

Heritage Mountain Elementary Parent Advisory Council (HME PAC)

Meeting Minutes: November 7, 2024

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

Cori L., Sunny R., Marco M., Fernando B., Sahar K.

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

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

Land acknowledgement given by Sharon.

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

Principals Message:

- Brian began the evening by congratulating the great turnout for the Halloween Movie Nights, The Halloween parade day and the Remembrance Day assembly.
- Brian opened the floor for feedback about the student photos. Overall it was positive, there was some question about the younger kids struggling to properly pose to take good photos as well as increases to prices. People felt the photos were good quality and were received quickly.
- Announcement: Ms.King is staying with the school until May 2025!
- Upcoming events that parents are encouraged to attend:
Performing Artist-Ache Brasil: November 13 at 9am
Community Assembly – Self Identity: November 20 at 9am
Book Fair: Nov 26, 27, 28
**A good time to come is in the evening, without kids, for Christmas gifts/surprises*
- The Christmas Concert will be Wednesday December 18th.
 - The Time is TBD, but there will be a morning and afternoon performance.
 - There was a concern that there may not be even distribution of parents between the two time slots. It was suggested that post the event on much-a-lunch, for free, allowing parents to register for their preferable time slot and allow the school to manage the attendance expectation.
 - Shannon Ogilvie put out a request to ask for parent volunteers to help set up on Monday Dec 9th, noting it was easy to set up, just needs help.
 - The event will support SHARE, likely via dollar donation instead of food. Details TBD

- Term 1 Report Cards will be published December 19th
- Holiday Reminder:
Last day of classes: December 20th
School reopens: Monday January 6th
- Dental Screening for all kindergarteners will be January 5th or 9th (TBD). This is a free service offered by Fraser Health.
- Some Reminders from the Teachers
 - Planners are a communication tool between teachers, students and parents (some rooms use seesaw). Please check regularly.
 - Communication via email is great, but be mindful that response times may vary day-to-day and teacher to teacher. Teachers do their best to respond, but their focus is the day at hand and the students learning.
 - Arriving on time sets students up for successful day. Late arrivals can be disruptive and also affects the kids ability to have a calm, welcome start to their school day.
 - Progress in reading requires practice! It is important to take time to read to your kids every day. This practice will set them up for success in the long run and also allows the school to provide proper support and identify reading problems early.
 - Progress in math requires basic math facts and practice. Similar to the reading practice, the same rules apply.
 - Please come to community time, assemblies and other special events. Parents are always encouraged to attend and support their kids and the school.
 - The monthly newsletters are filled with information from the school and the PAC. Regularly check the website, newsletter and Facebook.

Important Dates to Remember:

November		December	
7	PAC Meeting – 7pm in the Library	3	Hot Lunch
7	Remembrance Day Assembly – 10:45	5	PAC Meeting – 7pm
8	Nadine’s Visit – 1-3pm	9	Stage Setup – 3pm
11	Remembrance Day – School Closed	10	Fruit & Veg – Mandarin Oranges
13	Cult.Perf. Ache Brasil – 9:15	13	Brian Away – TOC in
14	LWB (Brian) – 8-10am	13	Concert Rehearsal – 1pm
19	Hot Lunch	17	Chair Setup for Concert
20	Assembly: Self Identity – 9am	17	Hot Lunch
21&22	Brian Away – TOC in	18	Christmas Concert (am&pm)
26	Fruit & Veg - Yogurt	19	Stage & Chair Take-Down
26,27,28	Book Fair – Details to Come	19	Term-1 Report Cards Published
28	LWB (Brian) – 8-10am	20	Last Day of Classes
29	Safer Spaces (Grade 4&5s) 1-2pm	20	Assembly – 10:45
		21-Jan5	Christmas Vacation

- Mayor for a Day Contest - The winner will be announced by the mayor on Nov 21st.
- Any notices to go home need to be provided the day before at a minimum. If teachers receive notices the same day they are expected to be sent home, there is no guarantee that they would have received them in time and been able to get them distributed to the students.

DPAC – Updates provided by Eric L.

- Most of the discussion pertained to issues for grades 6 and above and are not applicable to our school programs (Anti-Racism / Black History / French Immersion, Public Speaking Program)
- BCPAC has had very limited communication. It is believed that a combination of the provincial election and some turnover within their executive team has delayed communication.
- The PAC newsletter will be updated with the DPAC web address as there are free resources and workshops that are available to parents.
- Sharon wanted to reiterate that the DPAC role is very important. This position represents HME PAC at the district level. They represent our issues and our voice as a school for larger issues (curriculum, funding etc). We are lucky to have a DPAC representative to speak for the collective HME PAC voice, as some schools do not.
- Sharon opened the table to the group to discuss any topics to be brought forward at the DPAC level. The conversation directed towards the gaming grant which has not been increased in many years. There was discussion if there was the possibility to increase the gaming grant amount.

