

Henry Anderson Parent Advisory Committee (PAC) – February - Meeting Minutes
Thursday, April 16th, 2025 – 6:30pm-7:45pm



Attendees: Chris D. (Principal), Soledad S. (Vice Principal), Selina C. (Chair), Vivian K. (Treasurer), Erin S. (Secretary), Suellen Z. (Hot Lunch Lead), Iris W. (Fundraising), Shirley S. (Playground), Theola L. (Communications), Vikram S. (RDPA), Baren T., Shalini M.

Documents posted on Anderson PAC website for discussions:

- 2026 04 16 HA PAC Meeting Agenda.pdf
- 2025 02 19 HA PAC – Minutes – draft.pdf
- 2026 Feb HAES PAC FS.pdf
- 2026 Mar HAES PAC FS.pdf
- April FS for PAC Meeting.pdf
- April 15 budget to actual.pdf

1. Welcome

- a. Land Acknowledgement.

2. Adoption of Agenda

- a. Shirley motioned to adopt agenda.
 - i. Suellen seconded; unanimous vote in favour; agenda adopted.

3. Approval of Previous Meeting’s Minutes – February 19th, 2025

- a. Majority in favour; Feb’s meeting minutes approved.
- 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 since January.	<ul style="list-style-type: none"> • Vikram offered own equipment and to run a tech demo next meeting with broadcasting to be decided upon afterwards. • Discussion included: Other organization hold online meeting with only secretary face showing and no one else; must be run on a Canadian server and approved platform (i.e. Teams), Sol will consult other schools on online meeting methods. • No video release documents to be signed without admin review and approval.
3.b	Questions regarding replacement/maintenance plan for donated hockey equipment – Selina/Sol	<ul style="list-style-type: none"> • Table to next meeting.
3.b	Dave (Viv) to send Prodigy info to PAC (prev meeting)	<ul style="list-style-type: none"> • \$20/year for math/Eng or \$30/year for both. Annual membership for extended access to website/modules. • For price for 1.5 months, you get a year. • Need at least 30 memberships/students for the rates. • Not to be managed by PAC. • Viv info to Admin and Admin to bring to staff meeting.
3.b	Vikram to confirm if District will pay for movie license and other details (prev meeting)	<ul style="list-style-type: none"> • \$2400 for 1 year license; multiple shows allowable. • Sell tickets/popcorn and run bi-monthly/monthly movie nights

		<ul style="list-style-type: none"> • Consider: equitable access; 500 person gym fire code; if early runs are unsuccessful, will be not be able to recover costs through additional shows. • Limit crowd by tailoring shows by age (e.g. Grades 1-3) and limiting ticket sales. • Chris can meet with interested PAC members to discuss. • Table action plan to next month.
4.b.iv	Admin update on lockdown policy after District meeting.	<ul style="list-style-type: none"> • Staff meeting held; discussed lockdown and hold and secure; ran scenarios; asked questions of taking attendance and how to be safe. • Spoke with Superintendent; no changes to drills. • Have had a successful lockdown drill since with staff feedback (e.g. sightlines/window concerns)
4.b.vii.2	Admin update on whether drills should be done earlier in the school year	<ul style="list-style-type: none"> • Revisit next year; no District rules on scheduling. • List of drills done a few weeks apart; lockdown in fall.
4.f.vii	Admin outreach to Superintendent regarding parking lot issues - update	<ul style="list-style-type: none"> • Will have a site visit to see signage and how it can be improved; keep flow and safe. • Cards sent and images sent for offsite parking. • Sol and Chris to be out there as much as possible.
5.b	Vivian – tech reimbursement to school	<ul style="list-style-type: none"> • Balance given to Admin for 10 new macbooks. • Admin to give form to Viv for payment.
6.a.iii.4.c	SwingTime only approval passes. Shirley and Soledad to move forward with discussions with SwingTime.	<ul style="list-style-type: none"> • Address in Item 6 below.
6.a.iv.2.c	Vivian to look into short term investment options – e.g. 30-day.	<ul style="list-style-type: none"> • GIC cancelled and funds put into short term cashable with 30-day lock in. 30 days lapsed - ready to take out.

