

Heritage Mountain Elementary Parent Advisory Council (HME PAC)

Meeting Minutes: June 5, 2025

Attendance in person:, Ladawne S. (Communication), Sharon L. (Chair), Liz K. (Vice Chair), Nicole C. (Secretary), Courtney F., Sarah P., Kim P., Maegan L., Robyn L., Jenny W., Sunny R., Azadeh H., Sherry B.

School/Admin: Brian Leonard (Principal), Shannon Ogilvie

Regrets: James K (Treasurer), Eric L. (DPAC Rep)

Meeting was called to order by Sharon at 7:02pm.

Land acknowledgement given by Sharon.

Minutes Approval Motion to approve minutes from May 01, 2025 by Sharon, seconded by Liz Nicole C. Motion Passed.

Principals Message:

- A big THANK YOU to the retiring PAC executives and another big THANK YOU to incoming members.
- THANK YOU to Shannon for showing up to support every.single.PAC Meeting!
- Current Kindergarteners have early dismissal on the 18th at 1pm.
 - 1:30 that day is the intro to kindergarten for incoming students
- Grade 5 Cultus Field Trip: June 19th
- Indigenous day Assembly: Friday 20th
 - Parents are welcome to join
- Grade 5 Lunch: Monday June 23rd in the afternoon
- Grade 5 Leaving is Wednesday in the afternoon
- Thursday 26th – assembly at 11/ Last day of the school year
 - Parents can pickup their kids after noon, if they are leaving early.

Staff Changes

Mrs. Derksen is retiring
Mrs. Pollock is leaving the school
Mrs. Hare is leaving the school
Mrs. Sawatzky is leaving the school
Mrs. Baker is back for music class
Kim the evening caretaker is back as well

Dates and Schedules

- The calendar for next year is up to date on the website
- Bell schedule – no change
- School resumes September 2, 2025

Have a great summer!!

DPAC – Updates provided by Sharon

From French advisory committee

- Look at Canadian parent for French website
- Encourage (interested) parents to be more involvement as they provide \$ for French immersion programs
- French numbers are being affected - decreasing in spots available looking at growth / resources available as they go throughout years (all the way up to 12)

Annual DPAC update

- Laid wreath at Remembrance Day ceremony for 1st time this year, will continue on tradition
- Presenters/speakers throughout year
- Discussions, open forums
- DPAC here to guide and look into resources, but not to police own PAC

Treasurer Report – Updates provided by Sharon

Both PAC accounts are in a good place for the end of the year. Overall expenses were under budget and revenues were as expected.

Gaming Account

The gaming account started the year with \$5627.84 and currently has \$5939.76 as of this morning, with an expected \$2000 expenses to cover cultus lake buses. Total revenue collected in the gaming account was \$5820.00, total expenses as of this morning was \$5379.93. The gaming account must have a deficit at least every second year to ensure the PAC does not have to return unused funds to the gaming commission. That will not be a risk this year. The gaming grant application for next year has already been filed using a BCeID registered to James Kerwin, with Elizabeth Kim as the second. An application has been made for a business BCeID which will allow future applications to be registered to the PAC itself, and thus easier to track and pass along as PAC membership changes. A response to the application is expected sometime over the summer, so expect an update in September.

Advisory Account:

The Advisory account started the year with \$12,369.95 with a current balance as of this morning of \$18,419.46. Total expenses in this account as of this morning were \$34,429.73, of which \$18,829.45 were related to much-a-lunch. Total deposits into this account was \$40,227.85, of which \$27,062.79 was related to much-a-lunch. There is a surplus in this

account compared to this time last year with only a few outstanding expenses unaccounted for the remaining year.

Budget Presentation for 2025/26

The proposed budgets are a reflection of current revenue and expenses this year, as well as a consolidation of similar line items into a single category. This year fundraising events had budgets proposed and approved by the PAC at large by the organizer, which was an effective way to track and manage those funds. It would be difficult to anticipate exactly which events would be proposed in the following year, and how much each even might need by their organizer. Instead, a generic line item was established to give the PAC a higher level view of the finances when reviewing event proposal on an individual basis.

Questions regarding fiscal report - and motion to pass the proposed 2025-26 budget

7:24 Sharon motioned to approve the proposed budget, seconded by Sherri. All in favor. Motion passed.

Updates:

Grade 5 Luncheon:

- All subcommittees (decor, activities, food, fundraising, yearbook) have been working hard and all worked with the budgets they were allotted - huge success in planning so far in that funds raised are expected to exceed projections, so looking into legacy type options to give back to HME, but if none suitable will donate back to PAC.
- Reduced the PAC contribution down to \$30, would recommend to reduce it down further next year to possibly just cover yearbook (approx \$25/student)
- Otherwise a very unofficial amount spent on event is approx \$4500 (including yearbook which is \$1400 of that)
- A tradition that has always been a highlight and special for all HME grade 5's with parents getting involved to plan - it varies from year to year with themes but in general fun and games for a memorable (and top secret) afternoon has been the common thread.
- Will provide the a grade 4 parent with email account, accounting reports, vendors, minutes/timelines, documents sent to parents etc so they have a framework to build from for their own unique take on next year's luncheon

Staff Luncheon Update:

- Eric Lau was lead for this event, and helped to organize parents to provide a BBQ themed staff appreciation luncheon which was enjoyed by the HME Staff.

