

Henry Anderson Parent Advisory Committee (PAC) – November - Meeting Minutes
Thursday, November 20th, 2025 – 6:30pm-7:30pm



Attendees: Chris D. (Principal), Selina C. (Chair), Gail L. (Vice-Chair), Vivian K. (Treasurer), Iris (Fundraising) Suellen Z. (Hot Lunch), Shirley S. (Playground), Vikram S. (RDPA) Theola L. (Communications), Pedram D., Vlad, Marine W., Kevin Y.

Documents posted on Anderson PAC website for discussions:

- 2025 11 20 HA PAC Meeting Agenda
- 2025 10 16 HA PAC- Minutes – draft.pdf
- 2025 Nov 20 HAES PAC financial statements summary DRAFT

1. Welcome

- a. Land Acknowledgement.

2. Adoption of Agenda

- a. Chair called for motion to adopt agenda; Theola motioned.
- b. Unanimous vote in favour.
- c. Agenda passed.

3. Approval of Previous Meeting's Minutes – October 16th, 2025

- a. Chair called for a vote to pass October's meeting minutes.
 - a. Unanimous vote in favour.
 - b. Passed.
- b. Update on Action Items:

Section	Action Item	Update
3.b	Vivian to set Budget Meeting date in November and coordinate wishlist deadline with admin.	Completed
6.a.iv.1	Suellen to confirm the two additional hot lunch dates.	Completed. Dec 3 rd and 17 th .
6.b.v	Shirley to send a survey link to obtain feedback from families regarding what they've observed with their kids so everyone has had a chance to participate.	Completed
6.e.ii	Pedram to provide Selina with WAAG blurb.	Completed
7.d.ii.1	Vikram to provide email to Erin with questions and concerns to be forwarded to RDPA.	Completed

4. Principal's Report (School Updates)

- a. Remembrance Day assembly was successful – students did great and parent feedback was good
- b. Hip hop starting next week – happening in both English and French instruction
 - i. 16 English and 11 French divisions
 - ii. Half the school (most English and 2 French) to go Nov 24-28
 - iii. Half the school (French) to go Dec 8-12
- c. Halloween – lots of parents came out, came together nicely and kids had a great time
- d. Community Fridge – in the office, funds provided by the school district
 - i. Helping students to understand that snacks are available to students If they need/want (apples, yogurt, cheese)
 - ii. Feed Futures also helping to provide for this (pantry staples)

- iii. Affordability funds have rolled over from last year but is no longer funded by gov
- iv. Clarification in the WAAG – parents asked to bring an adequate amount of food if possible
- v. Parent conversations at home would be helpful re: the purpose of the community fridge... addressing the difference between needs / wants (saving food for those in need) and asking students to finish their food from home first before going to the fridge

5. Treasurer's Report (See 2025 Nov PAC meeting draft FS.pdf)

- a. Report review:
 - i. Balance sheet
 - 1. Balance has been separated between PAC and School holdings
 - ii. Profit and Loss
 - 1. Oct 31 – Nov 20
 - 2. \$75 Revenue from craft fair
 - 3. \$3055.97 expense for hot lunch
 - 4. No other activity as budget has not been approved

6. Updates

- a. Hot Lunch
 - i. Usually every other week - additional dates Dec 3 and 17
 - ii. Term 2 – adding 2 dates – late Feb and start of spring break will be every week
 - iii. Term 3 – adding 3 dates – May and June will be every week
 - iv. Compared to last year, we have more volunteers but trend to drop in term 2. OK for now
- b. Craft Fair (November 28th 4pm-8pm)
 - i. 60 tables including 8 classes, PAC welcome table and Playground fundraising table
 - ii. 2:45pm start set up, 7:30 start wrapping up
 - iii. Performances every half hour
 - iv. Call out to PAC members to stay and clean up
 - v. Chris has mentioned that licenses for food safety are not required but details and guidelines have been included in the vendor sign-up sheets
- c. Playground Fundraising
 - i. Survey was sent out with 19 responses
 - ii. 50 separate donations through school cash online
 - iii. \$4,515 raised through direct donations on school cash
 - iv. Spoke to 3 playground suppliers who have worked with schools
 - v. Goal is to ADD TO – not replace the existing playground – ballpark \$65,000
 - vi. Currently very confined by gaga ball / outdoor ed area – adding to the other side of the gym where there's already a monitor stationed to fill the gap for kindergartens / students on that side of the school
 - vii. Mr. B and Ms. Fenn to engage students in brainstorming ideas with students in outdoor ed to roll into corporate donor packages
 - viii. Chris to set up a meeting with Kristopher Workman and Shirley to answer questions – visuals would be nice for parents to understand what our goal is but the meeting needs to happen first
 - ix. Aim to have this wrapped up by spring so equipment can be ordered and installed over the summer (6-8 weeks to arrive, then get in the queue for installation)
 - x. Baren has drafted a letter to go out to sponsors
- d. Grade 7 Fundraising
 - i. Krispy Kreme sales at the craft fair
 - ii. Grade 7 fundraising will have reached target of \$2k after this