4. Principal's Report (School Updates)

- a. May 20th – track meet
 - i. Changes:
 1. Participants were placed into 2-3 events in previous years.
 2. Making more inclusive this year so each student has an opportunity to try each event; agency for kids to determine how they want the day to look.
 3. Grade groups travel to each category and decide if they want to participate in the recreational or competitive stream.
 - ii. Email and waivers coming – safety risks.
- b. Universal hot lunch
 - i. School signed up for as many as possible; 5 more coming.
 - ii. 300 orders the first time; a little higher the second; messaging improvement may be needed.
 - iii. Vendors send 10% overage for kids that may not have ordered – some frozen; some given to some families. Will be asking for less due to storage issues and few kids asking for seconds.
 1. Suggestion to lower overage to 5% in small portions which can serve as top-up for older kids who are still hungry after their order.
 - iv. Portions predetermined by grade when ordering – e.g. kindergarteners – small; Grade 7 – large.

- v. Funded by Ministry of Childcare/Feeding Futures program: 3 year period that started in 2023; they'll look for feedback from the school; status unknown beyond the 3 years.
- vi. Vikram: Question on its impact on PAC fundraising if program frequency increases; Urged to bring concern to higher levels of Admin and RDPA.
- c. Early learning presentation – May 20th
 - i. Flyer coming out; WAAG
- d. Earth Day – April 22-23
 - i. Ms. Fenn and Mr. Bromilow planned events and games.
- e. Learning updates April 23rd
 - i. Download as there's expiration day.
- f. Class placements
 - i. Staffing, organization starting.
 - ii. Families can share input – learning environment, positive friendships, learning style.
 - iii. Template this year rather than email; follow criteria for submission.
- g. PAC member Q: Will Admin request PAC contribution for Saleema Noon to present?
 - i. A: Teachers teaching subject due to current financial environment and looking at whether this should be taught by a trusted individual (i.e. teacher) over time vs a single session.

5. Treasurer's Report

- a. Balance sheet – refer to *April FS for PAC Meeting.pdf*
 - i. Fortis donations totaling \$6700 confirmed received.
 - ii. \$2000 reserved for tech.
 - iii. \$15.3k moved to Playground account from General account as voted upon in prior meeting.
 - iv. \$4200 in donations in the first 5 days of the Scratch Card Campaign.
 - v. Highlighted yellow items all for playground – have to manage differently.
 - vi. Set up an account at the District level to fund playground expansion
 - vii. PAC Funds Held by School: Craft, outdoor, etc. restricted and held with Admin.
 - viii. Proceeds from Scratch Card online donations unknown until report is run at the end of April.
 - ix. PAC already paid out the \$100 per Craft Table to each participating teacher; School to pay PAC back from school-held funds.
 - x. Outdoor Education PAC funds held by school – no claims yet.
 - 1. Sol: Woodchips not covered by District; might need PAC money. Chips ok right now. \$2100 PAC funds held by admin; not including what PAC has budgeted (\$500).
- b. Profit and Loss
 - i. From Jan 31 to April 15
 - ii. Purdy's raised \$449.53.
 - iii. Scratch Card campaign raised \$4241 between April 10-15.
 - iv. Field trips coming in from teachers.
 - v. See summary at the bottom of report.
- c. Summary: Playground expansion GST is instant reduction (don't have to pay upfront first); will get PST back but it will be back the end of the year.
 - i. PST return will likely be earmarked for outdoor needs as that is what the funds were raised for.
- d. Budget to Actual – refer to *April budge to actual.pdf*
 - i. Third term hot lunch less than what was projected.
 - ii. Actuals:
 - 1. Assuming full amounts for classroom supplies, field trips, and items for which we do not have a good reflection. Chance they're not fully used.

2. Projected \$70k budget at the beginning of the year; only have about \$60k so far (deposit); have another \$5k(?) coming but still under. Numbers are pretty good but hot lunch just a little less than projected.
3. No Created by Kids this year.
4. Yellow highlights in report indicating unclaimed budgeted funds.
 - a. Wireless system (\$3000) has been ordered and will be spent.
 - b. Literacy (\$5000) will be spent per Sol.
5. Bottom of chart: About \$25k short; want to keep \$10k usually for next year; keep in mind PAC will have \$4600 back in PST at the end of the year.

e. Gaming grant open and not yet done.

