

Heritage Mountain Elementary Parent Advisory Council (HME PAC)

Meeting Minutes: September 12, 2024

Attendance in person: Sharon L. (Chair), Liz K. (Vice Chair), James K.(Treasurer), Eric L. (DPAC Rep) Ladawne S. (Communication), Wanda M. (Communication), Robyn L. (Secretary), Cori L., Sunny R., Sally K, Fernando B., Tanya K., Jessica C., Vivi L., Sherry B., Ryan V., Sujin P., Jongsu L, Nicole C., Pamela E., Smaranda T., Karen S., Kim P., Hasina A., Mozammel A., Jinsoo K., Vida S., Alexander S., Sahar K., Grace Y., Tina R.

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

Meeting was called to order by Sharon at 7:04pm.

Land acknowledgement given by Sharon.

Welcome and Introduction:

Sharon welcomed attending parents to the first PAC meeting of the 2024/2025 school year and introduced new HME Principal, Brian Leonard.

- Principal Welcome & Message & First Week In Review:

Brian welcomed parents to the 2024/2025 school year and thanked parents for the warm welcome he has received at the school so far and for parents' ongoing support of the HME students. He reminded parents to continue attending PAC meetings once the novelty of meeting the new principal had worn off.

By way of introduction, Brian detailed his career in BC education, most recently as President of the Principal's Association visiting school districts and travelling throughout BC. He emphasized his philosophy that "Education is a partnership between school and home working together" to support and help the students.

Summarising the first week, he mentioned current enrollment stands at 283 Students in 13 Divisions. The school is almost full, but there is some space in Kindergarten. Staffing changes include the arrival of Ms. Bodnar & Ms. Hare (W) – Div. 3 - Gr. 4/5, return of Ms. King for Music (W & F), arrival of EAs Ms. Baliko & Ms. Durrant bolstering the school's complement to 10, and himself as principal.

Kelly Godin (School Secretary) would like to remind parents about all the forms that need completing at the beginning of the school year (some online using School-Cash-Online), including Emergency Release (yellow) and others as needed (Medical Alert, Field trip volunteer, Driver Abstract, Criminal Record Check).

The Fruit and Vegetable Program by the Department of Agriculture in BC will be delivering fruit or vegetables to the students on a monthly basis, coordinated by Ms Lauridsen, who is looking for 3 volunteers to help her on Tuesday September 24, 2024 at 9am to package and hand out mini carrots.

The City of Port Moody is hosting a Mayor-for-a-Day contest soon; the form needs to be filled out and returned by September 27, 2024 at 5pm.

Fall After School Programs are currently available through Port Moody Recreation. They are in the process of seeking input for the winter term. Any suggestions for future afterschool programs can be emailed to Brian to forward to the city.

Brian reminded parents that important dates and School District 43 information are published on the school website. He provided the following calendar updates for September and October:

- Early Dismissals: all at 1:50pm
 - Mon. Oct. 21
 - Tue. Jan. 14
 - Mon. April 14
 - Thu. May 29
- Christmas / Winter Concert – **Wed. Dec. 18 – AM & PM** (identical concerts)

September	Oct.
12 - Int'l Tour @ 10::45 PAC Mtg. – Library - 7 pm 20 – Pro-D Day 24 – Meet-the-Teacher – Time: 5 – 6 pm 25 – Individ. Photo Day 27 – Truth & Reconciliation Asembly 30 – Truth & Reconciliation Day – Closed	11 – Interim Reports Home 14 – Thanksgiving – Closed 21 – Early Dismissal @ 1:50 pm 23 – Photo Retakes 25 – Pro-D Day 31 – Hallowe'en

- Meet PAC Executive team

Each member of the Executive team introduced themselves and their role. Sharon is PAC Chair and the youngest of her three kids is in Grade 5 this year. Liz is Vice Chair and her kids are in Grade 2 and Kindergarten. Ladawne, who is responsible for PAC communications, has one child in Grade 5. Wanda joins Ladawne on the communication portfolio and has two kids, one in Grade 5 and the other in Grade 1. James is the treasurer for the year and has two kids, one of whom is at HME in Grade 1. Robyn has kids in Grade 2 and kindergarten but has recently resigned from the role of secretary, so the role remains open.

Previous minutes approval: Motioned by Ladawne, seconded by James. No additions made. Minutes of June 13, 2024 approved.

PAC Info: Welcome and Overview

Sharon presented an overview of the PAC by means of a slideshow, which has subsequently been shared with parents (PAC Handbook 2024/2025).

- Executive team, roles and meetings

The Executive team manages PAC affairs between meetings while all parents are members of the PAC by virtue of having children registered at the school. The roles of the Executive include Chair, Vice Chair, Treasurer, Communications, District PAC (DPAC) representative and Secretary were detailed. The PAC purpose is “To build community in collaboration with the Principal and staff with the common goal of enriching our children's school experience.” It is a forum in which parents can connect with other parents. It was emphasised that parents are not required to volunteer, however, those who wish to do so are more than welcome. Monthly PAC meetings are for providing information and clarity above and beyond any other function.

- Grants & Qualifying

The BC government provides funding in terms of the Gaming Grant to the tune of \$20 per student per year but is only granted in the case of a school having an elected PAC Executive.

- PAC Initiatives, Support & Fundraising

The PAC raises a significant amount of money through fundraising initiatives, which ultimately provide for PAC-funded expenses that enhance student learning.

