



Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Agenda
Tuesday, Dec. 10th 2024
6:30 - 7:30pm
Multipurpose Room

Materials: 2024 11 22 HA PAC Meeting (Draft), Nov Financial Statement

Agenda Item	Presenter	Materials	Duration
1. Welcome / Introduction	All	N	1 min
2. Adopt of Agenda	All	N	2 mins
3. Approval of Previous Meeting's Minutes – Nov 12 th 2024 - Updates on action items (if any)	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	10 mins
7. Other business - Baren's resignation from communication lead	All	N	5 mins
8. Adjournment		N	

Next Meeting: TBD

Henry Anderson Parent Advisory Committee (PAC) – November - Meeting Minutes
Tuesday, December 10, 2024 – 6:30pm-7:30pm



Attendees: Chris D. (Principal), Colin C. (Vice-Principal), Cecilia L. (Chair), Selina C. (Vice-Chair), Suellen Z. (Secretary), Gail L., Iris W. (Fundraising Lead), Vivian K. (Treasurer), Vikram S. (Fruits & Veggies Lead), Erin S. (Co-Secretary), Karina N., Shalini M., Tom P., Loretta D., Pedram D.

Documents posted on Anderson PAC website for discussions:

- 2024 12 10 HA PAC Meeting - Agenda.docx
- 2024 11 12 HA PAC Meeting Minutes (Draft).pdf
- 2024 Dec 10 - financial statements – DRAFT (1).pdf

1. Welcome

- a. Chair welcomed everyone to the meeting.

2. Adoption of Agenda

- a. Add Communication Lead resignation to “Other Business”.
- b. Suellen motioned to adopt the agenda with the above amendment.
 - i. Selina seconded.
 - ii. All in favored and the motion passed.

3. Approval of Previous Meeting’s Minutes – Nov. 12th, 2024

- a. Chair called for voting to pass November’s minutes.
 - i. Majority voted in favor.
 - ii. November minutes approved.

4. Principal’s Report (School Updates)

- a. Craft Fair
 - i. Thanks to PAC for running the craft fair; it was a good community draw.
 - ii. PAC would like teachers’ feedbacks on the craft fair.
- b. K-Pop
 - i. English classes performed last week; French classes performing this week.
 - ii. Gym was packed at last week’s performance: Great energy in the gym, community-building event.
 - iii. Enriching for students: encourage them to come together and step out of their comfort zones, opportunity for growth and learning.
 - iv. Total cost \$5276 (\$250 more than original cost for a few additional classes for teachers).
 1. PAC had agreed to cover half the cost without specifying a ceiling so that PAC will cover an additional \$125.
- c. MyEducation BC Account
 - i. Report cards will only be up for a week in the MyEducation portal. Families will need to download and/or print them. School will not be providing printed copies; however, families without access to a device or have technology challenges may come to the office and request a hard copy.
 - ii. Families are encouraged to log-in ahead of time to confirm access as the learning updates will be uploaded only 2 days before winter break and admin will not be able to address technical difficulties until 2025.

- iii. Vikram offered to create a digital tutorial to accessing MyEducation for Instagram sharing.
- d. Breakfast Club
 - i. Breakfast Club Dec. 12th – volunteers needed.
 - ii. ~300 kids, not including family members have attended previous breakfast club days.
- e. Literacy
 - i. Will be looking at how school can support literacy with TOC's.
- f. EDI (Equity, Diversity, Inclusion)
 - i. Consultant came for observation and found EDI to be generally good in the classrooms, but not as good on the playground when supervision is limited.
 - ii. Consultant will return in January and work with TOC's in supporting EDI in the classroom and on the playground.
- g. Teaching Staff
 - i. New consistent grade 6/7 teacher: Mr. Chris L.
- h. Admin
 - i. New admin, CC, filling in for Ms. Naidu.
- i. PAC-Teacher Communication
 - i. Mr. Chan tries to update teachers with PAC news during school meetings.
 - ii. Teachers receive copies of the WAG, which includes PAC news.
- j. District-provided snacks.
 - i. Seeing more kids tapping into the snacks; would like kids to feel comfortable to ask for them.
 - ii. Not intended for afterschool care as they're to supply their own snacks for enrolled children.
 - iii. No need for PAC to donate at this time; still sustainable.

5. Treasurer's Report

- a. General account down to \$25k, but still doing well.
- b. Little change in income since hot lunch term typically ordered all at once at the beginning.
- c. Expenses
 - i. Only hot lunch significant: \$4k.
 - ii. Some classroom supplies submissions.
- d. Childminders
 - i. PAC budgeted for 2 childminders for each meeting, but there were 4 in November.
 - ii. Gail motioned for PAC to cover the 2 additional gift card amounts (\$20 total).
 - 1. Vivian seconded.
 - 2. Majority voted in favor and the motion passed.
- e. Reimbursement submissions.
 - i. Deadline approaching.
 - ii. Current use of Google forms forces users to use their Gmail accounts, most of which are personal, to save their documents in order for PAC to receive them – some teachers are uncomfortable with this. Alternative is to email .pdf version of form along with scanned receipts.
 - iii. No paper copies will be accepted.

