



Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Agenda
Wednesday, Sep. 11th 2024
6:30 - 7:30pm
Multipurpose Room

Materials: June 18th, 2024 Anderson PAC - Meeting Minutes (draft); Henry Anderson PAC - Constitution Bylaws - June 2024 revised - DRAFT Final.pdf; Treasurer's Summary; Roberts Rules of Order; Anderson PAC Guiding Principles for Meetings;

Agenda Item	Presenter	Materials	Duration
1. Welcome / Introduction	All	N	15 mins
2. Adopt of Agenda	All	N	2 mins
3. Approval of Previous Meeting's Minutes – June 18 th 2024 - Updates on action items	All	Y	10 mins
4. Treasurer's Report	Vivian	Y	5 mins
5. Principal's Report (School Updates)	Chris, Colin	N	10 mins
6. Updates: <ul style="list-style-type: none">- Communication Subcommittee- Hot Lunch Program- Fundraising	Baren CC CC	Y N N	5 mins
7. Approve: Pumpkin Patch	All	N	5 mins
8. Future PAC Meeting Dates - Approve: Childminding	All	N	5 mins
9. Adjournment		N	

Next Meeting: TBD

Henry Anderson Parent Advisory Committee (PAC) – September - Meeting Minutes
Wednesday, September 11, 2024 – 6:30pm-7:45pm



Attendees: Chris D. (Principal), Colin C. (Vice-Principal), CC L. (Chair), Selina C. (Vice-Chair), Vivian K. (Treasurer), Suellen Z. (Secretary), Gail L. (Hot Lunch Lead), Iris W. (Fundraising Lead), Baren T. (Communications Lead) and 19 PAC members.

Documents posted on Anderson PAC website for discussions:

- 2024 09 11 HA PAC Meeting - Agenda.pdf
- 2024 06 18 Anderson PAC- Minutes (draft).pdf
- Henry Anderson PAC - Constitution Bylaws - June 2024 revised - DRAFT Final.pdf

1. Welcome

- a. Chair welcomed everyone to the meeting.
- b. Introduction to PAC.
 - i. All parents/guardians of children who attend Anderson are a member of PAC.
 - ii. PAC is all volunteer-based and each PAC activity is parent-initiated and supported.
 - iii. Attending meetings does not mean there is a requirement to volunteer or serve on any committees/executive roles.

2. Adoption of Agenda

- a. Chair proposed to add Communications update to Item #6 and change title to *Updates*.
- b. Chair proposed to move *Treasurer's Report* to Item #4 ahead of *Principal's Report*.
- c. Erin motioned to adopt the agenda with the above amendments.
 - i. Suellen seconded.
 - ii. All voted in favour.
 - iii. Motion passed.

3. Approval of Previous Meeting's Minutes - June 18th, 2024 and Updates on Action Items

- a. Erin motioned to approve the June 18th, 2024 meeting minutes.
 - i. Suellen seconded.
 - ii. All voted in favour.
 - iii. Motion passed.
- b. Action Items from June 2024

Agenda Section	Action Item	Update
3. Updates on Action Items Item 3.a.ii.2	Suellen to upload PAC files to Anderson's Google drive.	PAC files have been uploaded to Anderson's Google drive.
Item 3.b.iv.1	Gail to post final version of the amended Constitution Bylaws and voting date on the PAC website before June 27 th , 2024. Voting date tentatively September 11 th at 6:30pm pending administration availability.	Amended Constitution Bylaws was posted on the PAC website June 24 th , 2024. Link to amended Constitution Bylaws and voting date of September 11 th provided to all parents via the Anderson newsletter that was emailed out June 21 st and 28 th , 2024.

		<p>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.</p> <p>SEPT 11: Erin motioned to adopt the amended Constitution Bylaws; Veronica seconded; 11 voted in favour; 1 abstained; 0 against; Motion passed.</p>
6. Treasurer's Report Item 6.b.ii.4	Budget Subcommittee to discuss reasonable amounts for events (i.e. per person dollar amount).	Deferred to next Budget Subcommittee meeting.
Item 6.d.ii.1	Budget Subcommittee to look closer into why this was (increased expenditures such as Ziploc bags, utensils, labels, transaction fees?) in at the next Budget meeting.	Deferred to next Budget Subcommittee meeting.
7. Elections Item 7.a.viii.1	PAC to send a call-out for Fruits & Veggies Lead in Sept 2024. Contact Monica D. for assistance if no volunteers to lead the program.	SEPT 11: Vikram volunteered to be Fruits & Veggies Lead.
	Co-Communications Lead	SEPT 11: Theola accepted
	Co-Secretary	SEPT 11: Erin accepted
8. New Business Item 8.a.i.1.a	Plan for volunteers and set up to match parent drop-off and pick-up times of 10:30am/11:30am (primary divisions) and 1:00pm/2:00pm (intermediate divisions).	Table with coffee set up on the first day of school was well-received.
Item 8.a.ii.1	Hot Lunch Subcommittee to explore new/healthier options and plan to have add-on's starting September for sooner and increased revenues.	Deferred to next Hot Lunch Subcommittee meeting.
Item 8.a.iii.2.b.i	Take home Garbage on Hot Lunch Days	<p>Would like to start Sep 18th at our first Hot Lunch Day. Will send a reminder out the day before to take home waste and bring utensils if ordering pasta.</p> <p>There will be utensils on hand if students do not have them. We will be encouraging this habit going forward.</p>

4. Treasurer's Report

- a. New school year – no statement to review. September statement to be reviewed at October's PAC meeting.
- b. Gaming Grant is a community grant that currently offers \$20/student and is a major revenue source for PAC. There are strict rules regarding its usage.
 - i. Grant application for the 2024-2025 school year was submitted in April 2024.

- ii. Estimated date of approval confirmation is the end of September.
 - iii. A report outlining how the grant funds were used must be filed each year; 2023-2024's report has been filed.
- c. Treasurer's report (refer to attached summary)
 - i. PAC fundraisers include hot lunch program (greatest earner at \$12k last year); Art Created by Kids; Purdy's Chocolate; etc. See attachment for funds raised last year.
 - ii. Grade 7's run their own graduation fundraisers, but PAC contributes.
 - iii. Direction donations to PAC need to have a note stating "PAC" for PAC to receive it.
 - iv. 2nd sandpit – PAC has funds earmarked for it, but more information is needed from the school; no payment made yet.
 - v. Gaga ball court – PAC has additional funds earmarked for it [REDACTED]
 - vi. Budget meeting to be held in October to discuss how PAC will want to use its funds.
 - 1. Date TBD pending receipt of Teachers' Wishlist, which PAC uses as a guide.
 - 2. Date will be announced on the PAC website and via Instagram (@henryandersonpac).
 - 3. Vice-Principal advised one of Anderson's laptop cart is reaching end of life and the school is discussing how they want it replaced. May be a consideration for PAC contribution.
 - vii. MacNeill and McRoberts scholarship clarification.
 - 1. \$750 was paid last year though each scholarship is \$250. It was discovered that PAC missed paying \$250 to MacNeill in a previous year, but MacNeill covered it, so the additional \$250 was paid last year as reimbursement to MacNeil. Topic was discussed in May's PAC meeting and reimbursement was paid out of the General Fund.
 - viii. 2023-2024 school year ended with ~\$15k in cash. Accounting for 10% contingency and monies earmarked for the sandpit/Gaga Ball, PAC is starting the 2024-2025 school year with \$2400.

5. Principal's Report

- a. Principal and Vice-Principal introduced themselves and welcomed everyone.
- b. Class placements
 - i. Detailed information regarding the process has been emailed out.
 - ii. A lot of time and consideration go into the placements and staff/admin hope students have settled well.
- c. Staffing
 - i. Movement over the summer with some school transfers and some taking on roles with the School District.
 - ii. Currently 4 positions open (mostly French), but each class has reliable and caring teachers while positions are being filled.
- d. Calendar – see school newsletter
 - i. Meet the Teacher – Thursday, September 19th 8-8:30am.
 - ii. Terry Fox Run – Thursday, September 19th with different run times for different age groups; assemblies for intermediate and primary students separately.
 - iii. Pro-D Day – September 20th where staff will collaborate to enhance learning with a focus on literacy. See Anderson's [School Story](#).
 - iv. Truth & Reconciliation assembly – Friday, September 27th.
- e. Gaga Ball Court
 - i. Patch has been laid and court will hopefully be completed soon.
 - ii. Estimated cost of \$4k (\$1400 for brackets/framing; \$1500 site prep; \$1000 wood; labor)
- f. Code of Conduct – Personal Digital Devices
 - i. Change in digital device usage – limiting use.

- ii. Devices can only be used when supervised by a teacher/staff member for learning purposes.
 - iii. Students are encouraged to leave device in their bags during school hours or leave them at home.
 - iv. Families should call the office if they need to reach a student during school hours.
- g. K-Pop dance classes in December. Will be a performance with details to follow. Bargained cost of \$4750 plus GST
- h. Garden City Park Update
 - i. Mr. Chan reached out to City Bylaw who has confirmed the stray dogs and homeless encampment are no longer present in the park.

6. Updates

- i. Communications Subcommittee
 - i. Role in PAC: to develop, organize, continuously review, and improve communication policies, structures, and methods for Anderson PAC.
 - ii. Work includes updating the PAC info flyer in time for first day of school and helping to manage the new Instagram account (@henryandersonpac).
 - iii. Review of Robert's Rules of Order available on the [PAC website](#).
- j. Hot Lunch Program
 - i. Veronica accepted position of Hot Lunch Co-Lead.
 - ii. Any issues with MunchaLunch can be emailed to andersonhotlunch@gmail.com
- k. Fundraising
 - i. Anderson Eagles logo'd socks and caps as well as stationary being sold during the week of September 9th.

7. Approve: Pumpkin Patch

- a. Anderson's field has been turned into a pumpkin patch each year in October.
- b. With 650 students and at the cost of \$3/pumpkin, total cost is estimated to be \$1950.
- c. Theola motioned to approve a budget of up to \$2000 for a 2024 pumpkin patch on the condition that the teachers want it.
 - i. Veronica seconded.
 - ii. 23 voted in favor; 0 abstained; 0 against.
 - iii. Motion passed.

8. Future PAC Meeting Dates

- a. Budget meeting will be in October with advance notice being made on the PAC website, school newsletter, and Instagram (@henryandersonpac).
- b. Next PAC meeting will be Oct. 22nd with a Budget Subcommittee meeting the week before (pending Teachers' Wishlist).
- c. After October, PAC meetings will be every 2nd Tuesday 6:30pm-7:30pm with reminders being posted to PAC website, school newsletter, and Instagram.
- d. Instagram: no sharing of personal info; no commenting; no posting of children's faces; may DM but email to andersonpacgeneral@gmail.com is best.
- e. Childminders for PAC meetings.
 - i. Theola moved to approve up to \$250 in appreciation gift cards (typically \$10 a session) for childminders.
 - 1. Vivian seconded.
 - 2. 25 voted in favor; 0 abstained; 0 against.
 - 3. Motion passed.
 - ii. School Admin will reach out to Grade 7 students for interest in childminding.

- iii. PAC Exec to purchase gift cards.
- f. PAC meeting refreshments.
 - i. Selina motioned to approve up to \$180 for PAC meeting refreshments.
 - 1. Suellen seconded.
 - 2. 21 voted in favor; 0 abstain; 0 against.
 - 3. Motion passed.

9. Adjournment

- a. Next meeting: October 22nd

DRAFT

HENRY ANDERSON ELEMENTARY PAC

2023-2024 SCHOOL YEAR

RAISED	
Gaming Grant	\$ 12,160
Hot Lunch	\$ 12,485 (net)
Art Created by Kids	\$ 1,041
Purdy's Chocolates	\$ 336
Direct donations	\$ 1,195
TOTAL	\$ 27,217

FUNDED	
Field trips	\$ 8,710
Classroom supplies	\$ 7,790
Sand pit	\$ 4,000 (still to fund)
Gaga ball court	\$ 1,700 (funded to date, not complete)
Hip hop dance	\$ 2,730
Pumpkin patch	\$ 1,500
PE + Outdoor equipment	\$ 1,500
Portable canopies	\$ 1,110
Grade 7 luncheon	\$ 1,005
Scholarships - McRoberts + MacNeill	\$ 750

BUDGET 2024/2025 - WHAT DO WE HAVE TO WORK WITH THIS YEAR?

