

MINUTES

Heritage Mountain Elementary Parent Advisory Council General Meeting

May 4th, 7:00PM HME Library and online via Microsoft Teams

In Attendance

PAC Executive:

Marcela D- Chair
Katie G- Vice Chair
Marco M- Treasurer
Alisha N- secretary
Ladawne S- Communications

Regrets

Jen C- DPAC Rep

School Representatives:

Mr. Sclater
Ms. Ogilvie

In Person:

Rebecca M
Tracy L
Sherry B
Liz K
Sonny
Annie
Sharon
Tanya
Robyn L
Kirsten

Online:

No attendees present

Welcome and Introductions

Meeting was called to order at 7:06 PM. A hybrid model meeting with in-person/virtual attendance was conducted as highlighted on the attendance record above.

Marcela welcomed everyone to the meeting and thanked all for coming.

Land Acknowledgement:

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 (Kwikwetlem 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.”

Marcela asked if anyone had additional items to be added to the agenda. No member of the meeting had anything to add to the agenda.

Minutes Approval

The March 9th, 2023 PAC meeting minutes were approved. Marco made a motion and Kirsten seconded this motion to approve.

Principal’s Message

Mr. Sclater addressed the PAC meeting members and thanked all for coming. He expressed gratitude for the staff appreciation lunch that was put on in early May by the PAC.

New Logo of HME

He communicated that the major focus of the last month has been on the “rebrand” of HME and the new logo and t-shirts. Children are excited and proud to wear their new coyote HME shirts. These shirts bring a sense of community to the students along with projects kids are working on together and individually around the “HME coyote”. Mr. Sclater showed the members of the meeting a slideshow with pictures of children working on coyote comics, kids working on stories about coyotes and students’ versions of the HME coyote logo. In September 2023, the goal will be developing full gear for purchase.

Community Times

Children in every grade have been working on gardening projects together as the weather has warmed up. The student led conferences are also being prepared this week. Many teachers and students have put a lot of work into these conferences so that students can highlight some of their work to their family members.

Beacon Project

Moody Elementary visited this week as HME was a spotlight in School District 43 (SD43) for the Beacon Project . Mrs Khan has done a large piece of this work at HME.

Building Next School Year

A survey will be sent out tomorrow to all parents for class placement purposes. There will be the same number of divisions at HME. SD43 is challenging as many schools are full due to a large number of students enrolling

School Events

There are lots of big end of year events happening that staff and HME students are excited for. Some of these include: Connecting to Kindergarten- June 6 Track Attack- June 9 Grade 5 leaving coming up in June, Sprinkler Day date TBD

Financial Reporting

Marco M provided the budget to the group in attendance. He provided context around income and expenses projected at the start of the year, and where the budget fell now, being almost at the end of the school year.

Even though we recently went to half the frequency of hot lunches (bi weekly compared to weekly), we made up income on fundraising efforts: (Card project, pub night and parent donations).

Our projected income was \$28,000 and we have \$47,000

Our projected expenses were \$40,000 and we have spend \$39, 573.99

Our projected net income was going to be - \$11,000 and we actually currently have a profit of aprx \$7,500!

A motion to approve the following expenses was made by Marco and seconded by Alisha:

To approve expenses: \$600 for half the expenses of the free hot lunch in May 2023 for all students at HME

Motion was Approved.

**To note: half the expenses of the free hot lunch were paid by HME administration*

A motion to approve the following expense was made by Kirsten and seconded by Katie:

To approve expenses: \$2000 for half the expenses of the HME Coyote T-shirts for all students and staff at HME

Motion was Approved.

**To note: \$2000.00 was originally budgeted for parent education sessions, but no speakers were booked this year, so the PAC decided to repurpose this money for the subsidy of the t-shirts. It was also noted that SD43 puts on many of these parent education sessions as well.*

A motion to approve the following expense was made by Alisha and seconded by Tanya:

To approve expenses: \$366 for prize 50/50 money for the pub night

Motion was Approved.

**To note: This expense is over the \$250 approved event budget without a vote in the bylaw for events, so the expense needed to be voted on and approved.*

Marco reported that all the money from the gaming account was spent.

DPAC Report

Marcela provided a DPAC update to the meeting attendees:

The School District No. 43 Board of Education passed its 2023/24 Annual Budget Bylaw unanimously after holding all three readings at its regular public meeting Tuesday, April 25.