6. Updates

- a. Hot Lunch
 - i. As above.
- b. Playground Fundraising
 - i. Proponents contacted by Sol.
 - ii. Sol forwarded plan to District; Anderson in queue; need to get the money into the District Fund.
 - iii. If raise more money than needed, will revisit student priority list to determine if additional items that do not require space expansion can be added – e.g. seats; shelter; logs; tires; more disposable items that will wear with time.
 - iv. Viv: Suggest to vote to move Operating funds that were given to Playground back to Operating if excess funds raised for playground.
 - v. Thanks to Pedram, Shirley, and Selina for visiting classes to instruct/promote Scratch Cards.
 - vi. Playground engagement poster in foyer prompting community input on colour scheme.
 - vii. If have extra funds, may need them to fulfill Swingtime's long list of requirements.
 1. Home Depot was going to sponsor extra materials and provide 10 volunteer for 2 days – may not work out; need to confirm.
 2. Call out for volunteers for construction Aug 31-Sept 4 – June's WAAG may not be too helpful it's still 2 months early and people may not have confirmed summer plans.
 3. Suellen has talked to Jonathan (firefighter) who may be able to bring help.
- c. Fundraising - BBT
 - i. Proposal for a BBT fundraiser through MunchaLunch in May to help with Operating shortfall.
 - ii. Would need parent volunteers with distribution at the end of the day.
 - iii. Decision to revisit next school year due to donor fatigue.

7. PAC Elections – 2026-2027 school year

- a. Nominations start May 1st to May 31st at 12pm noon.
- b. Nomination committee to vet and confirm nominations: Selina, Erin, Vikram, Shalini.
 - i. Virtual meeting after collecting nominations.
 - ii. Confirmed nominations to be brought to June's AGM.
- c. RDPA voter form deadline April 27th.
 - i. Erin completed April 21st with confirmation from RDPA that Vikram will represent Anderson and will be eligible to vote.

8. Other Business – N/A

9. Adjournment – 8:15pm

- a. Next meeting: May 21st, 2026 at 6:30pm

Balance Sheet

Henry Anderson PAC

As of Feb 28, 2026

Report Type: Accrual (Paid & Unpaid)

ACCOUNTS	Feb 28, 2026
Assets	
Cash and Bank	
PAC VanCity Fundraising Account	\$1,050.00
PAC VanCity Gaming Account	\$10,583.18
PAC VanCity General Account	\$19,640.58
PAC VanCity Shares	\$5.95
PAC VanCity Special Projects Account (Playground)	\$15,679.00
PAC VanCity TechDrive Account	\$481.15
Total Cash and Bank	\$47,439.86
Other Current Assets	
Accounts Receivable	\$5,700.00
Investment - Term Deposit	\$25,961.81
PAC Funds Held by School - Craft Fair	\$900.00
PAC Funds Held by School - Outdoor Education	\$2,100.00
PAC Funds Held By School - Playground	\$15,085.00
PAC Funds Held by School - Technology	\$3,874.00
Total Other Current Assets	\$53,620.81
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$101,060.67

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 Feb 28, 2026	\$35,151.31
Retained Earnings/Deficit	\$54,982.31
Total Retained Earnings	\$101,060.67
Total Equity	\$101,060.67

Profit and Loss

Henry Anderson PAC

Date Range: Jul 01, 2025 to Feb 28, 2026

Report Type: Accrual (Paid & Unpaid)

**Jul 01, 2025
to Feb 28, 2026**

ACCOUNTS

Income	
Fundraising Revenue	\$0.65
Fundraising Revenue - Craft Fair	\$2,696.75
Fundraising Revenue - Direct Contributions	\$2,140.00
Fundraising Revenue - Playground	\$16,324.00
Fundraising Revenue - Stationery + Logo Wear	\$120.00
Fundraising Revenue - Tech Drive (+ interest)	\$4.11
Gaming Grant Revenue	\$13,020.00
Hot Lunch Sales	\$41,968.32
Total Income	\$76,273.83

