500.00		500.00					Annual commitment. Same as prior year.	256.16
Admin Appreciation	150.00		150.00					Annual commitment. Same as prior year. Lunch for 5ppl, flowers for 3 office staff.	150.00
Staff Appreciation	500.00		500.00					Annual commitment. Same as prior year.	500.00
Child Minders for PAC meetings	140.00		140.00					Annual commitment. Same as prior year. - movie tickets?	
Food Safety Course	100.00		100.00						93.44
Scholarships - MacNeil & McRoberts (2 x \$250)	500.00	250.00	250.00					Annual commitment. Not permitted from gaming going forward	250.00
PAC meeting snacks	120.00		120.00					Annual commitment. Same as prior year. - movie tickets?	
PAC welcome/info table 2024	100.00		100.00						
<u>TEACHER WISHLIST ITEMS (in priority order)</u>									
Classroom supplies for Divisions (science, art, seeds)	6,500.00	4,597.00	1,903.00					Total of 26 divisions. \$250 allocation for each division. (same in PY)	5,673.94
Field Trip subsidy				9,120.00	4,512.00	4,608.00		Total of 608 students @ \$15/student. (PY \$20/student)	10,918.30
School Supplies for Resource Staff	2,000.00	1,185.00	815.00			0.00		\$200 for each resource staff. (11 in PY, 10 in CY)	1,601.60
Arts Programming - Hip Hop Dance				3,750.00	2,730.00	1,020.00		Funding 1/2, same in PY Bollywood. Consider PAC Cover \$x/student in future.	3,810.00
Additional Sand Play Areas - K zone (log and rock border) & Additional near current pit	4,000.00		4,000.00						
Replenish Outdoor Equipment	1,500.00		1,500.00						346.61
4 good quality portable canopies (rain/sun shelters)	1,200.00		1,200.00						
Portable sound system								\$5000 in PY allocated to ipads	5,000.00
Gaga ball court	3,000.00		3,000.00					*funds restricted for Gaga pit. Requested \$6,000 funding half this year. If school can not match this year, will reserve for 2025 SY budget	
<u>Funded in prior year not requested/included in current year (included for reference to PY</u>									
Classroom Library Funds								Total 26 divisions. \$200 allocation for each division in PY. \$250	\$4,266.32
Music equipment (ukeleles)									1,433.32
Small deep freezer for first aid room									476.22
ADST (fabrics, felt, cutting mats, vinyl, etc.								\$2,000 budgeted in PY	727.09
Total Budgeted Expenses	\$ 45,212.65	\$ 23,735.00		\$ 15,360.00	\$ 8,742.00		\$ -		\$ 67,729.11
Budgeted Operating Results	(\$6,512.00)	\$5,456.00		(\$3,200.00)	\$3,418.00		-		(11,857.57)
Total Cash Balance as of June 30, 2023 (book)	\$11,344.92	\$11,344.92		\$3,252.02	\$3,252.02		\$25,961.81		\$52,471.60
Budgeted Cash Balance at June 30, 2024 / Actual Feb 29, 2024	\$4,832.92	\$20,118.20		\$52.02	\$6,670.42		\$25,961.81		40,614.03
Cash balance to date - March 6, 2024		\$19,313.70			\$6,670.42				

Anderson Parent Advisory Council Meeting Etiquette Guidelines

Anderson PAC meetings are scheduled for one hour, from 6:45 pm to 7:45 pm. To ensure that meetings are efficient and productive, the following rules and etiquette guidelines have been created. All meetings shall follow Roberts Rules of Order, and it is the responsibility of the Chair to guide the meeting accordingly.

1. The draft agenda will be shared at the start of the meeting and will be confirmed via the passing of a motion to adopt the agenda.
2. The Chair shall hold primary speaking role, and will direct others listed on agenda to present as their topic is addressed.
3. Agenda shall be followed by topic in order during meeting, with Chair directing conversation to move to next topic. Once a topic is completed, there will be no further conversation on it.
4. In order to address the topic at hand, attendees must raise their hand and be recognized by the Chair who will, with the support of the Vice Chair, create and maintain a list of speakers as necessary. The order of speakers will follow this list.
5. If the inquiry or comment is not on topic, the Chair shall redirect the inquiry to the Open Discussion portion of the meeting, with time permitting before the closure of the meeting.
6. Any inquiries or comments that are not associated with a listed agenda topic must only be brought up during Open Discussion/Q&A.
7. Arguments, fights, and unconstructive negative comments are unacceptable and will not be permitted.

Dear Parent Volunteers,

Thank you for all your help at our Hot Lunch yesterday. It was fun and fast! Welcome to all our new volunteers! It was a pleasure to meet you. And once again, thanks to Fanny for preparing all the snacks and cutlery for every division. We had a significantly larger number of snacks for yesterday's lunch.

At our Hot Lunch Subcommittee meeting after, (which is open to any Anderson parent, not just Hot Lunch Volunteers), the consensus opinion was that a Pasta-Only Hot Lunch should not be held again. Primarily, it leaves out a lot of kids who either don't like Pasta, or don't want to eat it at school. It was upsetting to see the faces of the kids who felt left out of the excitement of our Hot Lunch day. We were so lucky that Fusion Feast included a whole large pizza in the extras that they provided, and we were able to share some slices with the kids. In a Kinder class, there were some kids who were extremely upset not to get pizza as they usually do. The teacher was very grateful that we were able to provide some slices to mitigate the situation. Secondly, because of the low participation rate, the funds raised for our school fell far short of what a regular Pizza and Pasta Day would have provided. Thank you for everyone's feedback.

On a cheerful note, we are looking at Wednesday, May 29th, to have our Parent Volunteer appreciation, at 9am. Please pencil it in for now as we work to finalize the details.

Gratefully yours,

Mary

Anderson PAC

Welcome to the Parent Advisory Committee at Henry Anderson Elementary!



WHO IS THE ANDERSON PAC?

The Anderson Parent Advisory Council consists of all the parents and guardians at Anderson. Every parent and guardian of a child enrolled at the school is a member of the PAC and has an equal voice when it comes to PAC initiatives. Your time, effort, and contribution to PAC is voluntary and based solely on your availability and interest. Whether it is attending evening meetings and sharing your perspective or supporting subcommittees and initiatives, everyone's contribution is valuable!

PAC Meetings



Created by Ruana Bhatti Handini from Noun Project

At PAC meetings the School Administration provides key updates to parents on what is happening at the school. Other topics of discussion may include fundraising initiatives and how to spend PAC monies. Meetings are held in the school's Multipurpose Room on the 3rd Tuesday of every month from 6:45-7:45 pm

Stay Connected



Created by Max Kuhn from Noun Project

Email: AndersonPACgeneral@gmail.com
 PAC Website: <https://anderson.sd38.bc.ca/parents/anderson-pac>

What does PAC do?

PAC is a forum to discuss matters affecting our school and the education of our children. PAC strives to represent the diversity within our community and contribute to the benefit of all students by:

- providing opportunities to educate and inform parents about the school
- involving parents in volunteer activities
- openly discussing parents' concerns and aspirations for our school

LAST YEAR, PAC RAISED:

- \$ from Purdy's sales
- \$ from Hot Lunch sales
- \$ from art sales
- \$ in direct cash donations

LAST YEAR, PAC SUPPORTED

- Hot Lunch
- Pumpkin Patch
- Purchase of Classroom Supplies and Outdoor Equipment
- Field Trips for each division
- Hip Hop and Circus classes
- Grade 7 Year End Celebration
- Scholarships at MacNeil and McRoberts



Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Agenda
Tuesday, May 21st 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), Erin Sagarbarria (Co-secretary), Monica Das (M.A.L. - School Fruit and Vegetable Nutritional Program), Cecilia Leung (fundraiser coordinator), Marine Walic, Theola Lu, Gail Lam and Iris Wu and all parents show up.

Materials: April 16th, 2024 Anderson PAC - Meeting Minutes (drafted); Constitution Bylaws (DRAFT) V2; Financial Statement, PAC Exec Nomination Form.

