

Henry Anderson Parent Advisory Committee (PAC) – February - Meeting Minutes
Thursday, February 19th, 2025 – 6:30pm-8:15pm



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), Shirley S. (Playground), Theola L. (Communications), Pedram D., Marine W., Raymond T.

Documents posted on Anderson PAC website for discussions:

- 2026 02 19 HA PAC Meeting Agenda.pdf
- 2025 01 15 HA PAC – Minutes – draft.pdf
- 26 Jan HAES PAC FS.pdf

1. Welcome

- a. Land Acknowledgement.

2. Adoption of Agenda

- a. Gail motioned to adopt agenda.
 - i. Suellen seconded; unanimous vote in favour; agenda passed.

3. Approval of Previous Meeting’s Minutes – January 15th, 2025

- a. Suellen motioned to pass January’s meeting minutes.
 - i. Gail seconded; unanimous vote in favour; minutes passed.
- b. Update on Action Items:

Section	Action Item	Update
3.b	Vikram to set up an online meeting as a trial for the next PAC meeting in January; deferred to next meeting	• Not present; move to next meeting.
4.g.ii	Sol and Selina to follow up with hockey equipment donor.	<ul style="list-style-type: none"> • Equipment received. • Opportunity for mentorship by older kids to show younger students. • Next session after SCC. • Questions regarding replacement/maintenance plan when equipment gets old.
6.b.xii	Shirley to confirm payment requirements/ schedule to District for playground	• Address in Section 6a below.
7.a.v	Selina & Sol to share Chuckers info where permissible	• Completed.
7.b.ii	Dave (Viv) to send Prodigy info to PAC	• Not present; move to next meeting.
7.c.ii.5	Vikram to confirm if District will pay for movie license and other details	• Not present; move to next meeting.

4. Principal’s Report (School Updates)

- a. Two new permanent EA’s
- b. Tumbler Ridge
 - i. Deepest sympathies and thoughts are with them.
 - ii. School safety measures: Practice lock down (inside) and hold and secure (outside) every year; mandatory.

- iii. Letter from Minister Lisa Beare sent February 18th.
 - 1. Links for support;
 - 2. Invite families with questions to speak with Admin.
- iv. Admin having meeting Monday morning with District to talk about lockdown; how Ministry is addressing this; and how to make the school as safe as possible in an emergency situation.
- v. PAC question (Marine): What is the school's policy for entering the school?
 - 1. Only main door and door beside gym (for portable students to access bathrooms) are unlocked during school day; the rest are locked during the school day.
 - 2. Main door – better sightline of who's coming in.
 - 3. Visitors need to check in with the office first before entering.
 - 4. More info to come.
- vi. PAC question (Suellen): Per Baren – what's the rationale in locking the door till 8:45am?
 - 1. Large number of kids have been walking through the school without supervision.
 - 2. Kids need to wait at the outdoor doors.
- vii. PAC question (Pedram): Should drills be done earlier in the school year rather than midway through the year?
 - 1. Some drills like fire drills are done earlier in the year;
 - 2. Admin will discuss it and see if certain drills should be done earlier in the year.
- viii. PAC question (Selina): What guidelines do the teachers have when speaking to kids about these situations? Do teachers only bring it up when kids ask?
 - 1. Admin received advice from the District: Primary - asked not to address if not asked; Intermediate – more openness; more listening and students sharing what they've heard but not teaching about it.
- ix. PAC question (Raymond): If something happens at school, how would the school communicate it to parents?
 - 1. Ensure kids and teachers are safe first; RCMP must give clearance that school is safe; school receives instructions from District; school follows channels of communication.
 - 2. Raymond: Minister Beare's letter prompts download that is not compatible with Chrome; Safari ok.
- c. Basketball
 - i. Going well – girls team and boys team; no open team due to interest and coaching.
 - ii. Jamboree March 11 MacNeill.
- d. Pink shirt day – 25th – celebration, inclusion, encouraged to wear pink.
- e. Conferences – February 26th
 - i. Early dismissal at 11:50am.
 - ii. Mostly student-led – kid will walk parents/guardians through learning and successes.
 - iii. Will be 4-5 other students in the same class at the same time; hard to have one on one – don't hesitate to arrange a different time if needed.
- f. Parking lot
 - i. Admin trying to spend time out there.
 - ii. Pamphlets showing offsite parking locations where students can walk in to school have been printed.
 - 1. General opinion is that handing them out may not make a difference – if the congestion doesn't bother people enough to stop already, they'll keep doing it.
 - iii. RCMP presence – makes a difference.
 - iv. Worse now as cars are double parked as well.
 - v. Complicated with younger grades – have to hand student off to teachers and vice-versa.

- vi. Raymond: Crossing guards and timers to reduce continuous slow stream of pedestrians crossing the road, increasing traffic congestion. Suggest 10-15 seconds of pedestrians, then 10-15 seconds of vehicles.
 - 1. Soledad looked into light installations, but cost-prohibitive.
 - 2. Had students patrolling before but stopped due to safety concerns.
- vii. Admin will reconvene with Superintendent for assistance.