End of SY 2023-2024 \$15,200
Contingency funds (\$ 4,500) *10% of operating budget
Funds reserved for sand pit (\$ 4,000)
Funds top off Gaga budget (\$ 4,300) * based on quote of \$6k
Begin SY 2024-2025 \$ 2,400



Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Agenda
Tuesday, Oct. 22nd 2024
6:30 - 7:30pm
Multipurpose Room

Materials: Sep 11th PAC Meeting Minutes, Financial Report etc.

Agenda Item	Presenter	Materials	Duration
1. Welcome / Introduction	All	N	3 mins
2. Adopt of Agenda	All	N	2 mins
3. Approval of Previous Meeting's Minutes – Sep 11 th 2024 - Updates on action items	All	Y	5 mins
4. Principal's Report (School Updates)	Chris, Colin	N	10 mins
5. Treasurer's Report	Vivian	Y	5 mins
6. Updates: - Budget committee (budget approval) - Hot Lunch Program - Fundraisers (stationary sale and craft fair)	Vivian Gail Iris	Y N N	30 mins
7. Donation Drive (Vote on the name: cash, tech or playground)	CC	N	5 mins
8. Other business (Further discussion on the validity of motion and voting result on Adoption of Amended HA PAC Constitution and By-laws)	All	N	5 mins
9. Adjournment		N	

Next Meeting: Nov 12th 2024

Henry Anderson Parent Advisory Committee (PAC) – September - Meeting Minutes
Tuesday, October 22nd 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 11th, 2024

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

"Amended Constitution Bylaws was posted on the PAC website June 24th, 2024. Link to amended Constitution Bylaws and voting date of September 11th provided to all parents via the Anderson newsletter that was emailed out June 21st and 28th, 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 "adopt the amended Constitution Bylaws" and ultimate the 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 18th, 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 30th. 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 25th when teachers participant in math conference, curriculum updates etc.
- d. Teacher- parents conference is going on Oct 23rd 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 1st home game on Oct 31st. Big thanks to coach volunteers.
- g. K-Pop dance classes in December: English classes (Dec 2nd -6th, performance on Friday Dec 6th) and French immersion classes (Dec 9th – 13th and performance on Friday Dec 13th).
- 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 2nd 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 29th. 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 22nd 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. 1st. 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 12-15th is scheduled for scholastic bookfair in the library with set-up on Nov 8th. 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 1
Technology with a ceiling (9 favors)	Ceiling of \$10 K 4
	Ceiling of \$20K 7
Cash, Technology and Playground	3

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 Henry Anderson Parent Advisory Council Constitution and By-laws** (see Supporting Document), 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 12th 2024

Balance Sheet

Henry Anderson PAC

As of Oct 22, 2024

ACCOUNTS		Oct 22, 2024
Assets		
Cash and Bank		
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
Total Cash and Bank		\$70,256.75
Other Current Assets		
Total Other Current Assets		\$0.00
Long-term Assets		
Total Long-term Assets		\$0.00
Total Assets		\$70,256.75
Liabilities		
Current Liabilities		
School Funds Held by PAC	EMT rec'd for yearbook	\$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 Oct 22, 2024

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

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

HENRY ANDERSON ELEMENTARY PAC

2024-2025 SCHOOL YEAR

PROPOSED BUDGET SUMMARY

REVENUE	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	\$ -
TOTAL	\$ 32,720	\$ 27,217

EXPENSES	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

TEACHERS WISH LIST	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
TO CARRY FORWARD	FUNDS AVAILABLE TO ALLOCATE \$5,500	
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



HENRY ANDERSON PARENT ADVISORY COUNCIL

CONSTITUTION AND BY-LAWS

Adopted Circa 1996
Amended June 2024

HENRY ANDERSON PARENT ADVISORY COUNCIL CONSTITUTION

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Section 2	Purpose of the Council
Section 3	Interpretation of Terms

SECTION 1 – NAME

The name of this council shall be the **Henry Anderson Parent Advisory Council**, as per the School Act – Bill 67 – Division 2 – Section 8(1).

The Council will operate as a non-profit organization with no personal financial benefit accruing to members. This provision is unalterable.

The business of the Council will be unbiased in respect of race, religion, gender, politics, sexual orientation, and physical or mental ability.

SECTION 2 – PURPOSE OF THE COUNCIL

The Henry Anderson Parent Advisory Council is dedicated to the education and the well-being of the child. The Council's primary mandate is to promote effective communication between the home and the school. The Council shall encourage parents to participate in the meaningful educational activities and decision making, to strengthen the role of families in education and schooling and to foster meaningful parent participation.

The purposes of the Council will be:

1. To promote the education and welfare of students in the school.
2. To encourage parent involvement in the school, and to support programs that promote parent involvement.
3. To advise the school board, principal, and staff on any matter relating to the school.
4. To promote the interests of public education and the interests of Henry Anderson Elementary School.
5. To contribute to a sense of community within the school and between the school, home, and neighborhood.
6. To provide parent education and a forum for discussion of educational issues.
7. To assist parents in obtaining information and communicating with the principal and staff about their child's progress or other concerns.

8. To assist the principal and staff in ensuring the highest safety standards are maintained in the school and neighborhood.
9. To organize and support activities for students and parents.
10. To provide financial support, in the form of fundraising, for the goals of the Council, as determined by the membership.

SECTION 3 – INTERPRETATION OF TERMS

“BCCPAC” means BC Confederation of Parent Advisory Councils

“District” means School District No. 38

“PAC” or “Parent Advisory Council” means the parent(s) organized according to the School Act and operating as a Parent Advisory Council in Henry Anderson Elementary

“Parent” is as defined in the School Act and means:

- a) the guardian of the person of the student or child,
- b) the person legally entitled to custody of the student or child, or
- c) the person who usually has the care and control of the student or child

and, for the purposes of these By-laws, means the parent or guardian of a child or children enrolled in School District No. 38

“RDPA” or “Richmond District Parents’ Association” means the Parent Advisory Councils organized according to the School Act and operating as a District Parent Advisory Council in School District No. 38

“School” means any public elementary or secondary educational institution as defined in the School Act operating within School District No. 38.

HENRY ANDERSON PARENT ADVISORY COUNCIL BY-LAWS

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SECTION 1 – MEMBERSHIP

Voting Members

1. All parents and guardians of students registered in Henry Anderson Elementary are voting members of the Council.

Non-Voting Members

2. Administrators and staff (teaching and non-teaching) of Henry Anderson Elementary may be invited to become non-voting members of the Council.
3. Members of the school community who are not parents of students registered in the public school system may be invited to become non-voting members of the Council.
4. At no time will the Council have more non-voting than voting members.

Compliance with By-laws

5. Every member will uphold the Constitution and comply with these By-laws.

SECTION 2 – EXECUTIVES

Role of Executive

1. The executive will manage the Council's affairs between general meetings.

Executive Defined

2. The executive will include the Chair, Vice-Chair, Secretary, Treasurer, and such other members of the Council as the membership decides.

Eligibility

3. Any voting member of the Council is eligible to serve on the executive, except employees or elected officials of School District No. 38 or the Ministry of Education.

Election of Executive

4. The executive will be elected at each annual general meeting held in June of each school year (a minimum of Chair, Vice-Chair, Treasurer and Secretary). All other positions may be carried forward to the first PAC meeting of the new school year (September).
5. Elections will be conducted by the chair of the Nominations Committee.

Term of Office

6. The executive will hold office for a term of one year beginning July 1st to June 30th following the election.
7. No person may hold the same executive position for more than two consecutive years and no more than two years in total. Exception can be made if there are no interest in the position and must be discussed at the general meeting with council members and appointed through motion and votes.
8. If an executive member misses 3 consecutive meetings, it is assumed that they have relinquished their role. Refer to vacancy.

Vacancy

9. If an executive member resigns or ceases to hold office for any other reason, the remaining executive members may appoint through motions and votes at the next scheduled meeting an eligible member of the Council to fill the vacancy until the next annual general meeting. An executive member must announce their resignation at the scheduled meeting where the principal and or vice principal and at least one member of the executive is present at the meeting and documented in the minutes. Alternatively, an email can be sent to both the principal and andersonpacgeneral@gmail.com to confirm resignation of the executive member.

Remuneration of Executive

10. No executive member may be remunerated for serving on the executive but may be reimbursed for expenses reasonably and necessarily incurred while engaged in the council's affairs.

SECTION 3 – EXECUTIVE MEETINGS

Meetings

1. Executive meetings may be held at the call of any executive member. The meeting will be held before the general meeting and at the executive members decision, the meeting may be open to PAC members.

Quorum

2. A quorum for executive meetings will be a majority (50% plus 1) of the members of the executive.

Notice

3. Executive members will give 7 days' notice of executive meetings.

SECTION 4 – CONDUCT OF EXECUTIVE AND REPRESENTATIVES

Representing the Council

1. Every executive member and representative must act solely in the interests of the parent membership of the Council.

Privilege

2. Any information received in confidence by an executive member or representative from school personnel, a student, parent, or other member of the school community is privileged and must not be divulged without permission of the person giving the information.

Disclosure of Interest

3. An executive member or representative who is interested, either directly or indirectly, in a proposed contract or transaction with the Council must disclose fully and promptly the nature and extent of his or her interest to the membership and executive.
4. Such an executive member or representative must avoid using his or her position on the Council for personal gain.

SECTION 5 – DUTIES OF EXECUTIVES AND REPRESENTATIVES

A. The Chair will:

- a) speak on behalf of the Council
- b) consult and communicate with Council members and executive members
- c) preside at all membership and executive meetings
- d) ensure that an agenda is prepared
- e) appoint committees where authorized by the membership
- f) ensure that the Council is represented in school and district activities
- g) ensure that Council activities are aimed at achieving the purposes set out in the Constitution
- h) be considered a neutral party with respect to voting, and shall not submit a vote
exception: Chair may submit a vote for any candidate during an Anderson PAC election
- i) be a signing officer
- j) submit an annual report (optional)

Annual reports are important because they

- *provide an opportunity to review personal and council goals and achievements*
- *provide a record of actions taken*
- *outline responsibilities for those considering running for an executive position*

B. The Vice-Chair will:

- a) support the Chair
- b) assume the duties of the Chair in the Chair's absence or upon request
- c) assist the Chair in the performance of his or her duties
- d) accept extra duties as required
- e) be a signing officer
- f) submit an annual report (optional)

C. The Secretary will:

- a) ensure that members are notified of meetings
- b) prepare and present agenda at meetings after consultation with Anderson PAC membership
- c) record and file minutes of all meetings
- d) keep an accurate copy of the Constitution and By-laws, and make copies available to members upon request
- e) prepare and maintain documentation as requested by the membership or executive
- f) issue and receive correspondence on behalf of the Council
- g) ensure safekeeping of all records of the Council
- h) update PAC website by posting agendas, meeting minutes, and any other applicable correspondence
- i) be a signing officer if necessary
- j) submit an annual report (optional)

D. The Treasurer will:

- a) be a signing officer (*if there are co-treasurers, only one treasurer will have signing authority*)
- b) ensure all funds of the Council are properly accounted for
- c) disburse funds as authorized by the membership or executive
- d) ensure that proper financial records and books of account are maintained
- e) report on all receipts, disbursements, and current monthly financial report at general and executive meetings
- f) make financial records and books of account available to members upon request
- g) have the financial records and books of account ready for inspection or audit annually
- h) draft an annual budget with the assistance of the executive
- i) ensure that another signing officer has access to the financial records and books of account in the treasurer's absence
- j) apply for the annual gaming grant
- k) submit an annual financial statement at the annual general meeting