Agenda Item	Presenter
1. Welcome	A. Elgahmodi
2. Adopt of Agenda	All
3. Approval of Previous Meeting's Minutes - April 16 th 2024 - Updates on action items	All
4. Principal's Report (School Updates)	S. Harrington, C. Chan
5. Treasurer's Report	V. Ko
6. Hot Lunch Update	M. Hsi
7. Approval: Constitution Bylaws (DRAFT) V2	G. Lam
8. Communications: PAC Notices	Baren/Theola
9. Approval: "Notice of Nomination Form" for Coming School Year PAC Exec Nominations	All
10. New business:	All
11. Adjournment	

Next Meeting: June 18th 2024 (Elections for 2024/2025)

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:** Vivian 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.~~ **REFER TO JUNE PAC MEETING MINUTES**~~
- g. PAC Executives recommends PAC membership to pass the Constitution Bylaws presented in this meeting. Vote to adopt the Constitution bylaws as presented in the May PAC meeting will be held at September 2024's PAC meeting.

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

MEETING REFERENCE DOCUMENTS

DRAFT



Henry Anderson Elementary Parent Advisory Council (PAC)

CONSTITUTION AND BYLAWS

Adopted Circa 1996
Amended June 2024

HENRY ANDERSON PARENT ADVISORY COUNCIL CONSTITUTION

TABLE OF CONTENTS

Section 1	Name
Section 2	Purpose of the Council
Section 3	Interpretation of Terms

SECTION 1 – NAME

The name of this council shall be the Henry Anderson Parent Advisory Council, as per the School Act – Bill 67 – Division 2 – Section 8(1).

The Council will operate as a non-profit organization with no personal financial benefit accruing to members. This provision is unalterable.

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

SECTION 2 – PURPOSE OF THE COUNCIL

The Henry Anderson Parent Advisory Council is dedicated to the education and the well-being of the child. The Council's primary mandate is to promote effective communication between the home and the school. The Council shall encourage parents to participate in the meaningful educational activities and decision making, to strengthen the role of families in education and schooling and to foster meaningful parent participation.

The purposes of the Council will be:

1. To promote the education and welfare of students in the school.
2. To encourage parent involvement in the school, and to support programs that promote parent involvement.
3. To advise the school board, principal, and staff on any matter relating to the school.
4. To promote the interests of public education and, in particular, the interests of Henry Anderson Elementary School.
5. To contribute to a sense of community within the school and between the school, home, and neighborhood.
6. To provide parent education and a forum for discussion of educational issues.
7. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns.
8. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighborhood.
9. To organize and support activities for students and parents.
10. To provide financial support, in the form of fundraising, for the goals of the Council, as determined by the membership.

SECTION 3 – INTERPRETATION OF TERMS

“BCCPAC” means BC Confederation of Parent Advisory Councils

“District” means School District No. 38

“PAC” or “parent advisory council” means the parent(s) organized according to the School Act and operating as a parent advisory council in Henry Anderson Elementary

“Parent” is as defined in the School Act and means

- (a) the guardian of the person of the student or child,
- (b) the person legally entitled to custody of the student or child, or
- (c) the person who usually has the care and control of the student or child

and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 38

“RDPA” or “Richmond District Parents’ Association” means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 38

“School” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 38

TABLE OF CONTENTS

Section 1	Membership
Section 2	Executives
Section 3	Executive Meetings
Section 4	Conduct of Executive and Representatives
Section 5	Duties of Executives and Representatives
Section 6	Meetings of Members
Section 7	Proceedings at General Meetings
Section 8	Committees
Section 9	Nominations
Section 10	Financial Matters
Section 11	Constitution and Bylaw Amendments
Section 12	Property in Documents
Section 13	Dissolution

SECTION 1 – MEMBERSHIP

Voting Members

1. All parents and guardians of students registered in Henry Anderson Elementary are voting members of the Council.

Non-Voting Members

2. Administrators and staff (teaching and non-teaching) of Henry Anderson Elementary may be invited to become non-voting members of the Council.
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.

Compliance with Bylaws

5. Every member will uphold the constitution and comply with these bylaws.

SECTION 2 – EXECUTIVES

Role of Executive

1. The executive will manage the Council's affairs between general meetings.

Executive Defined

2. The executive will include the president, vice-president, secretary, treasurer, and such other members of the Council as the membership decides.

Eligibility

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 38 or the Ministry of Education.

Election of Executive

4. The executive will be elected at each annual general meeting held in June of each school year (a minimum of Chair, Co-Chair, Treasurer and Secretary). All other positions may be carried forward to the first PAC meeting of the new school year (September).
5. Elections will be conducted by the chair of the Nominations Committee.

Term of Office

6. The executive will hold office for a term of one year beginning immediately following the election (July 1st to June 30th).
7. No person may hold the Chairperson and Vice-Chairperson position for more than two consecutive years and no more than two years in total. Exception can be made if there are no interest in the position and must be discussed at the general meeting with council members and appointed through motion and votes.
8. If an executive member misses 3 consecutive meetings, it is assumed that they have relinquished their role. Refer to vacancy.

Vacancy

9. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint through motions and votes at the next scheduled meeting an eligible member of the Council to fill the vacancy until the next annual general meeting. An executive member must announce their resignation at the scheduled meeting where the principal and or vice principal and at least one member of the executive is present at the meeting and documented in the minutes.

Alternatively an email can be sent to both the principal and the andersonpacgeneral@gmail.com email to confirm resignation of the executive member.

DRAFT

Removal of Executive

10. The members may, by a majority of not less than 75% of the votes cast of those present at the meeting, remove an executive member before the expiration of his or her term of office, and may elect an eligible member (*an eligible representative of a Council member*) to complete the term through motions and votes. Concerns regarding an executive member must be submitted in writing and presented to at least three executive members for review (must not be an anonymous submission). For example but not limited to, an executive member not adhering to the code of conduct.
11. Written notice specifying the intention to make a motion to remove the executive member must be given to all members by the way of posting on the PAC website not less than 7 days before the meeting.

Remuneration of Executive

12. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the council's affairs.

SECTION 3 – EXECUTIVE MEETINGS

Meetings

1. Executive meetings may be held at the call of any executive member. The meeting will be held before the general meeting and at the executive members decision, the meeting may be open to PAC members.

Quorum

2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

Notice

3. Executive members will give seven calendar days' notice of executive meetings.

SECTION 4 – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Representing the Council

1. Every executive member and representative must act solely in the interests of the parent membership of the Council.

Privilege

2. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

Disclosure of Interest

3. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
4. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

SECTION 5 – DUTIES OF EXECUTIVES AND REPRESENTATIVES

A. The Chairperson will:

- a) speak on behalf of the Council
- b) consult and communicate with Council members and executive members
- c) preside at all membership and executive meetings
- d) ensure that an agenda is prepared
- e) appoint committees where authorized by the membership
- f) ensure that the Council is represented in school and district activities
- g) ensure that Council activities are aimed at achieving the purposes set out in the Constitution
- h) be a signing officer
- i) submit an annual report
- j) the Chairperson shall be considered a neutral party with respect to voting, and shall not submit a vote (note exception below)
 - Exceptions:
 - Chairperson may submit a vote for any candidate during an Anderson PAC election

B. The Vice-Chair will:

- a) support the Chair
- b) assume the duties of the Chair in the Chair's absence or upon request
- c) assist the Chair in the performance of his or her duties
- d) accept extra duties as required
- e) be a signing officer
- f) submit an annual report

C. The Secretary will:

- a) ensure that members are notified of meetings
- b) Prepare and present agenda at meetings after consultation with Anderson PAC membership
- c) record and file minutes of all meetings
- d) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- e) prepare and maintain other documentation as requested by the membership or executive
- f) issue and receive correspondence on behalf of the Council
- g) ensure safekeeping of all records of the Council
- h) update PAC website by posting agendas, meeting minutes, and any other applicable correspondence
- i) may be a signing officer
- j) submit an annual report

