

Heritage Mountain Elementary Parent Advisory Council (HME PAC)

Meeting Minutes: September 23, 2025

Attendance in person: Liz K. (Chair), Maegan L. (Vice Chair), Kim P. (DPAC Rep), Cortney F. (Communication), Nicole C. (Secretary)

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

Sherry B., Sahar K., Marco M., Amie J., Azadeh H., Tanya K., Amy O., Trevor C., Bahar K., Gemma C., Robyn L., James K.

Meeting was called to order by Liz K. at 6:15pm.

Land acknowledgement given by Liz K.

Principals Message:

Enrollment

261 Students

12 Divisions

Staffing Updates:

Ms. Lawson off for most of this year

Welcome to Ms. Chih as a new K teacher

Ms. Sylvestre working (F) w/ Ms. Bodnar

Ms. Baker – Back for Music (W&F)

Ms. Yang – Temp EA for Ms. Hansen

Ms. Wilson – new LISW Learning inclusion support worker

(We have 10 support workers @ HME)

Forms Required for the New School Year:

Most forms are found through School-Cash-Online, however the Emergency Release (yellow) paper form must be filled out and returned to the teacher.

Other Forms (as needed)

-Medical Alert

-Field Trip Volunteer

-Driver Abstract

-Criminal Record Check

After School Programs (Port Moody Recreation)

Afterschool programs are currently full, but there will be sign ups for the second half of the school year later this year.

Important Dates to Remember:

- Photo Day: Tuesday October 7
- Early Dismissals (at 1:50pm)
 - Tuesday Oct 21
 - Tuesday Dec 9
 - Monday March 9
 - Thursday April 30 (student led conference)
- Christmas / Winter Concert: Wednesday December 17 (AM & PM)

September

29 Orange Shirt Day Assembly @ 10:45
30 Truth & Reconciliation Day – School Closed

October

7 Individual Photo Day
13 Thanksgiving – School Closed
14 Interim Reports
21 Early Dismissal – 1:50
24 Pro D Day
28 Photo Retakes
31 Halloween Parade

PAC Information and Overview

Executive Team Introductions

Nicole C: Secretary
Cortney F: Communications
Kim P: DPAC
Meagan L: Vice Chair
Liz K: Chair
TBD: Treasurer

PAC Participation

- PAC Initiatives, Support and Fundraising
- MunchaLunch Payment Platform
- Event Scheduling Process
- Fundraising champions needed
- Volunteering and Activity Fee

PAC Communication Channels

- Monthly Newsletter (emailed from Kelly Godin)
- Facebook
- Boards outside the school
- Meeting Minutes

- School Website

Contact PAC at: HeritagemountainPAC@gmail.com

Call for Class Reps

Sign up Sheets were available during the open house and PAC meeting. For anyone interested they can contact the PAC email.

PAC Meeting – September 23, 2025

6:35pm: Minutes Approval Motion to approve minutes from June 5, 2025 by Liz K., seconded by Sherry B. and Marco M. All in favour, motion passed.

6:40pm: Special Motion: PAC Treasurer Position. Liz K. Nominated James K. Unanimous Vote, motion passed.

Fundraising Roles that can use champions and help for next year

- Hot Lunch Program for the Year
- Neufeld's (done 3 times a year)
- Purdys (done at Christmas and Easter)
- Art Card Project
- Cobbs Suter Brook
- Treat Days (Freezie / Timbits)
- Pizza Nights
- Garden Works
- Community Values Coupon Book

Any help is appreciated for PAC events and fundraisers. If you are interested in participating in any events, even in a small capacity, please contact the PAC – you will be welcome with open arms!

Additionally, new fundraising ideas are always welcome!

Halloween Event

6:50 Liz K. Motioned for \$600.00 budget for Halloween Movie night for decorations & food. Seconded by Marco M. and Tanya K. Unanimous Vote: motioned passed.

- The gym is held for Thursday October 23 for a Halloween movie night .
- Concession will have popcorn and food for purchase.
- Tickets will be available on MunchaLunch
- Volunteers will be needed for the night of the event.

Grade 5 Leaving Planning

- A committee for this event will be formed for planning. The first meeting will be late fall of 2025. Time and Date: TBD

Treasury Report – Presented by James K

Advisory Budget

This account is where all of the fundraised amounts go to and are dispersed for events and purchases done by the PAC.

This budget is voted on and approved.

Gaming Budget

This account has to be applied for and is based on \$20 per child enrolled at the school. It is a smaller and separate account that can only be used for specific things. (No curriculum based purchased, only extra curricular activities around the school). These purchases need to be tracked and reported.

This budget is voted on and approved.

Financial Report 2025/2026

James did a review of the current Financial Reports – both Gaming and Advisory Budgets for 2025/2026

7:03pm: Liz motioned to Approve the 2025/2026 budget – Seconded by Tanya K. by Gemma C. Unanimous Vote, motion passed.

- Grade 5 Contribution had access amounts which has been donated to the Teacher Fund for the 2025/2026 year. This will be coordinated between the PAC and the school/teachers.
- Bank Changes – Currently we do not have online banking and the PAC needs to write cheques for everything. All purchases require two signatures to authorize the payment, which in the past has prevented the option of online banking. The PAC treasurer will be looking into an online option for future use.

Q&A / Wrap-up

Bus Fleets – Buses can be very expensive; however our district does have a fleet that can be booked. Mr. Leonard explained that the fees aren't high initially, but there are additional other costs such as hiring a driver, paying for gas etc. and logistically can be difficult to coordinate. For most bus-requiring events it is best to higher a bus service that includes the full service.

Next Meeting: Thursday November 6

Meeting adjournment: Motioned by Liz K., seconded by Marco M. and Tanya K. All in favour.
Meeting adjourned at 7:11pm