



Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Agenda
Tuesday, Oct. 22nd 2024
6:30 - 8:00pm
Multipurpose Room

Materials: Sep 11th PAC Meeting Minutes, Financial Report etc.

Agenda Item	Presenter	Materials	Duration
1. Welcome / Introduction	All	N	3 mins
2. Adopt of Agenda	All	N	2 mins
3. Approval of Previous Meeting's Minutes - Sep 11 th 2024 - Updates on action items	All	Y	5 mins
4. Principal's Report (School Updates)	Chris, Colin	N	15 mins
5. Treasurer's Report	Vivian	Y	5 mins
6. Updates: - Budget committee (budget approval) - Hot Lunch Program - Fundraisers (stationary sale and craft fair)	Vivian Gail Iris	Y N N	40 mins
7. Donation Drive (Vote on the name: cash, tech or playground)	CC	N	5 mins
8. Other business	All	N	5 mins
9. Adjournment		N	

Next Meeting: Nov 12th 2024

Henry Anderson Parent Advisory Committee (PAC) – September - Meeting Minutes
Wednesday, September 11, 2024 – 6:30pm-7:45pm



Attendees: Chris D. (Principal), Colin C. (Vice-Principal), CC L. (Chair), Selina C. (Vice-Chair), Vivian K. (Treasurer), Suellen Z. (Secretary), Gail L. (Hot Lunch Lead), Iris W. (Fundraising Lead), Baren T. (Communications Lead) and 19 PAC members.

Documents posted on Anderson PAC website for discussions:

- 2024 09 11 HA PAC Meeting - Agenda.pdf
- 2024 06 18 Anderson PAC- Minutes (draft).pdf
- Henry Anderson PAC - Constitution Bylaws - June 2024 revised - DRAFT Final.pdf

1. Welcome

- a. Chair welcomed everyone to the meeting.
- b. Introduction to PAC.
 - i. All parents/guardians of children who attend Anderson are a member of PAC.
 - ii. PAC is all volunteer-based and each PAC activity is parent-initiated and supported.
 - iii. Attending meetings does not mean there is a requirement to volunteer or serve on any committees/executive roles.

2. Adoption of Agenda

- a. Chair proposed to add Communications update to Item #6 and change title to *Updates*.
- b. Chair proposed to move *Treasurer's Report* to Item #4 ahead of *Principal's Report*.
- c. Erin motioned to adopt the agenda with the above amendments.
 - i. Suellen seconded.
 - ii. All voted in favour.
 - iii. Motion passed.

3. Approval of Previous Meeting's Minutes - June 18th, 2024 and Updates on Action Items

- a. Erin motioned to approve the June 18th, 2024 meeting minutes.
 - i. Suellen seconded.
 - ii. All voted in favour.
 - iii. Motion passed.
- b. Action Items from June 2024

Agenda Section	Action Item	Update
3. Updates on Action Items Item 3.a.ii.2	Suellen to upload PAC files to Anderson's Google drive.	PAC files have been uploaded to Anderson's Google drive.
Item 3.b.iv.1	Gail to post final version of the amended Constitution Bylaws and voting date on the PAC website before June 27 th , 2024. Voting date tentatively September 11 th at 6:30pm pending administration availability.	Amended Constitution Bylaws was posted on the PAC website June 24 th , 2024. Link to amended Constitution Bylaws and voting date of September 11 th provided to all parents via the Anderson newsletter that was emailed out June 21 st and 28 th , 2024.

