

MINUTES

Heritage Mountain Elementary Parent Advisory Council Special General Meeting

June 8th, 2023, 7:00 PM HME Library

In Attendance

Principal:

Mr. Jonathan Sclater

Parents Present:

Rebecca M

Annie

Robyn L.

Sunny R.

Kirsten

Wanda

Liz K

Madison

Karen K

PAC Executive

Marcela – Chair

Marco- Treasurer

Katie G- Vice Chair

Alisha N- Secretary

Ladawne S- Communications

Regrets- Jen Chan- DPAC

Welcome and Introductions

The meeting was called to order at 7:01 PM.

Katie G welcomed everyone and explained that a new election was called for the 6 positions (Chair, Vice Chair, Treasurer, Secretary, DPAC rep and Communications).

Land Acknowledgment:

The Land Acknowledgement for Coquitlam School District 43 was read aloud by Katie.

“We acknowledge that the Coquitlam School District operates on the traditional, ancestral and unceded territory of the (Kwkwetlem First Nation). We thank the who continue to live on these lands and care for them, along with the waters and all that is above and below.”

Minutes Approval

The May 4th, 2023 PAC meeting minutes were approved. Annie made a motion and Marco M. seconded this motion to approve.

Principal's Message

Mr. Sclater thanked everyone for being present at the meeting and for the PACs contribution to the school year. He explained that he was proud of the vibe and community felt in the school and that the PAC and HME staff seem to have a great partnership together. There are many exciting events and upcoming community building times in the month of June to finish the school year out. There is lots of dialogue around class placements right now with the parents/teachers/staff. Mr. Sclater explained that there are many layers around this discussion including certain rules and supports that each division requires. HME takes a lot into consideration when building classes, including parent input.

Mr. Sclater did state that for the 2023-24 year, he'd like to see more in person events, welcoming families back in to the classrooms and school. He touched on commenting about building culture and connection through these events; as well as the pub night being a success for community building. Developing a new school mascot and logo and providing all students T shirts has also been a success in building pride in their school and community and discussion amongst one another. Parents present at the meeting stated that they have also noticed this.

Event Planning for School Year 2023-24

Ladawne communicated that several dates have been held and the school gym is booked in almost every month next school year. Lots of volunteers will be needed to make sure we can do events like: Halloween dance, winter market/festival, carnival, family fun nights, movie night etc. There are lots of parent ideas for next school year. Parents are encouraged to attend the first PAC meeting in September (tentative date Sept 14th). This meeting will be dedicated to approving the school year budget, but also discussing all dates/events and putting volunteer champions and ideas into motion. Parents are encouraged to bring forward ideas at this meeting.

To note:

Annie and Karen K stepped forward to put their names down to champion volunteer the Gr 5 leaving celebrations in 2023-24 school year

Tracy L is the champion for the Open House occurring Sept 21 2023.

Alisha will champion a "family fun night" possibly bowling in April/Spring 2024

Event Dates

Possible Event

Sept 21	Open House Champion: Tracy L Gym on hold for this date budget aprx \$1000.00 (shared with sprinkler day)
Oct 27	Halloween Dance/event
FALL 2023	Card Project Fundraiser

Dec 7/8 or Dec 14/15	Winter Market/Dance/Event/Movie nights?
Jan 18	Jan blues event ?movie night
Feb 9	Valentines event
April 23	Staff Appreciation Lunch
May 17	Spring Event
May TBD	Free hot lunch by PAC?

To note: Spring break is Mar 18- April 2nd 2024

Budget

Marco presented to the meeting the closing out budget for the school year.

Highlighted that we projected a \$11,000 deficit, but in actuality we achieved a \$2,000 surplus in the advisory account. Hot lunch fundraising, pub night fundraising, the Halloween dance and freezie sales as well as many of Sherry B's lead fundraising efforts helped achieve this. In the Gaming account, we are set to break even. All the funds received from the BC Government were spent.

Draft Budget (2023-24 school year):

On May 18th, the PAC EXEC team met and drew up the new draft budget for approval in Sept 2023. It was decided that the PAC would reinstate an "Activity Fee" for each student of \$40.00 at the beginning of the year to help with school community events that the PAC would fund (movie nights, Halloween dances, winter markets etc). Parents will pay for this activity fee though the Munch A Lunch platform. It was noted that hot lunch projected income will be almost halved from last school year (as we went from weekly hot lunch program to biweekly).

