

Heritage Mountain Elementary Parent Advisory Council (HME PAC)

Meeting Minutes: May 01, 2025

Attendance in person: James K (Treasurer), Ladawne S. (Communication), Sharon L. (Chair), Liz K. (Vice Chair), Eric L. (DPAC Rep), Sunny Radford, Marco Moccichino

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

Regrets: Nicole C. (Secretary)

Meeting was called to order by Sharon at 7:03pm.

Land acknowledgement given by Sharon.

Motion to approve the minutes from the April 3, 2025 meeting was made by Sharon L., seconded by Marco M., and supported by Liz K. Motion carried.

Principals Message:

- The pancake breakfast was a success and well received by students and staff. Thank you to the PAC!
- Class photos are complete and will be distributed soon.
- The first Kindergarten orientation took place on April 30 with a strong turnout.
- Public Speaking Contest finals are coming up; participating students will bring home forms shortly.
- The Environmental Fair took place over two weeks in April. Great weather allowed all classes to participate and enjoy the event in the courtyard.
- The District Track Meet is scheduled for Thursday, May 22. Groups will be finalized soon. The Elementary Track Attack will also take place that afternoon.
- The Grade 5 Leaving Ceremony is scheduled for the afternoon of Wednesday, June 25.
- Families are encouraged to regularly check the HME online calendar for updates.

Treasurer Report – Updates provided by James K

Executive Budget Planning:

- The executive team met to discuss the 2025/26 budget.
- The school printer uses a code, but there is no associated cost to PAC.
- PAC is currently subsidizing one athletic program (Gym Sense). There is room in the budget for a second program, and the school will be informed to explore options.
- A meeting with the bank is scheduled for early May to explore changes to the bank account setup.

Gaming Budget:

- On track for the year.

- The 2025/26 gaming grant application has been submitted, with James K. and Liz K. as listed applicants.

Advisory Budget:

- The budget is on target and is expected to end the year with a surplus, primarily due to unused athletic funds.

DPAC Report – Updates provided by Eric L

- The DPAC Annual General Meeting (AGM) is approaching.
- There was preliminary talks regarding the Munchalunch platform as there was discontent with reps regarding the system. Perhaps there may be an alternative to this site. Has been raised as a talking point at the DPAC level.
- Eric mentioned that if there was interest in developing new software he would be interested in assisting DPAC with this. His hope is to attend more DPAC meetings and gauge what the level of interest is and then speak with the executive there and render his services.

Dates to Remember

May		June	
22	District Track Meet (intermediate students)/ Track Attack (Primary Students)	23	Grade 5 Luncheon
		25	Grade 5 Leaving Ceremony

Updates:

Feedback on Pancake Breakfast

- Feedback was positive (Staff and Students)
- Suggestions for improvement: Ensure plates are provided by IHOP; clean and sort recyclables
- Christmas for next year? TBD date – School will know dates better by June.

Grade 5

- Planning is progressing well.
- Yearbook pages are all but finalized; invoice pending.
- Grade 5 Luncheon will begin at 12:10 PM.

Drop off and Pick up Procedures

- Trial run using cones has been successful.
- Grade 5 students have taken on responsibilities effectively.
- Aim to start this initiative from the beginning of the next school year for consistency.

Current & Upcoming Fundraisers Updates:

- Motion: Approve \$300 for Freezes to distribute at upcoming events including, Track Attack, Grade 5 Fundraiser, and Terry Fox Run
- Staff Appreciation Lunch (Eric L Lead)

- Setup will occur on Monday, with cleanup on Tuesday morning.
- Food and music are arranged. Google forms has been used to gather volunteers and also families who will be donating food on the day of. Thank you to those who have volunteered for all these roles!
- Eric L has said he feels as though, additional volunteers are needed for cleanup. Upon rechecking the google forms there seems to be enough volunteers for it so it has been suggested to reach out to all those people on the google forms who have expressed interest.
- Was mentioned by previous leads that the budget for 800\$ was for 2 events in previous years. With the event this year being only 1 event at this time, it would be a reasonable ask to make sure the costs are under budget significantly. This budget has been reflected in the accounting budget for all years to make sure there is enough funds for two events. This year's lead (Eric L) has said he will be under budget and does not forecast being over budget.
- Shopping will be completed May 3.
- 2025/26 Calendar and upcoming possible events early in the school year:
 - PAC will coordinate with Kelly G. to reserve key dates on the school calendar. The final calendar for PAC's date requests will be submitted by the end of May.
 - A costume swap is being considered for the beginning of the school year. The idea is to allow families to drop off costumes during the School Open House, with the swap held later (preferably on a Wednesday afternoon when no after-school clubs are running).

Q&A, Wrap Up

Next Meeting:

June 5, 2025 – Annual General Meeting (AGM). All members are encouraged to promote the meeting to increase turnout.

Adjournment:

The meeting was adjourned by Sharon L. at 8:18 PM.