E. The District Parent Advisory Council (DPAC) Representative will:

- a) attend all meetings of Richmond District Parents Association (RDPA) and represent, speak, and vote on behalf of the Council
- b) maintain current registration of the Council
- c) report regularly to the membership and executive on all matters relating to the DPAC
- d) seek and give input to the DPAC on behalf of the Council
- e) receive, circulate, and post DPAC newsletters, brochures, and announcements
- f) receive and act on all other communications from the DPAC
- g) liaise with other parents and DPAC representatives
- h) submit an annual report (if applicable)

F. The Committee Leads will:

- a) serve in a capacity to be determined by the Council at the time of election, and at other times as the Council requires
- b) submit an annual report (if applicable)

G. The Immediate Past Chair will:

- a) advise and support the membership and executive
- b) provide information about resources, contacts, and other matters

H. Co-Positions will:

- a) exist for all positions except the Chair and Vice-Chair
- b) be appointed where authorized by the council members at the time of election and at other times as the council requires
- c) share the duties and responsibilities of the position they are supporting
- d) be a signing officer if necessary

SECTION 6 – MEETINGS OF MEMBERS

General Meetings

1. General meetings will be conducted with fairness to all members.
2. General meetings will be held not less than five times during the school year, one of which will be the annual general meeting in June.
3. The dates, time, and duration of general meetings for the entire school year shall be determined by the executives during the first September PAC Meeting of the given school year after consultation with the members and principal and or vice-principal in attendance. Registration should be set 10 minutes prior to the meeting to adhere to the start time.
4. If procedural problems should arise during any Anderson PAC meetings, Robert's Rules of Order (RROO) will be used to resolve the situation, unless RROO conflict with those procedures and guidelines existing in the current Anderson PAC Constitution and By-laws.
5. Extraordinary Meetings (non-general meetings) may be called by a member with a minimum 7 days' notice.
6. If any of the executive members are unable to attend a scheduled general meeting, an email must be communicated amongst all the members in the executive committee.

Conduct

7. At general meetings, members will not discuss individual school personnel, students, parents, or other members of the school community.
8. The Council will refrain from partisan political action or other activities that do not serve the interests of the school or the public school system.

Notice of Meetings

9. Members will be given 7 days' notice to changes or additions of general meetings.
10. Notice of meetings can be sent in various ways – by flyer, e-mail, newsletter, or website. A calendar of meetings for the year satisfies the requirement for reasonable notice.

SECTION 7 – PROCEEDINGS AT GENERAL MEETINGS

Quorum

1. A quorum for general meetings or extraordinary meetings shall be defined as a minimum of five Anderson PAC members, two of whom shall be Members of the Anderson PAC executive.
2. If at any time during a general meeting a quorum ceases to be present, business then in progress must be suspended until there is a quorum present or until the meeting is adjourned or terminated.

Voting

3. Except as provided elsewhere in these By-laws, all matters requiring a vote will be decided by a simple majority of the votes cast (50% plus 1).
4. In the case of a tie vote, the Chair does not have a second or casting vote and the motion is defeated or tabled.
5. Members must vote in person on all matters. Voting by proxy will not be permitted.
6. Except as provided elsewhere in these By-laws, voting is by a show of hands or, where requested by two voting members present, by secret ballot.
7. A vote will be taken to destroy the ballots after every election.
8. All votes must be recorded in the minutes.

SECTION 8 – COMMITTEES

1. The membership may appoint committees through motions and votes to further the Council's purposes and carry on its affairs.
2. Committee members may be appointed to committees by the membership through motions and votes.
3. The terms of reference for each committee will be specified by the membership at the time the committee is established, or by the committee at its first meeting, as the membership decides.
4. Committees will report to the membership and executive as required.

5. A Nominating Committee will be appointed annually by members before the annual general meeting.

A standing committee exists every year examples are budget, nominations, hot lunch, special events, and fundraising. An ad hoc committee is created to do a specific task within a certain time period.

SECTION 9 – NOMINATIONS

1. An initial letter of “Notice for Nominations” for the executive positions and committee leads for the following school year will be distributed to the entire membership by April 30th of the current school year.
2. Nominations for candidates for the executive positions may be received up to the end of May 31st at 11:59pm and nominations shall then be declared closed by the lead of the Nomination Committee.
3. The Nomination Committee shall be responsible for determining that all election candidates are legitimate members and that their nominations as candidates follow all appropriate and applicable By-laws, such as election candidate nomination deadlines.
4. The nomination committee shall contact all eligible candidates to advise them of the Code of Ethics and the duties of the role they have been nominated for.
5. At the AGM, the Nomination Committee lead will present a proposed slate of candidates for the following term of one year for executive and committee lead positions, if applicable. Each elected position will be voted on with a simple majority vote required to determine the successful candidate for the given elected position.

Exception: if the elected position has only one candidate, the Chair may deem the position to be elected by acclamation.

Exception: Chair and Vice-Chair may not be elected by acclamation if they have reached the end of the 2-year rule.

6. In the event there are insufficient candidates willing to serve as Chair, Vice-Chair, Secretary and Treasurer, through motions and votes, the PAC members may elect to table the remaining roles to be elected at the first meeting held in September of the following school year.

SECTION 10 – FINANCIAL MATTERS

Financial Year

1. The financial year of the Council will be July 1st to June 30th.

Power to Raise Money

2. The Council may raise and spend money to further its purposes.

Bank Accounts

3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

Signing Authority

4. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Annual Budget

5. The executive will prepare a budget and present it to the membership for approval before the current budget expires.
6. 10% of the operating budget for the current year, will be reserved for the following school year.

Auditor

7. Members at a general meeting may appoint an auditor at any given time in the year.
8. Council funds can only be spent if authorized by a motion passed at a general meeting.

Finances

9. A budget and a tentative plan of any/all expenditures, (also referred to as the preliminary wish list) for the upcoming school year, shall be drawn up by all members which will be further defined as any/all eligible members and school staff.
10. The wish list submissions shall be presented at the October general meeting of the current school year.
11. Executives shall then hold an Extraordinary Meeting (non-general meeting), which shall also be open to any/all members. This meeting shall be held prior to the November general meeting of the current school year. Discussions and debates of all wish list requests shall be entertained, and subsequent funding recommendations brought to the November meeting.
12. A final vote on wish list items will be made at the November general meeting.

The Constitution and By-laws of the Henry Anderson Parent Advisory Council shall be filed with the Board of School Trustees of School District No. 38.


Adopted by Henry Anderson Parent Advisory Council in Richmond, British Columbia, on

_____ (date).

X


Henry Anderson PAC Chair | Signature



Henry Anderson PAC Chair | Print Name


Date

X


Henry Anderson PAC Executive | Signature


Henry Anderson PAC Executive | Print Name + Title


Date

SECTION 11 - CONSTITUTION AND BY-LAW AMENDMENTS

1. The members may, by a majority of not less than 75% of the votes cast of those who are present at a general meeting, amend the Council's Constitution and By-laws.
2. Written notice specifying the proposed amendments must be given to the members not less than 10 days before the meeting.
3. Where the proposed amendments exceed one page, they need not be given to every member, but must be posted in a conspicuous place in the school or made accessible to all members.
4. Amendments are recommended to be made for the next school year however, through motions and votes if clarification is needed for proposed amendment(s) not exceeding one page, Anderson PAC members may recommend changes during the current year.

SECTION 12 – PROPERTY IN DOCUMENTS

All documents, records, minutes, correspondence, or other papers kept by a member, executive member, representative, or committee member in connection with the Council shall be deemed to be property of the Council and shall be turned over to the Chair when the member, executive member, representative, or committee member ceases to perform the task to which the papers relate.

SECTION 13 - DISSOLUTION

The Anderson PAC shall be dissolved in the event that:

- The school is permanently closed; or
 - There are insufficient parents willing to serve as Chair, Vice-Chair, Secretary and Treasurer.
1. In the event of winding up or dissolution of the Council, and after payment of all debts and costs of winding up or dissolution, the assets and remaining funds of the Council shall be distributed to another parent advisory council or councils in School District No. 38 having purposes similar to those of the Council, as the members of the Council may determine at the time of winding up or dissolution.
 2. In the event of winding up or dissolution, all records of the Council shall be given to the principal of Henry Anderson Elementary School.

CODE OF ETHICS

A parent who accepts a position on the Henry Anderson Parent Advisory Council as an Executive Member, Committee Member, or Representative will:

1. Uphold the Constitution and By-laws, policies, and procedures of the electing body.
2. Perform his or her duties with honesty and integrity and in the interests of the Council.
3. Work to ensure that the well-being of students is the primary focus of all decisions.
4. Respect the rights of all individuals.
5. Take direction from the membership and executive.
6. Encourage and support parents and students with individual concerns to act on their own behalf and provide information on the process for taking concerns forward.
7. Work to ensure that issues are resolved through due process.
8. Strive to be informed and only passes on information that is reliable.
9. Respect all confidential information.
10. Support public education.

Statement of Understanding

I, the undersigned, in accepting a position on the Henry Anderson Parent Advisory Council have read, understood, and agreed to abide by the Code of Ethics. I also agree to participate in the dispute resolution process that has been agreed to by the electing body, should there be any concerns about my work.

X

Signature

PAC Position

Print Name

Phone Number

Date

Email Address



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

Materials: 2024 10 22 HA PAC Meeting Minutes, Oct 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	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. 12, 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. 25th
 - 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. 19th. 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. 19th.

- 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. 18th.
 - 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 GL).
 - 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.
- 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. 16th 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.
- b. Fundraising
 - i. Craft Fair – Friday, Nov. 22nd 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. 12th with orders due Nov. 19th.
 - iii. Purdu's Chocolates – will be advertised Nov. 15th in the school newsletter and via posters around the school.
 - iv. Book Fair – Nov. 12th-14th
 - 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. 15th'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 14th, 2019
- b. Dec. 10th – social gathering and can discuss Teachers' Wish list if finalized before hand.

Approved

Balance Sheet

Henry Anderson PAC

As of Oct 31, 2024

Report Type: Accrual (Paid & Unpaid)

ACCOUNTS

Oct 31, 2024

Assets	
Cash and Bank	
PAC VanCity Fundraising Account	EMT from stationery fundraiser \$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	Playground funds \$25,961.81
Total Cash and Bank	\$69,091.41
Other Current Assets	
Total Other Current Assets	\$0.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$69,091.41
Liabilities	
Current Liabilities	
School Funds Held by PAC	EMT rec'd for yearbook - cleared in Nov \$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 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	
Income				
Direct Public Support – Corporate Contributions	donation from Fortis \$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%
Total Income	\$35,523.35	\$21,064.30	\$14,459.05	68.64%
Cost of Goods Sold				
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%
Total Cost of Goods Sold	\$8,048.87	\$1,856.11	\$6,192.76	333.64%
Estimated stationery inventory cost \$2k				
Gross Profit As a percentage of Total Income	\$27,474.48 77.34%	\$19,208.19 91.19%	\$8,266.29	43.04%
Operating Expenses				
Gaming - Field Trip Expenses	\$260.00	\$0.00	\$260.00	0.00%
General - PAC expenses meeting snacks	\$110.99	\$100.00	\$10.99	10.99%
Total Operating Expenses	\$370.99	\$100.00	\$270.99	270.99%



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%
estimated stationery inventory cost of \$2k o/s				
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%
Net Profit	\$22,018.64	\$27,103.49		
As a percentage of Total Income	61.98%	76.30%	-\$5,084.85	-18.76%

Approved



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

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%		



Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Agenda
Tuesday, Feb. 11th 2025
6:30 - 7:30pm
Multipurpose Room

Materials: 2025/1/14 HA PAC Meeting Minutes (Draft), Jan 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 – Jan 14 th 2025 - 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 - Tech Drive Fundraising - Anderson Day Movie Night	Gail CC, Vikram Selina, Tom	N N N	15 mins
7. Other business -	All	N	15 mins
8. Adjournment		N	

Next Meeting: April 8th at 6:30 pm

Henry Anderson Parent Advisory Committee (PAC) – February - Meeting Minutes
Tuesday, February 11, 2025 – 6:30pm-8:20pm



Attendees: Chris D. (Principal), CC L. (Chair), Selina C. (Vice-Chair), Vivian K. (Treasurer), Suellen Z. (Secretary), Erin S. (Co-Secretary), Gail (Hot Lunch Lead), Karina N. (Communications Lead), Pedram D., Tom P., Loretta, Shirley, Vikram (Fruits & Veggies Lead)

Documents posted on Anderson PAC website for discussions:

- 2025 2 11 HA PAC Meeting Agenda.docx
- 2025 01 14 HA PAC- Minutes (draft).pdf
- 2025 JAN HAES PAC FS - draft.pdf

1. Welcome

- a. Chair welcomed everyone to the meeting.

