

MINUTES

Heritage Mountain Elementary Parent Advisory Council General Meeting

October 13th, 7:00PM HME Library and online via Microsoft Teams

In Attendance

Principal:

Jonathan Sclater

In Person:

May Maata

Amanda Lee

Online Via Microsoft Teams:

Anita

Monica Hoeflich

Teacher Representatives:

Ms Shannon Ogilvie

Ms Rebekah Khan

Rebecca Markland

Robyn Letts

Sherry Bot

Kelly McLellan

Talbots

Max Hoad parent

Sarah Pivnick

Mina Lee

PAC Executive

Kirsten Redman- Co-Chair PAC

Eric Lau- Co Chair PAC

Karen Kerwin- Communications
PAC

Alisha Nelson – Secretary PAC

Marco Moccichino- Treasurer
PAC

Gemma Calway

Liz Kim

Brittany Macmillan

Mary Matta

Lily Gao

Ladawne Shelstad

Mona Vakilian

Diana Ramirez

Ali.khalili@gmail.com

Regrets:

Tracy Lindberg

Jen Chan

Welcome and Introductions

Meeting was called to order at 7:06 PM. A hybrid model meeting with in-person/virtual attendance was conducted as highlighted on the attendance record above.

Kirsten welcomed everyone to the meeting and thanked all for coming. She also conducted a land acknowledgement.

Land Acknowledgement: Kirsten conducted a 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.”

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

Minutes Approval

The September 2022 PAC meeting minutes were approved. Sherry Bott made a motion to approve, Kirsten Redman seconded this motion.

Announcements

Halloween Dance:

The Halloween dance is scheduled for Oct 28th 5-8 PM

There will be Blaze Burgers, orders open Oct 14th on MunchALunch and close Oct 21

Eric shared some details from the event planning (bubble machine, glowsticks/bracelets for kids and music)

Entry tickets for adults and kids will be available on MunchALunch as well

Discussion Points:

Some members of the PAC expressed that the cost of burgers for adults and children was high, and discussion was made around holding PAC events that are accessible and affordable for all families

- An idea was brought up that possibly burgers would be the meal from 5-6 PM and then snacks would be available for purchase so that families could also buy more affordable snacks/food for themselves and kids
- Parent Jill (who organized Halloween dance 3 years ago) said that PAC made funds off of water bottles (sold for \$1 each) as well as candy bags for \$1 each, chips and popcorn- the snack booth was a big hit
- High school kids ran the snacks booth as they needed volunteer hours

Issues: Only 4 volunteers so far for Halloween Dance so Brett Lau, champion was not able to facilitate this without help.

New Volunteers: Ladawne Shelstad, Alisha Nelson, Marco Moccichino, Liz Kim and Amanda Lee will help volunteer to run and purchase/ask for donations to make a snack concession possible Ladawne will champion the concession booth.

Marco's role will be handling cash and payments/petty cash.

Ms Khan has agreed to help by bringing together children to make Halloween art/ decorations for the dance.

Ms Ogilvie also said that there were many items in the school gym storage that PAC was welcome to. Ladawne volunteered to take an inventory of those items for future PAC event planning.

Principal's Message

Input Decision Making

Mr. Sclater discussed the process for decision making around events that involve PAC and school. When planning events or programs during school hours, it involves many different parties and communication, and preplanning are integral to the success of these programs and events. The process that Mr. Sclater discussed for any new idea would involve the department heads meeting first (lead teachers), then discussing the idea

with the collaborative decision-making team (larger teaching staff). This would involve planning things ahead of time. It was also said that moving forward, the school would hear the input from parents, but the teachers would move on the final decision for events and programs involving and during school time.

The idea of a 2022-23 calendar was discussed previously in a September meeting with the PAC executives and lead teachers. This is being developed now by the PAC executives and department heads. This will allow PAC and school to budget and plan accordingly for upcoming programs and events. It will become a framework for the following years as well. There are many exciting items in the school calendar year booked already for Fall, including: 3 performances (funded by PAC), tennis (first week of November), Pajama Day etc.

Motion Approved
Karen Kerwin Motioned to establish a calendar for the 2023-24 year and Sarah seconded this motion, it was approved.

Parent Newsletters

Mr Sclater has stated that newsletters out to parents would likely go out more frequently and one would be distributed tomorrow.

School Learning Updates

The three areas of school curriculum being highlighted soon are: indigenous studies, self-regulation and STEAM.

Mrs Khan will be attending SFU to work with the SD43 Geo Heritage Group (more details will come in the parent newsletter).

Athletic Program

GymSense and Tennis will run this year. Tennis will run in November and Gymsense will run in February.

School Events

Discussion held around more school spirit days and the teachers have talked about it at length in their own meetings. Ideas such as celebrating “World Book Day”, “Twin Day” were discussed by the parents and the teachers echoed that they were having similar discussions amongst teaching staff. There is a lot on the calendar already for November with Remembrance Day, a performance and Pajama Day but looking into the future dates, some of these ideas may be possible.

Surveys: Draft Process for Creating and Distributing Surveys to Parent Community

Reviewing Document called “HME PAC Parent Survey Guidelines”

Kirsten proposed to review this document (addendum to minutes) to use it as a framework for how PAC will create/distribute/interpret results around parent surveys in the future.

