



Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Agenda
Tuesday, Jan. 14th 2025
6:30 - 7:30pm
Multipurpose Room

Materials: 2024 12 10 HA PAC Meeting (Draft), Dec 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 - Dec 10th 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 - Tech Drive Cash Donation (finalized for launch) - Fundraising	Gail CC, Vikram CC	N N N	15 mins
7. Other business - Richmond 2025 Community Grant	Selina	N	15 mins
8. Adjournment		N	

Next Meeting: Feb 11th. 6:30 pm

Henry Anderson Parent Advisory Committee (PAC) – January - Meeting Minutes
Tuesday, January 14, 2025 – 6:30pm-7:40pm



Attendees: Chris D. (Principal), Colin C. (Vice-Principal), CC L. (Chair), Selina C. (Vice-Chair), Vivian K. (Treasurer), Suellen Z. (Secretary), Vikram S. (Fruits & Veggies Lead), Erin S. (Co-Secretary), Mayna C., Theola L., Karina N., Tom P., Nicolas B.

Documents posted on Anderson PAC website for discussions:

- 2025 1 14 HA PAC Meeting - Agenda.
- 2024 12 10 HA PAC Meeting Minutes (Draft).pdf
- 2024 Dec PAC Financials – DRAFT.pdf

1. Welcome

- a. Chair welcomed everyone to the meeting.

2. Adoption of Agenda

- a. Chair called for a vote to adopt the agenda.
 - i. Majority voted in favour.
 - ii. Agenda adopted.

3. Approval of Previous Meeting's Minutes – Dec. 10th, 2024

- a. Chair called for a vote to pass December's minutes.
 - i. Majority voted in favour.
 - ii. December minutes approved.

4. Principal's Report (School Updates)

- a. Equity, Diversity, Inclusion (EDI)
 - i. Anti-racism education continuing with visits from consultant, Destine Lord.
 - ii. Work toward building inclusive community and classrooms.
 - iii. Chair shared [ERASE website](#) as anti-bullying resource.
- b. Basketball Teams
 - i. Two very large basketball teams (grade 6's and 7's) with several teachers coaching – Thank you to the coaches!
- c. Staffing Updates
 - i. Ms. Diane Ryan (EA) retired; welcome new EA teacher, Ms. Sun
 - ii. Two learning enhancement teachers – one for English program and one for French program – are coming to support classrooms 2 days a week. Not resources teachers but great support for school.
 - iii. Two teaching positions still to be filled.
 - iv. Ms. Wong returning; Mr. Bromilow who has been filling in will be taking on a learning enhancement role.
 - v. Div. 3: Ms. Hayre returning.
 - vi. Div. 25: Mme Nathalie will no longer be teaching one day a week (still teaching with Mme Miller); class continues to be taught by Mr. Lai and Ms. Geary
 - vii. Ms. Naidu back in the office full time.
- d. Calendar
 - i. January 15th: Black Excellence Day
 - ii. January 29th: Lunar New Year

- iii. February 26th: Pink Shirt Day
- iv. February 28th: Ramadan starts.
- e. Teachers' Wishlist
 - i. Wishlist emailed to PAC Treasurer. Wishlist items (not comprehensive):
 1. Priority is tech upgrades – total of \$7k needed; school appreciates anything PAC can contribute.
 2. Learning resources: literature, readers, numeracy. Students better supported when materials readily available inside classrooms.
 3. \$300 for primary musical instrument upgrades/replacements.
 4. Board games.
 5. Wireless sound system – needed but iPads taking priority; suggestion to see if a sound system can be borrowed from the District.
 6. Fine arts programs (e.g. dance).
 - ii. School to advise of amounts requested for each item. Budget Committee to hold a meeting to budget/prioritize and present at PAC meeting for voting. Date of Budget meeting to be confirmed at Feb. 11th PAC meeting after Tech Drive launch.
 - iii. PAC committing \$250/class for teachers and \$200/class for learning resource teachers with a Max \$2K for resources groups thus far.
 - iv. Outdoor class: Mme. Fenn applies for grants.
- f. Lacrosse Presentation and Program – February 10th-12th
 - i. Vancouver Warriors coming to Anderson to run a lacrosse program for classes opting to sign up.
 - ii. Program free of charge. Mme Chan applied for the program – Thanks Mme Chan!
- g. Pro-D Day – January 27th
 - i. Mini conferences in the morning with a focus on what teachers want to dive into.
 - ii. Afternoon: Get together to work on support for comprehension and literacy.
 - iii. Pillar of Literacy – see [Anderson School Story](#). Anderson's focus for the next few years is building literacy through the pillars (e.g. comprehension, vocabulary, etc.).
- h. Media literacy: Anderson teaches age-appropriate curriculum.
- i. Homework Club: Support still ongoing.
- j. Bike Hub: Program about bike safety/mechanics and to promote cycling coming to Anderson. Thanks to Mr. Chan for organizing.
- k. Hot Lunch Feedback: Protein alternatives to beef and pork requested for Subway Day.
 - i. PAC response: Turkey wrap had been added to the Subway menu in recent months as an alternative. Subway has restrictions for fundraising menus; chicken is not offered.

5. Treasurer's Report

- a. Fundraising account at \$2541.60 from e-transfers, craft fair. Anything e-transferred to PAC goes into this account, will go to General Account.
- b. Craft Fair raised \$1000; Stationery sales raised \$3395; Hot Lunch (Sept-Dec) raised \$5964.
- c. Expenses: Teachers submitting lump sum expenses; see \$1472 in classroom supplies being reimbursed.

