

Henry Anderson Parent Advisory Committee (PAC) – September - Meeting Minutes
Thursday, September 25th, 2025 – 6:30pm-8:00pm



Attendees: Chris D. (Principal), Soledad S. (Vice Principal), Selina C. (Chair), Gail L. (Vice-Chair), Vivian K. (Treasurer), Erin S. (Secretary), Suellen Z. (Hot Lunch Lead), Iris (Fundraising), Shirley S. (Playground), Theola L. (Communications), Vikram S. (RDPA), & 20 PAC parents.

Documents posted on Anderson PAC website for discussions:

- 2025 9 25 HA PAC Meeting Agenda
- 2025 6 10 HA PAC- Minutes (Draft)
- 2025 8 18 HA PAC (unofficial meeting) – Minutes (draft).pdf
- 2024-2025 PAC Budget vs Actual Funds Summary.pdf

1. Welcome / Introduction

- a. Introductions: All.
- b. Land Acknowledgement.

2. Adoption of Agenda

- a. Chair called for adoption of agenda.
- b. Unanimous vote in favour.
- c. Agenda passed.

3. Approval of Previous Meeting's Minutes – June 10th 2025

- a. Update on Action Items:

June 10th Meeting Minutes

Section	Action Item	Update
6.a.vi	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.	Addressed in Updates below
6.a.vii	Decide on costume drive lead in September; costumes in school closet.	Addressed in Updates below
6.d.i.2	Selina to gather volunteers and coordinate decorations for PAC Welcome Table.	Complete

Aug 18th Meeting (unofficial) Minutes

Section	Action Item	Update
2.a.iv	Shirley to clarify grant process; need to align early for Board decision in June.	Addressed in Updates below
3.b.v	Vivian to clarify with Admin how long money is held in school account and if they'll cut a cheque to PAC for funds raised.	ACTION: Carry forward to October meeting.

- b. Chair called for a vote to pass June's meeting minutes.
 - a. Unanimous vote in favour.
 - b. Passed.

4. Principal's Report (School Updates)

- a. Staffing – fully staffed.
- b. Combined Classes
 - i. Majority of classes composed of two different grade groupings.
 - ii. Reasons:
 - 1. Composition and numbers.
 - a. Class size limitations (e.g. won't have perfect numbers to make up full classes of a certain grade).
 - b. Avoid having very few of a cohort (e.g. only two grade 3's in a class of grade 2's).
 - c. School enrollment changes each year.
 - 2. Opportunities
 - a. Leadership for older students.
 - b. Different learning environments best suited to student.
 - iii. Older child in a combined class does not mean they're being held back; younger child in a combined class does not mean they're being accelerated.
 - iv. Parents encouraged to ask teachers how the learning environment will unfold for the year.
- c. Parent Question: EA and resource teachers – Ratio? Differences? Allocation to classes?
 - i. School Board informs the school of the numbers each year.
 - ii. Every teacher has a resource teacher. 17 EA's in the school.
 - iii. School maps out needs and designations when allocating teachers to make support as equitable as possible; schedule varies day by day.
 - iv. Blended model: Teachers are trained in both EA and resource work which helps with the support schedule.
- d. Parent Question: Lots of fundraising last year – does the government not pay for all school needs?
 - i. Instruction is paid by government.
 - ii. PAC raises funds for enrichment, to build community, and to support school.
 - iii. PAC votes on how the funds should be allocated – see Item 5 Treasurer's Report and Item 6 Updates (Fundraising) below for examples of ways PAC support/enriches Anderson.
- e. Parking lot
 - i. Work order issued to repaint the curb to limit parking.
 - ii. Parents/guardians are not to park nor exit their cars when in the curb lane.
 - iii. Plan from District to support us with traffic flow.
 - iv. Postcards with alternate nearby parking from which families/students can walk in to Anderson will be sent home.
- f. Terry Fox Run: >\$1000 raised. Thanks for the donations.
- g. National Day for Truth and Reconciliation aka Orange Shirt Day – Sept. 30th.
 - i. Story of Phyllis Webstad: Background for Orange Shirt Day; impact residential schools have had.
 - ii. Honour those who survived; learn about generational impact.

5. Treasurer's Report (refer to attached report *2025 PAC Budget vs Actual Funds Summary.pdf*)

- a. Gaming Grant Update
 - i. PAC applies for the grant from the government each year (typically \$20/student).
 - ii. Currently waiting for approval; will likely receive it in October.
 - 1. **Post-meeting update:** Grant approved for \$13,020.
 - iii. Cannot use it for learning; can use for extracurriculars such as field trips, performing arts, etc.
 - iv. Report needs to be filed; in process.
 - 1. **ACTION:** Vivian to provide update.

