



Henry Anderson Elementary
Parent Advisory Committee (PAC) Agenda
Thursday, May 21st, 2026
6:30pm – 7:30 pm
 Multipurpose Room

Materials: 2026 04 16 HA PAC- Minutes – draft

Agenda Item	Presenter	Materials	Duration
1. Welcome			3 mins
• Land Acknowledgement	Chris	N	
2. Agenda Adoption	All	Y	2 mins
3. Approval of Previous Meeting Minutes – April 16 th , 2026	All	Y	10 mins
• Updates on Action Items			
4. Principal’s Report (School Updates)	Chris, Soledad	N	10 mins
5. Treasurer’s Report	Selina	Y	2 mins
• Update			
6. Updates		N	
• Hot Lunch	Suellen		10 mins
• Playground Fundraising	Shirley		10 mins
7. AGM	Selina	N	10 mins
• Plans and Events (Hot Lunch Frequency, etc.)			
• Budget Items and Voting (Welcome Table, Pumpkin Patch, September Child Minding, voting for rest of items in September)			
8. Other Business		N	
• Thank you cards and notes	Selina		1 min
• Year-end assembly	Chris		1 min
• RDPA update – election & dinner	Vikram		1 min
9. Adjournment			

Next Meeting: June 11th, 2026

Henry Anderson Parent Advisory Committee (PAC) – May - Meeting Minutes
Thursday, May 21st, 2026 – 6:30pm-7:23pm



Attendees: Chris D. (Principal), Selina C. (Chair), Gail L. (Vice-Chair), Erin S. (Secretary), Suellen Z. (Hot Lunch Lead), Shirley S. (Playground), Theola L. (Communications), Vikram S. (RDPA), Marine W.

Documents posted on Anderson PAC website for discussions:

- 2026 05 21 HA PAC Meeting Agenda.pdf
- 2025 04 16 HA PAC – Minutes – draft.pdf

1. Welcome

- a. Land Acknowledgement.

2. Adoption of Agenda

- a. Chair motioned to adopt agenda.
 - i. Unanimous vote in favour; agenda adopted.

3. Approval of Previous Meeting’s Minutes – April 16th, 2026

- a. Majority in favour; April’s meeting minutes approved.
- b. Update on Action Items:

Section	Action Item	Update
3.b	Sol to consult other schools on online meeting methods with respect to holding PAC meetings online.	<ul style="list-style-type: none"> • Sol absent; table to future meeting.
3.b	Questions regarding replacement/maintenance plan for donated hockey equipment – Selina/Sol	<ul style="list-style-type: none"> • Adequate quantity; will advise if more needed per Chris. • Being used sparingly, but there may be an afterschool program next year. • Only drawback: Lefties vs righties • No more action needed
3.b	Viv to send Prodigy info to Admin to bring to staff meeting.	<ul style="list-style-type: none"> • Table to future meeting per Viv.
3.b	Vikram to present action plan for movie nights.	<ul style="list-style-type: none"> • Vikram absent at updates; table to future meeting
3.b	Admin to give form to Viv for tech reimbursement to school	<ul style="list-style-type: none"> • Viv sent reminder to Admin for all outstanding purchases (tech, outdoor equipment, sound system, admin and staff appreciations). • Sound system arrived; waiting for invoice to be sent to Viv. • \$5k in literacy books has been purchased; waiting for invoice. • PE equipment being purchased. • Macbooks coming. • Invoices will be sent asap to Viv.
5.a.vi	Viv to set up District level account to fund playground expansion.	<ul style="list-style-type: none"> • Completed. Per Viv: Funds transferred for purchase. There should be a balance being refunded to PAC after finalization.

5.a.ix	School to pay PAC back \$100 for each Craft Fair table teacher participant (PAC already paid teachers).	<ul style="list-style-type: none"> • Incomplete per Viv. • Chris put on his to-do list.
5.c	Viv to update on Gaming Grant.	<ul style="list-style-type: none"> • Will be completed before end of May per Viv. Deadline is June 30th.
6.b.vii.2	Playground volunteer call-out strategy for Aug 31 st week.	<ul style="list-style-type: none"> • Address in Item 6 below.
7.b.i	PAC election virtual meeting for vetting nominations.	<ul style="list-style-type: none"> • Hold early June as nomination deadline May 31st 12pm.

