



**Henry Anderson Elementary**  
**Parent Advisory Committee (PAC) Meeting Agenda**  
**Tuesday, Nov. 12<sup>th</sup> 2024**  
**6:30 - 7:30pm**  
Multipurpose Room

**Materials:** 2024 10 22 HA PAC Meeting Minutes, Oct Financial Statement

<b>Agenda Item</b>	<b>Presenter</b>	<b>Materials</b>	<b>Duration</b>
1. Welcome / Introduction	All	N	1 min
2. Adopt of Agenda	All	N	2 mins
3. Approval of Previous Meeting's Minutes – Nov 12 <sup>th</sup> 2024 - Updates on action items	All	Y	2 mins
4. Principal's Report (School Updates)	Chris, Colin	N	15 mins
5. Treasurer's Report	Vivian	Y	10 mins
6. Updates: - Hot Lunch Program - Fundraising	Gail Iris, Vikram	N N	20 mins
7. Other business - Pinnie washing	All	N	5 mins
8. Adjournment		N	

Next Meeting: Dec. 10th - Christmas social gathering and can discuss Teachers' Wishlist if finalized beforehand.



**Attendees:** Chris D. (Principal), Colin C. (Vice-Principal), Selina C. (Chair), Vivian K. (Treasurer), Suellen Z. (Secretary), Gail L. (Hot Lunch Lead), Iris W. (Fundraising Lead), Baren T. (Communications Lead), Vikram S. (Fruits & Veggies Lead), Erin S. (Co-Secretary), Mary H., Karina N., Shirley S., Shalini M., Mayna C.

Documents posted on Anderson PAC website for discussions:

- 2024 11 12 HA PAC Meeting - Agenda.docx
- 2024 10 22 HA PAC Meeting Minutes (Draft).pdf
- 2024 Oct Financial Statement – DRAFT.pdf

### 1. Welcome

- a. Chair welcomed everyone to the meeting.

### 2. Adoption of Agenda

- a. Chair proposed to add Pinnie Washing to Other Business.
- b. Suellen motioned to adopt the agenda with the above amendments.
  - i. Erin seconded.
  - ii. Majority voted in favour.
  - iii. Motion passed.

### 3. Approval of Previous Meeting's Minutes – Oct. 2, 2024

- a. Chair called for voting to pass October's minutes.
  - i. 8 members who attended October's meeting voted in favour (majority).
  - ii. October minutes approved.

### 4. Principal's Report (School Updates)

- a. Thanks to PAC members participating in the stationery fundraiser, pumpkin patch, costume drive, Wishlist coordination, meetings, etc.
  - i. Halloween made accessible with the pumpkin patch and costume drive.
  - ii. Kids' excitement makes all the funding and hard work to distribute over 650 pumpkins in the field worthwhile!
- b. EDI (Equity, Diversity, Inclusion)
  - i. School will be working with a consultant to bring EDI to the classroom, outdoors, students.
  - ii. Will observe/scan current environment (Do kids feel represented at school? Do they look forward to class?) that will lead to larger conversations around EDI (e.g. Teach kids language to build healthy and strong relationships).
- c. Pro-D Day – Monday, Nov. 25<sup>th</sup>
  - i. District will be holding mini conferences in the morning. Focus on personal goals.
  - ii. Teachers will come together in the afternoon with a focus on literacy between K-7.
- d. Homework Club
  - i. Starts Nov. 19<sup>th</sup>. Grade 11/12 students from MacNeill will come support some Grade 6/7 Anderson students.
- e. Remembrance Day
  - i. Presentations were meaningful. Level of involvement was impressive. Kids did a wonderful job.
- f. Volleyball Tournament – MacNeill Secondary Nov. 19<sup>th</sup>.

- i. Several elementary schools will come together for the tournament. Celebrate sport.
  - g. Book Fair
    - i. Lots of time and energy put into the fair. Off to a great start.
  - h. Teaching Staff
    - i. Division 3 (Grade 6/7)
      - 1. A consistent TOC had yet to be hired. Short-term response for the benefit of the students was for Colin to step up and step in as their teacher for the last 2 weeks.
      - 2. New consistent teacher will be entering the classroom Monday, Nov. 18<sup>th</sup>.
    - ii. Division 14 (K/1)
      - 1. Mr. Bromilow, who has been a consistent TOC for Div. 14, will be moving to Div. 2 permanently, but he's stepped up and offered to prep lesson plans for TOC's coming in for Div. 14.
    - iii. Rest assured students are still learning and connecting with one another.
    - iv. HR is actively reaching out to hire. Any certified/qualified teacher can apply online to the school district through [Make a Future](#) or contact School District 38 directly.
  - i. Tech Update
    - i. Immediate need of \$6700 to replace tech items at or nearing end of life.
    - ii. School has reached out to the District Tech Team for additional support for larger schools. Tech team will see what can be done.
    - iii. Future planning: Tech team suggested purchasing laptops returned at lease end at reduced prices if Anderson doesn't receive the necessary funds.