5. Treasurer's Report

- a. PAC VanCity Special Projects Account (Playground)
 - i. Vote: Move all money earmarked for Playground to PAC VanCity Special Projects Account.
 - 1. Unanimous vote in favour; passed.
- b. Soledad confirmed technology has been purchased; will be requesting reimbursement from PAC.
- c. PAC Funds Held by School – General: \$4800 (2025 FortisBC donation)
 - i. Vote: Move to Playground fund.
 - 1. Unanimous vote in favour; passed.
- d. FortisBC Warm Hearts donation of \$1000 should have been transferred to Anderson from School Board on or shortly after Jan 28th. *Post-meeting update*: \$1000 donation shows up in Anderson report (Jan 28th).
- e. FortisBC \$5700 pending. *Post-meeting update*: Erin dropped off \$5400 cheque to School Board with attention to Chemaine Gantly for next cheque run March 11th with transfer to Anderson for PAC use. \$300 expected to be approved and sent next month; *Post-meeting update*: \$300 approved by Fortis. \$5700 total earmarked for Playground Fund per application submissions.

6. Updates

- a. Playground Fundraising & Voting
 - i. Proposals
 - 1. Left to proponents to give us the most they can within budget.
 - 2. Highest equipment vote by students: 192 for zipline.
 - 3. Received 3 proposals – 4 designs between the 3.
 - a. SwingTime – volunteer install for several days over the summer; need own tools and concrete; \$7000 supervised install fee is part of the \$73k quote.
 - b. Habitat - \$14k for install; 3 pieces for 1 proposal; 4 items for 2nd proposal.
 - c. Suttle Proposal – over budget and doesn't tick off what we want; propose not to consider this.
 - ii. Teacher engagement by Admin
 - 1. PAC posters in foyer – teachers brought conversation; questions; thoughts, etc.
 - 2. Needed more time for conversations – open house in the library for teachers' feedback; Shirley answered a lot of questions the teachers asked – e.g. show why a zipline was included (highest student vote); pieces for different movements; community access – play after school, etc.
 - 3. Poster boards in library with Post-it notes – strengths for consideration of each piece.
 - 4. Recognizing Shirley for all her efforts.
 - 5. First time going through this for Admin; learning for next time.
 - 6. Teachers: Kids are lucky.
 - 7. Soledad: How quickly this pulled together; big achievement to get it done within a year.
 - iii. PAC playground voting discussion:
 - 1. Selina: Vote on which proposal but final decision is with Admin; have to take into account stakeholders' opinions. Help facilitate next steps and ensure Shirley is ready to go as next PAC meeting is in April.
 - 2. If PAC approves SwingTime and Habitat for consideration at this time:

- a. Pros: More flexibility for minor changes based on stakeholder input; possible negotiations between the 2 proponents.
- b. Cons: May drag timeline on.
- 3. Vendor comparison:
 - a. SwingTime offered 5 pieces; Habitat offered 3 or 4 piece options.
 - b. SwingTime requires volunteers for supervised and certified install – may be difficult in August due to holidays; District strongly advises to install during summer.
 - c. Habitat uses thicker steel and more aesthetically-pleasing.
 - d. Both:
 - i. Soledad has contacted both vendors and is open to both.
 - ii. 10-12 weeks for fabrication.
 - iii. Everything is CSA-approved.
- 4. Selina called for a vote for one of either option per eligible voter in attendance:
 - a. Option 1: Approve SwingTime only.
 - i. 7 votes in favour.
 - b. Option 2: Approve both SwingTime and Habitat.
 - i. 1 vote in favour; 1 abstain.
 - c. SwingTime only approval passes. Shirley and Soledad to move forward with discussions with SwingTime.

iv. Funds

- 1. Estimated \$3500 shortfall with inclusion of all anticipated and transferred funds.
- 2. Investment – Term Deposit (\$25.9k) GIC
 - a. Motion to move term deposit funds out of GIC early and relinquish interest to transfer funds to District in time to pay for the playground as they receive 3% discount on tax. Playground project has to be fully-funded upfront.
 - b. Shirley moved; Suellen seconded; unanimous vote in favour; motion passed.
 - c. Vivian to look in to short term investment options – e.g. 30-day.
- 3. Anderson is currently in the District queue; they're putting aside money to help with bordering, etc.

