

Henry Anderson Parent Advisory Committee (PAC) – September - Meeting Minutes  
Tuesday, October 22<sup>nd</sup> 2024 – 6:30pm-8:50pm



**Attendees:** Chris D. (Principal), Colin C. (Vice-Principal), CC L. (Chair), Selina C. (Vice-Chair), Vivian K. (Treasurer), Suellen Z. (Secretary), Gail L., Iris W. (Fundraising Lead), Baren T. (Communications Lead), Mary H., Karina N., Shirley S., Tom P., Loretta T., Steffi Z., Vikram S. (Fruit and Veggie Lead), Shalini M.

Documents posted on Anderson PAC website for discussions:

- 2024 10 22 HA PAC Meeting - Agenda.pdf
- 2024 09 11 Anderson PAC- Minutes (draft).pdf
- 2024 -2025 PAC Funds Summary and 224 Sep Financial Statement

**1. Welcome**

- a. Vice-chair welcomed everyone, chaired and started the meeting due to Chair's late arrival.

**2. Adoption of Agenda**

- a. Vice-chair motioned to adopt the agenda.
  - i. Shirley moved and Tom seconded.
  - ii. All voted in favor.
  - iii. Motion passed.

**3. Approval of Previous Meeting's Minutes – September 11<sup>th</sup>, 2024**

- a. Business arises from last meeting (the highlighted area were minutes from Sep 11<sup>th</sup> 2024 meeting)

"Amended Constitution Bylaws was posted on the PAC website June 24<sup>th</sup>, 2024. Link to amended Constitution Bylaws and voting date of September 11<sup>th</sup> provided to all parents via the Anderson newsletter that was emailed out June 21<sup>st</sup> and 28<sup>th</sup>, 2024.

**On 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."**

Due to recommendation above, a lengthy and heated discussion were carried on, questioning the validity of the following motion and voting results. This issue was tabled for further discussion in agenda item 8 "Other business".

**(SEPT 11: Erin motioned to adopt the amended Constitution Bylaws; Veronica seconded; 11 voted in favor; 1 abstained; 0 against; Motion passed. Erin motioned to approve the June 18<sup>th</sup>, 2024 meeting minutes.**

- i. Suellen seconded.**
- ii. All voted in favor.**
- iii. Motion passed.)**

- b. Tom motioned to approve the rest of the minutes from last meeting; Suellen seconded. All voted in favor and motion passed.

**4. Principal's Report**

- a. Sep 30<sup>th</sup>. Indigenous reconciliation.
- b. Classroom Updates and Hiring

- i. Two classes from French immersion are still short of teachers, but have two reliable and caring resource teachers stepping in while positions are being filled.
- c. Provincial Pro-D Day – Oct 25<sup>th</sup> when teachers participant in math conference, curriculum updates etc.
- d. Teacher- parents conference is going on Oct 23<sup>rd</sup> when early dismissal occurs. Great opportunity for parents getting to know kids' school life.
- e. Gaga Ball Court: court has been put into use for intermediate students with schedule M, W and F for Grade 4/5; T and Th for Grade 6/7.
- f. Volleyball season for Grade 6/7, 60 students participating and 1<sup>st</sup> home game on Oct 31<sup>st</sup>. Big thanks to coach volunteers.
- g. K-Pop dance classes in December: English classes (Dec 2<sup>nd</sup> -6<sup>th</sup>, performance on Friday Dec 6<sup>th</sup>) and French immersion classes (Dec 9<sup>th</sup> – 13<sup>th</sup> and performance on Friday Dec 13<sup>th</sup>).
- h. Staff Wish List (haven't priorities yet)
  - i. Sound system \$7500;
  - ii. List from learning and resource teachers needs a further discussion and so far, no \$ number come up yet;
  - iii. Proposal for a 2<sup>nd</sup> playground, such as location, cost, etc. lots for consideration
  - iv. Technology updates: the lease for a cart of iPad (30 iPads) is almost the end of term and renew for another lease of 4 years costs up to \$7800, which needs to be addressed soon. The school is also looking for a long-term plan of purchase a few laptops (\$2k per laptop) from school district (with better coverage policy every year and build up a cart of inventory over 2 -3 years. Admins will look at the ratio of technology/ students (since Anderson is a big school) and propose to school district for possible tech aids.
- i. Halloween day: costume is optional and need to be appropriate. Halloween is not a school wide event.
- j. Pumpkin Patch will be scheduled on Tuesday Oct 29<sup>th</sup>. It is for all Anderson kids. Call for volunteer.
- k. Costume donation bin: out of size costume can be donated to school and be reused by students needed. Stay tuned for updates from school newsletter.

## 5. Treasurer's Report (refer to Appendix A)

- a. The balance sheet regarding Anderson PAC accounts are updated to Oct 22<sup>nd</sup> 2024. Hot lunch sales are for Term 1 (Sep to Dec) only. Additional lunch order may come in later this term.
- b. The estimated cost of stationery (PAC fundraising) \$2k hasn't been keyed into system.
- c. PAC VanCity Special Projects Account (playground funds) with a balance of \$25,961.81 is currently parked in cash account. An investment account such as a term GIC can generate more interest over the years.

**Action Item:** Vivian will look into the possibility of term GIC for such an account.

## 6. Updates

- a. Budget committee (refer to Proposed Budget Summary)
  - i. **Oct 22nd:** Tom motioned to pass the first page of the budget summary including **REVENUE** and **EXPENSES**; Vikram seconded; 14 voted in favor; 0 abstained; 0 against; Motion passed.