7. Budget Voting

EXPENSES	2026 PROPOSED	2025 ACTUAL	2025 BUDGET
Grade 7 luncheon (\$15/student)	\$ 945	\$ 1,216	\$ 1,290
Scholarships - alumni	\$ 500	\$ 500	\$ 500
PAC office supplies	\$ 100	\$ -	\$ 200
Admin appreciation	\$ 150	\$ -	\$ 150
Staff appreciation*	\$ 600 / \$1,200	\$ 500	\$ 500
Child minders - PAC meetings	\$ 250	\$ 150	\$ 250
PAC welcome table 2025	\$ 78 (actual)	\$ 100	\$ 100
Pumpkin patch	\$ 2,235 (actual)	\$ 1,300 (\$2 ea)	\$ 2,000 (\$3 ea)
Craft fair concession	\$ 200	\$ -	\$ -
PAC miscellaneous	\$ 100		

VOTE: Staff appreciation

Option A: \$600 (~\$10/staff) - Christmas

Option B: \$1,200 (~\$20/staff) - Christmas + year end

- Motion to pass budget for grade 7 luncheon \$945:
Favor: 11, Opposed: 0, Passed
- Motion to pass budget for scholarships \$500:
Favor: 11, Opposed: 0, Passed
- Motion to pass budget for PAC office supplies \$100:
Favor: 11, Opposed: 0, Passed
- Motion to pass budget for admin appreciation:
Favor: 11, Opposed: 0, Passed
- Motion to pass budget for staff appreciation \$1,200:
Favor: 11, Opposed: 0, Passed
- Motion to pass budget for Craft fair concession \$500 (revised):
Favor: 11, Opposed: 0, Passed
- Motion to pass budget for PAC miscellaneous \$100:
Favor: 11, Opposed: 0, Passed

TEACHERS WISH LIST	2026 PROPOSED	2025 ACTUAL	2025 BUDGET
Field trips @\$20/student (py \$10 x 651 students)	\$ 12,600	\$ 5,377	\$ 6,510
Classroom supplies* @\$350/div (py \$250 per div)	\$ 6,750 / \$ 9,450	\$ 6,284	\$ 7,000
Resource supplies (py \$200 x 10 teachers)	\$ 2,000	\$ 1,419	\$ 2,000
Performing Arts - Hip Hop dance (½ of cost)	\$ 2,500	\$ 2,500	\$ 2,500
Outdoor equipment	\$ 1,500	\$ -	\$ 1,500
ADST	\$ 500	\$ 317	\$ 500
Outdoor Education	\$ 500	\$ 273	\$ 500
Literacy / Books	\$ 5,000	\$ -	\$ -
Playground projects	\$ 3,000	\$ -	\$ -
Library - chess club timers	\$ 350	\$ -	\$ -

VOTE: Classroom supplies

Option A: \$350 per division \$9,450

Option B: \$250 per division \$6,750 (Difference of \$2,700 would remain in account for Spring budget consideration)

- Motion to pass budget for field trips \$20 per student:
Favor: 11, Opposed: 0, Passed
- Motion to pass budget for class supplies \$350 per class:
Favor: 11, Opposed: 0, Passed
- Motion to pass budget for resource supplies \$200:
Favor: 11, Opposed: 0, Passed
- Motion to pass budget for outdoor equipment \$1500:
Favor: 10, Opposed: 0, Passed
- Motion to pass budget for ADST \$500:
Favor: 10, Opposed: 0, Passed
- Motion to pass budget for Outdoor education \$500:
Favor: 10, Opposed: 0, Passed
- Motion to pass budget for literacy \$5000:
Favor: 10, Opposed: 0, Passed
- Motion to pass budget for playground \$3000:
Favor: 10, Opposed: 0, Passed
- Motion to pass budget for library chess timers \$350:
Favor: 10, Opposed: 0, Passed

EARMARKED	2026 BUDGET	2025 ACTUAL	2025 BUDGET
Wireless sound system	\$ 3,000	\$ -	\$ 7,000
Tech from PAC funds	\$ 2,000	\$ -	\$ 2,000
Tech drive funds	\$ 4,351	\$ -	\$ 4,351
Sand play areas*	\$ 4,000	\$ -	\$ 4,000
Gaga ball court*	\$ 4,300	\$ -	\$ 4,300

