

Heritage Mountain Elementary Parent Advisory Council (HME PAC)

Meeting Minutes: October 3, 2024

Attendance in person: Sharon L. (Chair), Liz K. (Vice Chair), Eric L. (DPAC Rep) Ladawne S. (Communication).

Cori L., Sunny R., Sherry B., Nicole C., Marci K., Karen K., Jenny W., Tammi Q.

School/Admin: Brian Leonard (Principal), Shannon Ogilvie

Meeting was called to order by Sharon at 7:03pm.

Land acknowledgement given by Sharon.

Minutes Approval Motion to approve minutes from October 3, 2024 by Sharon, seconded by Liz and Ladawne. All in favour, motion passed.

Special Motion: PAC Secretary Position. Sharon Nominated Nicole C. Unanimous Vote, motion passed.

Principals Message:

- Enrollment Report: 283 Students, no change from last month.
- Interim Report will go home Friday October 11th.

Brian reminded parents that important dates are published on the calendar on the school website.

- The Truth and Reconciliation assembly was Friday September 27th. Brian confirmed it was well put together and was happy to see that a number of parents joined.
- Assembly: Self-Identity will be on October 16th at 9am.

Talking about Self and self identity.

Parents are encouraged to join assemblies as community time if they are able to attend.

- Fire Drill was on September 24th
- Shakeout BC / Earthquake Drill will be on October 17th at 10:50am

This is simulated across the province in schools and workplaces. Often times it is done at 10:17am, however since that interferes with recess time, it has been pushed to the later time of 10:50am for full participation from students.

- Early dismissal October 21st. This is an opportunity for parents to come in and talk to teachers about their children(s) progress. It is a follow up to the interim reports going home on October 11th.
- Spectacular turnout to open house / meet-the-teacher night.
- Photo Retakes will be on Wednesday, October 23th. If children missed or do not like their photos taken on September 25th.

Parents are reminded to ensure their children are aware they are taking retakes.

- Pro-D Day: Friday October 25th
- Remembrance Day Assembly will be Thursday, Nov 7 at 10:45am

Parents are really encouraged to join for the assembly if they can make it. Ms. King will be coming on Thursday morning to help with kids performing at the assembly. She has adjusted her schedule that week to be able to join us for the assembly on Thursday, even though her normal day with us is Fridays.

- FSA's will be ongoing through October for Grade 4s (October 1-Nov 8)

60 Children will be writing a Foundation Skills Assessment.

1 assessment per week.

Notices have been sent to parents

Children are not forced to write should their parents request.

Principal Brian Leonard confirmed that if there are any additional notices that need to be communicated through announcements, that information can be provided to him via email and he can add them to morning announcements.

Important Dates to Remember:

October		November	
8	Hot Lunch	1	PJ Day
11	Interim Reports Home	5	Fruit & Veg - Tomatoes
14	Thanksgiving – School Closed	7	PAC Meeting – 7pm in the Library
16	Assembly – 9am in the gym	7	Remembrance Day Assembly – 10:45
17	BC Shakeout / Earthquake Drill 10:50am	11	Remembrance Day – School Closed
21	Early Dismissal at 1:50pm	20	Assembly – 9am in the gym
22	Fruit & Veg – Pears	26	Book Fair – Details TBA
23	Photo Retakes	26	Fruit & Veg - Yogurt
25	Pro-D Day	29	Safer Spaces Presentation (Grade 4&5s)
31	Hallowe'en		

DPAC – Updates provided by Eric L.

- Due to motion adding Nicole C. as secretary, a new list of staff will need be submitted

Standard Procedures for rolls

- Sprit Fund

This fund is provided by the City of Coquitlam and not something available to our school.

- No other updates from the first meeting of the year.

Treasure Report – Updates provided by Sharon L.
No changes to the budget from last month.

Advisory Budget Impact:

Neufelds - \$1,179 in profit (\$6,373 total spend)
2 more Neufeld fundraisers to happen this school year. Next one will be

February.