**7:34 Sharon Motioned for our DPAC representative to work with the DPAC to lobby the government to increase the gaming grant.
Seconded by James and Liz. All in favor, Motion Passed.**

Treasurer Report – Updates provided by James K.

-See end of document for budget details -

Gaming Fund: This is a separate account that can only be spent on certain things, in certain ways. The amount provided has not increased in 20 years. Currently we receive \$20.00 per child, \$5,820 in total (283 children). This account is about 10% of the total PAC budget.

Money in this account can only be held for 24 months, it currently is in a surplus. The BCPAC registration fee is the only thing to come out of this account so far this year, and expected to cover for some of the spring field trips or art performances.

There are 2 busses needed for the Grade 5 Cultis trip. Often times when two busses are needed the PAC pays for one, and the other is charged to the students. Because there is a

surplus in our Gaming account and the Cultus rates have increased the PAC thought it would be a good idea to use the gaming grant to cover the cost of both busses.

7:42pm – Sharon motioned to change the budget for the Cultus Lake Buses from \$1,000 and \$2,000. All in favor, motion passed.

Advisory Budget Impact:

To follow up to the bus/field trip discussion - there is a line item for field trips on the advisory budget which is dispersed amongst the teachers.

Expenses:

Accounts up to date

Gaming grant received; all required forms have been submitted to them.

Updates:

Halloween Movie Night Recap:

Total Expenses \$541 (budgeted \$450)

Total revenue: \$2,265.57

Net total profit: \$1,724.57

The PAC chair has an issue with how the funds were overspent. We considered lowering the budget before the event, so it's a concern that more money was spent than expected. It is extremely important the budget be adhered to.

Overall it was decided that it was a lack of transparency/communication is the issue. The money needs to be spent responsibly, so if there are additional costs that need to be incurred, the additional amounts need to be communicated and approved. For this event, the process and purchases had a very quick turnaround, the group agreed that we can reimburse for the full amount – but that should not be the precedent. In future amounts can only be reimbursed up until the budget and anything over that will not be reimbursed without communicated approval.

8:04 Sharon Motioned to increase the movie night budget so champion to be reimbursed in full for \$541.88.

All in favor – motion Passed

Grade 5 Committee Recap

No update at this time. Sharon to champion

Current & Upcoming Fundraisers Updates:

Hot Lunch – Update provided by Liz

An inquiry was made about the possibility of multiple restaurant options should kids not like an option being offered for the hot lunch day. The feedback to this was that the school wants to limit the number of deliveries and off-site people coming into the school. As well as logistically it is too much work to facilitate multiple options on the same day. The suggestion is that Hot Lunch is a perk provided to the students and to just skip that hot lunch day if they don't like the option that week.

An inquiry was made about a desire for a milk delivery. The main feedback to this suggestion was that refrigeration is an issue as well as the logistics of handing out the milk to kids. The need for this came up in response to hot lunch day where the restaurant does not offer a drink option. It was confirmed that flats of juice boxes could be purchased from Costco and added as a beverage option for hot lunch.

Purdy's Fundraiser - Update provided by Ladawne S.

Link is live and available on Facebook
Newsletter Link to be resent

Dominoes Pizza Night - Update provided by Ladawne S.

First Pizza Night brought in \$200 in revenue
The next pizza night is in February, date is TBD.

Proposals

Basketball Hoop Installment – Update provide by Brian

- There were previously basketball hoops in that exact location outside of the gym. They were taken down due to vandalism.
- Overall the kids are doing well and there doesn't seem to be a need for additional hoops

Screen for the School Gym – Update provided by Brian

- Brian has 1 quote and is waiting on additional quotes for comparison

Portable Screen with Stand: \$3,600

Mounted Screen: \$5,166 (without installation)

The group agreed to discuss the screen at a later time. The movie night went well with projecting on the screen.

All donation amounts for the screen will be kept to the side for now, and discussed at next PAC meeting.

Pancake Breakfast

- Brian talked to the staff and the consensus was that they do not want a pancake breakfast in December because it is already so busy with the Christmas concert and Christmas crafts happening during the school week leading up to holidays, and holding event earlier in December would lead to students ‘checking out’ early in the season
- Liz, distributed a thorough and detailed proposal, and had many parents ready and enthusiastic to volunteer for event.
- It was suggested that the pancake breakfast happen in the new year and possibly combine with another holiday like Easter or Valentines Day.
- Parents expressed that a Community Christmas event is still desirable, for the element of ‘Christmas Magic’ for students as the lead up to the holidays.
- As an alternative to a Christmas pancake breakfast, a Christmas Movie night/Winter Fest was proposed which will be done after the school day, where stage take down and set up for the movie night can occur simultaneously
- The gym is off limits due to being setup for the Christmas concert so the available dates for a movie night would be December 6th or December 19th.

