

Heritage Mountain Elementary Parent Advisory Committee Meeting
General Meeting
Wednesday, September 28, 2011
7:00 pm in the library

Attendance:

Leanne Lowe (Co-Chair)	Katie Richards (Co-Chair)
Linda Fabio (Treasurer)	Mary Anne Pruner (Secretary)
Craig Mah	Maria Purdy
Cindy Hite	Laurie Fox
Charlotte Wilkie	Michelle Carniel
Kate du Cros	Abi West
Jocelyn Mah	Anna Stancato
Rochelle Heisel	Stacia D'Souza
Erik D'Souza	Shauna Burns
Charleen Boyko	Tabb Davis
Roy Lewis	Fran Topp
Jenn Reyburn	Sally Honarmand
Laura Zitko	

Meeting is called to order by Leanne Lowe at 7:00 pm.

(1) Introduction and Welcome - Leanne Lowe

- Leanne welcomed everyone to the first PAC Meeting of the new school year.
- Leanne thanked everyone for coming tonight. What a great turnout!
- Leanne presented the Agenda for the evening.
- Leanne introduced Mr. Mah.

(2) Principal's Message - Mr. Mah

- Seeing new faces in attendance, Mr. Mah briefly introduced himself.
 - Mr. Mah has 20 years experience in Education, the past 8 as an Administrator.
- Quick Facts about HME:
 - Currently we have 346 students enrolled. Mr. Mah expects this to increase to over 350 by June.
 - There are 15 Divisions this year, including 3 full day Kindergarten classes.
 - HME has 14 Smart Boards. (Mrs. Liski's Grade 4 class in the portable is the only classroom without one. There are arrangements to trade classrooms for certain lessons so that this Grade 4 class doesn't miss out on Smart Boards completely.)
 - 7 HME teachers attended a Smart Board course at UBC over the summer.
- The Class Sizes and Composition for all 15 Divisions meet the Ministry of Education guidelines. Mr. Mah met with the School Planning Committee and PAC Executive on September 16th, as per the legal requirements, to review class sizes and composition.
- Full Day Kindergarten:
 - We currently have 54 students enrolled in our 3 Kindergarten classes. (Down from the 60 that were initially registered because of families moving away.)
 - These classes are going on a field trip to the Pumpkin Patch on October 25th.

- There has been a lot of talk and questions about “Play Based Learning”. This term means “learning through exploration.”
- Initial feedback from teachers regarding full day kindergarten is that there is more time in the day to fully realize the Kindergarten program.
- The net effect at HME of full day kindergarten is an additional 100 new students at recess and lunch compared to last year. To manage this, each day Mr. Mah announces on the PA system which areas of the school grounds each grade is allowed to play for that day.
 - A parent asked why the splitting of areas is happening: Mr. Mah explained that the purpose is to make a bubble around the kindergarten students for their safety.
 - A parent asked if there is something else to do on the blacktop area other than 4 square and tetherball: Mr. Mah explained that every classroom has a bucket of supplies for use on the blacktop. eg. balls, skipping ropes, scoops
 - A parent asked if the top playground (near parking lot) can be used at recess and lunch: Mr. Mah explained that it cannot because it is not school property.
- Mr. Mah expressed that he hopes that the splitting up of areas will ease up by mid-October.
- Mr. Mah presented a video which discussed different ways of looking at early learning. Included as part of it was the “Marshmallow Experiment”.
- Mr. Mah presented “What’s going on at HME?”
 - The staff will again work toward the school-wide goal of improving students’ ability in Persuasive Writing.
 - Ms. Ewart is working on an Art Mural Project in which she will commission an artist to work with the students to create murals of artwork which will be displayed along the upper blacktop (outside of the library).
 - Ms. Ewart is also working, with the help of Division 4 (Ms. Lauridsen and Mrs. McKave’s class), on a gently used Shoe Collection Drive. These shoes will be donated to another school (one described as “inner city” in a lower income area).
 - The first Recognition Assembly will be held on October 4th at 12:45pm.
 - The first performing artist, Li Lui, will be at HME on October 17th at 9:00am. Parents are welcome to stay and watch. This will be a performance of Chinese Acrobatics.
- Mr. Mah’s Housekeeping Items:
 - Traffic and Parking:
 - Please remember that the drop off area is a NO Parking Zone. Cars must keep moving through this area.
 - Please keep your speed down: on the streets around the school, in the parking lot, and in the drop off area.
 - Bears:
 - The Staff and Students are all aware of the warning system for when any wildlife are spotted on the school grounds. It is a series of whistles and the students know to return to the school immediately when this happens.
 - Mr. Mah wants the neighbours around the school to be an early warning system. If you live near the school and see wildlife, please phone the school to let us know where the animals are and which directions they appear to be headed.
 - Phone Messages:
 - Mrs. Godin has received phone calls and messages from parents who are unable to make it to the school on time to pick up their child and, instead, are

