

MINUTES

Heritage Mountain Elementary Parent Advisory Council General Meeting

February 8th, 7:00PM HME Library and online via Microsoft Teams

In Attendance

HME Teacher Representative:

Mrs Olgilvie

In Person:

Kirsten R

Tisa C

Principal:

Mr. Sclater

Liz K

Rebecca M

Sherry B

Online Via Microsoft Teams:

Tracey L

Daryn M

PAC Executive

Marcela D- Chair

Annie T

Sharon L

Alisha N – Secretary

Robyn L

Marco M- Treasurer

Cori L

Jen C- DPAC Representative

Sunny R

Ladawne S- Communications

Welcome and Introductions

Meeting was called to order at 7:01PM. 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. She also conducted a land acknowledgement.

Land Acknowledgement: “We acknowledge we are on the unceded traditional territory of the Kwikwetlem First Nation, which lies within the shared territories of the Tsleil-Waututh, Katzie, Musqueam, Qayqayt, Squamish and Sto’lo Nations.”

Marcela asked if anyone had additional items to be added to the agenda, there were none.

Minutes Approval

The minutes from January 2023 Special General Meeting were approved.

Motion to approve was made by Sherry B and seconded by Alisha N. All present in the room were in favor

Principal's Message

Mr. Sclater introduced Mrs Olgilvie to the group as the teacher representative for the PAC meeting. He then proceeded to show the in person and online attendees a small presentation of what the students have been working on recently at HME.

STEAM (Science, Technology, Engineering, Arts and Math):

The school has three goals this year. One of which (intellectual goal) is to incorporate STEAM into shared learning opportunities.

STEAM projects promote the following learning:

- Solve real world problems while collaborating with kids of all ages.
- Integrate a multidisciplinary learning opportunity while promoting working together.

HME has been using "Group Inquiry Time" to work together on projects in the HME library which has been chosen to be a hub for the "Beacon Project." *HME was 1/6 schools chosen for this project. This project adds creative supplementation to learning. STEAM (science, technology, engineering, arts and math) activities and updated furniture to facilitate this learning are all possibilities with this project/funding.* "Group Inquiry Tim/community time" consists of 3-4 classes at a time will join in the library to work on a project together.

Mr. Sclater then showed the PAC meeting attendees photos of students working together to create habitats for coyotes and bears which has been the talk of the school community since September. Children have been voting on a new school mascot: a bear or a coyote. Children's drawings were taken into consideration while sketching the first rendition of new HME logos incorporating bears and coyotes. A survey will go out to parents to weigh in on the decision also. The goal is that by Spring Break 2023 HME will have a new designed logo.

Financial Reporting

Marco projected the 2022-23 school budget for the PAC members in attendance to view on the screen. The projected income from Sept 2022– Now was supposed to be \$28,000, but in actuality we are around \$31,000 and this is still missing recorded funds from some recent fundraising efforts. The PAC has paid for 2/3 of the arts performances and the third "How the Raven Stole The Sun" is being paid for by the gaming account (\$850).

Mr. Sclater asked about the buses for field trip line item of \$3,000.00 on the budget. There was a discussion amongst the PAC members present and teaching staff/admin about altering the name of this fund to "Field Trip/Experiences" to allow teachers more flexible use of the funds. The idea is to make \$10/student available for field trips/experiences. For example: if a teacher would like a speaker to come into the class instead of going on a field trip.

A motion was made to change the name of the "Buses for Field Trips" line item to "Field Trip/Experience Funds" by Alisha and seconded by Annie.

Motion was approved.

While discussing field trips, a suggestion was made by a parent in attendance to develop a list of driving volunteers for the entire school so that a lack of volunteer drivers would not be the limiting factor for children to experience a field trip.

Marco discussed we needed more funds in the art performance budget line item to pay for the last performance.

Motion was made by Kirsten R and seconded by Marcela D. to move \$1,900 from the advisory account to the gaming account and to increase by \$600.00 to cover for Arts Performances.

