

Heritage Mountain Elementary Parent Advisory Council (PAC) Meeting: October 12th 2023

Minutes

Attendance:

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|------------------------|-----------------------------|
| Marco M. (Treasurer) | Mrs. Ogilvie (teacher rep) |
| Marcela P. (Chair) | Tracy L |
| Kirsten R. (Secretary) | Annie T |
| Sarah P. (Vice chair) | Mr. Sclater (principal) |
| Robyn | Ladawne S. (communications) |
| Tammi | On Zoom: Alisha, Katie |

Welcome & Introductions

The meeting was called to order at 7:05 pm. The land acknowledgement for Coquitlam SD43 was read aloud by Marcela.

Minutes Approval – September 14th, 2023

Changes to last meeting minutes: Alicia no longer secretary, Rebecca has resigned, Jen is DPAC rep; p3 second motion is meant to say Gaming (not Advisory).

Marco motioned to approve the PAC meeting minutes with the changes, Annie T seconded, all approved and the motion was passed.

Principal's Message

Mr. Sclater thanked Tracy and Ladawne for organizing contributions to the welcome back BBQ. The event was about welcoming the community back, in addition to the teacher open house time. The food provided at the event was free to attendees and the intention was to provide a welcoming atmosphere for socializing and connecting.

Mr. Sclater thanked the PAC for recently received cheques (\$1000 towards speaker system); teacher discretionary funds; Art performance ("Turtle Island") and music equipment (\$2500, Ukuleles are on the way). The teachers greatly appreciate the discretionary funds.

Interim reports will be sent home on Oct13, teachers may tick that they want to talk to you, or you can indicate if you would like to check in. This is an informal, conversation, brief check in.

On Halloween, the school will host the annual costume parade from 130-230. Parents are welcome to attend the gym and watch. Remembrance Day will also be honored with a ceremony that parents are also welcome to attend.

Mr. Sclater is in the early stages of exploring outdoor space for education. The exact location for this is to be determined. A district approved contractor -North West Landscape gave a quote and pictures of other outdoor learning spaces with large rocks. It costs about \$5800 for six large stones.

Financial Report

- The recent Neufeld Foods fundraiser raised \$1732.
- Open house was on budget
- Line item in budget for PAC meeting babysitting requested. Marcela motioned to add \$200 to the budget, Kirsten seconded. No objections raised, all in favour and motion passed.
- The BC Government approved our Gaming funds application (we aren't allowed to disclose the amount granted yet).
- The 2024 school-year PAC budget is request to be presented in May for approval so we can plan ahead.

Class Representatives

Ms. Godin has been working to phone parents who need to complete district paperwork, she is asking parents during that call if they are OK to release their email to the class list. Once all the paperwork is done for a class she is able to communicate emails to the teachers. Three classes are left. Thank you to everyone who has stepped up to volunteer as a class rep!

PAC Fundraiser and Event Planning/Promotion

- a) "**Activity fee**" campaign – this fundraiser is open until November 6th. So far 35 people have participated. Suggestion made for an email reminder about this with a QR code.
- b) **Hot Lunch** – Liz has been working hard to explore vendors, have gluten free and vegetarian options, as well as, keep costs to families down. There are 5 lunch dates planned. Login to munch-a-lunch for details. Deadline to order is a week prior. The first lunch deadline is extended thanks to Liz' negotiations – you have until
 - October 24th Panago pizza –
 - November 7th Subway
 - November 21 White Spot
 - December 5 Fuel Catering
 - December 19 Boston Pizza

The school requests that a parent volunteer for hot lunch remains on site until 1pm. Kids go outside at 12:10 and come back in at 12:35. It takes some time for them to realize and then communicate that they were expecting a hot lunch and it is not there.

Question raised about Lunch Lady – a private company that used to sell/distribute lunches at the school. Per Mr. Sclater, Lunch Lady will not be in the school this year. However, there is a new provincial initiative called Feeding Futures focused on healthy eating in schools. Teachers are volunteering their time to learn more. Mr. Sclater will provide more details when available.

- c) **Movie Night at HME**, October 27th, Organized by Ladawne, come in PJs or costumes. Only \$2 at the door. Will be held after dinner. There is a candy/popcorn concession. The movie chosen will come from

the district viewing license (Netflix is not permitted). Motion made by Marcela to approve up to \$500 budget for the two movie night events. Annie seconded. No objections. Motion was passed.

- d) **Card Project** – Organized by Tracy – The teachers have done the art with the students and it is submitted. There were a few children away that week and the vendor has agreed to allow late entries until the 20th, so all can participate. Communications will come when the order dates are known.
- e) **December 7 or 8th event possible** – Do you want to organize a winter event? The gym is booked for HME PAC use but we don't have anyone to run an event. (The executive appreciates the many great ideas from the parent community but a volunteer is needed to lead in order for an event to happen). The hold on the gym booking will be released if it ends up not being needed.
- f) **Other past fundraisers that have been successful and need a champion for this year:**
 - I. Purdys Chocolate raised \$600 dollars for the school. This is an easy one to lead and we have a past organizer who can let you know how.
 - II. The Growing Smiles fundraiser raised \$320 last year.

Thank you to the many volunteers who made the Welcome back BBQ successful:

Ajay, Lucia - grill

Bryan H - popcorn

Alisha - photo station

Jenny W, Cory - freezie table

April, Carlos, Danielle, Daryn, Robyn - games

Student volunteers: Maddyn, Vienna

Alumni volunteers: Cara, Eleri, Emily, Madison

Teachers: Mr. Sclater, Ms. Khan, Ms. Swanson

Adjournment

Motion to adjourn the meeting made by Sarah and seconded by Annie. Meeting adjourned at 8:10