asking for Mrs. Godin to arrange playdates or arrange alternate ways for their children to get home. This is unacceptable.

- “The Cabin” aka the portable:
 - Mr. Mah would ask that, in order to reduce the amount of traffic between the school and the portable, people please go around the west side of the school to get to the back of the school. There are three kindergarten classes plus Mrs. Liski’s Grade 4 class that must line up in this tight area and it gets very congested.
 - Mr. Mah also asked, again, that there be no playing on the “porch” (aka the ramp) outside the portable. It is too dangerous and noisy to do so.
- Vandalism at the back of the school:
 - This problem is increasing: parts of the playground have been damaged, graffiti has been spray painted on the walls of the school
 - If anyone, especially neighbours, see any groups of people congregating around the back of the school, do NOT approach them, but rather call Vandal Watch. The phone number will be posted on the School Website.
- Mr. Mah presented information on Teacher Job Action:
 - The full document is posted on the School Website. Highlights of the document are as follows:
 - Teachers are currently in Phase One of job action. They are required to continue to carry out normal classroom duties.
 - Teachers are NOT required to do the following:
 - carry out administrative activities
 - attend meetings
 - provide supervision
 - prepare report cards
 - hold regularly scheduled parent teacher interviews
 - Administrative and management personnel provide supervision.
 - CUPE Support Staff (eg. Mrs. Godin) continue their duties as normal.
 - Parents are encouraged to talk to their children’s teachers about concerns.
 - The aim is to remain peaceful and respectful.
- Mr. Mah concluded by asking if there were any questions for him.
 - A parent asked if it is true that there is a microwave in the portable and, if so, can other classrooms get one too. Mr. Mah answered yes, there is a microwave there. Yes, other classrooms can get one. He suggested the parent talk to the teacher involved.
 - A parent asked when the kindergarten classes would be allowed to take part in the milk program and the hot lunch programs. Mr. Mah answered that he is not sure yet. Part of the problem or issue is that the kindergarteners are currently eating earlier than the rest of the school, so the milk / hot lunch food may not be ready at the correct time.

(3) Adopting Minutes from the last PAC Meeting - Leanne Lowe

- Leanne presented the minutes from the last PAC Meeting, which was the AGM and Voting Meeting on June 7th.
- Linda moved to adopt the minutes. Mary Anne seconded the motion. All were in favour. The motion was carried.