6. Updates

- a. Hot Lunch
 - i. January 2025 will be bi-weekly; February-June will be weekly thanks to school admin approving additional dates.
 - ii. All pizza/pasta days will be pizza only as pasta will be combined with curry rice day.
 - iii. White Spot – February 12th. Will need lots of helpers as they won't sort and label for us.
 - 1. Idea proposed to just hand food out by a list to prevent food from getting cold during labeling.

- iv. Sushi vendor will reconsider providing extras after confirming that Anderson does not distribute to them to parent volunteers.
 - v. Fusion Feat typically provides extras, but Hot Lunch Lead requested the extras be donated to PAC events as it would be more worthwhile.
- b. Fundraising
- i. Craft Fair – \$1000 raised.
 - 1. Fun and positive feedback.
 - 2. Some vendors expressed their intention for returning;
 - ii. Art Created by Kids – estimated \$1500 raised.
 - iii. Purdy’s Chocolates – \$342 raised.
 - iv. Tech Drive
 - 1. Start February 2025. Flyers ready for distribution.
 - 2. Suggestion to set a goal and after a month, send out a ‘thank you to those that have donated’ as a launch for a second push.
 - 3. Suggestion to have a meter as a visual for the goal and progress. No names or amounts to be posted.
 - 4. Suggestion to show families the end-of-life devices to emphasize the need for the tech drive.
 - 5. Suggestion to have admin announce the tech drive at the K-pop performance since there was a large turnout at the English performance (greater reach).
 - v. 2025 fundraisers in planning stages, though \$10 blind bags and logo wear are still available for online purchases.

7. Other Business

- a. Pinnie Washing
 - i. Volunteers signed up for December and January, looking for February.
 - ii. [Google doc](#) for sign up convenience.
- b. Communications Lead
 - i. Baren T. resigned as Communications Lead.
 - ii. Karina N. volunteered to be Communications Lead.
- c. Communication Improvements
 - i. Families don’t seem to read emails/WAG or may not have access to devices – don’t know PAC needs volunteers and what fundraisers are running.
 - ii. WAG format may be hard to follow – multiple pages and sections.
 - iii. Low participation currently.
 - iv. Suggestion to recognize volunteers and encourage participation by offering preferred seating at student performances, for example.

8. Adjournment

- a. Next meeting: January 14th, 2025

Balance Sheet

Henry Anderson PAC

As of Dec 10, 2024

Report Type: Accrual (Paid & Unpaid)

ACCOUNTS	Dec 10, 2024
Assets	
Cash and Bank	
PAC VanCity Fundraising Account EMT - unchanged. o/s to transfer	\$198.00
PAC VanCity Gaming Account	\$12,406.96
PAC VanCity General Account	\$25,433.86
PAC VanCity Shares	\$5.93
PAC VanCity Special Projects Account playground funds	\$25,961.81
Total Cash and Bank	\$64,006.56
Other Current Assets	
Total Other Current Assets	\$0.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$64,006.56
Liabilities	
Current Liabilities	
School Funds Held by PAC EMT rec'd for yearbook - o/s to clear	\$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 Dec 10, 2024

Date Range 2: Jul 01, 2024 to Oct 31, 2024

ACCOUNTS	Jul 01, 2024 to Dec 10, 2024	Jul 01, 2024 to Oct 31, 2024	Change	
Income				
Direct Public Support – Corporate Contributions	\$300.00	\$300.00	\$0.00	0.00%
Fundraising Revenue - Stationery + Logo Wear	\$4,228.05	\$4,228.05	\$0.00	0.00%
Gaming Grant Revenue	\$12,220.00	\$12,220.00	\$0.00	0.00%
Hot Lunch Sales	\$18,775.30	\$18,775.30	\$0.00	0.00%
Total Income	\$35,523.35	\$35,523.35	\$0.00	0.00%
Cost of Goods Sold				
General - Hot Lunch Expense	\$12,009.07	\$7,696.07	\$4,313.00	56.04%
General - Hot Lunch Supplies	\$352.80	\$352.80	\$0.00	0.00%
Total Cost of Goods Sold	\$12,361.87	\$8,048.87	\$4,313.00	53.59%
<i>estimated stationery inventory cost of \$2k o/s</i>				
Gross Profit As a percentage of Total Income	\$23,161.48 65.20%	\$27,474.48 77.34%	-\$4,313.00	-15.70%
Operating Expenses				
Gaming - Field Trip Expenses	\$260.00	\$260.00	\$0.00	0.00%
General - Classroom Supplies (Divisions)	\$719.23	\$0.00	\$719.23	0.00%
General - Classroom Supplies (Resource)	\$52.62	\$0.00	\$52.62	0.00%
General - PAC expenses	\$110.99	\$110.99	\$0.00	0.00%

Operating Expenses				
Total Operating Expenses	\$1,142.84	\$370.99	\$771.85	208.05%
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Net Profit	\$22,018.64	\$27,103.49	-\$5,084.85	-18.76%
As a percentage of Total Income	61.98%	76.30%		