1. The budget totals just over \$476M.
2. The budget process included an early stakeholder input session February 21, a presentation of the preliminary budget April 11, an opportunity for public input on April 18, and the final budget presentation and approval on April 25.
3. Approved budget highlights include:

- The 2023/24 budget includes an increase in education assistant staffing at elementary schools.
 - The conversion to full-time education assistant position at middle schools, to facilitate participation in extracurricular activities for students that may need support.
 - The introduction of department head positions at each elementary school, combined with increasing the number of teachers, relieves school principals of regular teaching duties.
 - The Board of Education has eliminated teacher layoffs for the upcoming school year.
 - Additional funding for music programs and events.
 - Additional support staffing to ensure ventilation systems are maintained at peak efficiency.
 - An increase in financial support for the District Parent Advisory Council (DPAC).
4. DPAC Executive Members election is coming up on Wednesday, May 24, 2023.
- For this upcoming election term 2023-2024 all positions are open except for the DPAC President position.
 - The term of office for the position of President is for two years and all other positions are elected for a one year term.
 - The current DPAC President was elected last year for the term 2022-2024.
 - DPAC Executive Members are elected from SD43 parents.
 - No current employee of School District 43 (Coquitlam) shall hold an Executive position.
 - Please email completed Nomination & Disclosure Forms to the DPAC Office by May 10, 2023
 - If you have any questions or concerns, please email the DPAC Office at office@dpac43.ca

PAC Fundraising and Event Planning/Promotion

Pub Night Feedback :

Everyone provided positive feedback about the pub night that occurred April 20th. 4 staff members of HME and over 100 parents attended. We raised aprx \$2500.00 for the PAC! A member did say that the trips given away should maybe next time be a silent auction instead of raffle, in order to make more fundraising dollars. Also, a back up emcee should be in place next time as we had to fill in the holes when the emcee was sick.

Staff Appreciation Lunch: Parents donated their time, money and dishes to get this together! Staff present at PAC meeting expressed thanks and said that there were many amazing leftovers. Event organizers present at the meeting stated that the donations accounted for 60% of the funds used for the event. Coffee and doughnuts were also provided to the staff May 4th AM as well as the lunch May 1st.

Free hot lunch day: May 15th there will be a free hot lunch for all students. Parents still have to order the sandwiches on Munch a Lunch. On the date of the meeting, 181 had ordered lunches. Reminders are going to be sent out via the Facebook group and in student's planners for parents to see.

Card Project Cards are being delivered to classrooms next week, fundraiser raised \$1200.00. It was suggested at another PAC meeting that possibly the card project next school year for Christmas time would be better. Fundraising champion, Tracy L said she would contact Marcel (owner of card project fundraiser company) to ask about cut off dates for art to be done. Ms Olgivie had said that the first week of school is challenging as many students aren't paired with teachers yet. It would be easier to do the art when students are paired with their classroom teachers.

Me N Eds Pizza Raised \$200 for the school

Community Coupon Book A member of the PAC meeting suggested this fundraising opportunity for discussion for the Fall 2023

Sprinkler Day Could be June 21, but this is also conflicting with indigenous day, so not confirmed yet. PAC will support sprinkler day with some sort of food contribution (hot dogs?). There was a discussion around the budget for the event and the open house event in Sept. Since we did not put on a carnival this year, (which was budgeted \$6000) \$2,000.00 for both events were agreed upon. As well, the new PAC exec and PAC meeting in Sept will have to approve the budget for the 2023-24 school year (which includes Sept open house budget)

A motion to approve the following budget was made by Aisha and seconded by Katie:

\$2,000.00 total for both the End of year treat/sprinkler day AND for the Open House (food/games etc).

Motion was Approved.

Committee for end of year celebration w/ sprinkler day: Alisha, Kirsten, Ladawne, Marcela, Katie

Open House Sept 2023

Champion: Tracy L. Now, a budget of whatever is left over after end of year sprinkler day (\$2000). Discussions of small games/ mini golf/ a treat (popcorn, kona ice truck, BBQ?) was discussed. Date is Sept 22 2023, and the gym was also booked for events incase of rain.

Pre Planning Budget/ Events 2023-24 School Year

Technology upgrade

Mr. Sclater did state that a tech upgrade with new smartboards/TV was needed. When there is more information on cost, PAC and admin will discuss and vote upon in the new school year. Costs for everything are going up (inflation) and technology is in a constant state of needing upgrade.

Parent Education Days

Parents were asked by a group member to brainstorm ideas of what they'd like to see happen. Parent education days came up. Topics are sexual Health and internet safety. The idea was to rotate these topics each year. The teacher present agreed that a sexual health course would be of interest to staff for PAC to support. Kirsten said she would reach out to companies for cost and availability ("Saleema Noom" name came up- as this speaker has done fantastic work in the past at HME).

Executive Meeting- Calendar dates and Booking Gym Time

The executive team will be meeting over the next couple weeks to pre plan the budget for proposal to hand over to the next school year's PAC (2023-24) to approve. Ladawne has pre booked gym dates for events as the gym schedule fills up and we wanted to hold dates for specific times of year (Halloween for potential Halloween dance, winter dates for market/movie nights etc). Everyone present in the meeting thanked Ladawne for the pre-planning. Dates for this are required to be submitted by early June 2023.

A parent did bring up a concern about going to half the number of hot lunches and the impact on overall income (as this was a big source of projected income this year). Discussion was made around the fact that COVID precautions are no longer as strict and in person fundraising events are going to continue happen to make up for lost revenue on hot lunch.

Election Reminder

Elections for a new PAC executive team will be held on June 8th. It will be the same format as the January 2023 meeting

Next Meeting

The meeting was adjourned at 8:20 PM.
Next Meeting: June 8th, 2023 (PAC Executive Elections)