

## **Heritage Mountain Elementary Parent Advisory Council (HME PAC)**

Meeting Minutes: December 5, 2024

Attendance in person: Sharon L. (Chair), Liz K. (Vice Chair), Eric L. (DPAC Rep), Nicole C. (Secretary), Sunny R.

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

Regrets: James K (Treasurer), Ladawne S. (Communication)

---

**Meeting was called to order by Sharon at 7:00pm.**

**Land acknowledgement** given by Sharon.

**Minutes Approval Motion to approve minutes from November 7, 2024 by Sharon, seconded by Liz and Eric. Motion Passed.**

### **Principals Message:**

#### Parent Education / Presentations

Grade 5s participated in Safer Spaces. There was great participation and kids were very engaged. Brian to reach out to the organization to look into booking 'Keeping Kids Safe Online' for parents (a 60 min presentation).

Saleema Noon – Body Science

This is budgeted for every second year. Brian has reached out for availability to book.

Include 1 session for each age group and a Parent session

#### Programs of Choice

Registration begins in the new year for programs such as Late French Immersion / Montessori and many more.

Registration is January 9<sup>th</sup>

Registration for cross-catchment families is February 7<sup>th</sup>

#### New Education / Board Members:

Minster of Education: Lisa Beare

Board Chair: Michael Thomas

Vice Chair: Craig Woods

#### Snow Plans

With potential upcoming snowfall, the best place for updates regarding the school is to listen to the radio

#### Driveway

Parents parking in the drop-off/Pickup Only areas has become an issue both morning and afternoon. A message to be sent in PAC newsletter.

Screen Update:

Brian has received a secondary quote from a district recommended supplier. A presentation to be done by Brian at the January 2025 PAC Meeting.

Staff Requests for Funds

In past the PAC has provided funds for some school related equipment like gym/outdoor equipment and home reading books. This topic will be discussed in further detail at the January staff meetings and presented at the following PAC Meeting.

Coquitlam Watershed Field Trip

The PAC provides \$10/student for the field trip bus expenses. It covers \$1,450 for the field trip, but due to class sizes the field trip will cost \$1,650. It was requested that the PAC increase the budget to cover the additional \$200, otherwise parents would need to be charged \$1.30 for their children.

**7:23pm: Sharon motioned to approve the additional \$200 from the gaming account for bus expenses for the watershed field trip. Put to a vote – unanimous. Motion Passed**

Christmas at HME

Share Food Bank – we will be requesting for monetary donations this year instead of food

Gingerbread Cookies – Monday December 16

Winter Fantasy Concert

- Stage Setup December 9. Requests for volunteers to assist are requested, this will be communicated through the PAC newsletter as well as on Facebook
- Dress Rehearsal – Friday December 13
- Performances – December 18 at 9:15am or 1:30pm
  - Please purchase tickets on Munch-a-Lunch
  - Anyone needing more than 4 tickets is asked to contact the office where they will be put on a waitlist for additional tickets.
- Stage take-down – December 19

PAC Movie Night – December 19

- Winter Activities 6-7pm
- Movie 7-8:30pm

Community / Fun Assembly - December 20<sup>th</sup> at 10:45am

Parents are welcome to pickup their children after the assembly at lunch time. Please inform the office and the Childs teacher for any early pickups

**Dates to Remember**

December		January	
5	Inlet Theater – Div 1, 2, 3	6	School Re-Open
5	PAC Meeting – 7pm	7	Staff Meeting @ 3pm
6	Inlet Theater – Div 4,5,6,7	9	Kindergarten Dental Screening at 9am
9	Stage Setup at 3pm <b>Parent Helpers needed</b>	14	Early Dismissal at 1:50
10	Fruit & Veg – Mandarin Oranges	17	Cultural Performance – Raven @ 1:15
13	Concert Rehearsal at 1pm	21	Fruit & Veg – Snap Peas
16	Gingerbread Cookies	29	Assembly
17	Chair Setup for Concert	30	PAC Meeting at 7pm
17	Hot Lunch - Sushi		
18	Christmas Concert 9:15am and 1:30pm		
19	Stage & Chair Take-Down		
19	Term 1 Reports Published		
19	PAC Movie Night		
20	Last Day of Classes		
20	Assembly – 10:45		
<b>21 – Jan 5 – Christmas Vacation</b>			

**DPAC – Updates provided by Eric L.**

Nothing to update at this time – waiting on meeting minutes from DPAC meeting.

**Treasurer Report** – Updates provided by Sharon

Change budget line “movie night screen” to be renamed School AV replacement purchases

Teacher funds were distributed

HME logo and merchandising line can be removed (\$2,500 budgeted). To be discussed at January PAC Meeting

**Updates:**

Purdys Fundraiser

Fundraiser is now closed – Tamy to provide update at next PAC meeting

Grade 5 Committee Recap

Last year PAC contributed a high amount, and in fairness to all grades in the school the amount contributed by PAC should be reduced.

Some history was provided on while the high amount; the amount was combined with the Cultus

field trip contribution during Covid. Since field trips were not happening the funds were reallocated to the Grade 5 Leaving event, and now that things have returned to normal the amounts should be separated.

**7:37 – Motion to reduce the contributed amount from \$45/student down to \$30/student. Seconded by Liz, Eric & sunny – all in favor, motioned passed**

#### **Current & Upcoming Fundraisers Updates:**

**Hot Lunch** – Update provided by Liz

Mixed feedback on the Red Robin and Boston Pizza lunches. Feedback to be provided to the restaurants.

For future orders; restaurants that do not offer drink items, a bulk Costco purchase will be made and the additional drink cost can be purchased with the Munch-a-Lunch orders.

#### **Proposals**

##### **Winter fest Movie Night**

Winter Activities at 6pm

Movie at 7pm

Kids will be able to vote on the movie. 3 Options to choose from: The Grinch, Arthur Christmas, Rise of the Guardians)

Concession will include candy bags, popcorn and cookie donations

**7:52 Sunny motioned to Increase in the budget from \$300 to \$500 to additional games portion of the evening . Seconded by Liz. Put to a vote - all in favor, motion passed**

Ticket prices to be confirmed before being added to Munch-A-Lunch

##### **Garage Sale – Community Event**

Liz proposed a school-wide garage sale in gym where parents can buy a table to sell gently used items. Anything left after the sale can optionally be donated to a local charity (who can come to the school to pickup)

Considerations:

1. If done on a weekend we would need additional caretaking. Brian will look into what the cost may look like.
2. Tables may need to be rented at an additional cost, the school only has around 20.

**This proposal is to be revisited in January.**

### **Pub Night - Parent Community Evening & Fundraiser**

Event will take place and a Local pub - [tentatively] on Feb 28<sup>th</sup>

Locations being considered: Mariner Brewery / Wings Port Moody / Brave Brewery

The evening will include 50/50 or Trivia

The estimated budget is \$2,800

Gaming licence will be required for 50/50 (cost: \$10.00)

**8:08 Liz motioned to add \$2800 to budget for a community pub night.**

**Seconded Sharon and Eric – all in favor – motioned passed**

### **Q&A, Wrap Up**

Next Meeting: January 30, 2024

**Meeting adjournment: Motioned by Sharon, seconded by Sunny and Liz . All in favour. Meeting adjourned at 8:13pm**