Cost of Goods Sold	
Fundraising Expenses - Craft Fair	\$1,179.59
General - Hot Lunch Expense	\$26,505.76
General - Hot Lunch Supplies	\$111.98
Total Cost of Goods Sold	\$27,797.33

Gross Profit	\$48,476.50
As a percentage of Total Income	63.56%

Operating Expenses	
Gaming - Field Trip Expenses	\$3,433.44
Gaming Grant Expenses	\$2,236.23
General - Appreciation	\$600.00
General - Classroom Supplies (Divisions)	\$3,374.12
General - Classroom Supplies (Resource)	\$523.15
General - PAC expenses	\$158.25
General Fund Expenses	\$3,000.00
Total Operating Expenses	\$13,325.19

Net Profit	\$35,151.31
As a percentage of Total Income	46.09%

Balance Sheet

Henry Anderson PAC

As of Mar 31, 2026

Report Type: Accrual (Paid & Unpaid)

ACCOUNTS	Mar 31, 2026
Assets	
Cash and Bank	
PAC VanCity Fundraising Account	\$1,050.00
PAC VanCity Gaming Account	\$10,183.18
PAC VanCity General Account	\$27,047.59
PAC VanCity Shares	\$5.95
PAC VanCity Special Projects Account (Playground)	\$15,679.00
PAC VanCity TechDrive Account	\$481.70
Total Cash and Bank	\$54,447.42
Other Current Assets	
Accounts Receivable	\$5,700.00
Investment - Term Deposit	\$25,961.81
PAC Funds Held by School - Craft Fair	\$900.00
PAC Funds Held by School - Outdoor Education	\$2,100.00
PAC Funds Held By School - Playground	\$31,625.00
PAC Funds Held by School - Technology	\$3,874.00
Total Other Current Assets	\$70,160.81
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$124,608.23

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 Mar 31, 2026	\$58,698.87
Retained Earnings/Deficit	\$54,982.31
Total Retained Earnings	\$124,608.23
Total Equity	\$124,608.23

Profit and Loss

Henry Anderson PAC

Date Range: Jul 01, 2025 to Mar 31, 2026

Report Type: Accrual (Paid & Unpaid)

ACCOUNTS

Jul 01, 2025
to Mar 31, 2026

Income	
Fundraising Revenue	\$0.65
Fundraising Revenue - Craft Fair	\$2,696.75
Fundraising Revenue - Direct Contributions	\$2,140.00
Fundraising Revenue - Playground	\$32,864.00
Fundraising Revenue - Stationery + Logo Wear	\$120.00
Fundraising Revenue - Tech Drive (+ interest)	\$4.66
Gaming Grant Revenue	\$13,020.00
Hot Lunch Sales	\$53,811.38
Total Income	\$104,657.44

Cost of Goods Sold	
Fundraising Expenses - Craft Fair	\$1,179.59
General - Hot Lunch Expense	\$30,198.64
General - Hot Lunch Supplies	\$131.01
Total Cost of Goods Sold	\$31,509.24

Gross Profit	\$73,148.20
As a percentage of Total Income	69.89%

Operating Expenses	
Gaming - Field Trip Expenses	\$3,833.44
Gaming Grant Expenses	\$2,236.23
General - Appreciation	\$600.00
General - Classroom Supplies (Divisions)	\$4,098.26
General - Classroom Supplies (Resource)	\$523.15
General - PAC expenses	\$158.25
General Fund Expenses	\$3,000.00
Total Operating Expenses	\$14,449.33

Net Profit	\$58,698.87
As a percentage of Total Income	56.09%

Balance Sheet

Henry Anderson PAC

As of Apr 15, 2026

Report Type: Accrual (Paid & Unpaid)