7. Other Business

- a. Universal Hot Lunch paid for by Feeding Futures using the MunchaLunch platform.
 - i. Soledad: Ministry-funded program for all schools; can sign up for as much as twice a month; some other schools have already started with positive feedback; nothing to do with fundraising; not meant to take away from fundraising but for all students to have hot meal (equity; feeding futures); Anderson must participate at least once; thinking once a month after March; food provided by a few different vendors; vendors bring food and students deliver; 6 diff vendors – healthy food vendors.
 - ii. PAC Hot Lunch dates currently every week except April (biweekly); PAC supports Universal Hot Lunch program:
 - 1. Universal days can be outside of the current PAC Hot Lunch days – Monday or Friday?
 - 2. Suggestion to send out info for the free lunch because some parents don't have a Munchalunch account yet.
 - 3. Suellen offered to help train Grade 7 universal lunch deliverers by having them shadow a PAC lunch delivery day in advance.
 - 4. PAC supports March launch.
 - iii. Soledad will send the info out.

8. Adjournment – 8:15pm

- a. Next meeting: February 19th, 2026 at 6:30pm

Balance Sheet

Henry Anderson PAC

As of Jan 31, 2026

Report Type: Accrual (Paid & Unpaid)

ACCOUNTS

Jan 31, 2026

Assets	
Cash and Bank	
PAC VanCity Fundraising Account	\$1,050.00
PAC VanCity Gaming Account	\$10,798.18
PAC VanCity General Account	\$40,043.50
PAC VanCity Shares	\$5.95
PAC VanCity Special Projects Account (Playground)	consider transferring playground budget allocation here (\$15,300) \$379.00
PAC VanCity TechDrive Account	\$480.07
Total Cash and Bank	\$52,756.70
Other Current Assets	
Investment - Term Deposit	\$25,961.81
PAC Funds Held by School - Craft Fair	\$900.00
PAC Funds Held by School - General	fortis donation - vote on use \$4,800.00
PAC Funds Held by School - Outdoor Education	\$2,100.00
PAC Funds Held By School - Playground	\$10,245.00
PAC Funds Held by School - Technology	\$3,874.00
Total Other Current Assets	\$47,880.81
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$100,637.51

Liabilities	
Current Liabilities	
Total Current Liabilities	\$0.00
Long-term Liabilities	
Total Long-term Liabilities	\$0.00
Total Liabilities	\$0.00

Equity	
Retained Earnings	
Profit for all prior years	\$10,927.05
Profit between Jul 1, 2025 and Jan 31, 2026	\$34,728.15
Retained Earnings/Deficit	\$54,982.31
Total Retained Earnings	\$100,637.51
Total Equity	\$100,637.51

Profit and Loss

Henry Anderson PAC

Date Range 1: Jul 01, 2025 to Jan 31, 2026

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

ACCOUNTS	Jul 01, 2025 to Jan 31, 2026	Jul 01, 2025 to Dec 31, 2025	Change	
Income				
Fundraising Revenue - Craft Fair	\$2,696.75	\$1,796.75	\$900.00	50.09%
Fundraising Revenue - Direct Contributions	\$2,100.00	\$1,800.00	\$300.00	16.67%
Fundraising Revenue - Playground	\$10,624.00	\$9,124.00	\$1,500.00	16.44%
Fundraising Revenue - Stationery + Logo Wear	\$120.00	\$120.00	\$0.00	0.00%
Fundraising Revenue - Tech Drive (+ interest)	\$3.03	\$3.03	\$0.00	0.00%
Gaming Grant Revenue	\$13,020.00	\$13,020.00	\$0.00	0.00%
Hot Lunch Sales	\$40,702.29	\$22,895.53	\$17,806.76	77.77%
Total Income	\$69,266.07	\$48,759.31	\$20,506.76	42.06%
Cost of Goods Sold				
Fundraising Expenses - Craft Fair	\$1,179.59	\$1,047.29	\$132.30	12.63%
General - Hot Lunch Expense	\$20,213.80	\$15,894.69	\$4,319.11	27.17%
General - Hot Lunch Supplies	\$111.98	\$111.98	\$0.00	0.00%
Total Cost of Goods Sold	\$21,505.37	\$17,053.96	\$4,451.41	26.10%

Gross Profit	\$47,760.70	\$31,705.35	\$16,055.35	50.64%
As a percentage of Total Income	68.95%	65.02%		

Operating Expenses				
Gaming - Field Trip Expenses	\$3,218.44	\$0.00	\$3,218.44	0.00%
Gaming Grant Expenses	\$2,236.23	\$2,236.23	\$0.00	0.00%
General - Appreciation staff tshirts	\$600.00	\$0.00	\$600.00	0.00%
General - Classroom Supplies (Divisions)	\$3,296.48	\$2,768.30	\$528.18	19.08%
General - Classroom Supplies (Resource)	\$523.15	\$523.15	\$0.00	0.00%
General - PAC expenses child minders GCs	\$158.25	\$118.25	\$40.00	33.83%
General Fund Expenses kpop \$2,500 + scholarships	\$3,000.00	\$0.00	\$3,000.00	0.00%
Total Operating Expenses	\$13,032.55	\$5,645.93	\$7,386.62	130.83%

Net Profit	\$34,728.15	\$26,059.42	\$8,668.73	33.27%
As a percentage of Total Income	50.14%	53.45%		