## 5. Treasurer's Report

- a. October Action Item Update: Vivian will look into the possibility of moving the Special Projects Account (playground) into GI.
  - i. Vivian looked into investing the fund but may need to find another branch manager to continue discussions.
  - ii. Investment would be considered as for a non-profit and must satisfy requirements of several Acts.
  - iii. No need to report interest/gains <\$10k incurred during the school year for taxes.
  - iv. **Action Item:** Shirley will email referral of another Vancity branch manager to [AndersonPACTreasurer@gmail.com](mailto:AndersonPACTreasurer@gmail.com).
- b. Balance Sheet (see Appendix A)
  - i. Assets: \$198 from e-transfers from logoed spirit wear sold after September's stationery fundraiser.
    - 1. All e-transfers go into the Fundraising Account, but are considered part of the General Account and spent the same as the Operational Account.
  - ii. Liabilities: \$50 in e-transfers for 2023-2024 yearbook purchases to be paid to school (e-transfers automatically come into the PAC Fundraising Account, but yearbook is paid by the school and not PAC).
- c. Profit and Loss
  - i. Gaming Grant Revenue - \$12k received.
  - ii. Hot Lunch Sales - \$1791
  - iii. Field Trip Expenses - \$260
- d. Teachers' Wishlist
  - i. Wishlist not yet finalized so PAC budget/allocations cannot be finalized yet though funds have been set aside.

- ii. If Wishlist can be finalized by the end of November, PAC can hold a December meeting to try and pass budget sooner.

## 6. Updates

### a. Hot Lunch

- i. Touch base soon with administration regarding additional dates.
- ii. Consider changing to 'PAC Lunch' from "Hot Lunch" to avoid misconception that all food items are served hot.
- iii. Subway (Oct. 30): \$655 profit.
- iv. Pizza/Pasta (Nov. 13): \$1076 profit; pizza/pasta still top earner – keep for every other week.
- v. Feedback:
  - 1. Bala Foods – first run Oct. 16<sup>th</sup> well-received.
  - 2. Requests to bring back White Spot.
- vi. Potential vendors:
  - 1. Prefer vendors that can accommodate higher fundraising margins.
  - 2. Have found that some will not customize toppings (Taco Luis); some won't deliver (White Spot); some have quality issues (White Spot); some have high price points (YaYaYa Ramen).
  - 3. Interested potential vendors should email [AndersonPACgeneral@gmail.com](mailto:AndersonPACgeneral@gmail.com).

### b. Fundraising

- i. Craft Fair – Friday, Nov. 22<sup>nd</sup> 4-8pm.
  - 1. 20 vendors signed up so far.
  - 2. Volunteers needed for set up 2:45pm-3:15pm and teardown 8:30pm-9pm.
- ii. Art Created by Kids – info will be sent out the week of Nov. 12<sup>th</sup> with orders due Nov. 19<sup>th</sup>.
- iii. Purdy's Chocolates – will be advertised Nov. 15<sup>th</sup> in the school newsletter and via posters around the school.
- iv. Book Fair – Nov. 17<sup>th</sup>-18<sup>th</sup>
  - 1. \$1870 on the first day. Thanks to CC for organizing and PAC members for running sales.
  - 2. Done through Scholastic – portion of revenue goes back to the school library as credit that can be used to purchase books/items from Scholastic. Funds do not go to PAC, but they help indirectly by freeing up PAC funds for other needs.
  - 3. For reference, **2022-2023 school year's book fair raised \$11k** and \$6k in credit came back to the school library.
- v. Tech Drive
  - 1. Vikram designed tech drive posters and asked for feedback to clearly convey purpose and goal.
  - 2. Goal is to raise \$20k through CashOnline. If exceeded, funds will be allocated to other school needs.
  - 3. With CashOnline, tech drive donations must have a memo stating "Anderson PAC Tech Drive" so funds can be distributed/earmarked appropriately. Without "PAC" memo, donation would go to the school district.
  - 4. **Action Item:** Vikram will look into whether an "Anderson PAC Tech Drive" memo can be automatically added to the Tech Drive posters' QR code.
  - 5. Suggestion to have committee sort out logistics. Anyone interested to contact Vikram.