To reallocate	2026 BUDGET	2025 ACTUAL	2025 BUDGET
Wireless sound system	\$ 4,000	\$ -	\$ 7,000

VOTE: Extra funds from wireless sound system

Option A: \$4,000 to literacy

Option C: \$2,000 to literacy / \$2,000 to playground

Option B: \$4,000 to playground

Option D: Revisit allocation in spring or as needed

Option A: 1 vote

Option B: 5 votes → \$4,000 to playground

Option C: 3 votes

Option D: 1 vote

8. Other Business

a. Virtual PAC Meetings

- i. Free option only up to 60 minutes
- ii. Paid account will be an annual fee and will only operate for current PAC
- iii. Management and moderation considerations – sending out links and managing virtual experience, questions and answers
- iv. Sound system issues from experiences in the past hosting online
- v. By laws and voting rights are not currently addressed in the constitution – uncertainty on how this would operate
- vi. Based on the current exec's team's capacity there is no interest in doing this
- vii. Discussion on whether someone can step up to run this commitment
- viii. Online meetings during COVID did not yield more attendance
- ix. Vikram to set up an online meeting as a trial for the next PAC meeting in January

b. Team Sports (Vlad) – What is available and how do they work?

- i. Volleyball – grade 6-7 just wrapped up jamboree
 - ii. Basketball – starts in January – changes coming towards female / male / co-ed teams
 - iii. Track and field – third term
- Parent volunteers welcome if you'd like to step forward to help a teacher sponsor

c. Breakfast Club (Selina) – January 30 (confirmed with Chris) and another date in spring?

- i. Selina to lead but would like to form a committee

9. Adjournment 8:15pm - Next meeting: Thursday January 15, 2026

Balance Sheet

Henry Anderson PAC

As of Nov 20, 2025

Report Type: Accrual (Paid & Unpaid)

ACCOUNTS

Nov 20, 2025

Assets	
Cash and Bank	
PAC VanCity Fundraising Account craft fair	\$1,000.00
PAC VanCity Gaming Account includes \$13,020 rec'd current year	\$14,016.62
PAC VanCity General Account	\$35,173.15
PAC VanCity Shares	\$5.95
PAC VanCity Special Projects Account	\$25,961.81
PAC VanCity TechDrive Account	\$478.91
Total Cash and Bank	\$76,636.44
Other Current Assets	
PAC Funds Held by School - General	\$4,800.00
PAC Funds Held by School - Technology	\$3,874.00
Total Other Current Assets	\$8,674.00
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$85,310.44

Profit and Loss

Henry Anderson PAC

Date Range 1: Jul 01, 2025 to Nov 20, 2025

Date Range 2: Jul 01, 2025 to Oct 31, 2025

ACCOUNTS	Jul 01, 2025 to Nov 20, 2025	Jul 01, 2025 to Oct 31, 2025	Change	
Income				
Fundraising Revenue - Craft Fair	\$1,000.00	\$925.00	\$75.00	8.11%
Fundraising Revenue - Stationery + Logo Wear	\$120.00	\$120.00	\$0.00	0.00%
Fundraising Revenue - Tech Drive (+ interest)	\$1.87	\$1.87	\$0.00	0.00%
Gaming Grant Revenue	\$13,020.00	\$13,020.00	\$0.00	0.00%
Hot Lunch Sales	\$17,197.49	\$17,197.49	\$0.00	0.00%
Total Income	\$31,339.36	\$31,264.36	\$75.00	0.24%
Cost of Goods Sold				
General - Hot Lunch Expense	\$9,471.82	\$6,415.85	\$3,055.97	47.63%
General - Hot Lunch Supplies	\$111.98	\$111.98	\$0.00	0.00%
Total Cost of Goods Sold	\$9,583.80	\$6,527.83	\$3,055.97	46.81%
Gross Profit As a percentage of Total Income	\$21,755.56 69.42%	\$24,736.53 79.12%	-\$2,980.97	-12.05%
Operating Expenses				
Gaming Grant Expenses	\$2,236.23	\$2,236.23	\$0.00	0.00%
General - PAC expenses	\$118.25	\$118.25	\$0.00	0.00%
Total Operating Expenses	\$2,354.48	\$2,354.48	\$0.00	0.00%
Net Profit As a percentage of Total Income	\$19,401.08 61.91%	\$22,382.05 71.59%	-\$2,980.97	-13.32%