2. Adoption of Agenda

- a. Add Indigo Grant to Other Business.
- b. Chair called for a vote to adopt the agenda.
 - i. Selina motioned.
 - ii. Tom seconded.
 - iii. Majority voted in favour.
 - iv. Agenda adopted.

3. Approval of Previous Meeting's Minutes – Jan 14th 2025

- a. Action Items Update:
 - i. Section 6b2a: Chair, Treasurer and School Admin to discuss proper process for handling cash donations to Tech Drive.
 1. Decision is to not accept cash.
 - ii. Section 6cii1: CC to discuss spirit wear order.
 1. Spirit wear launched by school; no action by PAC.
 - iii. Section 7aiv1: Community Grant application research and submission.
 1. See Section 6c below.
- b. Chair called for a vote to pass January's minutes.
 - i. Selina motioned.
 - ii. Tom seconded.
 - iii. Majority voted in favour.
 - iv. January minutes approved.

4. Principal's Report (School Updates)

- a. Survey from Superintendent emailed out Feb 3rd
 - i. Survey gathering feedback/input for next 5 years; shape priorities and strategic plan.
- b. Student-led conferences
 - i. Most student-led.
 - ii. Celebration of learning; next steps as a team.
 - iii. See pieces kids want to celebrate; teachers will discuss literacy; numeracy; emotional development.
 - iv. Make appointment if more time with the teacher is needed.

- c. Staffing Updates
 - i. New EAs hired: Natalie Chan (specialize in mental health support) and Mandeep Kaur.
 - ii. Anderson EA team now adequately staffed.
- d. February
 - i. Black History Month celebrated through:
 - 1. School decorations.
 - 2. Announcements.
 - 3. Digital celebrations.
 - ii. February 28th: Ramadan starts.
 - iii. Asian Heritage Month
- e. Vancouver Warriors
 - i. Presentation by players promoting sport and physical activity.
 - ii. Coupons – 2 for 1 for games.
 - iii. Students/teachers participated in the activities.
- f. Two Student Surveys
 - i. Student learning survey – Grade 4 to 7 on curriculum, their belonging, preparing for career, their learning experiences.
 - ii. MDI (middle years development instrument) by UBC – Grade 5 on school and home lives from students' perspective.
- g. Pro-D Day – Feb 14th
- h. Parking lot
 - i. Safety – drive slowly and stay alert.
 - ii. More instances of double parking and leaving the vehicle – safety issue as line of sight is obstructed; drivers can't see kids crossing the roadway and vice versa.
 - iii. School Admin is monitoring.
 - 1. Suggestion – tickets; RCMP presence if situation doesn't improve for safety sake.
- i. Security system being upgraded.

5. Treasurer's Report

- a. Appendix A
 - i. Fundraising \$2546 – no change.
 - ii. Gaming fund decreased – teachers dipping into field trip funds.
 - iii. General account – up from last month due to term 2 weekly hot lunch sales.
 - iv. Special projects – no change.
- b. Appendix B
 - i. Hot lunch – larger number due to weekly hot lunches and bulk ordering.
 - ii. Expense – due to 2 hot lunches to date.
- c. Expenses:
 - i. Field trips.
 - ii. Classroom supplies \$176.
 - iii. \$60 – childminding.
- d. Scholarship – MacNeill and McRoberts
 - i. \$250 each school from PAC.
 - ii. Criteria from McRoberts (probably same for MacNeill):
 - 1. Student attended the school a minimum of 1 full school year.
 - 2. Academic – no lower than C⁺.
 - 3. Good citizenship – volunteer work with community and/or school.
 - 4. Deemed reasonably well-rounded.

5. Attending recognized post-secondary immediately after graduation.
- iii. Open floor to changes to criteria. Considerations:
 1. C⁺ can reflect a student who has worked incredibly hard to achieve the grade.
 2. Some students face different challenges with learning.
 3. No other similar scholarship awarded already.
- e. Budget Subcommittee meeting
 - i. March 11th at 6pm – no children as there will not be childminders (normally no regular PAC meeting in March).
 - ii. Better idea of tech fundraiser funds by then.
- f. Special Projects Funds Investment
 - i. 1-year GIC – more flexible; time it with school year needs – 3.3% non-redeemable.
 - ii. 2.5% if less than a year GIC.
 - iii. 1.5 years option to time release for Sept 2026 in case it's needed.
 - iv. **Vote to place special projects fund into a 1-year non-redeemable GIC.**
 1. Selina called for votes.
 2. Unanimous.
 3. **Passed.**

6. Updates

- a. Hot Lunch
 - i. Weekly is great for ordering parents but taxing for volunteers (ideally need 6 but typically getting 4).
 1. Suggestion – Grade 7's help with delivery.
 - ii. Go back to bi-weekly and AnderSun Day.
 - iii. New vendor maybe next term. Food is getting to be the same (mostly Asian); different cuisine is often outside of Richmond.
 - iv. Some kids don't get hot lunch due to accessibility issues; school ensures kids are included (anyone who needs help should connect with the Principal). If a child needs financial help, resources are available through the office and requests are confidential.
 - v. Issues with waste (only 2 custodians); volunteers stay and help clean up when possible.
- b. Tech Drive Fundraising
 - i. Launched.
 - ii. Received an e-transfer.
 - iii. Thanks to Vikram for hard work.
 - iv. Thermometer on foyer pillar showing progress.
 - v. Suggestion – Indicate how much do we need per family; makes goal and the ask seem more attainable.
 - vi. Tax receipt only through School CashOnline.
 - vii. If PAC helps enough, does District see it as the school not needing funding from District?
 1. We have 3 carts on loan from District; they can pull it back at any time.
- c. AnderSun Day Movie Night.
 - i. \$2000 grant for community from City; applied for the grant.
 - ii. \$2607.50 all in for the movie equipment only – need to cover the rest (\$608) if we get the grant.
 - iii. Research updates:
 1. 50% deposit needed to book. When PAC is waiting for a grant, the company was willing to hold the date without a deposit and check with us first before releasing it to anyone else who requests the same date.
 2. String of things to satisfy for grant – advertisement; green; accessibility; etc.

3. If it rains on the preferred date, 72 hours needed to reschedule with company and would be the following Friday (no school the next day).
4. Clean up will be our responsibility.
- iv. Other possible requirements (event permit, insurance, clean up, bathrooms, etc.).
 1. **ACTION:** Mr. Daum to speak with Tom regarding other requirements.
- v. Might be \$1000 PAC has to cover (\$608 plus bathroom rentals if needed).
 1. Should funds be put toward tech, which is currently at the top of the school Wishlist?
 2. Preference to recoup costs via vendors, food trucks (would have to book now if so), selling pizza and snacks, etc. rather than to dip into existing funds.
- vi. Vote for \$1000 potential extra costs and move forward with planning event. CC called for voting.
 1. Selina moved to vote.
 2. 6 in favour.
 3. 1 not in favour.
 4. 2 abstain.
 5. Decision: Move forward with applying.

7. Other Business

- a. Indigo Grant
 - i. School can apply for grant where percentage of sales goes to the school.
 - ii. **ACTION:** CC will talk to Mr. Track.
- b. Pinnies
 - i. **ACTION:** Gail to send sign-up link to Shirley.

8. Adjournment

- a. Next meeting: April 8th, 2025 - 6:30pm

Balance Sheet

appendix A

Henry Anderson PAC

As of Jan 31, 2025

Report Type: Accrual (Paid & Unpaid)

ACCOUNTS	Jan 31, 2025
Assets	
Cash and Bank	
PAC VanCity Fundraising Account	\$2,541.60
PAC VanCity Gaming Account	\$7,644.46
PAC VanCity General Account	\$38,843.57
PAC VanCity Shares	\$5.93
PAC VanCity Special Projects Account	\$25,961.81
Total Cash and Bank	\$74,997.37
Other Current Assets	
Total Other Current Assets	\$0.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$74,997.37
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 Jan 31, 2025

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

ACCOUNTS	Jul 01, 2024 to Jan 31, 2025	Jul 01, 2024 to Dec 31, 2024	Change	
Income				
Direct Public Support – Corporate Contributions	\$300.00	\$300.00	\$0.00	0.00%
Fundraising Revenue	\$1,591.56	\$1,591.56	\$0.00	0.00%
Fundraising Revenue - Craft Fair	\$1,000.00	\$1,000.00	\$0.00	0.00%
Fundraising Revenue - Stationery + Logo Wear	\$5,792.45	\$5,792.45	\$0.00	0.00%
Gaming Grant Revenue	\$12,220.00	\$12,220.00	\$0.00	0.00%
Hot Lunch Sales	\$40,812.82	\$20,596.45	\$20,216.37	98.15%
Total Income	\$61,716.83	\$41,500.46	\$20,216.37	48.71%
Cost of Goods Sold				
Fundraising Expenses - Stationery + Logo Wear	\$2,396.76	\$2,396.76	\$0.00	0.00%
General - Hot Lunch Expense	\$18,170.36	\$13,902.07	\$4,268.29	30.70%
General - Hot Lunch Supplies	\$730.38	\$730.38	\$0.00	0.00%
Total Cost of Goods Sold	\$21,297.50	\$17,029.21	\$4,268.29	25.06%

Gross Profit As a percentage of Total Income	\$40,419.33 65.49%	\$24,471.25 58.97%	\$15,948.08	65.17%
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Operating Expenses				
Fundraising Expenses - Craft Fair	\$50.06	\$50.06	\$0.00	0.00%
Gaming - Arts Programming	\$2,500.00	\$2,500.00	\$0.00	0.00%
Gaming - Field Trip Expenses	\$1,222.50	\$260.00	\$962.50	370.19%
Gaming Grant Expenses	\$1,300.00	\$1,300.00	\$0.00	0.00%
General - Classroom Supplies (Divisions)	\$1,648.29	\$1,472.02	\$176.27	11.97%
General - Classroom Supplies (Resource)	\$398.04	\$398.04	\$0.00	0.00%
General - PAC expenses	\$240.99	\$180.99	\$60.00	33.15%
Total Operating Expenses	\$7,359.88	\$6,161.11	\$1,198.77	19.46%

Net Profit As a percentage of Total Income	\$33,059.45 53.57%	\$18,310.14 44.12%	\$14,749.31	80.55%
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Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Agenda
Tuesday, April 8th 2025
6:30 - 7:40 pm
Multipurpose Room

Materials: 2025/2/11 HA PAC Meeting Minutes (Draft), March Financial Statement, Budget Meeting Summary

Agenda Item	Presenter	Materials	Duration
1. Welcome / Introduction	All	N	2 min
2. Adopt of Agenda	All	N	3 mins
3. Approval of Previous Meeting's Minutes - Feb 11 th 2025 - Updates on action items	All	Y	5 mins
4. Principal's Report (School Updates)	Chris, Colin	N	15 mins
5. Updates:			
- Hot Lunch Program	Gail	N	5 mins
- Gr-7	CC	N	5 mins
- Tech Drive Fundraising Update	Vikram, Vivian	N	5 mins
- Budget Meeting Updates/ Approvals, Mar FS	Vivian	Y	25 mins
6. Other business			
- Nomination Committee for SY 2025-2026 PAC Executives	Gail, Selina	N	5 mins
- "Thank you" Cards for Tech Drive Fundraising Donors	Vikram, Selina	N	
7. Adjournment			

Next Meeting: May 13th 2025 at 6:30 pm

Henry Anderson Parent Advisory Committee (PAC) – April - Meeting Minutes
Tuesday, April 8, 2025 – 6:30pm-7:50pm



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

Documents posted on Anderson PAC website for discussions:

- 2025 4 8 HA PAC Meeting Agenda.docx
- 2025 02 11 HA PAC- Minutes (draft).docx

1. Welcome

- a. Chair (Selina) welcomed everyone to the meeting.