There are proposed fundraisers for this year that are based on last years events and numbers. Sharon reiterated that that these fundraisers need champions otherwise they may not happen. These include:

Freezy Day
Neufeld
Pizza Day
Purdy's
Cards
Pancake Breakfast

Expenses:

Total expenses to date: \$41.90
Confirmed the amount budgeted for Gymsense - \$3,800. No Change to this amount.
No Dances Proposed yet, that is budget at \$2,000. No change to this amount.
Body Science for Grade 4&5s. This will remain on the budget as it is a

constant.

- No Motions for any change to Expenses –

Gaming Fund

Standard expenses allocated.

- No Motions for any change to the gaming fund usage –

Karen confirmed that the new treasure email is: hmepactreasurer@gmail.com

Updates:

Class Reps – Update provided by Ladawne

- 6 Classes do not yet have a designated class representative.

These classes have contacts, just not a designated representative. The plan is to put a call to action on the Facebook page and reach out to those parents to designate the role if needed.

- The class representative role has been changed. To make it a more light-hearted position, the communication portion will be done by Kelly Godin.

The Job will be a more fun position, connecting with classes and parents, assisting with birthday parties and helping with gifting (if desired)

Hot Lunch – Update provided by Liz

- Upcoming Hot Lunch: October 8: Panago

Estimated Profit from the Hot Lunch Program: \$1,500 (till winter break)

- The program has lots of volunteers, including many new faces.
- PAC Activity Fund on Munch-a-Lunch has raised \$2,870.00

Neufelds – Update provided by Sherry

- Next Neufelds Fundraiser: February 2025
- The first Neufelds fundraiser of the year raised \$1,179.00 in profit.

Dominoes Family Pizza Night - Update provided by Sherry

- Family Pizza night will be Wednesday, Oct 23rd
- Anyone that orders pizza from Dominoes on that day can mention Heritage Mountain Elementary, which is get the school a 20% kickback of the sale.

This has been advertised on the PAC Boards, will be put on the PAC facebook page and in the PAC newsletter.

- Each pizza company allows each school to do this fundraiser once a year. We will do Dominoes and Panago at a later date in the spring.
- Me-n-Eds pizza has not been successful in the past, as their location in Port Coquitlam is too far away and pizza is often cold by the time it is delivered. It was not a success using them in previous years so we will not do a Me-N-Eds family pizza night this year.

Proposals – Presented by Karen K.

Halloween Movie Night Event – Thursday October 24th

- Gym has been booked for the evening
- Movie: Hotel Transylvania 2
- Movie Runtime: 1.5 hours
- Start time suggested: 5:30pm
The group proposed a later time, ideally 6:30pm.
- A DVD copy is required (borrowed from parent or the public library). The movie cannot be downloaded due to copyright laws

Concession Stand

- School can borrow a Square Reader machine for concession purchases.
- Ladawne will provide a popcorn machine for use at the concession
- Request that parents will donate Halloween candy that can be put into bags to be sold at the concession

- Thrifties General Manager may donate some bottled water (not confirmed). The school also has some that the PAC had previously purchased for a previous event.

Outstanding items

- Decorations
 - Ms.Khan will make some decorations with kids
 - There is a budget to purchase some decorations
- In addition to parent volunteers it was proposed to ask previous HME kids to volunteer to sell tickets

Audio / Visual Equipment

- The previous years equipment was provided though a school parent that is no longer with the school. Karen has received quotes from a few Audio/Visual companies for projectors and screen rental options.
 - Estimated rental cost: \$150-200
 - Includes 8x8 screen / projector / speaker/ cables / instructions
 - For a person to install/setup it is an additional \$700.

Eric L. confirmed he can do the setup.

- The PAC group confirmed that 8x8 is too small of a screen. In past movies have been projected onto the wall, however the picture is not as clear as it could be.

- Erik L provided feedback on the audio / visual component:
 - He can purchase a projector for under \$200, and a screen for under \$400. Instead of renting for 1-time he suggests purchasing and storing for future use.