Parent Donations/Activity Fee

- This year, we had \$1800.00 donations from parents, in 2023-24 school year: we want to make an "activity fee" for each child \$40.00. This will be aprx \$12,000 to work with if all students paid
 - o In previous years, the PAC has gotten \$10,000 or more in parent donations by asking for funds this way. To note, the PAC got away from asking for money from parents due to the financial impact of COVID

Student/Parent Education

- "Saleema Noom" was discussed \$1365 for the student body to be educated on sexual health
- Classes will be held in Nov (2 days) 1 full day and 1 half day.
- Age appropriate material
- Current budget was \$2000.00 for this* we did not use these funds this school year

Technology Expenses:

- This is conservative, as school may ask for more (right now we have \$5,000 on projected budget)

Event Expenses:

- We added \$3,000 for event expenses for the above proposed events (Halloween dance/winter market/movie nights/Spring fling etc)

Music Expenses:

- We added a \$2,000 expense for the Music program

Hot Lunch Day

- PAC executive decided that next year, maybe an idea is we could sponsor a family in need to provide hot lunches to student(s) that cannot afford for the year- instead of one free hot lunch for each child on one day of the year- will need to discuss this with school admin and also liaise with Munch A Lunch platform to see how this would logistically work with confidentiality

We are projecting to spend all the budget and end up with - \$2000.00 in the advisory account.

Gaming Account:

- Grant based on last years number (per student).
- We are projecting to spend all the funds received, and to break even in this account

This proposed draft budget will need to be looked over and approved by the PAC in September 2023. A member present at the meeting did ask when parents should bring up ideas as they were not sure, and the answer from the group was most likely best done in September when the budget approval happens and the events/dates are set in the calendar.

End of Year Events & Teacher Gifts

Sprinkler Day- Set for June 19th (*tentative as weather dependent*)

Member of meeting did bring up Kona Ice to come to event (used in past at school). As a repeat customer, PAC would receive an increased kickback from 15% to %20 of sales. The cost per snow cone is \$3.00. There was some discussion around buying a snow cone for each student/staff member at sprinkler day, but the members all unanimously decided ultimately against it as the event is weather dependent. Maybe an idea for the Sept Open House (Sep 21st 2023). Mr. Sclater also echoed that teachers requested that Sprinkler Day be kept simple, as there are many end of year events occurring in June.

End of Year Assembly- June 28th

Mr. Sclater encouraged all parents to attend the end of year assembly on June 28th @ 11 AM in the gym. There will be something special for Mrs Bleasdale there (who is retiring this year).

Last Day of School

Parents can pick up kids early (June 29). Fun day and lots of socializing with kids.

End of Year Teacher Gifts Discussion

A member at the meeting did ask about teacher gifts. One of the teachers asked for an air purifier for the class, and the member asked what the school/district provided the teachers. PAC executive members

explained that teacher funds given at the beginning of the school year based on FTE were usually used by the teachers for crafts supplies and consumables for the year, but could be used for whatever the teacher needed for that school year. Mr. Sclater explained that items regarding health and safety would be provided by School District 43 (SD43) if deemed necessary by the district. The district does a walk through the school and improvements are suggested and money is given to the school for certain item (for example: like replacing all lightbulbs with LEDs). While talking about SD43, a parent asked about smoke and air quality advisories and what the school policies were. Mr. Sclater explained that communication around air quality and smoke advisories would come from SD43 and the school and district would then make a decision on how to mitigate risk to students' health based on this information. Parents will be communicated via email if this issue arises.

Retirement Gifts- note sent out via class reps.

Mrs. Bleasdeale will be retiring after 36 years of teaching at HME. The PAC will be giving a gift card to her at the end of June, but there is an initiative to collect some donations for a gift that her colleagues are organizing. They are coordinating an event, and there is a chance for any family to pitch in this gift, if they wish to do so.

Here is the link:

<https://sd43.schoolcashonline.com/Fee/Details/100646/108/False/True>

Please remember that this is optional, as the HME PAC will be giving her a gift on behalf of all parents.

Voting

Katie read the rules of voting in executive positions. She explained that positions are up for renewal each school year. Katie read allowed the roles of each member of the executive.

There were no competing candidates nominated for the following positions (table below). Therefore, all members stepping forward into the positions were granted them. Sarah P and Jen C. were not present at the meeting but did provide written confirmation to Marcela that they were putting their names forward for vice chair and DPAC rep, respectively.

Parent Advisory Council for HME school year 2022-23

Chair	Marcela de La Pena
Vice Chair	Sarah Pivnik
Treasurer	Marco Moccichino
Secretary	Rebecca Markland/Kristen Redman
DPAC Representative	Jenn Chan
Communications	Ladawne Shelstad

Next Meeting

The meeting was adjourned at 7:57PM

Next Meeting: To be announced by the New HME PAC Executive. Tentative Sept 14th