2. Adoption of Agenda

- a. Suellen moved to adopt the agenda.
- b. Gail seconded.
- c. Majority voted in favour – agenda passed.

3. Approval of Previous Meeting's Minutes – Feb 11th 2025

- a. Chair called for a vote to pass February's minutes.
 - i. Majority voted in favour – February minutes passed.
- b. Action Items Update:
 - ii. Section 6.c.iv.1: Mr. Daum to speak with Tom regarding Outdoor Movie Night requirements.
 1. Not required - Decided against holding Outdoor Movie Night.
 - iii. Section 7.a.ii: CC to speak with Mr. Track regarding Indigo grant.
 1. **ACTION:** Carry task forward.
 - iv. Section 7.b.i: Gail to send pinnie wash sign-up link to Shirley.
 1. Completed.

4. Principal's Report (School Updates)

- a. Reports and learning updates: April 29th
 - i. Will be uploaded to Parent portal.
 - ii. Connect with office for any login issues.
 - iii. Core competencies (students' reflection) will be online or provided separately. Teachers will specify.
- b. Grade 6/7's wrapped up all basketball tournaments with the last being at McRoberts.
 - i. Thanks to staff volunteers (Mr. Reed, Mr. Dennis, Ms. Wilson, Mr. Chan) for coaching and refereeing.
- c. Track Attack: Starting the week of April 14th for Grades 4-7.
 - i. Learn about the sport and participating.
 - ii. Team of teachers preparing already for track. More info to come in newsletters.
 - iii. Kids should wear appropriate attire for training (runners, comfortable clothing).
 - iv. Track Attack Meet Date: May 21st; 28th if it rains on 21st.
- d. April – Sikh heritage month.
 - i. Display by the staff room.
 - ii. Ms. Dhari's class doing announcements.

- e. HUB Cycling
 - i. Ongoing at the moment.
 - ii. Focus on the importance, benefits, and safety of cycling.
 - iii. Mr. Chan organizing.
- f. MacNeill Leadership Team
 - i. MacNeill and Anderson have a good relationship – e.g. MacNeill lets us use their field during breaks.
 - ii. Homework Club: MacNeill seniors help Anderson intermediate grades.
 - iii. Supporting play – MacNeill students come with jerseys and lead games.
- g. Literacy Day: March 7th
 - i. Students and staff were encouraged to dress as their favorite character from a book.
 - ii. Excite students about reading. Celebrate reading.
- h. Grade 6/7
 - i. Online safety.
 - 1. tco2 presentation on April 25th – online safety; online do and don't for preteens/teens.
 - 2. Good to follow up with kids.
 - 3. Beneficial for students before they enter high school as online access is new territory for some children.
 - i. French Immersion Allocation.
 - i. School receives funding for French program.
 - ii. Spent on first aid training in French this year; students received a completion certificate.
- j. Math contest – May 13th.
 - i. 30 kids signed up so far. Interested kids should sign up – see Mr. Chan.
- k. Grade 7 Farewell
 - i. Grade 7 farewell planning meeting held April 3rd.
 - ii. General schedule: AM – ceremony; time with family (photos); PM – event that would be meaningful for Grade 7's.
 - iii. Krispy Kreme – fundraiser on Monday, April 14th.
 - 1. Communication being sent out via email April 9th and newsletter.
 - iv. Event funding.
 - 1. Difficult to fundraise in time at this point, school admin will look into asking each grade 7 family to donate \$20-\$30 for farewell event.
 - 2. Families on affordability plan will not be asked.
 - 3. Families already contributing \$150/child for camp June 17.
 - v. Communication being sent out to survey families and Grade 7's for desired event (e.g. DJ, picnic).
- l. Ms. S Wang – on maternity leave; have French resource teacher helping.
- m. Innovations Through Time – April 3rd.
 - i. Fundraise for WestCoast Kid Cancer and Anderson tech upgrades (totals and allocations unknown at this time).
 - ii. Run by Grade 6/7 teachers with special thanks to Ms. Wilson.
- n. Planning for 2025-2026 school year.
 - i. Intent to return forms.
 - ii. Class placements.
 - 1. School Admin will be collecting feedback starting with the first newsletter in May.
 - 2. Families should share what they feel is important to share about their child regarding class placement.
 - 3. Taken seriously by staff.

- iii. Enrolment: Unknown whether it will grow; changes throughout the year.
- iv. Kindergarten orientation:
 - 1. Thursday, May 15th.
 - 2. Invitations being sent out the week of April 14th.

5. Updates

- a. Hot Lunch
 - i. Orders slower than first 2 semesters, but sales still running as expected.
 - ii. Possible new vendor; Gail looking into it.
 - 1. Giving pricing deal.
 - 2. **ACTION:** Gail to connect with Mr. Daum for an additional hot lunch day to test new vendor. Need to coordinate with school calendar and avoid conflicts such as field trips.
 - a. **POST-MEETING UPDATE:** April 30th or June 11th possible dates. Gail coordinating with vendor to aim for April 30th.
 - iii. Mary inquiring about reception of Taiwanese vendor.
 - 1. Gail: Seems families it; not too many negative feedbacks; doing as well as Japanese vendor.
 - 2. Profit margin (this term; highest to lowest) – pizza; curry/pasta; White Spot; Taiwanese, Subway.
 - 3. No vendors being dropped at this time.
- b. Gr-7
 - i. Discussed in Principal's Report above.
- c. Tech Drive Fundraising Update
 - i. CashOnline: \$3874; E-transfers/cheques: \$475
 - ii. **Total raised: \$4350**
 - iii. Vikram documented what went well and what didn't.
 - ACTION:** Will shall within PAC and admin for next tech fundraiser.
- d. Budget Meeting Updates / Approvals, Mar FS – see treasurer attachments (2 files).
 - i. PAC Funds Held: Tech drive funds held by School Board through CashOnline.
 - ii. Profit / Loss: Total income \$8k; field trip expenses coming in (will drastically go down in April).
 - iii. Budget voting.
 - 1. \$8k from fall budget; \$2300 stationery is above what we already had (above fall budget).
 - 2. Voting:
 - a. \$150 for carafe - If PAC can find the existing carafe Mary mentioned should be in the school by April 30th, then funds will go back to General Fund.
 - i. 1 abstain; rest voted in favor. Passed.
 - b. \$300 for primary instruments
 - i. On Wishlist; shared resource for primary grades.
 - ii. All voted in favor. Passed
 - c. \$500 to ADST.
 - i. All voted in favor. Passed.
 - d. \$500 to Outdoor Class.
 - i. All voted in favor. Passed.
 - e. \$500 to Band.
 - i. All voted in favor. Passed.
 - 3. Technology and Sound System
 - a. Tech:
 - i. More teachers in favor of tech upgrades over sound system upgrades per Mr. Chan.

- b. Sound system:
 - i. Used for classes related to PE (dance), school events, assemblies.
 - ii. If only 50% (\$3500) allocated, school will not be able to fund the other half, so purchase will have to wait.
 - iii. If 100% funded (\$7000 estimate), can be purchased before the end of the current school year.
 - iv. Has been on Wishlist for multiple years. \$7000 was allocated for the sound system in SY 2022-2023, but was used later for other more urgent items higher on the wish list.
- c. Additional funds:
 - i. \$4800 will be coming in ~April/May from corporate donation. Big thank you to Erin and her co-workers from Fortis BC.
 - ii. \$2000 PAC funds remaining as unallocated.
- d. Voting:
 - i. Option A: \$7000 to sound system; \$0 additional to tech; leave \$2000 unallocated funds as is. **0 votes.**
 - ii. Option B: \$3500 to sound system; \$3500 additional to tech; leave \$2000 unallocated funds as is. **1 vote.**
 - iii. Option C: \$7000 to sound system; add \$2000 unallocated funds to tech. **10 votes.**
 - iv. Option C passes.

6. Other Business

- a. Nominations Committee for SY 2025-2026 PAC Executives
 - i. Nominations open May 1st and ends May 31st.
 - ii. Committee members.
 - 1. Vet applications.
 - 2. Vikram, Gail, CC, Selina.
- b. "Thank you" cards for Tech Drive Fundraising Donors
 - i. Cards to thank to donors.
 - 1. \$100 and above – 16 donors; \$50 and above – 34 donors
 - 2. Cards to be given directly to donors.
 - 3. Newsletter to include a 'thank you' message to all donors.
 - 4. Mr. Chan/Mr. Daum to canvas Grade 7's to contribute to card artwork.
 - 5. Announcement – display card design with amount raised in foyer.
 - 6. Card sign-off from PAC and school with a consistent message within.
 - 7. **ACTION:** Selina to provide message for thank you card to Mr. Daum.
- c. Earthquake Protocol
 - i. Parent asked Gail to bring her concerns regarding earthquake protocol communication to PAC meeting and school admin. Parent felt communication was not transparent.
 - 1. Mr. Chan: Concerned parents are always welcome to come to the admin for discussion.
 - 2. School has met with District to review protocols and standard drills.
 - 3. Pick up plans were sent out.
 - 4. After the earthquake, District had requested schools submit plans for review.
 - 5. Mr. Chan has met with safety specialists.
- d. PAC meetings not posted on school calendar.

7. Adjournment

- a. Next meeting: May 13th, 2025 at 6:30pm.

Balance Sheet

Henry Anderson PAC

As of Mar 31, 2025

Report Type: Accrual (Paid & Unpaid)

ACCOUNTS	Mar 31, 2025
Assets	
Cash and Bank	
PAC VanCity Fundraising Account	\$2,556.60
PAC VanCity Gaming Account	\$6,879.68
PAC VanCity General Account	\$31,883.80
PAC VanCity Shares	\$5.93
PAC VanCity Special Projects Account	\$25,961.81
PAC VanCity TechDrive Account	\$475.53
Total Cash and Bank	\$67,763.35
Other Current Assets	
PAC Funds Held by School tech drive - school cash online	\$3,874.00
Total Other Current Assets	\$3,874.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$71,637.35
Liabilities	
Current Liabilities	
Total Current Liabilities	\$0.00
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$0.00

Profit and Loss

Henry Anderson PAC

Date Range 1: Jul 01, 2024 to Mar 31, 2025

Date Range 2: Jul 01, 2024 to Feb 28, 2025

ACCOUNTS	Jul 01, 2024 to Mar 31, 2025	Jul 01, 2024 to Feb 28, 2025	Change	
Income				
Direct Public Support – Corporate Contributions	\$300.00	\$300.00	\$0.00	0.00%
Fundraising Revenue	\$1,591.56	\$1,591.56	\$0.00	0.00%
Fundraising Revenue - Craft Fair	\$1,000.00	\$1,000.00	\$0.00	0.00%
Fundraising Revenue - Stationery + Logo Wear	\$5,807.45	\$5,807.45	\$0.00	0.00%
Fundraising Revenue - Tech Drive (+ interest)	\$4,349.53	\$2,035.11	\$2,314.42	113.72%
Gaming Grant Revenue	\$12,220.00	\$12,220.00	\$0.00	0.00%
Hot Lunch Sales	\$48,133.51	\$42,426.31	\$5,707.20	13.45%
Total Income	\$73,402.05	\$65,380.43	\$8,021.62	12.27%
Cost of Goods Sold				
Fundraising Expenses - Stationery + Logo Wear	\$2,396.76	\$2,396.76	\$0.00	0.00%
General - Hot Lunch Expense	\$30,456.01	\$27,159.51	\$3,296.50	12.14%
General - Hot Lunch Supplies	\$730.38	\$730.38	\$0.00	0.00%
Total Cost of Goods Sold	\$33,583.15	\$30,286.65	\$3,296.50	10.88%