## 7. Other Business

### a. Pinnie Washing

- i. Mme Wilson asked if 2 PAC members could volunteer to wash the 60 pinnies in the gym equipment room (in 4 milk crates, 2 crates each PAC member) once a month.
  - 1. Pick up Friday and return by Monday.

- 2. Wash and dry, no fabric softeners.
  - ii. Kindergarten pinnie (100) cleaning schedule is organized by K teachers separately.
  - iii. Team jerseys (60) are sent home to be washed by the wearer.
  - iv. Decision is to only consider assisting with washing the gym pinnies. A sign-up sheet will be uploaded to PAC drive with a call-out included in Friday, Nov. 15<sup>th</sup>'s school newsletter.
  - v. **Action Item:** Selina to discuss with Chris whether this is to be organized by the school or PAC.
- b. Gaga Ball
- i. Concerning that some bullying/discrimination has been observed at other schools during play.
  - ii. Anderson addresses this with organized/structured play with Colin regulating games. Access is by grade levels (e.g. Different grades on different days; K-3 normally stay on playground, while grades 4-7 have access to basketball courts, MacNeill field, Gaga ball court) and rules are taught.
  - iii. Gaga ball allows students the opportunity to learn safe/fair play.
  - iv. Student reflections during EDI study will contribute to school's response in terms of instruction and learning.
- c. Costume Drive
- i. Thanks to Vikram and Shalini for running the drive.
  - ii. Remaining costumes stored for next year.
- d. MacNeill Scholarship
- i. Gail advised MacNeill's principal needs to know by January/February what PAC parameters apply to the scholarship student selection.
  - ii. **Action Item:** Gail will communicate parameters to MacNeill when finalized by PAC.

## 8. Adjournment

- a. Next meeting: January 24<sup>th</sup>, 2019
- b. Dec. 10<sup>th</sup> – social gathering and can discuss Teachers' Wish list finalized before hand.

Approved

# Balance Sheet

## Henry Anderson PAC

As of Oct 31, 2024

Report Type: Accrual (Paid & Unpaid)

ACCOUNTS	Oct 31, 2024
<b>Assets</b>	
<b>Cash and Bank</b>	
PAC VanCity Fundraising Account <a href="#">EMT from stationery fundraiser</a>	\$198.00
PAC VanCity Gaming Account	\$12,406.96
PAC VanCity General Account	\$30,518.71
PAC VanCity Shares	\$5.93
PAC VanCity Special Projects Account <a href="#">Playground funds</a>	\$25,961.81
<b>Total Cash and Bank</b>	<b>\$69,091.41</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>\$69,091.41</b>
<b>Liabilities</b>	
<b>Current Liabilities</b>	
School Funds Held by PAC <a href="#">EMT rec'd for yearbook - cleared in Nov</a>	\$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 31, 2024

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

ACCOUNTS	Jul 01, 2024 to Oct 31, 2024	Jul 01, 2024 to Sep 30, 2024	Change	
<b>Income</b>				
Direct Public Support – Corporate Contributions <a href="#">donation from Fortis</a>	\$300.00	\$0.00	\$300.00	0.00%
Fundraising Revenue - Stationery + Logo Wear	\$4,228.05	\$4,080.05	\$148.00	3.63%
Gaming Grant Revenue	\$12,220.00	\$0.00	\$12,220.00	0.00%
Hot Lunch Sales	\$18,775.30	\$16,984.25	\$1,791.05	10.55%
<b>Total Income</b>	<b>\$35,523.35</b>	<b>\$21,064.30</b>	<b>\$14,459.05</b>	<b>68.64%</b>
<b>Cost of Goods Sold</b>				
General - Hot Lunch Expense	\$7,696.07	\$1,520.11	\$6,175.96	406.28%
General - Hot Lunch Supplies	\$352.80	\$336.00	\$16.80	5.00%
<b>Total Cost of Goods Sold</b>	<b>\$8,048.87</b>	<b>\$1,856.11</b>	<b>\$6,192.76</b>	<b>333.64%</b>
<a href="#">Estimated stationery inventory cost \$2k</a>				
<b>Gross Profit</b> As a percentage of Total Income	<b>\$27,474.48</b> 77.34%	<b>\$19,208.19</b> 91.19%	<b>\$8,266.29</b>	<b>43.04%</b>
<b>Operating Expenses</b>				
Gaming - Field Trip Expenses	\$260.00	\$0.00	\$260.00	0.00%
General - PAC expenses <a href="#">meeting snacks</a>	\$110.99	\$100.00	\$10.99	10.99%
<b>Total Operating Expenses</b>	<b>\$370.99</b>	<b>\$100.00</b>	<b>\$270.99</b>	<b>270.99%</b>