		<p>SEPT 11: Those new to Anderson or anyone else who did not have a chance to review the amended Constitution did not need to vote.</p> <p>SEPT 11: Erin motioned to adopt the amended Constitution Bylaws; Veronica seconded; 11 voted in favour; 1 abstained; 0 against; Motion passed.</p>
6. Treasurer's Report Item 6.b.ii.4	Budget Subcommittee to discuss reasonable amounts for events (i.e. per person dollar amount).	Deferred to next Budget Subcommittee meeting.
Item 6.d.ii.1	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.	Deferred to next Budget Subcommittee meeting.
7. Elections Item 7.a.viii.1	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.	SEPT 11: Vikram volunteered to be Fruits & Veggies Lead.
	Co-Communications Lead	SEPT 11: Theola accepted
	Co-Secretary	SEPT 11: Erin accepted
8. New Business Item 8.a.i.1.a	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).	Table with coffee set up on the first day of school was well-received.
Item 8.a.ii.1	Hot Lunch Subcommittee to explore new/healthier options and plan to have addon's starting September for sooner and increased revenues.	Deferred to next Hot Lunch Subcommittee meeting.
Item 8.a.iii.2.b.i	Take home Garbage on Hot Lunch Days	<p>Would like to start Sep 18th at our first Hot Lunch Day. Will send a reminder out the day before to take home waste and bring utensils if ordering pasta.</p> <p>There will be utensils on hand if students do not have them. We will be encouraging this habit going forward.</p>

4. Treasurer's Report

- a. New school year – no statement to review. September statement to be reviewed at October's PAC meeting.
- b. Gaming Grant is a community grant that currently offers \$20/student and is a major revenue source for PAC. There are strict rules regarding its usage.
 - i. Grant application for the 2024-2025 school year was submitted in April 2024.

- ii. Estimated date of approval confirmation is the end of September.
- iii. A report outlining how the grant funds were used must be filed each year; 2023-2024's report has been filed.
- c. Treasurer's report (refer to attached summary)
 - i. PAC fundraisers include hot lunch program (greatest earner at \$12k last year); Art Created by Kids; Purdy's Chocolate; etc. See attachment for funds raised last year.
 - ii. Grade 7's run their own graduation fundraisers, but PAC contributes.
 - iii. Direction donations to PAC need to have a note stating "PAC" for PAC to receive it.
 - iv. 2nd sandpit – PAC has funds earmarked for it, but more information is needed from the school; no payment made yet.
 - v. Gaga ball court – PAC has additional funds earmarked for it.
 - vi. Budget meeting to be held in October to discuss how PAC will want to use its funds.
 - 1. Date TBD pending receipt of Teachers' Wishlist, which PAC uses as a guide.
 - 2. Date will be announced on the PAC website and via Instagram (@henryandersonpac).
 - 3. Vice-Principal advised one of Anderson's laptop cart is reaching end of life and the school is discussing how they want it replaced. May be a consideration for PAC contribution.
 - vii. MacNeill and McRoberts scholarship clarification.
 - 1. \$750 was paid last year though each scholarship is \$250. It was discovered that PAC missed paying \$250 to MacNeill in a previous year, but MacNeill covered it, so the additional \$250 was paid last year as reimbursement to MacNeil. Topic was discussed in May's PAC meeting and reimbursement was paid out of the General Fund.
 - viii. 2023-2024 school year ended with ~\$15k in cash. Accounting for 10% contingency and monies earmarked for the sandpit/Gaga Ball, PAC is starting the 2024-2025 school year with \$2400.

5. Principal's Report

- a. Principal and Vice-Principal introduced themselves and welcomed everyone.
- b. Class placements
 - i. Detailed information regarding the process has been emailed out.
 - ii. A lot of time and consideration go into the placements and staff/admin hope students have settled well.
- c. Staffing
 - i. Movement over the summer with some school transfers and some taking on roles with the School District.
 - ii. Currently 4 positions open (mostly French), but each class has reliable and caring teachers while positions are being filled.
- d. Calendar – see school newsletter
 - i. Meet the Teacher – Thursday, September 19th 8-8:30am.
 - ii. Terry Fox Run – Thursday, September 19th with different run times for different age groups; assemblies for intermediate and primary students separately.
 - iii. Pro-D Day – September 20th where staff will collaborate to enhance learning with a focus on literacy. See Anderson's [School Story](#).
 - iv. Truth & Reconciliation assembly – Friday, September 27th.
- e. Gaga Ball Court
 - i. Patch has been laid and court will hopefully be completed soon.
 - ii. Estimated cost of \$4k (\$1400 for brackets/framing; \$1500 site prep; \$1000 wood; labor)
- f. Code of Conduct – Personal Digital Devices
 - i. Change in digital device usage – limiting use.