D. The Treasurer will:

- a. be a signing officer
- b. ensure all funds of the Council are properly accounted for
- c. disburse funds as authorized by the membership or executive
- d. ensure that proper financial records and books of account are maintained
- e. report on all receipts, disbursements and current monthly financial report at general and executive meetings
- f. make financial records and books of account available to members upon request
- g. have the financial records and books of account ready for inspection or audit annually
- h. with the assistance of the executive, draft an annual budget
- i. ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- j. apply for the annual gaming grant
- k. submit an annual financial statement at the annual general meeting

E. The District Parent Advisory Council (DPAC) Representative will:

- a. attend all meetings of Richmond District Parents Association (RDPA) and represent, speak, and vote on behalf of the Council
- b. maintain current registration of the Council
- c. report regularly to the membership and executive on all matters relating to the DPAC
- d. seek and give input to the DPAC on behalf of the Council
- e. receive, circulate, and post DPAC newsletters, brochures, and announcements
- f. receive and act on all other communications from the DPAC
- g. liaise with other parents and DPAC representatives
- h. the representative may not be employees or elected officials of School District No. 38 or the Ministry of Education.
- i. submit an annual report (if applicable)

F. Members-at-Large (MAL) will:

- a. serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires
- b. submit an annual report (if applicable)

G. The immediate Past President will:

- a. advise and support the membership and executive
- b. provide information about resources, contacts, and other matters
- c. submit an annual report (if applicable)

H. Co-Positions will:

- a. all positions except the Chairperson and Vice-Chairperson may have a co-position appointed where authorized by the council members at the time of election and at other times as the council requires
- b. share the duties and responsibilities of the position they are supporting
- c. may be a signing officer

Annual reports are important because they

- provide an opportunity to review personal and council goals and achievements
- provide a record of actions taken
- outline responsibilities for those considering running for an executive position

SECTION 6 –MEETINGS OF MEMBERS

General Meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than five times during the school year. One of which will be the annual general meeting in June.
3. The dates, time and duration of general meetings for the entire school year shall be determined by the executives during the first September PAC Meeting of the given school after consultation with the members and principal and or vice-principal in attendance at this same first PAC meeting. Registration should be set 10 minutes prior to the meeting start time as the start time must be adhere to.
4. If procedural problems should arise during any Anderson PAC meetings, Robert’s Rules of Order (RROO) will be used to resolve the situation, unless RROO are in conflict with those procedures and guidelines existing in the current Anderson PAC By-laws and Constitution.
5. Extraordinary Meetings (non-general meeting) may be called by a member with a minimum 7 days notice.
6. If any of the executive members are unable to attend a schedule general meeting, an email must be communicated amongst all the members in the executive committee.

Conduct

7. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
8. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

Notice of Meetings

9. Members will be given 7 day notice to changes or additions of general meetings.
10. Notice of meetings can be sent in various ways – by flyers, e-mail, newsletter or website. A calendar of meetings for the year satisfies the requirement for reasonable notice.

SECTION 7 – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings or extraordinary meetings shall be defined as a minimum of five Anderson PAC members, two of whom shall be Members of the Anderson PAC executive.
2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Voting

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. In the case of a tie vote, the Chair does not have a second or casting vote and the motion is defeated or tabled.
5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
7. A vote will be taken to destroy the ballots after every election.
8. All votes must be recorded in the minutes.

SECTION 8 – COMMITTEES

1. The membership may appoint committees through motions and votes to further the Council's purposes and carry on its affairs.
2. Committee members may be appointed to committees by the membership through motions and votes.
3. The terms of reference of each committee will be specified by the membership at the time the committee is established, or by the committee at its first meeting, as the membership decides.
4. Committees will report to the membership and executive as required.
5. A Nominating Committee will be appointed annually by members before the annual general meeting.

** A standing committee exists every year examples are budget, nominating, hot lunch, special events, and fundraising. An ad hoc committee is created to do a specific task within a certain time period.*

SECTION 9 – NOMINATIONS

1. An initial letter of “Notice for Nominations” for the Executive positions and MAL for the following school year will be distributed to the entire membership by April 30th of the current school year.
2. Nominations for candidates for the Executive positions may be received up to the end of May 31st at 11:59pm and nominations shall then be declared closed by the Lead of the Nomination Committee.
3. The Nomination Committee shall be responsible for determining that all election candidates are legitimate members and that their nominations as candidates follow all appropriate and applicable By-laws, such as election candidate nomination deadlines.
4. The nomination committee shall contact all eligible candidates to advise them of the Code of Ethics and the duties of the role they have been nominated for.
5. At the AGM, the Lead of the Nomination Committee will present a proposed slate of candidates for the following term of one year for Executive officers and MAL positions, if applicable. Each elected position will be voted on with a simple majority vote required to determine the successful candidate for the given elected position. Exception: if the elected position has only one candidate, the Chairperson may deem the position to be elected by acclamation. Exception: Chairperson and Vice-Chairperson may not be elected by acclamation if they have reached the end of the 2 year rule.
6. In the event there are insufficient parents willing to serve as Chairperson, Vice Chairperson, Secretary and Treasurer, through motions and votes, the PAC members may elect to table the remaining roles to be elected at the first meeting held in September of the following school year.

SECTION 10 – FINANCIAL MATTERS

Financial Year

1. The financial year of the Council will be July 1st to June 30th.

Power to Raise Money

2. The Council may raise and spend money to further its purposes.

Bank Accounts

3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

Signing Authority

4. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Annual Budget

5. The executive will prepare a budget and present it to the membership for approval before the current budget expires.
6. 10% of the operating budget for the current year, will be reserved for the following school year.

Auditor

7. Members at a general meeting may appoint an auditor at any given time in the year.
8. Council funds can only be spent if authorized by a motion passed at a general meeting.

Finances

9. A budget and a tentative plan of any/all expenditures, (also referred to as the Preliminary Wish List) for the immediately upcoming school year, shall be drawn up by all members which will be further defined as any/all eligible members and School Staff.
10. The wish list submission shall be presented at the October general meeting of the current school year.
11. Executives shall then hold an Extraordinary Meeting (non-general meeting), which shall also be open to any/all members. This meeting shall be held prior to the November general meeting of the current school year. Discussions and debates of all Wish list requests shall be entertained and subsequent funding recommendations brought to the November meeting.

A vote on Final Wish List items will be made at the November Anderson PAC General Meeting.

SECTION 11 - CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast of those who are present at a general meeting, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 10 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.
4. Amendments are recommended to be made for the next school year however, through motions and votes if clarification is needed for proposed amendment(s) not exceeding one page, Anderson PAC members may recommend changes during the current year.

SECTION 12 – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

SECTION 13 - DISSOLUTION

The Anderson PAC shall be dissolved in the event that:

- The school is permanently closed; or
 - There are insufficient parents willing to serve as Chairperson, Vice Chairperson, Secretary and Treasurer.
1. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 38 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
 2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Henry Anderson Elementary School.

The Constitution and By-laws of the Henry Anderson Parent Advisory Council shall be filed with the Board of School Trustees of School District #38.

Adopted by Henry Anderson Elementary Parent Advisory Council at Richmond, British Columbia,

on _____ (date).

X

Henry Anderson PAC Chair | Signature

X

Henry Anderson PAC Executive | Signature

Henry Anderson PAC Chair | Print Name

Henry Anderson PAC Executive | Print Name + Title

Date

Date

DRAFT

CODE OF ETHICS

A parent who accepts a position as a Council executive member, committee member, or Representative:

1. Upholds the constitution and bylaws, policies, and procedures of the electing body.
2. Performs his or her duties with honesty and integrity and in the interests of the Council.
3. Works to ensure that the well-being of students is the primary focus of all decisions.
4. Respects the rights of all individuals.
5. Takes direction from the membership and executive.
6. Encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward.
7. Works to ensure that issues are resolved through due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects all confidential information.
10. Supports public education.