- MunchALunch Payment Platform – provides the PAC's means of collecting funds online. This is the place to see menus and order hot lunch; pay for event tickets; contribute to staff appreciation gifts. Parents were reminded to update their account with returning and/or new students' current class information.
- Event Schedule & Process – Anyone who would like to champion or suggest a fundraising or community event needs to contact any one of the PAC Executive and fill out a form expanding on the idea before it is discussed and voted on at the next PAC meeting.
- PAC Initiatives & Fundraisers, Fundraising Champs – Champions are necessary to lead initiatives.
- Volunteering & Activity Fee – options to help in PAC initiatives include volunteering time directly or contributing financially in lieu of time.

Ladawne discussed the variety of PAC communications.

- Communications Process & Class Reps

- Opt In - School Paperwork – there is an important tick-box on the intake forms that needs to be ticked in order to allow the school to forward PAC emails.
- Weekly & Monthly Updates will be emailed to parents via Ms Godin. This is an important change from previous years.
- Much information is disseminated on the Facebook page, PAC Boards around the school, and PAC meeting minutes accessible through the school website
- Class connection contact sheets available tonight and at Open House – there has been a change in the role of class representatives, whose focus has become more social, arranging contact lists for birthday parties and collecting funds towards teachers' gifts. However, class reps require parental consent to share email addresses and this is the reason for the contact sheets.

- Financial Report

James provided the Financial Report, which included explanation of and request for approval of the budget for the year. He explained that there are two accounts; one for the gaming grant and another for fundraising called the advisory account. The gaming grant needs to be spent in its entirety within 24 months in order to avoid returning the money to the government (total proposed income \$6 000, total proposed expense \$8,200, with \$8,837.31 cash on hand as of May 2, 2024). He expects the advisory account to come close to breaking even this year, with a deficit of \$1100 (total proposed income \$45,100, total proposed expense \$46,200, with \$21,307.76 cash on hand as of April 29, 2024).

Annual budget approval: Motioned by Wanda, seconded by Sherry. All in favour. Budget for 2024/2025 approved.

PAC Meeting:

- Hot Lunch Program for the year – Liz heads up the Hot Lunch program at the school and mentioned that she's hoping to have the first hot lunch available on October 8, 2024. However, all parents need to update/create their childrens' MunchALunch profiles before orders can be placed. There will be 5 or 6 hot lunches a term, with orders placed latest the Monday before the following Tuesday's hot lunch. It is possible to order meals a term at a time. Anyone interested in helping to hand out hot lunch (11:45am – 12:30pm roughly every second Tuesday) is encouraged to contact Liz. Liz has approached a few new vendors this year, and has asked parents to put forward recommendations if they have contacts with other local vendors. Liz mentioned that parents should please contact the PAC if a student is absent on the day of hot lunch because the food can be collected, refrigerated until the next day or donated. A parent raised a question about the possibility of weekly hot lunch and it was mentioned that this depends on what the school staff say (as it is considered quite disruptive) and whether or not sufficient volunteers would be available to help.
- Event Schedule & Fundraising: Gym Holds – Ladawne mentioned that she has arranged for the gym to be held for possible monthly events. However, if no parents come forward to champion an event in a particular month, the PAC needs to release the date in good time.
 - Open House - Sept 24th – Brian mentioned that the Open House will be a school-led function from 5 – 6pm to meet the teachers and see the classrooms.
 - Neufelds: Order Sept 9, Deadline Sept 26, Delivery Oct 3 – organised by Sherry Bot; the first of three Neufeld order events planned for the year.
 - Gaga Ball – proposed by Sherry Bot, who mentioned that the game is popular with K-5s and showed two YouTube videos which demonstrated portable options. She recommended 2 possible locations on blacktop, including the area outside Mr Clark's classroom and opposite the portable. A 19ftx19ft option accommodates 15 children and costs ~\$4k. However, Brian reminded the PAC that the district would have to approve it as it would be placed on district land, and that they would insist on site prep, installation, acceptance of liability, safety and maintenance, although they may agree to share the cost. Sherry also mentioned the possibility of putting up basketball hoops on the exterior of the school building to cater to the intermediate-aged kids. It was decided to put the ideas to the staff and hear their responses. The PAC also asked Shannon Ogilvie to ask the staff what they'd suggest for sports equipment upgrades that the PAC could potentially fund.
 - Halloween Event – Sharon mentioned on behalf of Karin Kewin, who could not attend the meeting, that she'd like to lead a movie night to be run in October (the gym is booked for October 24, 2024).
 - Fundraisers looking for Champions: Purdys & Art Card Project (slated for Spring) Treat/Freezie Days – Sharon mentioned that Tammy Quon has agreed to champion Christmas and Easter Purdy's fundraisers; Sherry put her hand up to lead the Art Card project in the Spring (she has gathered documentation from the parent who ran it last year); according to Ladawne

there is a new freezer in the school that is stocked with freezies, ready for the next opportunity to sell them.

- Grade Five Leaving – Sharon mentioned that there is no committee yet and that an informal survey is planned to gauge interest.

- Q&A – A question was raised about school supervision at recess and lunch. Brian was able to answer that at recess there are 3 teachers supervising, while at lunch, there are 3 noon hour supervisors, most EAs and the principal supervising play. During the balance of lunchtime, grade 5 monitors are present in each class. Another parent asked about the process when there are bears in the area and Shannon responded that the kids learned about emergency response protocols during the first week at school.

- Sharon wrapped up the meeting and announced the next meeting date: Thursday Oct 3rd, 2024.

Meeting adjournment: Motioned by Wanda, seconded by Eric. All in favour. Meeting adjourned at 8:32pm.