4. Principal's Report (School Updates)

- a. Huge thanks from the school for the playground; remarkable accomplishment.
- b. Breakfast Club
 - i. Well attended.
 - ii. Learnings: 2 lines; volunteers need to eat; planning purchases.
- c. Class placement
 - i. See newsletter for parent input form – follow criteria; 2-week window; do not name teachers.
 - ii. Forms shared with teachers; input accommodations not guaranteed.
 - iii. Vikram: Question regarding mixed-grade classes where some parents think the lower grade student is stronger academically and vice-versa.
 1. Chris: Rationale sent out in the past; it's about balancing classes; positive for everyone.
 - iv. Parent input forms are not filed.
- d. Track
 - i. Positive responses seen at the track with lots of participation.
 - ii. Some unable to participate – busy station; e.g. no time to throw.
 - iii. Goals: physical extension; learning environment in broader format; encourage participation; support each other.
 - iv. Staff feedback: Students did well and staff supported well.
 - v. Parent feedback:
 1. Own kids still preferred ribbons.
 2. Setting up for future competition.
 - a. Chris: Some cities (e.g. Vancouver) hold track on the weekend as an extracurricular activity. As Richmond holds it during instructional time and as an extension of classroom, need to more carefully consider how competition fits in.
 - vi. Survey coming.
- e. Anderson Day – June 12th
 - i. Plans coming and will be communicated to families.
- f. Camp Cheakamus
 - i. One day trip 7am-5pm May 25th with 8 staff accompanying.
- g. Welcome to Kindergarten – PAC table
 - i. Little time to solicit, but no adjustment needed as too overwhelming and early for parents – only want to make presence known; solicit more at September Welcome Table.

5. Treasurer's Report

- a. Chris: Communication sent out to teachers to send in invoices; deadline given to Ingrid.

6. Updates

- a. Hot Lunch
 - i. Need to pay MunchaLunch for 2026-2027. \$370 including tax; e-transfer; due end of July.

- ii. Theola motioned to retain MunchaLunch services for 2026-2027 school year.
 - 1. Shirley seconded.
 - 2. Unanimous vote. Motion passed.
- iii. Feeding Futures (FF)
 - 1. Chris unsure if program will continue for 2026-2027 school year.
 - 2. Suellen: Term 3 sales lowers than Term 2 (10%-15% decrease) potentially due to FF lunches; if FF continues, PAC may decrease PAC lunch frequency.
 - 3. **Have to decide on the first hot lunch as soon as K lists are complete in September.**
 - 4. Vikram: According to DPAC board meeting presentation on March 11, 2026, it was mentioned that FF funding is from Federal Government and has funding SY 2026-2027.
 - 5. Some parents feel hot lunch is participation, so if they have the FF, they don't feel the need to order PAC lunches; that said, this year, we had a big goal for playground so increased the frequency – if no big project next year, maybe can decrease frequency.
 - 6. **Chris: If FF continues; sit with Hot Lunch Lead and sort out dates.**
 - 7. Selina: take as many FF as possible for accessibility; PAC can adjust fundraising.
- b. Playground Fundraising
 - i. Goal achieved; order is in and set to arrive Aug 31st.
 - ii. Construction: Aug 31-Sept 4 with supervision.
 - iii. Home Depot: 10 volunteers for 2 days committed – hardest is first day.
 - iv. Firefighter parent and colleagues volunteering; third day mostly parents.
 - v. **Min. volunteers met. Shirley will firm the volunteer list and schedule later.**
 - vi. Not putting out a general call out – hard to manage if too many people. **Shirley to connect with Marine.**
 - vii. Site prep still needs to be sorted out by District.
 - viii. Shirley – ribbon-cutting ceremony suggested; assembly.
 - ix. Home Depot will also donate materials (\$1000 concrete; aggregate; plywood) needed. 95% sure but the request has to work through corporate.
 - 1. Can School write an in-kind receipt?
 - 2. If donation falls through, we have enough to purchase the materials.
 - x. Helpful if we can have machine to unload material from truck.
 - 1. **Chris will look into skids and forklift.**

7. AGM

- a. Budget items we need to vote on before Sept starts; can't wait.
 - i. \$100 Welcome table at AGM.
 - ii. Pumpkin patch with Johnny for Oct; have not yet asked Johnny. Budgeted \$2500-\$3000 last year – do we want to do the same for 2026-2027?
 - 1. Suellen suggested to get quote first. **Selina to obtain quote.**
 - iii. Childminding - \$20 a month.
- b. Wrap up with elections.

8. Other Business

- a. **Admin to provide thank-you cards:** Superstore \$150 gift card for Breakfast Club; Home Depot; FortisBC.
 - i. WAAG thanks: Shelley and Seth for pinnie washing – *post-meeting update: completed by Chris.*
- b. Year-end assembly to come.
- c. RDPA update
 - i. Vikram – Member at Large.
 - ii. June 2nd 5pm dinner at MacNeill – invitation for two to attend; registration deadline May 29th.

9. Adjournment – 8:15pm

- a. Next meeting: June 11th, 2026 at 6:30pm