Statement of Understanding

I, the undersigned, in accepting the position of _____ of Henry Anderson Elementary Parent Advisory Council have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member, Committee Member, or Representative

Signature _____

Date _____ Phone number _____

Email _____



Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Agenda
Tuesday, June 18th, 2024
6:45 - 7:45pm
Multipurpose Room

Chair: Mary Hsi (Vice-Chair)

Attendees: Sean H. (Principal), Mary H. (Vice-Chair), Vivian K. (Treasurer), Selina C. (Co-treasurer), Suellen Z. (Secretary), Erin S. (Co-secretary), Cecilia L., Marine W., Theola L., Gail L., Iris W., Olivia Z., Chen C., Silvia F., Baren T, Monica D.

Materials: 2024 05 21 Anderson PAC - Minutes (draft).pdf
2024 June 18 HAES PAC FS - meeting appendices.pdf

Agenda Item	Presenter
1. Welcome	Mary H.
2. Adoption of Agenda	All
3. Approval of Previous Meeting's Minutes - May 21st, 2024 <ul style="list-style-type: none">Update on Action Items	All
4. Principal's Report (School Updates)	Sean H.
5. Hot Lunch Update and Annual Report	Mary H.
6. Treasurer's Report and Annual Report	Vivian K.
7. Election	Nomination Committee
8. New business <ul style="list-style-type: none">8.1 2024-2025 Questions8.2 Special Voting8.3 2024-2025 Fundraising	Gail L. Selina C. Iris W.
9. Adjournment	

Next Meeting: September 11, 2024 at 6:30pm pending School Administrator availability.



Attendees: Sean H. (Principal), Mary H. (Vice-Chair), Vivian K. (Treasurer), Selina C. (Co-treasurer), Suellen Z. (Secretary), Erin S. (Co-secretary), Cecilia L., Marine W., Theola L., Gail L., Iris W., Olivia Z., Chen C., Silvia F., Baren T, Monica D.

Documents posted on Anderson PAC website for discussions:

- 2024 05 21 Anderson PAC - Minutes (draft).pdf
- 2024 June 18 HAES PAC FS - meeting appendices.pdf

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. New Business Item *8.3 2024-2025 Fundraising* added to the agenda and to be presented by Iris W.
 - ii. Vice-Chair motioned to adopt the agenda including Item 8.3
 1. Marine seconded.
 2. Majority voted in favour.
 3. Agenda passed.

3. Approval of Previous Meeting's Minutes – May 21st, 2024 and Updates on Action Items

- a. Updates on Action Items from April PAC Meeting.
 - i. Mary and Aisha to go to the bank and obtain their respective accesses (Item 3.b.i)
 1. Mary has not gone to the bank yet. Action no longer be required since neither Mary nor Aisha will be PAC Executives for the 2024-2025 school year.
 - ii. Suellen to upload PAC files to Anderson's Google drive (Item 3.b.v).
 1. Suellen has organized all documents to date and will wait for June PAC meeting minutes and associated documents to upload to the Anderson Google drive.
 2. **ACTION:** Suellen to provide an update at September PAC meeting.
 - iii. Vivian to confirm if there is PAC funding for canopies (Item 5.c.iii.1)
 1. Vivian confirms \$1200 PAC funding for canopies and has made Leisa aware.
 - iv. Vivian to contact Mme Wilson and send her information to present the PAC MacNeill scholarship (5.d.i.1)
 1. Vivian spoke to Mme Wilson who advised she wanted to present the McRoberts scholarship rather than the MacNeill scholarship.
 2. PAC scholarships to MacNeill and McRoberts have been paid.
- b. Discussion regarding the PAC May meeting vote to pass the amended Constitution Bylaws as presented at the meeting including all in-meeting revisions that were voted upon and passed (Item 7.g).
 - i. Mary brought up that, according to the current constitution, PAC must notify the PAC membership of the proposed Constitution Bylaws amendments and date of the PAC meeting at which the vote to adopt the amended Constitution Bylaw will be.
 - ii. Item 7.g of May meeting minutes revised to read: *PAC Executives recommends PAC membership to pass the Constitution Bylaws presented in this meeting. Vote to adopt the Constitution Bylaws as presented in the May PAC meeting will be held at September 2024's PAC meeting.*

- iii. Amended Constitution Bylaws will be posted on the PAC website for PAC membership access with voting to take place at the PAC September meeting. If passed, the amended Constitution Bylaws will immediately take effect.
- iv. Sean advised he will include the link to the PAC website in the final school newsletter (June 2024) which will serve as written notice to the PAC membership regarding the amended Constitution Bylaws and date on which the vote to adopt will take place (September PAC meeting).
 - 1. **ACTION:** Gail to post final version of the amended Constitution Bylaws and voting date on the PAC website before June 27th, 2024. Voting date tentatively September 11th at 6:30pm pending administration availability.
 - 2. **ACTION:** Erin to email school administration by June 20th to request the inclusion of the PAC website link, direction to view the amended Constitution Bylaws, and voting date in the school newsletter.

POST-MEETING UPDATE: June 19th - Erin emailed Principal and office to request inclusion of PAC website link, mention of amended Constitution Bylaws availability for review over the summer, and September meeting voting date for adoption in the last school newsletter.

POST-MEETING UPDATE: June 21st - School newsletter included the requested information and was emailed out to the PAC Membership.
- v. New parents (Kindergarteners) were already provided with a PAC flyer at the Kindergarten Welcome sessions. PAC website link provided on the flyer.
- c. Selina motioned to pass the May meeting minutes.
 - a. Vivian seconded.
 - b. Majority voted in favour.
 - c. Motion passed.

4. Principal's Report (School Updates)

- a. Band Concert
 - i. 7 divisions/200 kids performed at this celebration of music.
- b. Construction
 - i. Fire hydrant being installed near the new portables.
 - ii. Contractors are experienced with seismic upgrades and are considerate of students' safety (appropriate fencing) and routines.
- c. Report cards go home June 26th.
- d. Grade 7's
 - i. Graduation ceremony June 27th.
 - ii. Went to Camp Jubilee.
- e. Garden City Park Safety Update
 - i. One of the two stray dogs have been captured.
 - ii. There remains a homeless encampment in the park.
 - iii. Students have not and will not be visiting the park until it is safe and the last dog captured.
 - iv. Sean has spoken with the City of Richmond regarding an open gate between the school and the park through which the dog can come. He's been very clear with his expectations with the City.
 - v. Issue exasperated by public feeding the dogs.
 - vi. Issue has been featured on Global News. It's been over a month and remains an issue - concerned community members should consider contacting the City.
 - vii. City has put up warning signs at the park, but School District made the decision to notify parents by letters as well.
 - viii. If the dog is spotted on school premises, school will Hold and Secure - 3 rings of the bell and students will go inside. Students have practiced this.

- ix. Staff have spoken to students on the matter - e.g. not to run to or away from the dog; back away.
- f. AnderSun Day turned out to be a great and fun day.
- g. Parent Appreciation Tea - June 19th in the gym
 - i. Everyone is invited and there will be some presentations by students.
- h. Gaga ball court has been approved and going through purchasing.
- i. New Sandpit
 - i. Obtaining estimates and \$3000 PAC funding should be adequate.
 - ii. May be completed over the summer - Treasurer to earmark the funds for 2024-2025 school year.
- j. Outdoor Equipment - \$1501 spent on replenishing equipment; PAC funding of \$1500 fully spent.
- k. Saleema Noon
 - i. Body science sessions held over 3 days.
 - ii. Good to learn about body science from a professional.
 - iii. Marine advised Saleema offers a nice online presentation as well.
 - iv. Sean advised she offers a "Girl Power" session (online?) as well.
- l. Portables: Will not be for Kindergarten/Grade 1 but may be used for English or French classes.