Gross Profit	\$39,818.90	\$35,093.78	\$4,725.12	13.46%
As a percentage of Total Income	54.25%	53.68%		

Operating Expenses				
Fundraising Expenses - Craft Fair	\$50.06	\$50.06	\$0.00	0.00%
Gaming - Arts Programming	\$2,500.00	\$2,500.00	\$0.00	0.00%
Gaming - Field Trip Expenses	\$1,987.28	\$1,707.28	\$280.00	16.40%
Gaming Grant Expenses	\$1,300.00	\$1,300.00	\$0.00	0.00%
General - Classroom Supplies (Divisions)	\$2,959.19	\$2,182.02	\$777.17	35.62%
General - Classroom Supplies (Resource)	\$581.95	\$398.04	\$183.91	46.20%
General - PAC expenses	\$240.99	\$240.99	\$0.00	0.00%
General Fund Expenses scholarships	\$500.00	\$0.00	\$500.00	0.00%
Total Operating Expenses	\$10,119.47	\$8,378.39	\$1,741.08	20.78%

Net Profit	\$29,699.43	\$26,715.39	\$2,984.04	11.17%
As a percentage of Total Income	40.46%	40.86%		

HENRY ANDERSON ELEMENTARY PAC

2024-2025 SCHOOL YEAR

SPRING BUDGET VOTE

FUNDS AVAILABLE	Unallocated Funds from Fall Budget	\$8,000
	Projected extra hot lunch profits	\$650
	Profits from stationery / craft fair	\$2,300
		\$10,950

VOTE FOR APPROVAL

BUDGET ALLOCATED	Carafe for events	\$150
	Primary music instruments	\$300
	ADST	\$500
	Outdoor education	\$500
	Band	\$500

	<u>OPTION A</u> no extra PAC funds to tech, 100% to sound system	<u>OPTION B</u> \$3,500 PAC funds to tech, 1/2 sound system
Wireless sound system	\$7,000	\$3,500
Technonolgy (\$4,350 from drive)	\$0	\$3,500
TOTAL ALLOCATION	\$8,950	\$8,950

TOTAL TO TECH	\$4,350	\$7,850
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Extra funds to vote	\$2,000
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Tech upgrades - Immediate needs, end of lease - imac x 2, ipads x 25, macbooks x 8 (\$6,700)



Henry Anderson Elementary
Parent Advisory Committee (PAC) Meeting Agenda
Tuesday, May 13th 2025
6:30 - 7:30 pm
Multipurpose Room

Materials: 2025/4/8 HA PAC Meeting Minutes (Draft), April Financial Statement, Budget Meeting Summary

Agenda Item	Presenter	Materials	Duration
1. Welcome / Introduction	All	N	2 min
2. Adopt of Agenda	All	N	3 mins
3. Approval of Previous Meeting's Minutes - April 8 th 2025 - Updates on action items	All	Y	5 mins
4. Principal's Report (School Updates)	Chris, Colin	N	15 mins
5. Treasurer's Report	CC	Y	10 mins
6. Updates:			
- Hot Lunch Program	Gail	N	5 mins
- Library funds \$100 for Chess Tourney Prizes	CC	N	5 mins
- PAC Exec. Nomination and AGM Details	All	N	5 mins
7. Other business			
- Teachers' Appreciation and Parents' Appreciation	All	N	5 mins
- Allocation of the fund \$4800 from Fortis Donation	All	N	5 mins
8. Adjournment			

Next Meeting (**AGM**): June 10th 2025

Henry Anderson Parent Advisory Committee (PAC) – May - Meeting Minutes
Tuesday, May 13, 2025 – 6:30pm-8:04pm



Attendees: Chris D. (Principal), Colin C. (Vice Principal), CC L. (Chair), Selina C. (Vice-Chair), Suellen Z. (Secretary), Erin S. (Co-Secretary), Gail L. (Hot Lunch Lead), Vikram (Fruits & Veggies Lead), Theola L., Iris, Shirley S., Travis H.

Documents posted on Anderson PAC website for discussions:

- 2025 5 13 HA PAC Meeting Agenda (draft).pdf
- 2025 April Henry Anderson PAC – financials for meeting.pdf
- 2025 4 8 HA PAC- Minutes (draft).pdf

1. Welcome

- a. Chair welcomed everyone to the meeting.

2. Adoption of Agenda

- a. Request to add the following to Other Business:
 - i. Budget item for voting – VP farewell gift
 - ii. RDPA discussion and representatives
 - iii. Breakfast Club
 - iv. Craft Fair
- b. Selina moved to adopt the agenda with the inclusion of the above items in Section 2.a.
- c. Suellen seconded.
- d. Majority voted in favour – agenda passed.

3. Approval of Previous Meeting's Minutes – April 8th 2025

- a. Chair called for a vote to pass April's minutes.
 - i. Majority voted in favour – April's minutes passed.
- b. Action Items Update:
 - i. Section 3.b.iii: CC to speak with Mr. Track regarding Indigo grant.
 1. Update: Grant expired. Not pursuing.
 - ii. Section 5.a.ii.2: Gail to coordinate additional hot lunch date to test out a new vendor.
 2. Completed. Hot lunch served April 30th.
 - iii. Section 5.ciii: Vikram to share documentation on Tech Drive successes and learnings.
 1. Update: In progress.
 - iv. Section 6.b.ii.8: Selina to provide message for Tech Drive *Thank You* card to Mr. Daum.
 1. Update: Cards completed and provided to Selina.
 2. **ACTION:** Selina to connect with Colin for distribution to donors.

4. Principal's Report (School Updates)

- a. Staffing
 - i. Vice-Principal, Mr. Colin Chan, will be leaving Anderson for a Vice-Principal role at Spul'u'kwuks starting July 1st.
 - ii. New Vice-Principal, Ms. Soledad Stevenson, will be joining Anderson from Diefenbaker.
 - iii. Education Assistant, Ms. Robyn Hanson, retiring.
- b. Planning for 2025-2026 School Year
 - i. Class placement

1. Family input is welcome; please closely follow the criteria sent out in the WAAG (best learning environment; learning requirements; positive/challenging relationships) and submit to Mr. Daum by May 23rd.
 2. Input from classroom teachers, admin, resource teachers, previous teachers, and family. Lots of eyes on the students around the school to place each child in the best environment as possible.
 3. Complex process that teachers put a lot of thought into. Started last month and will go into the second week of September.
- c. Non-Instructional Day – Friday, May 16th
 - i. Focus on Indigenous learning for the day as determined by the Richmond School Board.
 - ii. Will hear from keynote speaker from Katzie First Nation.
 - iii. Topics of Indigenous world view and western world views to be incorporated into teaching.
 - d. Math Contest
 - i. Held May 13th with results soon.
 - e. Grade 7 Farewell
 - i. Fundraisers (flowers, Krispy Kreme) went well; will meet the financial needs for the day.
 - ii. DJ hired; more event details coming.
 - f. Classroom Enhancement Fund (CEF)
 - i. Support from District for literacy.
 - ii. Teachers meeting for further enhancements/what's working well.
 - iii. One more session – will be shared on website and school story.
 - g. Track Attack Meet - May 21st
 - i. Grades 4-7 invited.
 - ii. Reminder for parents: Return signed permission forms; pick child up 2:30pm or earlier; sign out child at sign-out table before leaving.
 - iii. Thanks to staff for all their efforts as this is a huge undertaking.
 - h. Welcome to K Day – Thursday, May 16th
 - i. PAC presence invited before 9am to meet new parents and submit a slide to be included in school presentation.
 - ii. CC will file PAC info sheet into Kindergarten welcome bags.
 - iii. Kids should be brought to gym doors for drop-off; learning outside.
 - i. Grade 7 Days
 - i. Assist in successful transition to high school.
 - ii. MacNeill visit - May 15th
 - iii. McRoberts visit May 20th – travel by bus; team building activities.
 - j. MacNeill Connections
 - i. Homework Club: MacNeill seniors come to Anderson to help with homework; over at the end of May.
 - ii. Leadership Team: MacNeill students comes weekly in jerseys to play games with younger kids; builds community.
 - iii. MacNeill has been allowing Anderson students use their field at breaks, but kids have been leaving garbage wrappers on field, which could lead to termination of agreement.
 - k. Parent Appreciation Tea
 - i. Admin meeting with the committee May 14th and will share details after the meeting.
 - l. Tech Drive
 - i. Thanks to PAC contributions. Tech replacements will arrive November.
 - ii. District has also lent Anderson half a laptop cart based on large school enrolment.

5. Treasurer's Report (refer to Treasurer's Report)

- a. Reimbursements - reminder
 - i. Principal to remind teachers to submit invoices and requisitions or they will not be reimbursed before the end of the school year.
 - ii. **ACTION:** CC/Selina to provide a deadline for Mr. Daum to communicate to teachers.
- b. Gaming Grant Application
 - i. BCeID needed this year for application; BCeID registration request submitted – awaiting approval.
 - ii. **ACTION:** Vivian to submit application when BCeID received.
- c. Expense submissions for PAC-approved items - reminder
 - i. Sand play area: \$4000; Gaga ball court \$4300; outdoor equipment \$1500; wireless sound system \$7000; tech \$6350; carafe \$150; staff appreciation \$500; admin appreciation \$150; Grade 7 luncheon \$1290; primary music instruments \$300.
 - ii. **ACTION:** Carafe needs to be purchased as original one not found in school by April 30th per April's minutes (Section 5.d.iii.2.a).
- d. Budget Voting:
 - i. Transfer \$2556.60 from Fundraising Account (craft fair, stationery) to General Account.
 - 1. Gail motioned.
 - 2. Erin seconded.
 - 3. Unanimous voted in favour – motion passed.

6. Updates

- a. Hot Lunch
 - i. 4 lunches left.
 - ii. Extra hot lunch day April 30th with new vendor that offered food items different from existing vendors.
 - 1. Sales were OK in short period of time.
 - 2. Feedback was mixed.
 - 3. Considering cost and feedback – decided against continuation.
 - iii. New Hot Lunch Lead needed for next year.
 - 1. Role entails back-end coordination, expense submissions, organization of snacks and labels, finding vendors.
- b. Library funds \$100 for Chess Tourney Prizes
 - i. Mr. Track aiming for 12 prizes for tournament at the end of May. 26 students signed up.
 - ii. Vote for PAC to provide Mr. Track with \$100 for the chess tournament prizes.
 - 1. Selina motioned.
 - 2. Gail seconded.
 - 3. Majority voted in favour – motion passed.
- c. PAC Exec. Nomination and AGM details.
 - i. Reminder to submit nomination forms by email before May 31st 12:00:00pm.
 - ii. June 6 WAAG will direct families to PAC website which will list the nominees and remind them to come vote at the AGM.

7. Other Business

- a. Teachers' Appreciation and Volunteer Appreciation
 - i. Admin appreciation – PAC will pay for lunch.
 - ii. Volunteer appreciation
 - 1. No funds allocated for this at this time.
 - 2. Suggestion to celebrate with a potluck and use of McDonald's credit for coffee.
 - 3. Recommendation to change to change event name to Volunteer Celebration.