Open items to be determined:

- Storage Space for the equipment
- Will the school use the equipment enough to make it worth the purchase
- Is it worth the investment when technology is constantly changing
- School has a projector and sound system, that does not need to be purchased.
- The DVD cannot be downloaded. To play a movie in the school we must abide by copyright law. The movie must comply with the laws and a report needs to be filed that the movie was played for a school event. There are very specific stipulations around selling tickets for viewing a movie.

A large screen can be used frequently by the school and stored. The PAC group agreed that purchasing a screen for event that can also be additionally used by school is a good purchase and can be budgeted.

- Brian to confirm with the district if the purchase needs to be made through the district or if the purchase can be made independently.
- If free standing, ease of set up for staff, and safety concerns around the base of the screen. With the expectation that the screen will be a free-standing unit and there will be children running around near it, some extra thought into safety of the base and possibly sandbags to hold it down is to be considered.

7:46pm – Motion for purchasing a suitable screen with a budget of \$300 by Sharon. All in favour, motion passed.

Tickets

Last year the ticket sales went over capacity. This year to mitigate that issue we will do a presale of the tickets. Tickets will be put for presale on MuchaLunch and if there is still space available tickets can be sold at the door.

To be determined:

- Ticket Prices
- Concession Prices
- Is this event for fun or to raise funds

Pancake Breakfast

Karen offered that if people are interested in a pancake breakfast for Christmas, she is happy to coordinate, she just cannot facilitate on the day-of.

The previous PAC member that facilitated the pancake breakfast has left a detailed template for the event.

The Christmas concert last year was a week earlier, this year it will be the week before Christmas break meaning that the gym will not be available for a Christmas Pancake breakfast event unless it is done earlier in the month. A proposal in future meetings will be done if a champion for this event steps up.

Follow up to the Playground Equipment Proposal from the Oct.3 PAC Meeting

The proposed equipment still needs to be discussed at the staff meeting, which has not happened yet. The staff meeting will occur the week of October 7-11th. On the Pro-D day some staff were provided the details of this equipment, but it will be discuss as a full staff group at the upcoming staff meeting. So far the initial Feedback is not enthusiastic.

GagaBall Courts

Concerns:

Portable Option: Logistically Challenging. The initial staff had concerns of who would be setting up and taking down.

Permanent Option: Would need District Approval with a site review.

Semi-Permanent Option (The portable version only the equipment would be left setup and only taken down for winter break / summer break): Would need District Approval with a site review. There are also some concerns regarding vandalism.

Basketball Hoops

Concerns:

- The main concern is the potential space issues and playground disputes. Additional hoops could cause issues as there is not much space to put additional activity in an already crowded area.
- There is limited areas to put the hoops. The only area is on the outside gym walls.
- It was proposed that there could be time constraints on when the hoops could be used. Not allowing them to be used during Recess and Lunchtime play would avoid the crowding issue.

For both the GagaBall Courts and Basketball Hoops Brian would like to hear staff feedback before making any further decisions.

Grade 5 Leaving

A form has been sent out by Sharon to parents. There are 59 Grade 5 Kids, and about half of the responses to the form have been received.

There is lots of support and lots of volunteers. Currently there are roughly 9-10 parents that have said they are interested in being on the committee

Forming a committee. The first step is to determine first meeting date to get the committee started. The best plan of action is to start having the meetings and then let the committee determine the best path forward to planning and if they feel there is a need to designate someone as head of the committee.

Bottle Depot Fundraiser is Active. Sherry has set up the Bottle Depot Fund. Posters are on the PAC board & Library windows to advertise.

Bags of bottles can be taken to the machine at the bottle depot where parents can enter the advertised phone number and it will provide a label to be put on the bag. All the funds of that bag will go towards this fundraiser.

Bottle drives will be done at a future date where parents can drop off cans and bottles.

Q&A, Wrap Up

Liz provided an update that Munch-a-Lunch is not full. In previous years it has been almost full. All divisions are available online, but none are completely full. Kindergarten and Grade 5 are almost full but Grades 1/2/3/4 have a lot of unregistered students. Parents are encouraged to remind anyone they know that is not signed up, to join the program.

**Meeting adjournment: Motioned by Sharon, seconded by Eric and Sunny. All in favour.
Meeting adjourned at 8:13pm**