### **Discussions:**

One parent brought up the concerns of the cost and would like to increase Grade 7 luncheon to \$20/ pp. The budge for Gr-7 lunch allocated per person was adopted two years ago and with the current budget \$15/ pp, it is way enough to cover the cost (last year food truck). Also, the lunch budget in some industry such as bank, college currently is below \$20/ pp. \$15/ pp is a very generous and reasonable budget. However, PAC agreed to look into the budget again after March budget committee meeting with a more update number.

Alumni scholarships is a recognition and Anderson PAC can set-up the parameters or criteria. \$500 scholarships can go through operation account, not gaming funds.

**Oct 22nd:** Suellen motioned to pass **TEACHERS WISH LIST** from the second page of the budget summary; Vikram seconded; 13 voted in favor; 0 abstained; 0 against; Motion passed (voting member down to 13 due to one parent’s early leave).

**Discussions:**

There was a discussion on the budget for field trip \$15/pp vs \$10/pp. \$5 difference per person sounds small but would be quite significant once applied to the whole school 651 students (\$3255), which can help funding the tech updates (\$7800 for lease renewal). A voting was cast for the field trip budget with 2 parents favoring \$15/pp and 10 parents favoring \$10/pp.

**Field trip budget has been adjusted to \$10/pp.**

b. Hot Lunch Program

- i. Sushi lover will increase the price due to the cost and our listing prices will be changed accordingly. However, the menu price hasn’t been finalized yet.
- ii. Profit report for the first three hot lunch dates

Date	Vendor	Revenue	Cost	Profit
Sep 18	Pizza/ Pasta	\$2400	\$1523.05	\$876.95
Oct 2	Pizza/ Pasta	\$2905.25	\$1841.12	\$1064.13
Oct 16	Taiwanese	\$3322	\$2584.81	\$737.19

- iii. Extra hot lunch days are possible if waste generated could be minimized especially for younger kids’ classes. Hot lunch volunteers are recommended to stay longer and help younger kids with waste disposal.
- iv. Potential food vendors: school can facilitate with parents online polling on hot lunch potential cuisine options. However, the final voting needs to be conducted in person during PAC meetings with the opportunity for related discussions.

c. Fundraising

- i. Stationary sale will continue this week if weather allows.
- ii. 1<sup>st</sup>. Anderson School Craft Fair (before Christmas) is under discussion with the intention to bring school, community, families together and fundraising for school. Stay tuned for updates.
- iii. Nov 12-15<sup>th</sup> is scheduled for scholastic bookfair in the library with set-up on Nov 8<sup>th</sup>. Volunteers are needed.
- iv. Art Created for Kids will come out next week.
- v. Purdy’s chocolate will be launched soon. Order online until the end of November and delivery in the first week of December.

**7. Donation Drive**

- a. Parents’ direct donation to PAC is another way of fundraising. Last year, it brought a total of \$1100. However, with a specific name on the donation drive can be beneficial. A discussion was carried on with the donation drive’s name (cash, tech or playground) and ceiling (or not). Parents of younger kids would prefer playground to technology updates. Also, due to the potential fundraising fatigue, it is not recommended to have all 3 donation drives. Vote was casted with the following results:

Name	Results
Technology	no ceiling
Technology with a ceiling (9 favors)	Ceiling of \$10 K
	Ceiling of \$20K
Cash, Technology and Playground	

**Parents approved a focused fundraising campaign for technology, setting a goal of \$20,000.** Any donations received beyond this target will be allocated to the playground or other initiatives run by the PAC. Vikram has volunteered to lead this fundraising effort.

**8. Other business**

- a. Discussion continued regarding the validity of the motion and voting results on the amended Constitution Bylaws from the previous meeting. The adoption of these bylaws has been a topic on the agenda since April 2024 but was not adequately addressed until the meeting on September 11. Most PAC members present emphasized the importance of finalizing this agenda item. Of the 9 parents of new Anderson students who believed their presence impacted the previous voting results, 4 attended today's meeting and agreed to re-vote on the adoption of the amended Constitution Bylaws.

**On Oct 22nd**, Shirley moved to adopt the amended Constitution Bylaws, which was seconded by Suellen. The vote resulted in 12 in favor, 0 abstained and 1 against, thereby passing the motion.

**9. Adjournment**

- a. Next meeting: November 12<sup>th</sup> 2024

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# Balance Sheet

## Henry Anderson PAC

As of Oct 22, 2024

**ACCOUNTS**

**Oct 22, 2024**

Assets		
<b>Cash and Bank</b>		
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
<b>Total Cash and Bank</b>		<b>\$70,256.75</b>
<b>Other Current Assets</b>		
<b>Total Other Current Assets</b>		<b>\$0.00</b>
<b>Long-term Assets</b>		
<b>Total Long-term Assets</b>		<b>\$0.00</b>
<b>Total Assets</b>		<b>\$70,256.75</b>
<b>Liabilities</b>		
<b>Current Liabilities</b>		
School Funds Held by PAC	EMT rec'd for yearbook	\$50.00
<b>Total Current Liabilities</b>		<b>\$50.00</b>
<b>Long-term Liabilities</b>		
<b>Total Long-term Liabilities</b>		<b>\$0.00</b>
<b>Total Liabilities</b>		<b>\$50.00</b>

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

# HENRY ANDERSON ELEMENTARY PAC

2024-2025 SCHOOL YEAR

## PROPOSED BUDGET SUMMARY

<b>REVENUE</b>	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	\$ -
<b>TOTAL</b>	<b>\$ 32,720</b>	\$ 27,217

<b>EXPENSES</b>	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

<b>TEACHERS WISH LIST</b>	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
<b>TO CARRY FORWARD</b>	<b>FUNDS AVAILABLE TO ALLOCATE \$5,500</b>	
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