- Parents contributed dishes, time, energy, and funds through donations to show their appreciation to the HME Staff, for all their incredible care and support they give to our children everyday - from office staff, to EA's, to supervisors, custodians, and teachers.
- The event was clearly appreciated by staff, and we're thankful to everyone who contributed.
- At the same time, it's important to acknowledge some challenges that came up during planning. Even with enough time, the lead wasn't able to deliver on key responsibilities like planning and communication. This affected volunteer involvement and required the PAC Chair and others to step in to make sure things stayed on track. Some volunteers shared feedback expressing discomfort with the lead's communication approach, which influenced their decision to limit or withdraw their involvement.
- These issues had a noticeable impact on how the event came together and should be taken into account when considering future leadership roles.

Annual Report and general highlights for 2024/25!

As we wrap up the 2024–2025 school year, we are proud to share the highlights and accomplishments of the Heritage Mountain Elementary Parent Advisory Council (PAC). It has been a dynamic year marked by community engagement, thoughtful initiatives, and meaningful contributions to our school.

Key Highlights and Initiatives:

- **Enhanced Student Programs:**
 - Supported the Staff Initiatives such as volunteers for the Fruit & Veggie Program, ensuring healthy options are consistently available for students, or Freezies and volunteers for Track Attack and Terry Fox Runs Contributed funding to the Home Reading Program (\$1,000 approved)
- **Parent & Student Education:**
 - Sponsored several impactful sessions including:
 - Keeping Kids Safe Online (April 3, 2025)
 - Arts performances throughout the year
 - Approved the return of Saleema Noon Body Science Workshops for Fall 2025
 - Gym Sense - which has been a program running at HME for almost 20 years but exceeds the criteria for BC curriculum for physical and health education, in a fun and engaging way.
 - Even educated parents with driving/drop off/pick up rules - by engaging responsible students with a simple task to bring awareness about safety for the school community!
- **Events and Community Engagement:**
 - Organized a successful Halloween Movie Night fundraiser organized by Karen Kerwin right off the bat at the beginning of the school year

- Hosted a Winter Fest Movie Night, generating over \$1,300 in profit while offering a low-cost, fun-filled evening for families - and included a lot of EMM and HWSS (all former HME students) volunteers for community engagement
- Hot Lunch continues to be the largest and most successful fundraiser with both parents and kids loving the variety and service - thank you Liz and your amazing team of volunteers!
- Continued Purdy's, Art Card, Dominos, Neufeld Frozen Foods, and Freezie Fundraisers - with huge thanks to Tammi, Sherry, and Cori
- Supported the Grade 5 Leaving Events and Pancake Breakfast Providing every student with shared core experiences of community and bonding.
- **Planning for the Future:**
 - Established long-term goals for and approved/budgeted for sports/tech upgrades, body science, and considered proposals already so that late September/October events can get the support early on in the school year.

Looking Ahead:

We are especially appreciative to PAC exec members who stepped up to fill in roles to ensure there was a committed group of parents to help allocate and raise funds to benefit the students of HME - from DPAC chair Eric, Treasurer James, communications Ladawne, Secretary Nicole, Vice Chair Liz. We are proud of what we've achieved together and are excited about the path ahead. With a continued focus on enriching our children's learning environment and fostering community spirit, we look forward to another strong year of collaboration.

On behalf of the PAC, thank you to all the families, volunteers, staff, and community members who contributed their time, energy, and support this year.

PAC Executive Team Nominations

Position: Chair

Sharon called for election 3 times:

1. First Round: Sherri Nominated Liz – seconded by Ladawne.
2. Second Round of Nominations: none
3. Third Call for Nominations: none

Liz accepted the role of PAC chair for the 2025/2026 Year

Position: Vice Chair

Sharon called for election 3 times:

1. First Round: Kim Nominated Maegan – seconded by Sunny
2. Second Round: None
3. Third Round: None

Maegan accepted the role of PAC Vice Chair for the 2025/2026 Year

Position: Treasurer

Sharon called for election 3 times:

1. First Round: None
2. Second Round: None
3. Third Round: None

Elections will be open for this position at the September PAC meeting

Position: Secretary

Sharon called for election 3 times:

1. First Round: Maegan Nominated Nicole, Seconded by Sunny
2. Second Round: None
3. Third Round: None

Nicole accepted the role of PAC Secretary for the 2025/2026 Year

Position: Communications

Sharon called for election 3 times:

1. First Round: Liz nominated Courtney, seconded by Sherry
2. Second Round: None
3. Third Round: None

Courtney accepted the role of PAC Communications for the 2025/2026 year

Position: DPAC Rep

Sharon called for election 3 times:

1. First Round: Sarah nominated Kim, seconded by Maegan.
2. Second Round: None
3. Third Round: None

Kim Accepted the role of DPAC Rep for the 2025/2026 year.

Q&A, Wrap Up

Next Meeting: **September 23, 2025**

Meeting adjourned at 8:00 by Sharon, seconded by Sunny