5. Hot Lunch Update and Annual Report

- a. Hot Lunch Update
 - i. May 22nd Sushi Day - 403 orders; \$644.65 profit
 - ii. June 5th Pizza/Pasta Day - 764 orders; \$1042 profit
 - iii. June 14th Pizza/Pasta Day - 656 orders; \$884.50 profit
 - iv. June 19th Sushi Day - 382 orders; \$609.85 profit
- b. Annual Report (profits after paying vendors; do not other fees/preparation expenditures)
 - i. Fusion Feast 11 days - \$10,114 profit
 - ii. Sushi 4 days - \$2572.90 profit
 - iii. Subway 3 days - \$1338.75 profit
 - iv. Add-on Snacks 7 days - 792 items ordered; \$519.95 profit
 - v. Had a very successful year.
 - vi. 2024-2025 MunchaLunch fee confirmed by Mary as paid.

6. Treasurer's Report and Annual Report

- a. Appendix A: Balance Sheet as of June 18, 2024
 - i. Gaming Account balance: \$2817.13
 - ii. General Account balance: \$14,686.07
 - iii. \$336 reserved for 2024-2025 Munch-a-Lunch fee
- b. Appendix B: Profit and Loss - July 1, 2023-May 31, 2024; July 1, 2023-April 30, 2024
 - i. Hot Lunch Sales (income): \$1215.81
 - ii. General - Appreciation (expense): \$606.06 spent (\$150 retirement gift for Leisa; \$456 PAC Volunteer Appreciation)
 - 1. Concerns regarding Volunteer Appreciation Day expenditures as some were not reasonable for a gathering of only 20 people.
 - 2. PAC needs to be good stewards in managing funds as a responsibility and this pertains to any PAC event.
 - 3. Whoever leads an event should review and summarize expenditures with the Treasurer prior to submitting receipts for reimbursement. Otherwise, they may be denied.
 - 4. **ACTION:** Budget Subcommittee to discuss reasonable amounts for events (i.e. per person dollar amount).
 - iii. General - Classroom Supplies (expense): More expenses rolling in in June.

- iv. General - Hot Lunch Expense: \$4016.65
- v. General - PAC Expenses (child minders): \$130 (\$10 a meeting)
- vi. General Fund Expenses (2023 MacNeill scholarship): \$250 per scholarship to each of MacNeill and McRoberts and scholarships have been paid. However, \$500 was paid to MacNeill this year as it came to light that \$250 was not paid to them last year, but the school still awarded the scholarship.
- c. Appendix C: Profit and Loss - July 1, 2023-June 18, 2024; July 1, 2023-May 31, 2024
 - i. Hot Lunch Sales (income): \$2457.99; includes everything up to June 19 Sushi Day and not expecting anything more to come in.
 - ii. Gaming - Field Trip Expense: more expected to come in
 - iii. General - Appreciation (staff): \$500 contribution to school's staff appreciation breakfast
 - iv. General Fund Expenses (outdoor equipment): \$1500 spent to replenish outdoor equipment
- d. Annual Report
 - i. Hot lunch net profit was expected to be \$11,700 when the budget was first built, but ended up being \$9926.
 - ii. 2022-2023 Hot Lunch net profit was higher than 2023-2024's net profit though 2023-2024 yielded a high gross amount and PAC had adjusted prices to accommodate inflation.
 - 1. **ACTION:** Budget Subcommittee to look closer into why this was (increased expenditures such as Ziploc bags, utensils, labels, transaction fees?) in at the next Budget meeting.
 - iii. Appendix D - Budget to Actual - with Forecast as at June 18, 2024
 - 1. Net of \$4000 forecast if it's assumed PAC pays the full amount for the Gaga Ball Court (\$3000 from operating; \$1000 from gaming).
 - 2. \$1200 for canopies will be spent.
 - 3. \$4000 for sand play area will be spent.
 - iv. Contingency goal was \$5000 at 10%, but ending with \$4000.
 - v. \$800 left in the Gaming account because not all field trip funds were used. May need to approve a lower amount in the 2024-2025 year because there was no rollover of funds like we had this year.
- e. 2024-2025 Gaming Grant
 - i. Sean received an email from the Ministry reminding that applications must be received by June 30th or risk not being accepted.
 - ii. **POST-MEETING UPDATE:** Vivian confirmed via email that the application was submitted and accepted April 16th, 2024.

7. Elections

- a. All PAC Executive and Lead positions for the 2024-2025 won by acclamation or decision to co-lead, except Fruits & Veggies Lead which remains vacant.
 - i. Chair: Cecilia (CC) L.
 - ii. Vice-Chair: Selina C.
 - iii. Treasurer: Vivian K.
 - iv. Secretary: Suellen Z.
 - v. Hot Lunch Lead: Gail L.
 - vi. Fundraising Lead: Iris W.
 - vii. Communications Leads: Baren T. and Olivia Z.
 - viii. Fruits & Veggies Lead: Vacant
 - 1. **ACTION:** PAC to send a call-out for Fruits & Veggies Lead in Sept 2024. Contact Monica D. for assistance if no volunteers to lead the program.

8. New Business

a. 8.1 2024-2025 Questions

- i. Remaining snacks from hot lunch add-on's: Keep them for Fall 2024 hot lunch add-on's or donate them?
 1. Use them for them for the PAC Welcome Back table on the first day of school, Sept 3rd, 2024.
 - a. **ACTION:** Plan for volunteers and set up to match parent drop-off and pick-up times of 10:30am/11:30am (primary divisions) and 1:00pm/2:00pm (intermediate divisions).
- ii. Snacks were liked as a bonus for kids and extra PAC revenue, but parents prefer healthier snack options.
 1. **ACTION:** Hot Lunch Subcommittee to explore new/healthier options and plan to have add-on's starting September for sooner and increased revenues.
- iii. Would Anderson allow for additional Hot Lunch dates if there's an effective way of dealing with the associated garbage?
 1. Sean advised this will need to be posed to the new Principal but he'll let them know that MunchaLunch delivers the food and the Hot Lunch group is very streamlined in delivery to classrooms so there's very little disruption. Garbage is the main issue.
 2. To best deal with garbage:
 - a. Silvia suggested to have parent volunteers assigned to zones for garbage collection. Garbage can be handled properly (e.g., compacted) to reduce volume of garbage prior to depositing them into bins.
 - b. Suellen suggested to try asking students to bring the garbage home and, if successful, present the data to school administration when requesting additional hot lunch days. Would not be too disruptive to teach children to rinse containers during the lunch break either per Sean.
 - i. CC suggested PAC can try this for the first quarter.

b. 8.2 Special Voting

- i. Selina proposed to present a gift card to Sean as an appreciation gift for all the hours he's spent with PAC in the last 3 years prior to his departure to take on a new role with the School District.
 1. Selina motioned to use \$50 from the remaining 2023-2024 PAC snack budget toward a gift card for Sean as an appreciation gift.
 2. Baren seconded.
 3. Unanimous vote in favour.
 4. Motion passed.

c. 8.2 Fundraising

- i. Back-to-school stationary sale
 1. Iris seeking PAC approval on her initial proposal and to develop the plan over the summer.
 2. Estimated investment of \$300 with \$1000 profit projected.
 3. Sell over 2 weeks or until sold out.
 4. Online sales proposal: Cash Online (no fees) is something the Ministry set up for schools and cannot be used by PAC as a platform. MunchaLunch platform may be used for sales other than food, but fees apply. Other option is to take cash sales.
- ii. Baren call for a vote to have Iris pursue back-to-school stationary fundraiser plan.
 1. Unanimous vote in favour.

9. Adjournment

- Next meeting: September 11, 2024 6:30pm pending School Administrator availability.