6. Updates

- a. Hot Lunch
 - i. Online ordering live for this session up to Spring Break (weekly hot lunch in term-2).
- b. Tech Drive Cash Donation (finalized for launch)
 - i. Vikram finalizing flyers for advertisement (QR codes, acceptable payment options, instructions). Posting and sending home with students.
 - ii. Proposed accepted payments: SchoolCash Online, e-transfers, cheque, cash.
 1. All Tech drive designated donations need to be memo'd "PAC Tech Drive."

2. Proper process for handling cash (i.e. 2 people, safe, count schedule) required and to be confirmed prior to acceptance.
 - a. **ACTION:** Chair, Treasurer and School Admin to discuss.
3. Tax receipts will only be available with SchoolCash Online donations.
4. Drive proposed to run between February and Spring Break.

c. Fundraising

- i. No other PAC fundraising planned for the rest of the year other than yearbooks.
- ii. Vice-Principal inquired about additional school spirit wear orders.
 1. **ACTION:** CC to discuss options with Mr. Chan.

7. Other Business

a. Richmond 2025 Community Grants

- i. Example: Richmond Community Celebration Grant Program (up to \$2000)
- ii. Suggestion to bring in face-painting, entertainer, Indigenous dancers, etc. to community event; bring in a local artist to help children put together an art piece.
- iii. PAC to connect with Principal if we want to reach out to Catherine Jule, District Administrator, Early Learning and Arts.
- iv. Community Grant Committee: Selina C. and Tom P.
 1. **ACTION:**
 - a. Review prior approved grants for input into applications.
 - b. Complete and submit applications.
 - c. Considerations: Approval/denials may not be communicated until May 2025 – affects event dates and planning; PAC execs and opinions may differ for events post-June 2025.

8. Adjournment

- a. Next meeting: February 11th, 2025 - 6:30pm

Balance Sheet

Henry Anderson PAC

As of Dec 31, 2024

Report Type: Accrual (Paid & Unpaid)

ACCOUNTS	Dec 31, 2024
Assets	
Cash and Bank	
PAC VanCity Fundraising Account	\$2,541.60
PAC VanCity Gaming Account	\$8,606.96
PAC VanCity General Account	\$23,131.76
PAC VanCity Shares	\$5.93
PAC VanCity Special Projects Account	\$25,961.81
Total Cash and Bank	\$60,248.06
Other Current Assets	
Total Other Current Assets	\$0.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$60,248.06
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, 2024 to Dec 31, 2024

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

ACCOUNTS	Jul 01, 2024 to Dec 31, 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 <small>Purdy's \$343 Arts Created by Kids \$1,249</small>	\$1,591.56	\$0.00	\$1,591.56	0.00%
Fundraising Revenue - Craft Fair	\$1,000.00	\$0.00	\$1,000.00	0.00%
Fundraising Revenue - Stationery + Logo Wear	\$5,792.45	\$4,228.05	\$1,564.40	37.00%
Gaming Grant Revenue	\$12,220.00	\$12,220.00	\$0.00	0.00%
Hot Lunch Sales	\$20,596.45	\$18,775.30	\$1,821.15	9.70%
Total Income	\$41,500.46	\$35,523.35	\$5,977.11	16.83%
Cost of Goods Sold				
Fundraising Expenses - Stationery + Logo Wear	\$2,396.76	\$0.00	\$2,396.76	0.00%
General - Hot Lunch Expense	\$13,902.07	\$7,696.07	\$6,206.00	80.64%
General - Hot Lunch Supplies	\$730.38	\$352.80	\$377.58	107.02%
Total Cost of Goods Sold	\$17,029.21	\$8,048.87	\$8,980.34	111.57%

CRAFT FAIR

Table fees (31 tables x \$25)	\$775
Snacks + donations	225
Total	1,000
Less: cost of snacks	(50)
NET	\$950

STATIONERY + LOGO WEAR

Revenue	\$ 5,792
Expenses	(2,397)
NET	\$3,395

HOT LUNCH

Income	\$20,596
Expenses	(14,632)
NET	\$ 5,964

Gross Profit	\$24,471.25	\$27,474.48	-\$3,003.23	-10.93%
As a percentage of Total Income	58.97%	77.34%		

Operating Expenses				
Fundraising Expenses - Craft Fair snacks	\$50.06	\$0.00	\$50.06	0.00%
Gaming - Arts Programming kpop	\$2,500.00	\$0.00	\$2,500.00	0.00%
Gaming - Field Trip Expenses	\$260.00	\$260.00	\$0.00	0.00%
Gaming Grant Expenses pumpkin patch	\$1,300.00	\$0.00	\$1,300.00	0.00%
General - Classroom Supplies (Divisions)	\$1,472.02	\$0.00	\$1,472.02	0.00%
General - Classroom Supplies (Resource)	\$398.04	\$0.00	\$398.04	0.00%
General - PAC expenses childminders	\$180.99	\$110.99	\$70.00	63.07%
Total Operating Expenses	\$6,161.11	\$370.99	\$5,790.12	1,560.72%

Net Profit	\$18,310.14	\$27,103.49	-\$8,793.35	-32.44%
As a percentage of Total Income	44.12%	76.30%		