- b. Report:
 - i. \$36k in cash at the end of June 2025 but includes amounts that still need to be paid out for approved items (e.g. wireless sounds system, gaga ball court, tech, etc.).
 - 1. Admin waiting to receive bills for completed projects; PAC cannot pay without invoices.
 - 2. **ACTION:** Vivian to add primary grade instruments (previously approved) to report; not yet spent.
 - ii. End up with \$8k after accounting for funds set aside for approved items (spent/not spent) and 10% contingency.
 - 1. Push for fundraising with heavy reliance on PAC Lunch and donations (donations can be made through [School CashOnline](#)).
- c. Childminding Budget SY 2025-2026 – vote
 - i. \$180 for childminders (\$10 for each grade 6/7 volunteer that the school admin provides; maximum of 2 minders for each of 9 remaining meetings).
 - 1. Suellen motioned.
 - 2. Iris seconded.
 - 3. Unanimous vote in favour – passed.
- d. Dance Class – vote on PAC contribution
 - i. School invites a company to teach dance - hip hop this year; kids will perform.
 - ii. Full cost is \$5k. Vote on \$2500 PAC contribution.
 - 1. Marine moved.
 - 2. Tom seconded.
 - 3. Unanimous vote in favour – passed.
- e. Special Budget Meeting (Oct/Nov after wishlist; spring review)
 - i. Teachers and admin provide PAC with a wishlist; PAC budget subcommittee reviews it a week prior to voting to prepare items/breakdown for PAC vote; PAC votes at Nov's PAC meeting.
 - ii. **ACTION:** Vivian to set Budget Meeting date in November and coordinate wishlist deadline with admin.
- f. Expense Reimbursements
 - i. Paperless only now. Link to [Airtable form](#) on [PAC website](#) – any email is acceptable.
 - ii. Upload photos of receipt.
- g. Banking Updates
 - i. **ACTION:** Vivan to remove past execs from bank authorities and update signatories.
 - ii. **ACTION:** Vivian to set up online transfer of funds to operations account with other signatories approving.
 - iii. **ACTION:** Vivian to move tech funds to appropriate account; approvals not required.

6. Updates

- a. Grade 7 Fundraising
 - i. Grade 7 only for grade 7 events/graduation – Gail L. is lead.
 - ii. PAC sponsored \$15 per grade 7 student in the past (luncheon); the rest of the day (celebration – dance; movies; etc.) is supported through Grade 7 fundraisers.
 - iii. Coordinate fundraising so no conflict with PAC fundraisers.
 - iv. Fundraising posters and School CashOnline efforts will specifically say 'Grade 7.'
 - v. Any unused funds will go to next grade 7 year.
- a. Playground Fundraising
 - i. Need to be proactive to make playground bigger and safer.
 - ii. PAC has raised and earmarked \$25k, but \$200k is need for an upgrade – will take a while.
 - iii. Will reach out to families and corporations: Goal of \$175k.

- iv. Will work with admin to apply for a \$200k government grant. School board nominates up to 3 schools based on needs and we need to meet a certain timeline. Anything unused funds would go to PAC.
- v. Help needed:
 - 1. Contact Lead, Shirley, with companies that may be interested in sponsoring.
 - 2. Developing pitch and grant application.
- b. PAC Fundraising
 - i. All school fundraisers other than PAC Lunch and Grade 7 fundraising.
 - ii. Logo sales held first week of school – brought in \$120.
 - iii. Craft fair
 - 1. 30 vendors and 5 classes participating so far (\$25/vendor table raised).
 - 2. Purpose more to build community than raise funds. A lot of fun last year.
 - 3. See posters in WAAG or Instagram @henryandersonpac if interested in joining as vendor or visiting.
- c. Hot Lunch
 - i. First date: Oct 1st; 354 orders; ~\$800 profit after deductions. Off to a good start.
 - ii. Operations:
 - 1. Suellen and Iris deal with backend operations: orders, vendors, order/quality issues.
 - 2. Tom developed and executes front end organization and delivery along with Donna.
 - 3. Average of \$1-1.5 profit per lunch order.
 - 4. Available to all kids regardless of financial circumstance; reach out to admin for funding if need be.
 - iii. Ordering:
 - 1. Have one hour to pay and complete order.
 - 2. Just prior to ordering, you'll get a warning if a duplicate order is detected – cannot change afterwards if submitted.
 - 3. Email andersonhotlunch@gmail.com before term closes if an account credit is required; no refunds possible.
 - 4. If child is absent on PAC lunch date – email PAC in advance if you will pick it up at lunch time or it will be donated.
 - iv. Munchalunch fees:
 - 1. \$0.30/transaction + 2.5% of total order.
 - 2. Best to order several lunch dates at once to minimize fees (whole term at once is best).
 - v. Volunteers always needed for:
 - 1. Organization at 11:20am; deliveries starting at 11:40am.
 - 2. Vendor vetting and number crunching.
- d. Pumpkin Patch
 - i. \$2500 approved in June.
 - ii. Oct 30th: Pumpkins and decorations by Johnny's Towing.
 - iii. Inclusive, fun morning where kids can dress up if they choose and select a pumpkin from field.
 - iv. Pumpkins for home if teacher doesn't do an in-class project with them.
 - v. Volunteers need for set up in the morning.
 - 1. **ACTION:** Erin to send email call-out for volunteers.
- e. Costume Drive – Lead needed
 - i. Costume parade around school last day of October for kids who opt in.
 - ii. Started a costume drive in 2024 to support inclusivity.
 - iii. Costumes collected, cleaned, and packed up. Parents can pick up on designated date TBD.
 - iv. Lead: Pedram

7. Other Business

- a. PAC meeting dates for SY 2025-2026
 - i. Strong opposition to Tuesdays and Wednesdays voiced.

- ii. Decision is 6:30pm Third Thursday (*Thirsdasy* – C. Daum) of the month aside from:
 - 1. March (spring break) and December (holiday break).
 - 2. June: Change to June 11th (too close to the end of the SY).
 - 3. **ACTION:** Erin to email office to publish PAC meeting dates in school website calendar.
 - a. **Post-meeting update:** Erin completed.
- b. Pinny Washing
 - i. Not kindergarten pinnies – they have their own system.
 - ii. Volunteers needed – 2 people each month; pick up Friday after school and return Monday morning.
 - iii. Google [sign-up sheet](#) created.
 - iv. Lead needed.
 - v. **ACTION:** Erin to email for volunteers when processes confirmed with office.
- c. Enrolment
 - i. English program full; French has ~18 spots available between K-Gr 7.
 - ii. Smaller sustainable French K cohort this year – lower across Richmond.

8. Adjournment

- a. Next meeting: Thursday, October 16th, 2025 at 6:30pm.