Vote between December 6th and December 19th for a Christmas Movie Night. Majority votes for December 19th. Organizers will be Sharon and Sunny.

8:39 Sharon to Motion to add a budget for the December movie night of \$300 Secoded by Liz and Marco. Unanimous vote. Motion Passed.

Additional PAC Board – Update provided by Ladawne S

Kindergarten Parents would like a PAC board on the kindergarten side of the building. There is no proposal yet and we expect additional costs and details before discussing further.

It was suggested that instead of putting up a board, to drive people to the website through communication or possibly a painted QR code.

Q&A, Wrap Up

Next Meeting: December 5, 2024

Meeting adjournment: Motioned by Sharon, seconded by Ladawne and Liz . All in favour.

Meeting adjourned at 8:40pm

Heritage Mountain Elementary PAC				
Budget - Revision 0				
September 2024 - August 2025 - DRAFT				
INCOME				
Gaming Account		Proposed	G5/School Ask	Notes
	Fundraising			
	Government Grants	\$ 6,000		Funds to be received on 30/09
	Total Fundraising	\$ 6,000		
TOTAL INCOME Gaming		\$ 6,000		<i>it was \$5,800 for 2023-2024 budget</i>
EXPENSES				
Gaming Account				
	Grade 5 leaving	\$ 2,700	\$ 2,700	\$45/G5 student, including Year Book, Photo Booth
	Arts Performance	\$ 3,500		3 performances
	KM Club Ribbons	\$ 1,000		
	G5 Cultus Lake Trip - Bus	\$ 1,000	\$ 2,000.00	
	Total Expenses Gaming	\$ 8,200.00	\$ 4,700.00	
TOTAL EXPENSES Gaming		\$ 8,200.00		<i>it was \$8,900 for 2023-2024 budget</i>
PROFIT / (LOSS)		-\$ 2,200.00		
Cash on hand on May 02, 2024		\$ 8,837.31		

**Heritage Mountain Elementary PAC
Budget - Revision 0
September 2024 - August 2025 - DRAFT**

INCOME

Advisory Account		Proposed	School Ask	Notes
Champion	Fundraising			
	Freezee days	\$ 2,000		
	Neufeld Frozen Food	\$ 3,000		
	Pizza fundraising	\$ 150		
	Purdy's fund raising	\$ 700		
	The card project	\$ 1,400		
	Hot Lunch Profit	\$ 5,000		
	Movie Nights	\$ 2,000		
	Dance night	\$ 3,700		
	Open House Event	\$ 2,000		
	Family Photo	\$ 300		
	Parents night	\$ 2,000		
	Firefighters Donations	\$ 250		
	Staff Appreciation Luncheon	\$ 600		
	Total Fundraising	\$ 23,100	\$ 0.00	<i>it was \$21,950 for 2023-2024 budget</i>
	Munch-a-Lunch Platform			
	Hot Lunch	\$ 23,000		
	Activities Fee	\$ 4,000		
	Total M-a-L Platform	\$ 27,000	\$ 0.00	<i>it was \$23,400 for 2023-2024 budget</i>
	TOTAL INCOME Advisory	\$ 45,100	\$ 0.00	<i>it was \$40,350 for 2023-2024 budget</i>

EXPENSES

Advisory Account				
Miscellaneous expenses from general account		\$ 500		mailing fees, hot lunch labels
Bank fee, Quickbook subscription		\$ 750		Bank fees and Quickbook, Canva
Body Science		\$ 1,750		
Cleaning Supplies				
BCCDPAC membership fee				
Freezles day expenses				
Athletic Program		\$ 7,500		Gym Sense (\$3,800) + other?
Hot lunch expenses		\$ 18,000		
Library books				
Munch a lunch membership fee				
Office supplies		\$ 300		
staff appreciation supplies		\$ 800		
Staff retirement		\$ 200		
Teacher Funds		\$ 5,300	\$ 5,300.00	
Technology renewal exp.		\$ 0	\$ -	
Track&Field k-2 freezles				
School End Event		\$ -		
Open House		\$ 200		
Babysitting during PAC meeting		\$ 200		
Movie night supplies		\$ 500		
Pub night				
Dance		\$ 2,000		
Pancakes Breakfast		\$ 700		
Other events expenses		\$ 500		
Field Trips/Students Experiences		\$ 3,500		
Music Equipment		\$ 1,000		
HME Logo Sign & Merchandising		\$ 2,500	\$ 2,500.00	
Total Expenses Advisory		\$ 46,200	\$ 7,800.00	
TOTAL EXPENSES Advisory		\$ 46,200	\$ 7,800.00	<i>It was \$51,731 for 2023-2024 budget</i>