4. Date – to be confirmed.
 - a. After a hot lunch date.
 - b. After breakfast club – multipurpose room available.
- b. Allocation of the \$4800 donation from FortisBC. Funds currently in school's account.
 - i. Discussion on whether to allocate the funds to tech or decide in a future meeting.
 1. Tech is 3-year leases at \$8000 a year. School receives funding per student and some of it goes to tech renewals.
 2. Mr. Chan negotiated costs for immediate tech renewal needs and Anderson is covered for the coming year with PAC contributions of \$6k.
 3. If the \$4800 donation is allocated for tech upgrades, it would likely go to 2026-2027's tech needs per Mr. Daum.
 4. Other uses for the donation include: outdoor equipment, playground fund, need to check with teachers.
 - a. Outdoor equipment disappears or is damaged often. Equipment encourages cooperative games.
 - b. Land to the west of the school beyond the fence will be given back to the school, increasing play area.
 - c. Playground fund – upwards of \$100k for a new playground seem daunting but may be worth revisiting and researching how other schools have achieved it (e.g. Grauer).
 - ii. Defer vote for donation allocation to next school year.
 1. Erin motioned.
 2. Vikram seconded.
 3. Majority voted in favour – motion passed.
- c. Budget item for voting – VP farewell gift
 - i. Vote for \$100 mall gift card for Mr. Chan's farewell gift.
 1. Suellen motioned.
 2. Gail seconded.
 3. Majority voted in favour – motion passed.
 - ii. **ACTION:** Erin to purchase gift card.
- d. Richmond District Parent Association (RDPA) Discussion and Representatives.
 - i. Discussion
 1. Recent RDPA Election for 2025-2026.
 - a. Call for nominations emailed out only to those registered from Fall 2024. No public call-out to membership.
 - b. Nomination period was only 10 days. Email calling for nominations received April 18th with a deadline of April 28th. No reminder emails sent.
 - c. There was a single nominee for president with the appearance that most, if not all, elected individuals were pre-determined.
 - d. No public invite to AGM.
 2. Censorship
 - a. RDPA President is refusing to share information pertaining to SOGI, Pride, LGBTQIA2S, which is in direct violation of Section 4 of their Constitution.
 - b. [Richmond News article](#) addressing RDPA censorship published.
 - c. Information should be disseminated regardless of executives' personal views.
 3. Transparency
 - a. RDPA is only a Facebook group. No public facing website.

- b. Emails are vague and lack context on important issues such as contributing factors to decisions for budget cuts.
 - c. Improved accessibility to RDPA Constitution needed for executive accountability by membership.
- ii. Representation
 - 1. Representation of each school is limited to one member, regardless of school enrolment.
 - 2. Anderson parent attended election meeting, but was denied a vote as they were not registered as an RDPA representative.
 - 3. With +650 students enrolled, Anderson should consider assembling a committee for RDPA representation.
 - 4. 2025-2026 RDPA representative to be added to Anderson PAC election in June's AGM.
 - a. Anderson should have 1-2 members officially representing the school at RDPA.
 - b. Vikram volunteered to finish the 2024-2025 school year as RDPA rep for Anderson.
 - 5. RDPA appreciation dinner June 3rd at McNair 5:30pm.
 - a. Vikram will attend. No other PAC members at meeting can attend.
 - b. **ACTION:** Suellen to RSVP from PAC email confirming attendance of 2 Anderson parents.
- iii. **ACTION:** Anderson PAC to email RDPA requesting that they address alleged issues of transparency, censorship, public access to the constitution, association adherence to the constitution, purposeful limitation of public accessibility, and restricting meaningful participation and representation of schools. Consider cc'ing other school PAC's.
- e. Breakfast Club
 - i. May 30 or June 6, depending on table confirmations
 - ii. **ACTION:** CC to send call-out for volunteers upon confirmation of date.
 - 1. **POST-MEETING UPDATE:** CC confirmed May 30th.
- f. Craft Fair
 - i. Confirmed PAC/school are onboard for a craft fair around the end of November.
 - ii. Check with District and other schools for any conflicting fairs/events.
 - iii. Consider inclusion of school band performance.
 - iv. **ACTION:** When date confirmed, Iris will begin advertising and reaching out for vendor participation.
- g. Communication
 - i. Vikram suggested PAC-specific emails be sent out to increase PAC participation.
 - ii. PAC doesn't have access or permission to contact all families.
 - iii. 2025-2026 Communications Lead to follow up on this in the new school year.

8. Adjournment

- a. Next meeting: AGM – June 10th, 2025 – 6:30pm

Balance Sheet

Henry Anderson PAC

As of Apr 30, 2025
Report Type: Accrual (Paid & Unpaid)

ACCOUNTS	Apr 30, 2025
Assets	
Cash and Bank	
PAC VanCity Fundraising Account vote to transfer to General Account	\$2,556.60
PAC VanCity Gaming Account more fieldtrips coming down the pipe - expect all funds spent	\$5,861.13
PAC VanCity General Account	\$41,116.13
PAC VanCity Shares	\$5.93
PAC VanCity Special Projects Account	\$25,961.81
PAC VanCity TechDrive Account tech drive etransfers + cheques	\$476.04
Total Cash and Bank	\$75,977.64
Other Current Assets	
PAC Funds Held by School tech drive donations in school cash online	\$3,874.00
Total Other Current Assets	\$3,874.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$79,851.64
Liabilities	
Current Liabilities	
Total Current Liabilities	\$0.00
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$0.00

Profit and Loss

Henry Anderson PAC

Date Range 1: Jul 01, 2024 to Mar 31, 2025

Date Range 2: Jul 01, 2024 to Apr 30, 2025

ACCOUNTS	Jul 01, 2024 to Mar 31, 2025	Jul 01, 2024 to Apr 30, 2025	Change	
Income				
Direct Public Support – Corporate Contributions	\$300.00	\$300.00	\$0.00	0.00%
Fundraising Revenue	\$1,591.56	\$1,591.56	\$0.00	0.00%
Fundraising Revenue - Craft Fair	\$1,000.00	\$1,000.00	\$0.00	0.00%
Fundraising Revenue - Stationery + Logo Wear	\$5,807.45	\$5,807.45	\$0.00	0.00%
Fundraising Revenue - Tech Drive (+ interest)	\$4,349.53	\$4,350.04	\$0.51	-0.01%
Gaming Grant Revenue	\$12,220.00	\$12,220.00	\$0.00	0.00%
Hot Lunch Sales	\$48,133.51	\$64,465.43	\$16,331.92	-25.33%
Total Income	\$73,402.05	\$89,734.48	-\$16,332.43	-18.20%
Cost of Goods Sold				
Fundraising Expenses - Stationery + Logo Wear	\$2,396.76	\$2,396.76	\$0.00	0.00%
General - Hot Lunch Expense	\$30,456.01	\$37,327.29	\$6,871.28	-18.41%
General - Hot Lunch Supplies	\$730.38	\$730.38	\$0.00	0.00%
Total Cost of Goods Sold	\$33,583.15	\$40,454.43	-\$6,871.28	-16.99%

Gross Profit As a percentage of Total Income	\$39,818.90 54.25%	\$49,280.05 54.92%	-\$9,461.15	-19.20%
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Operating Expenses				
Fundraising Expenses - Craft Fair	\$50.06	\$50.06	\$0.00	0.00%
Gaming - Arts Programming	\$2,500.00	\$2,500.00	\$0.00	0.00%
Gaming - Field Trip Expenses	\$1,987.28	\$3,005.83	\$1,018.55	-33.89%
Gaming Grant Expenses	\$1,300.00	\$1,300.00	\$0.00	0.00%
General - Classroom Supplies (Divisions)	\$2,959.19	\$3,187.50	\$228.31	-7.16%
General - Classroom Supplies (Resource)	\$581.95	\$581.95	\$0.00	0.00%
General - PAC expenses	\$240.99	\$240.99	\$0.00	0.00%
General Fund Expenses	\$500.00	\$500.00	\$0.00	0.00%
Total Operating Expenses	\$10,119.47	\$11,366.33	-\$1,246.86	-10.97%

Net Profit As a percentage of Total Income	\$29,699.43 40.46%	\$37,913.72 42.25%	-\$8,214.29	-21.67%
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Henry Anderson Elementary
Parent Advisory Committee (PAC) AGM Agenda
Tuesday, June 10th 2025
6:30 - 8:30 pm
Multipurpose Room

Materials:

Agenda Item	Presenter	Materials	Duration
1. Welcome / Introduction New VP for SY 2025-2026 PAC Exec. Member and Team Leader for SY 2025-2026	All	N	10 mins
2. Adopt of Agenda	All	Y	2 mins
3. Approval of Previous Meeting's Minutes - May 13 th 2025 - Updates on action items	All	Y	3 mins
4. Principal's Report (School Updates)	Chris, Colin	N	15 mins
5. Treasurer's Report	Vivian	Y	5 mins
6. Updates: <ul style="list-style-type: none">- Pumpkin patch budget (approval)- Fundraising Plan 2025-2026- Hot Lunch Plan and First Date- PAC Welcome Table on 1st day of school (budget, if)- First PAC Meeting in Sep.	CC Iris Gail Selina All	N Y N N N	30 mins
7. Other business	All	N	5 mins
8. Adjournment and Party		N	

Next Meeting: TBD

Henry Anderson Parent Advisory Committee (PAC) – June - Meeting Minutes
Tuesday, June 10, 2025 – 6:30pm-7:34pm



Attendees: Chris D. (Principal), Colin C. (Vice Principal), Soledad S., CC L. (Chair), Selina C. (Vice-Chair), Suellen Z. (Secretary), Erin S. (Co-Secretary), Gail L. (Hot Lunch Lead), Iris, Shirley S., Travis H., Baren T., Johanna S., Vikram S.

Documents posted on Anderson PAC website for discussions:

- 2025 6 10 HA PAC Meeting Agenda
- 2025 5 13 HA PAC- Minutes (Draft)
- 25 May HAES PAC FS for June meeting
- SY 2025-2026 Fundraising Plan

1. Welcome / Introduction

- a. Chair welcomed everyone to the meeting.
- b. New VP for SY 2025-2026: Ms. Soledad Stevenson
- c. PAC Exec. Member and Team Leader for SY 2025-2026
 - i. Nominee Committee met June 3rd to vet nominations; one nominee per position - no voting required.
 - ii. 2025-2026 SY PAC Executives:
 1. Chair: Selina C.
 2. Vice Chair: Gail L.
 3. Treasurer: Vivian K.
 4. Secretary: Erin S.
 5. Hot Lunch Lead: Suellen Z.
 6. Fundraising: Iris W.
 7. Fundraising (Playground): Shirley S.
 8. Communications: Theola L.
 9. Fruits & Veggies: Vivian A.
 10. RDPA: Vikram S.

2. Adoption of Agenda

- a. Selina moved to adopt the agenda.
- b. Shirley seconded.
- c. Majority voted in favour – agenda passed.

3. Approval of Previous Meeting's Minutes – May 13th 2025

- a. Chair called for a vote to pass May's minutes.
 - a. Suellen motioned.
 - b. Gail seconded.
 - c. Majority voted in favour – May's minutes passed.
- b. Action Items Update:
 - i. Section 3.b.iv: Selina to connect with Colin for distribution of Tech Drive thank-you cards to donors.
 1. Update: Completed.
 - ii. Section 5.a.ii. CC/Selina to provide a reimbursement deadline for Mr. Daum to communicate to teachers.
 1. Update: Completed.

- iii. Section 5.b.ii: Vivian to submit Gaming Grant application when BCeID received.
 - 1. Update: BCeID received; grant submitted.
- ii. Section 5.c.ii: Carafe needs to be purchased as original one not found in school by April 30th per April's minutes (Section 5.d.iii.2.a).
 - 1. Update: Completed. Purchased by Selina C. and stored at school.
- iv. Section 7.c.ii: Erin to purchase gift card for Mr. Chan's farewell.
 - 1. Update: Completed and presented June 10th.
- iii. Section 7.d.ii.5.b: Suellen to RSVP from PAC email confirming attendance of 2 Anderson parents.
 - 1. Update: Completed.
- iv. Section 7.d.iii: Anderson PAC to email RDPA regarding transparency and censorship.
 - 1. Update: Completed.
- v. Section 7.e.ii: CC to send call-out for volunteers for May 30th breakfast club.
 - 1. Update: Completed.
- vi. Section 7.f.iv: When Craft Fair date confirmed, Iris to begin reaching out for vendor participation.
 - 1. Update: Refer to Section 6 Updates below.