Motion was approved

Grade 5 leaving costs were discussed and it was noted that the last year's PAC gave the committee a budget of \$45/student. There are 60 students this year, which makes this \$2700.00

Motion was made by Sherry B and seconded by Sharon L. to increase the Grade 5 Leaving budget in the gaming account from 1200 to \$2700

Motion was approved

PAC – How to Present and Run Initiatives

Katie G. (Vice chair) is working on a document that outlines the flow of new initiatives and how to communicate these initiatives to the parent community. This will entail having a lead/committee/volunteers and communication through school admin and PAC executive prior to communicating to the parent community at large. Katie will bring this document to the next PAC meeting to discuss. A parent did bring up a suggestion that anything that goes through Kelly G. (the school secretary) and then school wide should be first approved by the PAC executive as a whole to prevent any miscommunications to the parent community.

PAC – By Laws Update

The current HME bylaws need an update (they are from 2014). Marcela in consultation with others, is making the necessary changes to the bylaws and they will be presented at the March 9th meeting after being posted on or before Feb 22nd for the PAC community to read. There will be a vote on March 9th to pass the new by laws. 2/3 of the PAC community need to be in favor for the revised bylaws to pass. Mr. Sclater suggested the new bylaws also be looked at by the school trustee. The new bylaws will constitute main duties of each executive position outlined, a code of ethics outlined to be signed by each executive member as well as an updated conflict of interest clause and a change in the dates of fiscal year end.

PAC Fundraiser and Event Planning/Promotion

Pub Night :

Jen and Alisha championing. APRIL 20th @ Livelyhood Pub, 7 PM. Tickets will go on sale soon on MunchALunch. \$25 for a burger, side and drink of choice. Alisha and Jen presented a list of local businesses as well as a letter to give to local businesses asking for raffle basket donations. Kirsten, Tisa and Liz signed up to help gather raffle prizes. Another call for volunteers will be done via email through class reps and the HME Facebook group.

Grade 5 Leaving:

Rebecca stated that the grade 5 leaving volunteers and committee are well organized with sub committees and a theme chosen. Grade 5 leaving parent donation and yearbook cost will be posted on MunchALunch soon (to be purchased by grade 5 parents only)

Card Project:

Tracy L is heading the card project. Art for the card project would be done in February (the kits are in the teacher's hands already). Art for the cards is due Feb 23rd and ordering will begin in April with delivery in May.

Teacher's Appreciation:

Marcela suggested that we start the teacher appreciation lunch again. This used to be a pot luck luncheon for all the staff made by the parents. Sunny, Annie, Marcela and Sharon are championing this event. There will be a call for volunteers to supervise lunch on that day so that all the teachers and staff can be in attendance together (usually done in library). This event will take place in May.

Spring Carnival:

PAC is still looking for a champion for this fundraiser

Committee: Brittany M, Tracy L , Rebecca M (to ONLY join first meeting as past champion)

Discussion from the attendees noted that the carnival (early June) was fast approaching and there was concern around how quickly June is coming and what was reasonable for the committee to organize in that timeframe. There was discussion about scaling it down, tagging this on to a sprinkler day and making it a BBQ instead in June. OR potentially to start planning the carnival now for Sept 2023 (but also, issues around that as volunteers would be trying to coordinate in Summertime when school admin off). Tracy commented that she would be happy to put together a list of predicted costs and get some quotes from companies organizers have used in the past to put the carnival on. She said that she will gather this information and by March or April present to the PAC for an outline to do the carnival in Sept 2023.

Fundraising Programs:

Marcela publicly thanked Sherry B for all of her fundraising efforts (Neufelds, Panago, Meridian meats and many more)

Calendar of Events:

PAC executive is developing a calendar of events as discussed in previous meetings to prepare and use as an outline for following school years. At the next PAC meeting, we will discuss the athletics program for 2023 in consultation with the school.

Hot Lunch Update:

Hot Lunch is going to 2x a month (instead of weekly) after Spring Break as the impact and stress on the school staff once a week is too much. Again, healthier options were discussed. The parent community will need to weigh in on new options to present to PAC Exec/hot lunch coordinator. Marcela will work with the hot lunch coordinator on this. Also, it was brought up that hot lunch used to have a waste management program that did not burden the school with disposal. Marcela will discuss with the hot lunch volunteers about this.

Next Meeting

The meeting was adjourned at 8:35 PM.

Next Meeting: March 9th, 7 PM in the HME library.