(4) Treasurer's Report - Linda Fabio

- Linda presented a report of Revenues and Expenses for last year. The entire document is attached to these minutes. The key points are highlighted here:
 - We currently have \$10,513 in our chequing account. We also have \$10,085 in a cashable GIC. We will be adding another \$5,000 to this GIC. The GIC money is the current PAC's commitment to future requirements (eg. a new playground or new computer lab, etc.)
 - Last year's fundraising Revenue totals:
 - Pizza Hot Lunch: \$6,300
 - Bread Garden Hot Lunch: \$1,900
 - Milk: \$3,700
 - Lunch Lady: \$800
 - Holiday Bazaar: \$5,500
 - Cupcake Days: \$960
 - Family Photo Night: \$860
 - Hanging Baskets / Bedding Plants: \$750
 - Springtime Raffle Baskets: \$1,200
 - Purdy's Chocolates: \$450
 - Volleyball Concession: \$300
 - Last year's Expenditure totals:
 - 3 of the 6 new Smart Boards: \$11,400 (\$8,140 of that total from gaming)
 - Teachers' Discretionary Fund: \$3,300
 - Art Supplies: \$1,650
 - Miscellaneous (eg. Staff Appreciation, PAC Socials): \$2,000
 - Gaming Funds were \$8,600 last year and will be \$6,600 this year. These funds are strictly for extra-curricular purposes. (examples from last year include kilometer club ribbons, Grade 5 Leaving pins, Leadership Team t-shirts, a portion of the new Smart Boards)
 - Anticipated Expenses for this year:
 - Teachers' Discretionary Fund: \$3,600
 - Music wish list items: \$3,000
 - Safety Preparedness: \$900
 - Staff Appreciation & PAC Socials: \$1,000
 - Grade 5 Leaving Ceremony & Luncheon: \$1,000
 - Miscellaneous: \$700
- Linda thanked all of the parents who volunteered for the various fundraisers and who supported our fundraising endeavours. Without the volunteers and support, we would not be in the good shape that we are.

(5) Milk and Hot Lunch Fundraisers - Leanne Lowe

- Leanne reviewed the food fundraisers:
 - Pizza will begin next week.
 - Bread Garden will begin the week after that.
 - Milk will begin the week after Thanksgiving.
- Leanne reviewed the signup sheets for these fundraisers. Milk, in particular, still requires volunteers. The signup sheet was passed around to gather more volunteers.

(6) Cards by Me - Leanne Lowe

- Leanne described this fundraiser: students prepare artwork which is then turned into greeting cards with the child's name and age credited on the back. Parents purchase packages of the cards with the choice of different greetings (or left blank).
- Leanne introduced Fran Topp who will be organizing this fundraiser.
- Fran explained that she has the package of information and that it states that the processing time will be approximately 6 weeks.
- Fran will speak with Mr. Mah to work out a timeline that will work with the teachers and still give enough time to receive the cards before Christmas.

(7) QSP - Leanne Lowe

- Leanne described this fundraiser: existing magazine subscriptions can be renewed through our account with QSP and new magazine subscriptions can be purchased. We earn money for all new and renewed subscriptions.
- Leanne introduced Kate du Cros who will be organizing this fundraiser.
- Kate explained that she has the contact information for Herb at QSP and will call him to see what is needed to begin this fundraiser.
- The intention is to have enough time for new subscriptions to begin in time for Christmas gift giving.

(8) PAC - Class Rep Liaison - Leanne Lowe

- Leanne announced that the Class Rep list is now complete. Leanne will make a master list and forward it to Jenn Reyburn, who is our Liaison.
- Jenn will do up a letter to send out to Class Reps which clearly states what the role of a Class Rep is and what the class email lists may be used for.
- Linda suggested that the Activity Fee Form be used to collect class email lists. This information is usually collected by the teachers at the Open House. However, due to job action, this will not happen.

(9) Activity Fee - Leanne Lowe

- Leanne explained that the Activity Fee form will be coming out in the next week or so.

(10) Holiday Bazaar - Leanne Lowe

- Leanne announced that the Vendor Tables are going well. Thank you to Fran Topp for her hard work on this part of the Bazaar. Twenty tables are now spoken for.
- The next area of focus will be Sponsorships. Shauna Burns has now agreed to take on this project. We will begin with an email out to the school community explaining Sponsorships and seeking sponsors.
- Sally Honarmand suggested that we consider adding a silent auction to the Bazaar. She would donate one of her paintings to a silent auction.

(11) Emergency Preparedness - Leanne Lowe

- Leanne added this last item to the Agenda.
- Carol Lee, Esther Mills, Laura Zitko, and Jocelyn Mah will jointly organize this committee.
- Jocelyn said that she collected some information from the PAC Kitchen regarding the work necessary for this committee.
- Leanne explained that a work party will need to be organized in the coming weeks to organize the student release forms.

The meeting was adjourned at 8:05 pm by Leanne Lowe.