

MINUTES

Heritage Mountain Elementary Parent Advisory Council Special General Meeting

September 14th, 2023, 7:00 PM HME Library

In Attendance

Principal:

Mr. Jonathan Sclater

Parents Present:

Tracy

Peter

Katie

Sharon

Alex

Robyn

Liz

Tanya

Sammie

Michelle

Sherry

Kyle

Eric

Karen

PAC Executive

Marcela – Chair

Marco - Treasurer

Sarah – Vice-Chair

Alisha - Secretary

Ladawne - Communications

Regrets- Kirsten - Secretary

Welcome and Introductions

The meeting was called to order at 7:02 PM.

Land Acknowledgment:

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

“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 presented.

MOTION: Katie made a motion to approve the PAC meeting minutes as presented, Marco M. seconded. There were no objections.

MOTION PASSED

Principal’s Message

Mr. Sclater welcomed everyone to the meeting. Class composition was a particular challenge this year. The overall number of students is 295. The number was expected, however the actual students were different than expected (many moved away and an equal number moved in), so there was a significant amount of juggling that had to happen the first week. There are many split classes, due to requirements to (i) meet the approved budget and the available number of teachers, and (ii) meeting class size and composition requirements. The teachers and administration tried to put the needs of the students first, maintaining friendships and connections wherever possible.

Mr. Sclater explained that one of the reasons the school structures the opening week as they do is because they don’t know what’s happening with the incoming students and need that time to figure it out. It also gives everyone a good opportunity to re-connect. Teachers spent a ton of time re-working class organization during the first week once attendance is finalized.

The kindergarten intake process was changed, as they were not told their class assignment immediately.

Now that we’re through the first 2 weeks, the school is looking forward to building the Coyote community. The school has adopted the tagline “we’re all connected and we all belong”, and they keep going back to this theme.

Financial Report & Budget

2022-2023 Balance Sheet

Marco presented to the meeting the final balance sheet for the previous school year.

Advisory account. At the beginning of the year, budget projection was a \$11,000 deficit, but in actuality achieved a \$10,000 surplus. This was achieved by raising approximately \$55,000 and spending \$45,000. Hot lunch generated most of the income, as well as the Halloween dance and pub night. The card project, freezie sales, and frozen foods added additional revenue. The account balance is currently \$20,000, which will reduce to approximately \$14,000 once outstanding cheques are cashed. These fundraising efforts subsidized field trips, discretionary funds to teachers, and athletic programs.

Gaming account. We received \$7000 from the BC government and spent all of it. This is important, because if gaming grant money is not spent within three years, the government can take back the money.

2023-2024 Budget

Projected income. the budget is conservative, particularly as hot lunch frequency has been reduced, resulting in a significant reduction in income. All of last years' fundraisers have been included, resulting in a predicted income of \$41,000.

Projected Expenses. The school has requested money for the technology fund, teacher's discretionary fund, sound system, and t-shirts. \$6000 has also been moved from the open house that wasn't spent last year. All told, there is a \$6,000 deficit projected.

Marco noted that the gaming account report is due at the end of September.

MOTION: Tracy made a motion to approve the advisory account budget as presented, Katie seconded. There were no objections.

MOTION PASSED

MOTION: Tanya made a motion to approve the advisory account budget as presented, Sarah seconded. There were no objections.

MOTION PASSED

Class Representatives

Ladawne explained the role of class representatives. The main responsibility is to forward PAC emails, which vary in frequency. Some weeks there are three, some weeks none. Typically, this position also organizes gifts for teachers, but this is not required. It's important that every class has a representative, there are still a handful of classes requiring this role.

Jonathan explained that granting permission to the school to share email doesn't extend to sharing with the class representatives so the class representative needs to work with the teacher to coordinate the initial list of parents at the beginning of the year (the teacher has to send the initial email out).

As there are always some parents who do not respond to the initial email and therefore do not get added to the mailing list, there was a suggestion that Ladawne mention in the newsletter any items that have been shared through the class representative.

Events

New Initiatives: if you have an idea for a new initiative, please bring it to the PAC executive, not to the teachers of Mr. Sclater. The PAC executive can then consider and, if needed, can communicate directly with staff / administration. Katie has put together a draft document to set out the process for new initiatives, Ladawne will review and circulate.

Event /Dates

Event	Date	Details
Open House	September 21, 2023	Champion: Tracy This is the school's open house, the PAC is just supporting it. Jonathan explained that he wants it to be a social event and allow parents to see the classrooms, but want to make it less awkward, and have food, mix and mingle. The open house is scheduled from 3:30-4:45. It might go later, but teachers are only obligated to stay until 4:45. Possible activities – barbeque, mini golf, giant connect 4s, photo booth, balloon arch, scavenger hunt, popcorn. One or two more volunteers are required at each station, so 12 parents total, beginning at 2:30. If anyone else is interested they can contact Tracy. Katie will help with the grill.
Activity Fee	September / October 2023	This is a requested, but voluntary donation from each family to support the various HME community events. Marcela will initiate the campaign
Hot Lunch	Ongoing	Champion: Liz Anticipated to be 2x per month
Card Project	October 2023	Art will be submitted October 6, to be ready for holidays.
Movie Night	October 27, 2023	TDB – gym is booked
Holiday Market	December 7-8, 2023	Kids can make things and sell them at the market
TBD	January 19, 2024	Gym booked
Dance	February	Champion: Katie. The DJ is booked, and food will be offered

Parent night out	April 18, 2024	Gym booked
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Eric proposed an additional fundraising idea for parents – poker / stakes.

Next Meeting

The meeting was adjourned at 8:24PM (Sharon moved, Katie seconded)
Next Meeting: Thursday October 12, 2023, 7:00p.m. at HME