4. Principal's Report (School Updates)

- a. Staffing
 - i. Changes will be announced mid-June through school newsletter in a timely manner.
- b. May 21st - Track and Field
 - i. Thanks to track leadership staff: Ms. Grewal, Ms. Szeto, Ms. Miller.
 - ii. Students represented Anderson well - cheering, clean up, participating, being safe.
- c. June 24th - 6pm: Grade 7 Leadership Night
 - i. Everyone's invited; speeches/lift leaders as they move onto grade 8.
- d. June 26th: Grade 7 Farewell
 - i. Spend final day together to celebrate their accomplishments in a meaningful way.
 - ii. Many thanks to PAC parent, Johanna S., for organizing and fundraising for the event.
 - iii. Looking for support from grade 6 parents to help with lunch delivery.
 - iv. Worth mentoring grade 6 parents for next year's graduation.
- e. AnderSun Day - June 13th - 8:45am-2pm; tropical theme.
 - i. Refer to WAAG for schedule and field locations; early dismissal 2pm.
 - ii. Grade 7 leading activities with sponsor teachers; cooperative way to get involved.
 - iii. More about participation and less about winning.
 - iv. Parent Appreciation Tea: 9am-10am in the library - snacks; artwork; movie.
 - v. 11:45 lunch - Gail will have vendor drop off food at 11: 30am.
 - vi. Yearbooks will be distributed at another time, not AnderSun Day.
- f. Learning updates - June 25th
 - i. Ensure you can login.
 - ii. One month to download; if you miss deadline, visit office in September for a copy.
 - iii. Submitted piece of where your child has landed; read though and celebrate child's accomplishments.
- g. Band concert: June 11th - 5pm
 - i. New drum set received.
 - ii. Mr. Chan obtained a quote to soundproof multi-purpose room (\$5000); may be a consideration for PAC funding next school year.
- h. Admin thanks to PAC over the year for supporting teachers and school.

5. Treasurer's Report (refer to Treasurer's Report)

- a. Treasurer's Report only up until May for financial statements; influx of field trip and expense reimbursements that are still being processed.
- b. Fundraising funds still to be transferred to General Funds.
- c. Gaming Grant application has been submitted.
 - i. Grant is normally ~\$20/student but approval and amount to be confirmed in September.
- d. Gaga Ball:
 - i. Colin has followed up several times with School Board inquiring about any outstanding labour costs associated with gaga ball construction; no response yet.
 - ii. PAC may need to prepare for a \$1500 invoice.

6. Updates

- a. Pumpkin patch budget (approval)
 - i. Johnny's Towing will provide delivery and help source pumpkins.
 1. \$2/pumpkin plus delivery - \$1800 but doesn't include possible inflation.
 2. Offers add-on decoration packages for a few hundred more (~\$400), though no firm quotes yet; haunted mansion or pirate themes.
 - ii. 2024: CC had to run out for additional pumpkins; negotiated for smaller ones so spent less.
 - iii. Traditionally \$2/pumpkin but budget for \$3/pumpkin and aim for 700 pumpkins to account for spoilage.
 - iv. Selina called for a vote for pumpkin budget of \$2500 or \$3000.
 1. \$2500: 6 voted in favour - passed
 2. \$3000: 4 voted in favour
 - v. Johnny locked Anderson in for the week of Halloween; Anderson has priority for first contact.
 - vi. **Action:** CC and Mr. Daum to confirm best date for pumpkins with consideration of Johnny's ultimate availability; teachers possibly wanting them early for art projects; pumpkins as part of backdrop for costume parade; those who do not celebrate Halloween.
 - vii. Halloween costume drive: **ACTION** - decide on lead in September; costumes in school closet.
- b. Fundraising Plan 2025-2026 - Refer to SY 2025-2026 *Fundraising Plan* document
 - i. Purdy's chocolate - Vikram suggested to consider other vendors.
 - ii. Winter Fair - Iris confirmed with Mr. Burrows that band will perform at Winter Fair.
 - iii. Raffle proposed, but a gaming license would be required.
 - iv. Playground - Shirley S.
 1. CC suggested a full year of fundraising dedicated to playground fund.
 2. Shirley looked into the Provincial Grant of \$200k:
 - a. School Boards nominate up to 3 schools with one per district winning, so Anderson would need to pitch our need to the School Board.
 - b. Nominations due June. We missed June 2025 deadline, but this allows us the year to engage with teachers/students and develop a rationale to present to School Board.
 - c. Grant considerations: Addition of 2 portables lessened available play space; insufficient playground equipment clearly evident during recess/lunch when entire enrolment outside; continued use of MacNeill field is not guaranteed; woodchips inhibit wheelchair accessibility; nearby public park made unavailable to Anderson for months due to two large off-leash dogs roaming the park; research how other schools won their grant; research what equipment other large schools (Cook, Bridge) have.
 3. CC learned other schools have received donations from businesses; something Anderson can look into.

4. Silent Auction suggestion: Aspire is running a silent auction through a website; something Anderson can look into.
- c. Hot Lunch Plan and First Date
 - i. Raised \$20k as of the week of June 2nd; \$17k after deducting credit card fees; still have 2 more lunches to go.
 - ii. Total of 23 lunches this year - Thanks to Mr. Daum and Gail L.
 - iii. MunchaLunch platform usage cost for 2025-2026 SY is \$369.60.
 1. Selina moved to approve \$369.60 for 2025-2026 SY MunchaLunch.
 2. Iris seconded.
 3. Unanimous vote in favour - passed.
 - iv. First Date
 1. Need to secure vendors in August for first term.
 2. 2024: Challenging for Kindergarten orders as class lists were not compiled/supplied until late September.
 3. If Oct 1st start and assuming bi-weekly lunches, 16 lunches total to June.
 4. Mr. Daum open to additional hot lunches dates as the year progresses.
 5. Families miss ordering when too close to vacations.
 6. Final decision: Start Oct 1st to allow time for Kindergarten list/orders.
- d. PAC Welcome Table on 1st day of school (budget, if)
 - i. PAC will need help the first week of school - Tuesday, Sept 2
 1. Need to decorate and set PAC board up possibly before the end the school year, ready for September.
 2. **ACTION:** Selina to gather volunteers and coordinate decorations.
 - ii. Budget
 1. Vote called for \$200 budget for PAC Welcome Table for cookies and coffee.
 - a. 9 voted in favour (majority) - passed.
 2. Kids who want a cookie should bring their parent with them to the table.
- e. First PAC Meeting in Sept.
 - i. Thurs, September 18th - 6:30pm
 - ii. Subsequent dates for the rest of the SY can be decided on Sept. 18th.

7. Other Business

- a. No childminders for June meeting; pass two \$10 Indigo GC's to next SY for use. In Erin S.'s possession.

8. Adjournment

- a. Next meeting: Thursday, September 17, 2025 – 6:30pm

Balance Sheet

Henry Anderson PAC

As of May 31, 2025

Report Type: Accrual (Paid & Unpaid)

ACCOUNTS		May 31, 2025
Assets		
Cash and Bank		
PAC VanCity Fundraising Account	to be transferred to general account	\$2,556.60
PAC VanCity Gaming Account		\$4,601.13
PAC VanCity General Account		\$37,251.62
PAC VanCity Shares		\$5.93
PAC VanCity Special Projects Account		\$25,961.81
PAC VanCity TechDrive Account		\$476.57
Total Cash and Bank		\$70,853.66
Other Current Assets		
PAC Funds Held by School	tech drive - in school cash online	\$3,874.00
Total Other Current Assets		\$3,874.00
Long-term Assets		
Total Long-term Assets		\$0.00
Total Assets		\$74,727.66
Liabilities		
Current Liabilities		
Total Current Liabilities		\$0.00
Long-term Liabilities		
Total Long-term Liabilities		\$0.00
Total Liabilities		\$0.00

Profit and Loss

Henry Anderson PAC

Date Range 1: Jul 01, 2024 to May 31, 2025

Date Range 2: Jul 01, 2024 to Apr 30, 2025

ACCOUNTS	Jul 01, 2024 to May 31, 2025	Jul 01, 2024 to Apr 30, 2025	Change	
Income				
Direct Public Support – Corporate Contributions	\$300.00	\$300.00	\$0.00	0.00%
Fundraising Revenue	\$1,591.56	\$1,591.56	\$0.00	0.00%
Fundraising Revenue - Craft Fair	\$1,000.00	\$1,000.00	\$0.00	0.00%
Fundraising Revenue - Stationery + Logo Wear	\$5,807.45	\$5,807.45	\$0.00	0.00%
Fundraising Revenue - Tech Drive (+ interest)	\$4,350.57	\$4,350.04	\$0.53	0.01%
Gaming Grant Revenue	\$12,220.00	\$12,220.00	\$0.00	0.00%
Hot Lunch Sales	\$65,148.15	\$64,465.43	\$682.72	1.06%
Total Income	\$90,417.73	\$89,734.48	\$683.25	0.76%
Cost of Goods Sold				
Fundraising Expenses - Stationery + Logo Wear	\$2,396.76	\$2,396.76	\$0.00	0.00%
General - Hot Lunch Expense	\$41,209.30	\$37,327.29	\$3,882.01	10.40%
General - Hot Lunch Supplies	\$730.38	\$730.38	\$0.00	0.00%
Total Cost of Goods Sold	\$44,336.44	\$40,454.43	\$3,882.01	9.60%

Gross Profit	\$46,081.29	\$49,280.05	-\$3,198.76	-6.49%
As a percentage of Total Income	50.96%	54.92%		

Operating Expenses				
Fundraising Expenses - Craft Fair	\$50.06	\$50.06	\$0.00	0.00%
Gaming - Arts Programming	\$2,500.00	\$2,500.00	\$0.00	0.00%
Gaming - Field Trip Expenses <small>lots coming in June</small>	\$4,265.83	\$3,005.83	\$1,260.00	41.92%
Gaming Grant Expenses	\$1,300.00	\$1,300.00	\$0.00	0.00%
General - Classroom Supplies (Divisions) <small>lots coming in June</small>	\$3,284.73	\$3,187.50	\$97.23	3.05%
General - Classroom Supplies (Resource)	\$839.13	\$581.95	\$257.18	44.19%
General - PAC expenses	\$331.80	\$240.99	\$90.81	37.68%
General Fund Expenses <small>GC'S - chess tourney, childminding x 2, Colin farewell</small>	\$720.00	\$500.00	\$220.00	44.00%
Total Operating Expenses	\$13,291.55	\$11,366.33	\$1,925.22	16.94%

Net Profit	\$32,789.74	\$37,913.72	-\$5,123.98	-13.51%
As a percentage of Total Income	36.26%	42.25%		

SY 2025-2026 Fundraising Plan

Event	Time	Location	Preparation	Volunteers
Book Fair (For school library)	Nov 3 rd to 7 th	School Library	Set up on Friday Oct 31 st afternoon Clean up on Friday Nov 7 th afternoon	Min: 4 adults volunteers during the day Rush hour (8:15-8:45 am and 2:45-3:15 pm): more volunteers needed and Gr-7 students volunteers are welcome
Winter Craft Fair	Fri Nov 28 th	School Gym	Send out invitation to venders as early as Oct; Take vender deposit and finalized floor plan before the fair; Table set up and take down on the day	Check-in and raffle ticket table 2 volunteers; PAC Table (if approved): 2 volunteers/ table; Set up and take down: 6 volunteers (the more, the better)
Purdy's Chocolate	TBD	Online Purchase		
Spring Fair	Fri May 1 st	School Gym	Send out invitation to venders as early as March; Take vender deposit and finalized floor plan before the fair; Table set up and take down on the day	Check-in and raffle ticket table 2 volunteers; PAC Table (if approved): 2 volunteers/ table; Set up and take down: 6 volunteers (the more, the better)
Year Book (Mainly for Gr-7)	May	Online Purchase		

Other events under planning:

Crispy Cream Donuts Sell (for Gr-7)

Art Created for Kids (collaboration with school teachers)

etc. 😊