Balance Sheet

Henry Anderson PAC

As of Jun 18, 2024

APPENDIX A

ACCOUNTS

Jun 18, 2024

Assets	
Cash and Bank	
PAC VanCity Gaming Account	\$2,817.13
PAC VanCity General Account	\$14,686.07
PAC VanCity Shares	\$5.93
PAC VanCity Special Projects Account	\$25,961.81
Total Cash and Bank	\$43,470.94
Other Current Assets	
Prepaid Expenses Munchalunch fee for 2024/2025	\$336.00
Total Other Current Assets	\$336.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$43,806.94
Liabilities	
Current Liabilities	
Total Current Liabilities	\$0.00
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$0.00

Profit and Loss

APPENDIX B

Henry Anderson PAC

Date Range 1: Jul 01, 2023 to May 31, 2024

Date Range 2: Jul 01, 2023 to Apr 30, 2024

ACCOUNTS	Jul 01, 2023 to May 31, 2024	Jul 01, 2023 to Apr 30, 2024	Change	
Income				
Fundraising Revenue	\$1,377.16	\$1,377.16	\$0.00	0.00%
Fundraising Revenue - Direct Contributions	\$1,195.00	\$1,195.00	\$0.00	0.00%
Gaming Grant Revenue	\$12,160.00	\$12,160.00	\$0.00	0.00%
Hot Lunch Sales	\$39,267.66	\$38,051.85	\$1,215.81	3.20%
Total Income	\$53,999.82	\$52,784.01	\$1,215.81	2.30%
Total Cost of Goods Sold				
	\$0.00	\$0.00	\$0.00	0.00%
Gross Profit				
As a percentage of Total Income	\$53,999.82 100.00%	\$52,784.01 100.00%	\$1,215.81	2.30%
Operating Expenses				
Gaming - Field Trip Expenses	\$8,227.74	\$6,287.60	\$1,940.14	30.86%
Gaming Grant Expenses	\$4,230.00	\$4,230.00	\$0.00	0.00%
General - Appreciation \$150 gc for Leisa \$456 PAC volunteers	\$606.06	\$0.00	\$606.06	0.00%
General - Classroom Supplies (Divisions)	\$6,095.68	\$4,617.99	\$1,477.69	32.00%
General - Classroom Supplies (Resource)	\$1,700.70	\$1,253.06	\$447.64	35.72%
General - Hot Lunch Expense	\$26,208.60	\$22,191.95	\$4,016.65	18.10%
General - PAC expenses childminders	\$228.51	\$98.51	\$130.00	131.97%

Operating Expenses				
General Fund Expenses	2023 MacNeill scholarship \$750.00	\$500.00	\$250.00	50.00%
Total Operating Expenses	\$48,047.29	\$39,179.11	\$8,868.18	22.63%
<hr/>				
Net Profit	\$5,952.53	\$13,604.90	-\$7,652.37	-56.25%
As a percentage of Total Income	11.02%	25.77%		

Profit and Loss

Henry Anderson PAC

Date Range 1: Jul 01, 2023 to Jun 18, 2024

Date Range 2: Jul 01, 2023 to May 31, 2024

ACCOUNTS	Jul 01, 2023 to Jun 18, 2024	Jul 01, 2023 to May 31, 2024	Change	
Income				
Fundraising Revenue	\$1,377.16	\$1,377.16	\$0.00	0.00%
Fundraising Revenue - Direct Contributions	\$1,195.00	\$1,195.00	\$0.00	0.00%
Gaming Grant Revenue	\$12,160.00	\$12,160.00	\$0.00	0.00%
Hot Lunch Sales	\$41,725.65	\$39,267.66	\$2,457.99	6.26%
Total Income	\$56,457.81	\$53,999.82	\$2,457.99	4.55%

Total Cost of Goods Sold	\$0.00	\$0.00	\$0.00	0.00%
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Gross Profit	\$56,457.81	\$53,999.82	\$2,457.99	4.55%
As a percentage of Total Income	100.00%	100.00%		

Operating Expenses				
Gaming - Field Trip Expenses	\$8,364.89	\$8,227.74	\$137.15	1.67%
Gaming Grant Expenses	\$4,230.00	\$4,230.00	\$0.00	0.00%
General - Appreciation staff	\$1,106.06	\$606.06	\$500.00	82.50%
General - Classroom Supplies (Divisions)	\$6,095.68	\$6,095.68	\$0.00	0.00%
General - Classroom Supplies (Resource)	\$1,700.70	\$1,700.70	\$0.00	0.00%
General - Hot Lunch Expense	\$31,799.77	\$26,208.60	\$5,591.17	21.33%
General - PAC expenses	\$228.51	\$228.51	\$0.00	0.00%

Operating Expenses					
General Fund Expenses	outdoor equipment	\$2,250.00	\$750.00	\$1,500.00	200.00%
Total Operating Expenses		\$55,775.61	\$48,047.29	\$7,728.32	16.08%
Net Profit					
As a percentage of Total Income		\$682.20 1.21%	\$5,952.53 11.02%	-\$5,270.33	-88.54%

**BUDGET TO ACTUAL - WITH FORECAST
AS AT JUNE 18, 2024
For the SY 2023-2024**

APPENDIX D

	BUDGET	ACTUAL /	VARIANCE	BUDGET	ACTUAL /	VARIANCE	Special Funds	Comments / Assumptions
	Operating	FORECAST		Gaming	FORECAST			
Budgeted Revenues								
Gaming Grant				12,160.00	12,160.00	0.00		
Estimated Hot Lunch Revenue	36,400.65	41,725.65	(5,325.00)					Based on PY actual and assumption of vendors
Fundraising - Arts Created by Kids	2,000.00	1,040.70	959.30					Art Created by Kids (annual)
Fundraising - Purdy's	300.00	336.46	(36.46)					
Fundraising - other?		1,195.00	(1,195.00)					
Playground Fundraiser								
Interest Income								
Total Budgeted Revenues	38,700.65	44,297.81		12,160.00	12,160.00		-	
Budgeted Expenses								
Estimated Hot Lunch Costs	24,702.65	31,799.77	(7,097.12)					
Halloween - pumpkins				1,500.00	1,500.00	0.00		\$2.50 / pumpkin x 600
PAC Office Supplies	200.00	98.51	101.49					Annual. Same as prior years
Grade 7 Luncheon				990.00	990.00	0.00		Annual commitment. Same as prior years. \$15/ student - 66 students this year.
Volunteer Appreciation	500.00	456.06	43.94					Annual commitment. Same as prior year.
Admin Appreciation	150.00	150.00	0.00					Annual commitment. Same as prior year. Lunch for 5ppl, flowers for 3 office staff.
Staff Appreciation	500.00	500.00	0.00					Annual commitment. Same as prior year.
Child Minders for PAC meetings	140.00	130.00	10.00					Annual commitment. Same as prior year. Indigo gift cards.
Food Safety Course	100.00		100.00					
Scholarships - MacNeil & McRoberts (2 x \$250)	500.00	500.00	0.00					Annual commitment. Not permitted from gaming going forward
PAC meeting snacks	120.00		120.00					\$20 per meeting (6 remaining Nov-June)
PAC welcome/info table 2024	100.00	100	0.00					
TEACHER WISHLIST ITEMS (in priority order)								
Classroom supplies for Divisions (science, art, seeds)	6,500.00	6,095.68	404.32					Total of 26 divisions. \$250 allocation for each division. (same in PY) Total of 608 students @ \$15/student. (PY \$20/student)
Field Trip subsidy				9,120.00	8,364.89	755.11		
School Supplies for Resource Staff	2,000.00	1,700.70	299.30			0.00		\$200 for each resource staff. (11 in PY, 10 in CY)
Arts Programming - Hip Hop Dance				2,730.00	2,730.00	0.00		Funding 1/2, same in PY Bollywood. Consider PAC Cover \$x/student in future.
Additional Sand Play Areas - K zone (log and rock border) & Additional near current pit	4,000.00	4,000.00	0.00					
Replenish Outdoor Equipment	1,500.00	1,500.00	0.00					
4 good quality portable canopies (rain/sun shelters)	1,200.00	1,200.00	0.00					
Portable sound system								\$5000 in PY allocated to ipads
Gaga ball court	3,000.00	3,000.00	0.00	1,020.00	1,020.00			*funds restricted for Gaga pit. Requested \$6,000 funding half this year. If school can not match this year, will reserve for 2025 SY budget
Additional items								
2023 MacNeill Scholarship		250.00						
Retirement gift - Leisa		150.00						
Total Budgeted Expenses	\$ 45,212.65	\$ 51,630.72		\$ 15,360.00	\$ 14,604.89		\$ -	
Budgeted Operating Results	(\$6,512.00)	(\$7,332.91)		(\$3,200.00)	(\$2,444.89)		-	
Total Cash Balance as of June 30, 2023 (books)	\$11,344.92	\$11,344.92		\$3,252.02	\$3,252.02		\$25,961.81	
Budgeted Cash Balance at June 30, 2024	\$4,832.92	\$4,012.01		\$52.02	\$807.13		\$25,961.81	



Henry Anderson Elementary Parent Advisory Council (PAC)

CONSTITUTION AND BYLAWS

Adopted Circa 1996
Amended June 2024

HENRY ANDERSON PARENT ADVISORY COUNCIL CONSITUTION

TABLE OF CONTENTS

Section 1	Name
Section 2	Purpose of the Council
Section 3	Interpretation of Terms

SECTION 1 – NAME

The name of this council shall be the Henry Anderson Parent Advisory Council, as per the School Act – Bill 67 – Division 2 – Section 8(1).