ACCOUNTS

Apr 15, 2026

Assets	
Cash and Bank	
PAC VanCity Fundraising Account	\$1,050.00
PAC VanCity Gaming Account	\$10,183.18
PAC VanCity General Account includes \$2,000 reserved for tech	\$32,874.84
PAC VanCity Shares	\$5.95
PAC VanCity Special Projects Account (Playground) includes \$15,300 operating budget funds	\$19,920.55
PAC VanCity TechDrive Account	\$481.70
Total Cash and Bank	\$64,516.22
Other Current Assets	
Investment - Term Deposit cashable when needed, lock in period complete	\$25,961.81
PAC Funds Held by District - Playground funds remaining at District level account	\$300.00
PAC Funds Held by School - Craft Fair	\$900.00
PAC Funds Held by School - Outdoor Education	\$2,100.00
PAC Funds Held By School - Playground	\$31,625.00
PAC Funds Held by School - Technology	\$3,874.00
Total Other Current Assets	\$64,760.81
Long-term Assets	
Total Long-term Assets	\$0.00
Total Assets	\$129,277.03

= TOTAL TO PLAYGROUND \$77,807.36

Profit and Loss

Henry Anderson PAC

Date Range 1: Jul 01, 2025 to Apr 15, 2026

Date Range 2: Jul 01, 2025 to Jan 31, 2026

ACCOUNTS	Jul 01, 2025 to Apr 15, 2026	Jul 01, 2025 to Jan 31, 2026	Change	
Income				
Fundraising Revenue Purdy's \$449	\$449.53	\$0.00	\$449.53	0.00%
Fundraising Revenue - Craft Fair	\$2,696.75	\$2,696.75	\$0.00	0.00%
Fundraising Revenue - Direct Contributions	\$2,140.00	\$2,140.00	\$0.00	0.00%
Fundraising Revenue - Playground includes \$4,241.55 scratch cards (cash) Apr 10-15	\$31,705.55	\$10,624.00	\$21,081.55	198.43%
Fundraising Revenue - Stationery + Logo Wear	\$120.00	\$120.00	\$0.00	0.00%
Fundraising Revenue - Tech Drive (+ interest)	\$4.66	\$3.61	\$1.05	29.09%
Gaming Grant Revenue	\$13,020.00	\$13,020.00	\$0.00	0.00%
Hot Lunch Sales	\$60,488.43	\$40,702.29	\$19,786.14	48.61%
Total Income	\$110,624.92	\$69,306.65	\$41,318.27	59.62%
Cost of Goods Sold				
Fundraising Expenses - Craft Fair	\$1,179.59	\$1,179.59	\$0.00	0.00%
General - Hot Lunch Expense	\$31,383.13	\$20,213.80	\$11,169.33	55.26%
General - Hot Lunch Supplies	\$187.00	\$111.98	\$75.02	66.99%
Total Cost of Goods Sold	\$32,749.72	\$21,505.37	\$11,244.35	52.29%

Gross Profit	\$77,875.20	\$47,801.28	\$30,073.92	62.91%
As a percentage of Total Income	70.40%	68.97%		

Operating Expenses				
Gaming - Field Trip Expenses	\$3,833.44	\$3,218.44	\$615.00	19.11%
Gaming Grant Expenses	\$2,236.23	\$2,236.23	\$0.00	0.00%
General - Appreciation	\$600.00	\$600.00	\$0.00	0.00%
General - Classroom Supplies (Divisions)	\$4,116.46	\$3,296.48	\$819.98	24.87%
General - Classroom Supplies (Resource)	\$523.15	\$523.15	\$0.00	0.00%
General - PAC expenses childminding GCs	\$198.25	\$158.25	\$40.00	25.28%
General Fund Expenses	\$3,000.00	\$3,000.00	\$0.00	0.00%
Total Operating Expenses	\$14,507.53	\$13,032.55	\$1,474.98	11.32%

Net Profit	\$63,367.67	\$34,768.73	\$28,598.94	82.25%
As a percentage of Total Income	57.28%	50.17%		

Notes re: Playground funds

Total invoice estimate \$80,957
 Funds collected (\$77,807)
 Less GST rebate (\$ 2,472)
 Short \$ 678

* online donations for April not yet rec'd/accounted for, may be closer than we think

PST

- rebate to be filed at year end
- \$4,600 recoverable

GST

- district rebate at 68%
- immediate recognition \$2,472 (\$3,636 x 68%)