- ii. Devices can only be used when supervised by a teacher/staff member for learning purposes.
- iii. Students are encouraged to leave device in their bags during school hours or leave them at home.
- iv. Families should call the office if they need to reach a student during school hours.
- g. K-Pop dance classes in December. Will be a performance with details to follow. Bargained cost of \$4750 plus GST.
- h. Garden City Park Update
 - i. Mr. Chan reached out to City Bylaw who has confirmed the stray dogs and homeless encampment are no longer present in the park.

6. Updates

- a. Communications Subcommittee
 - i. Role in PAC: to develop, organize, continuously review, and improve communication policies, structures, and methods for Anderson PAC.
 - ii. Work includes updating the PAC info flyer in time for first day of school and helping to manage the new Instagram account (@henryandersonpac).
 - iii. Review of Robert's Rules of Order available on the [PAC website](#).
- b. Hot Lunch Program
 - i. Veronica accepted position of Hot Lunch Co-Lead.
 - ii. Any issues with MunchaLunch can be emailed to andersonhotlunch@gmail.com
- c. Fundraising
 - i. Anderson Eagles logo'd socks and caps as well as stationary being sold during the week of September 9th.

7. Approve: Pumpkin Patch

- a. Anderson's field has been turned into a pumpkin patch each year in October.
- b. With 650 students and at the cost of \$3/pumpkin, total cost is estimated to be \$1950.
- c. Theola motioned to approve a budget of up to \$2000 for a 2024 pumpkin patch on the condition that the teachers want it.
 - i. Veronica seconded.
 - ii. 23 voted in favor; 0 abstained; 0 against.
 - iii. Motion passed.

8. Future PAC Meeting Dates

- a. Budget meeting will be in October with advance notice being made on the PAC website, school newsletter, and Instagram (@henryandersonpac).
- b. Next PAC meeting will be Oct. 22nd with a Budget Subcommittee meeting the week before (pending Teachers' Wishlist).
- c. After October, PAC meetings will be every 2nd Tuesday 6:30pm-7:30pm with reminders being posted to PAC website, school newsletter, and Instagram.
- d. Instagram: no sharing of personal info; no commenting; no posting of children's faces; may DM but email to andersonpacgeneral@gmail.com is best.
- e. Childminders for PAC meetings.
 - i. Theola moved to approve up to \$250 in appreciation gift cards (typically \$10 a session) for childminders.
 - 1. Vivian seconded.
 - 2. 25 voted in favor; 0 abstained; 0 against.
 - 3. Motion passed.
 - ii. School Admin will reach out to Grade 7 students for interest in childminding.

- iii. PAC Exec to purchase gift cards.
- f. PAC meeting refreshments.
 - i. Selina motioned to approve up to \$180 for PAC meeting refreshments.
 - 1. Suellen seconded.
 - 2. 21 voted in favor; 0 abstain; 0 against.
 - 3. Motion passed.

9. Adjournment

- a. Next meeting: October 22nd

DRAFT

Balance Sheet

Henry Anderson PAC

As of Oct 22, 2024

ACCOUNTS

Oct 22, 2024

Assets		
Cash and Bank		
PAC VanCity Fundraising Account	EMT from stationery / logo wear fundraisers	\$198.00
PAC VanCity Gaming Account	\$12,220 grant rec'd	\$12,666.96
PAC VanCity General Account		\$31,424.05
PAC VanCity Shares		\$5.93
PAC VanCity Special Projects Account	playground funds	\$25,961.81
Total Cash and Bank		\$70,256.75
Other Current Assets		
Total Other Current Assets		\$0.00
Long-term Assets		
Total Long-term Assets		\$0.00
Total Assets		\$70,256.75
Liabilities		
Current Liabilities		
School Funds Held by PAC	EMT rec'd for yearbook	\$50.00
Total Current Liabilities		\$50.00
Long-term Liabilities		
Total Long-term Liabilities		\$0.00
Total Liabilities		\$50.00