The Council will operate as a non-profit organization with no personal financial benefit accruing to members. This provision is unalterable.

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

SECTION 2 – PURPOSE OF THE COUNCIL

The Henry Anderson Parent Advisory Council is dedicated to the education and the well-being of the child. The Council's primary mandate is to promote effective communication between the home and the school. The Council shall encourage parents to participate in the meaningful educational activities and decision making, to strengthen the role of families in education and schooling and to foster meaningful parent participation.

The purposes of the Council will be:

1. To promote the education and welfare of students in the school.
2. To encourage parent involvement in the school, and to support programs that promote parent involvement.
3. To advise the school board, principal, and staff on any matter relating to the school.
4. To promote the interests of public education and, in particular, the interests of Henry Anderson Elementary School.
5. To contribute to a sense of community within the school and between the school, home, and neighborhood.
6. To provide parent education and a forum for discussion of educational issues.
7. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns.
8. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighborhood.
9. To organize and support activities for students and parents.
10. To provide financial support, in the form of fundraising, for the goals of the Council, as determined by the membership.

SECTION 3 – INTERPRETATION OF TERMS

“BCCPAC” means BC Confederation of Parent Advisory Councils

“District” means School District No. 38

“PAC” or “parent advisory council” means the parent(s) organized according to the School Act and operating as a parent advisory council in Henry Anderson Elementary

“Parent” is as defined in the School Act and means

- (a) the guardian of the person of the student or child,
- (b) the person legally entitled to custody of the student or child, or
- (c) the person who usually has the care and control of the student or child

and, for the purposes of these bylaws, means the parent or guardian of a child or children enrolled in School District No. 38

“RDPA” or “Richmond District Parents’ Association” means the parent advisory councils organized according to the School Act and operating as a district parent advisory council in School District No. 38

“School” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 38

TABLE OF CONTENTS

Section 1	Membership
Section 2	Executives
Section 3	Executive Meetings
Section 4	Conduct of Executive and Representatives
Section 5	Duties of Executives and Representatives
Section 6	Meetings of Members
Section 7	Proceedings at General Meetings
Section 8	Committees
Section 9	Nominations
Section 10	Financial Matters
Section 11	Constitution and Bylaw Amendments
Section 12	Property in Documents
Section 13	Dissolution

SECTION 1 – MEMBERSHIP

Voting Members

1. All parents and guardians of students registered in Henry Anderson Elementary are voting members of the Council.

Non-Voting Members

2. Administrators and staff (teaching and non-teaching) of Henry Anderson Elementary may be invited to become non-voting members of the Council.
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.

Compliance with Bylaws

5. Every member will uphold the constitution and comply with these bylaws.

SECTION 2 – EXECUTIVES

Role of Executive

1. The executive will manage the Council's affairs between general meetings.

Executive Defined

2. The executive will include the president, vice-president, secretary, treasurer, and such other members of the Council as the membership decides.

Eligibility

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 38 or the Ministry of Education.

Election of Executive

4. The executive will be elected at each annual general meeting held in June of each school year (a minimum of Chair, Co-Chair, Treasurer and Secretary). All other positions may be carried forward to the first PAC meeting of the new school year (September).
5. Elections will be conducted by the chair of the Nominations Committee.

Term of Office

6. The executive will hold office for a term of one year beginning immediately following the election (July 1st to June 30th).
7. No person may hold the Chairperson and Vice-Chairperson position for more than two consecutive years and no more than two years in total. Exception can be made if there are no interest in the position and must be discussed at the general meeting with council members and appointed through motion and votes.
8. If an executive member misses 3 consecutive meetings, it is assumed that they have relinquished their role. Refer to vacancy.

Vacancy

9. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint through motions and votes at the next scheduled meeting an eligible member of the Council to fill the vacancy until the next annual general meeting. An executive member must announce their resignation at the scheduled meeting where the principal and or vice principal and at least one member of the executive is present at the meeting and documented in the minutes.

Alternatively an email can be sent to both the principal and the andersonpacgeneral@gmail.com email to confirm resignation of the executive member.

Removal of Executive

10. The members may, by a majority of not less than 75% of the votes cast of those present at the meeting, remove an executive member before the expiration of his or her term of office, and may elect an eligible member (*an eligible representative of a Council member*) to complete the term through motions and votes. Concerns regarding an executive member must be submitted in writing and presented to at least three executive members for review (must not be an anonymous submission). For example but not limited to, an executive member not adhering to the code of conduct.
11. Written notice specifying the intention to make a motion to remove the executive member must be given to all members by the way of posting on the PAC website not less than 7 days before the meeting.

Remuneration of Executive

12. No executive member may be remunerated for serving on the executive, but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the council's affairs.

SECTION 3 – EXECUTIVE MEETINGS

Meetings

1. Executive meetings may be held at the call of any executive member. The meeting will be held before the general meeting and at the executive members decision, the meeting may be open to PAC members.

Quorum

2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

Notice

3. Executive members will give seven calendar days' notice of executive meetings.

SECTION 4 – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Representing the Council

1. Every executive member and representative must act solely in the interests of the parent membership of the Council.

Privilege

2. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

Disclosure of Interest

3. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
4. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

SECTION 5 – DUTIES OF EXECUTIVES AND REPRESENTATIVES

A. The Chairperson will:

- a) speak on behalf of the Council
- b) consult and communicate with Council members and executive members
- c) preside at all membership and executive meetings
- d) ensure that an agenda is prepared
- e) appoint committees where authorized by the membership
- f) ensure that the Council is represented in school and district activities
- g) ensure that Council activities are aimed at achieving the purposes set out in the Constitution
- h) be a signing officer
- i) submit an annual report
- j) the Chairperson shall be considered a neutral party with respect to voting, and shall not submit a vote (note exception below)
 - Exceptions:
 - Chairperson may submit a vote for any candidate during an Anderson PAC election

B. The Vice-Chair will:

- a) support the Chair
- b) assume the duties of the Chair in the Chair's absence or upon request
- c) assist the Chair in the performance of his or her duties
- d) accept extra duties as required
- e) be a signing officer
- f) submit an annual report

C. The Secretary will:

- a) ensure that members are notified of meetings
- b) Prepare and present agenda at meetings after consultation with Anderson PAC membership
- c) record and file minutes of all meetings
- d) keep an accurate copy of the constitution and bylaws, and make copies available to members upon request
- e) prepare and maintain other documentation as requested by the membership or executive
- f) issue and receive correspondence on behalf of the Council
- g) ensure safekeeping of all records of the Council
- h) update PAC website by posting agendas, meeting minutes, and any other applicable correspondence
- i) may be a signing officer
- j) submit an annual report

D. The Treasurer will:

- a. be a signing officer
- b. ensure all funds of the Council are properly accounted for
- c. disburse funds as authorized by the membership or executive
- d. ensure that proper financial records and books of account are maintained
- e. report on all receipts, disbursements and current monthly financial report at general and executive meetings
- f. make financial records and books of account available to members upon request
- g. have the financial records and books of account ready for inspection or audit annually
- h. with the assistance of the executive, draft an annual budget
- i. ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- j. apply for the annual gaming grant
- k. submit an annual financial statement at the annual general meeting

