

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

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**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. Sherry
  - vii. Ms. Naidu back in the office full time.
- d. Calendar
  - i. January 15<sup>th</sup>: Black Excellence Day
  - ii. January 29<sup>th</sup>: Lunar New Year

- iii. February 26<sup>th</sup>: Pink Shirt Day
- iv. February 28<sup>th</sup>: 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. 11<sup>th</sup> PAC meeting after Tech Drive launch.
  - iii. PAC committing \$250/class for tech and \$200/class for learning resources thus far.
  - iv. Outdoor class: Mme Fenn applies for grants.
- f. Lacrosse Presentation and Program – February 10<sup>th</sup>-12<sup>th</sup>
  - 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 27<sup>th</sup>
  - 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 11<sup>th</sup>, 2025 - 6:30pm