Profit and Loss

Henry Anderson PAC

Date Range 1: Jul 01, 2024 to Oct 22, 2024

Date Range 2: Jul 01, 2024 to Sep 30, 2024

ACCOUNTS	Jul 01, 2024 to Oct 22, 2024	Jul 01, 2024 to Sep 30, 2024	Change	
Income				
Fundraising Revenue - Stationery + Logo Wear	\$4,228.05	\$4,080.05	\$148.00	3.63%
Gaming Grant Revenue py \$12,160	\$12,220.00	\$0.00	\$12,220.00	0.00%
Hot Lunch Sales	\$18,291.15	\$16,984.25	\$1,306.90	7.69%
Total Income	\$34,739.20	\$21,064.30	\$13,674.90	64.92%
Cost of Goods Sold				
General - Hot Lunch Expense	\$6,017.57	\$1,520.11	\$4,497.46	295.86%
General - Hot Lunch Supplies	\$352.80	\$336.00	\$16.80	5.00%
Total Cost of Goods Sold	\$6,370.37	\$1,856.11	\$4,514.26	243.21%
Est stationery inventory cost \$2,000				
Gross Profit As a percentage of Total Income	\$28,368.83 81.66%	\$19,208.19 91.19%	\$9,160.64	47.69%
Operating Expenses				
General - PAC expenses welcome table	\$100.00	\$100.00	\$0.00	0.00%
Total Operating Expenses	\$100.00	\$100.00	\$0.00	0.00%
Net Profit As a percentage of Total Income	\$28,268.83 81.37%	\$19,108.19 90.71%	\$9,160.64	47.94%

HENRY ANDERSON ELEMENTARY PAC

2024-2025 SCHOOL YEAR

PROPOSED BUDGET SUMMARY

REVENUE	2025	2024
Gaming Grant	\$ 12,220	\$ 12,160
Hot Lunch	\$ 16,200 (net)	\$ 12,485 (net)
Art Created by Kids	\$ 1,000	\$ 1,041
Purdy's Chocolates	\$ 300	\$ 336
Direct donations	\$ 1,000	\$ 1,195
Stationery/ Clothing	\$ 2,000	\$ -
TOTAL	\$ 32,720	\$ 27,217

EXPENSES	2025	2024
Grade 7 luncheon	\$ 1,290	\$ 1,005
Scholarships - alumni	\$ 500	\$ 750
PAC office supplies	\$ 200	\$ 100
Admin appreciation	\$ 150	\$ 150
Staff appreciation	\$ 500	\$ 500
Child minders - PAC meetings	\$ 250	\$ 130
Food Safety course	\$ 100	\$ -
PAC meeting snacks	\$ 180	\$ 80
PAC welcome table 2025	\$ 100	\$ -

ACTION: vote to pass

TEACHERS WISH LIST	2025	2024
Field trips	\$ 9,765 (\$15 per 651 student)	\$ 8,710
Classroom supplies	\$ 7,000 (\$250 per div)	\$ 6,089
Resource supplies	\$ 2,000 (\$200 for 10 teachers)	\$ 1,700
Sand play areas	\$ 4,000	\$ 4,000 (still to fund)
Gaga ball court	\$ 4,300	\$ 1,700 (not complete)
KPop / Hip hop dance	\$ 2,500 (½ of cost)	\$ 2,730
Pumpkin patch	\$ 2,000 (\$3 ea)	\$ 1,500
PE + Outdoor equipment	\$ 1,500	\$ 1,500
TO CARRY FORWARD	FUNDS AVAILABLE TO ALLOCATE \$5,500	
Tech update	\$ 4,000	\$ -
Other	\$ 1,500	\$ -
Portable canopies		\$ 1,110

Not funded from prior year:

- Portable sound system \$6,000

ACTION: vote to pass Field Trips through to Outdoor equipment