E. The District Parent Advisory Council (DPAC) Representative will:

- a. attend all meetings of Richmond District Parents Association (RDPA) and represent, speak, and vote on behalf of the Council
- b. maintain current registration of the Council
- c. report regularly to the membership and executive on all matters relating to the DPAC
- d. seek and give input to the DPAC on behalf of the Council
- e. receive, circulate, and post DPAC newsletters, brochures, and announcements
- f. receive and act on all other communications from the DPAC
- g. liaise with other parents and DPAC representatives
- h. the representative may not be employees or elected officials of School District No. 38 or the Ministry of Education.
- i. submit an annual report (if applicable)

F. Members-at-Large (MAL) will:

- a. serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires
- b. submit an annual report (if applicable)

G. The immediate Past President will:

- a. advise and support the membership and executive
- b. provide information about resources, contacts, and other matters
- c. submit an annual report (if applicable)

H. Co-Positions will:

- a. all positions except the Chairperson and Vice-Chairperson may have a co-position appointed where authorized by the council members at the time of election and at other times as the council requires
- b. share the duties and responsibilities of the position they are supporting
- c. may be a signing officer

Annual reports are important because they

- provide an opportunity to review personal and council goals and achievements
- provide a record of actions taken
- outline responsibilities for those considering running for an executive position

SECTION 6 –MEETINGS OF MEMBERS

General Meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than five times during the school year. One of which will be the annual general meeting in June.
3. The dates, time and duration of general meetings for the entire school year shall be determined by the executives during the first September PAC Meeting of the given school after consultation with the members and principal and or vice-principal in attendance at this same first PAC meeting. Registration should be set 10 minutes prior to the meeting start time as the start time must be adhere to.
4. If procedural problems should arise during any Anderson PAC meetings, Robert’s Rules of Order (RROO) will be used to resolve the situation, unless RROO are in conflict with those procedures and guidelines existing in the current Anderson PAC By-laws and Constitution.
5. Extraordinary Meetings (non-general meeting) may be called by a member with a minimum 7 days notice.
6. If any of the executive members are unable to attend a schedule general meeting, an email must be communicated amongst all the members in the executive committee.

Conduct

7. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
8. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

Notice of Meetings

9. Members will be given 7 day notice to changes or additions of general meetings.
10. Notice of meetings can be sent in various ways – by flyers, e-mail, newsletter or website. A calendar of meetings for the year satisfies the requirement for reasonable notice.

SECTION 7 – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings or extraordinary meetings shall be defined as a minimum of five Anderson PAC members, two of whom shall be Members of the Anderson PAC executive.
2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Voting

3. Except as provided elsewhere in these bylaws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. In the case of a tie vote, the Chair does not have a second or casting vote and the motion is defeated or tabled.
5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these bylaws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
7. A vote will be taken to destroy the ballots after every election.
8. All votes must be recorded in the minutes.

SECTION 8 – COMMITTEES

1. The membership may appoint committees through motions and votes to further the Council's purposes and carry on its affairs.
2. Committee members may be appointed to committees by the membership through motions and votes.
3. The terms of reference of each committee will be specified by the membership at the time the committee is established, or by the committee at its first meeting, as the membership decides.
4. Committees will report to the membership and executive as required.
5. A Nominating Committee will be appointed annually by members before the annual general meeting.

** A standing committee exists every year examples are budget, nominating, hot lunch, special events, and fundraising. An ad hoc committee is created to do a specific task within a certain time period.*

SECTION 9 – NOMINATIONS

1. An initial letter of “Notice for Nominations” for the Executive positions and MAL for the following school year will be distributed to the entire membership by April 30th of the current school year.
2. Nominations for candidates for the Executive positions may be received up to the end of May 31st at 11:59pm and nominations shall then be declared closed by the Lead of the Nomination Committee.
3. The Nomination Committee shall be responsible for determining that all election candidates are legitimate members and that their nominations as candidates follow all appropriate and applicable By-laws, such as election candidate nomination deadlines.
4. The nomination committee shall contact all eligible candidates to advise them of the Code of Ethics and the duties of the role they have been nominated for.
5. At the AGM, the Lead of the Nomination Committee will present a proposed slate of candidates for the following term of one year for Executive officers and MAL positions, if applicable. Each elected position will be voted on with a simple majority vote required to determine the successful candidate for the given elected position. Exception: if the elected position has only one candidate, the Chairperson may deem the position to be elected by acclamation. Exception: Chairperson and Vice-Chairperson may not be elected by acclamation if they have reached the end of the 2 year rule.
6. In the event there are insufficient parents willing to serve as Chairperson, Vice Chairperson, Secretary and Treasurer, through motions and votes, the PAC members may elect to table the remaining roles to be elected at the first meeting held in September of the following school year.

SECTION 10 – FINANCIAL MATTERS

Financial Year

1. The financial year of the Council will be July 1st to June 30th.

Power to Raise Money

2. The Council may raise and spend money to further its purposes.

Bank Accounts

3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

Signing Authority

4. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Annual Budget

5. The executive will prepare a budget and present it to the membership for approval before the current budget expires.
6. 10% of the operating budget for the current year, will be reserved for the following school year.

Auditor

7. Members at a general meeting may appoint an auditor at any given time in the year.
8. Council funds can only be spent if authorized by a motion passed at a general meeting.

Finances

9. A budget and a tentative plan of any/all expenditures, (also referred to as the Preliminary Wish List) for the immediately upcoming school year, shall be drawn up by all members which will be further defined as any/all eligible members and School Staff.
10. The wish list submission shall be presented at the October general meeting of the current school year.
11. Executives shall then hold an Extraordinary Meeting (non-general meeting), which shall also be open to any/all members. This meeting shall be held prior to the November general meeting of the current school year. Discussions and debates of all Wish list requests shall be entertained and subsequent funding recommendations brought to the November meeting.

A vote on Final Wish List items will be made at the November Anderson PAC General Meeting.

SECTION 11 - CONSTITUTION AND BYLAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast of those who are present at a general meeting, amend the Council's constitution and bylaws.
2. Written notice specifying the proposed amendments must be given to the members not less than 10 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.
4. Amendments are recommended to be made for the next school year however, through motions and votes if clarification is needed for proposed amendment(s) not exceeding one page, Anderson PAC members may recommend changes during the current year.

SECTION 12 – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the president when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

SECTION 13 - DISSOLUTION

The Anderson PAC shall be dissolved in the event that:

- The school is permanently closed; or
 - There are insufficient parents willing to serve as Chairperson, Vice Chairperson, Secretary and Treasurer.
1. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 38 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
 2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Henry Anderson Elementary School.

The Constitution and By-laws of the Henry Anderson Parent Advisory Council shall be filed with the Board of School Trustees of School District #38.

Adopted by Henry Anderson Elementary Parent Advisory Council at Richmond, British Columbia,

on _____ (date).

X

Henry Anderson PAC Chair | Signature

Henry Anderson PAC Chair | Print Name

Date

X

Henry Anderson PAC Executive | Signature

Henry Anderson PAC Executive | Print Name + Title

Date

CODE OF ETHICS

A parent who accepts a position as a Council executive member, committee member, or Representative:

1. Upholds the constitution and bylaws, policies, and procedures of the electing body.
2. Performs his or her duties with honesty and integrity and in the interests of the Council.
3. Works to ensure that the well-being of students is the primary focus of all decisions.
4. Respects the rights of all individuals.
5. Takes direction from the membership and executive.
6. Encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward.
7. Works to ensure that issues are resolved through due process.
8. Strives to be informed and only passes on information that is reliable.
9. Respects all confidential information.
10. Supports public education.

Statement of Understanding

I, the undersigned, in accepting the position of _____ of Henry Anderson Elementary Parent Advisory Council have read, understood, and agreed to abide by this Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

Name of Executive Member, Committee Member, or Representative

Signature _____

Date _____ Phone number _____

Email _____