The result of the discussion was that survey results need to be reported and results need to be discussed at PAC meetings before making any changes based on results of surveys. The discussion piece is important to thoughtful planning and results of a survey shouldn't be a binding decision without a discussion.

Motion Approved
Motion to accept this “HME PAC Parent Survey Guidelines” document was made by Brittany and seconded by Marco. Motion was passed.

Financial Reporting

Increasing the Budget for Athletic Programs

Marco explained that he separated the Gaming and Advisory account reporting to make the financials clearer. At the last PAC meeting, parents decided to not fund GymSense as per a survey that was given out to parents the school year prior. After some discussion, the teachers still want to run GymSense and the validity of the survey was in question, so the decision was made that the school and PAC are running both GymSense and Tennis programs this year. The PAC budget was originally approved to only run tennis (\$4200). A motion was made to increase the athletic budget to \$6200 to run both programs. *GymSense costs \$3000 but the school is going to fund \$1000 of gymSense.*

Motion Approved.

Increase the athletic budget to \$6200 (from \$4200) to facilitate tennis and gymSense for 2022-23 school year

Marco motioned to increase the budget as per above and Brittany seconded this motion

Teacher Fund Distribution:

Marco discussed the teacher funds and how the PAC would distribute them (a lump sum) or in two allotments and how they would be split up between teaching staff and supporting roles.

There was a discussion with the teachers present as well as some of the parents, but ultimately Marco gave them three options to discuss amongst their own staff to pick one option for the teachers felt the fairest about for the Nov 9 PAC meeting. Mr Sclater was provided this document and the breakdown of funds by Marco. The teachers will discuss these options at the department head meeting and provide PAC with an answer Nov 9th.

Petty Cash:

Discussion around a new bylaw to allow for an amount of petty cash available for events and expenses and will be added to the bylaws in the Nov 9th meeting. The specific amount will be discussed then.

Programs and Events and Fundraising

Pub Night :

Alisha Nelson and Jen Chan are championing this pub night fundraiser. Alisha announced the plan at the meeting to get feedback. The venue would likely be Livelyhood on St. Johns the Thursday before Spring Break in March. Parents would buy tickets for \$25 (the restaurant takes \$15). This gets parents a burger (veggie options available), kettle chips and a drink (wine/beer/hiball). The deposit to secure the date is \$400.00 and we can sell up to 180 tickets for the event. Alisha's idea was to also run raffle baskets, a toonie toss, 50/50 games for additional fundraising at the event. There was some discussion brought up around a 2019 pub night that did not get enough traction and parents were refunded. An idea was brought up to survey parents, although some parents at

the meeting voiced that there are too many emails and surveys in their inboxes. Alisha will find a way to gather a list of names before Nov 9th PAC meeting to make sure that we can sell at least 40 tickets to ensure PAC can make back the deposit. To be discussed more at Nov 9 PAC meeting.

Spring Carnival:

PAC is still looking for a champion for this fundraiser

Committee: Brittany Macmillon, Karen Kerwin, Tracy Lindberg , Rebecca Markland, Lawdawne Shelstad

Movie Nights:

DPAC guidelines came out about movie nights and the legalities around streaming etc. We are still needing a champion for these nights

Family Photo Night:

We need a photographer who is willing to donate time to do the photos for this night. Eric Lau did add that maybe a photobooth rental would be something interesting for families as well.

Card Project:

Art for the card project would be done in February. Tracy and Jonathan are champions for this project.

Hot Lunch Update:

Oct 3 and 11th hot lunches brought in over \$600 of profit for the PAC as fundraising dollars. Eric Lau projects that this quarter hot lunch program will bring in \$3700.00 for the PAC fund (rough projection for school year is \$10,000).

• **Discussion around hot lunch:**

- A parent asked about lunch lady coming back as she used to run more frequently in the past
- If the lunch lady came back, we would need to alternate weeks with “hot lunch” program as the school can only accommodate 1 hot lunch/week when a parent asked what the barrier(s) to running more hot lunches were (as the school used to run 3 hot lunches a week), Mr Sclater explained that the barrier was staffing and that running more than 1x/week hot lunch was “not sustainable”.
- Parents did inquire about bringing the lunch lady back and this will be discussed at the November 9th PAC meeting- as of now, the Lunch Lady has not been booked this quarter.

Theatrix:

Karen talked about the Theatrix program. It was going to run in 2020, right before the pandemic was declared. There was a lot of parent interest, and the spots were taken within minutes!

Notes about the program:

- 14-30 students

- Runs 6-8 weeks over lunch hour (requires a teacher from the school to help facilitate)
- Theatrix is a drama program that provides children with roles and to learn a theatrical play
- There are two age groups: Grades K-2 and Grades 2-5
- Cost is \$79 each student and \$10 goes back to the PAC
- The Program also provides a theater teacher
- Teachers will discuss the possibility of this program at the next department head meeting
- Will discuss this more at Nov 9 meeting

MunchALunch Donation to PAC:

The MunchALunch PAC donation button was brought back to the webpage after a pause during the pandemic and a new banner was created by Tracy, Alisha and Eric. Wording of this donation banner was approved after Kirsten read it out aloud to the group present at the meeting.

Motion Approved
A motion was carried by Lawdawne and seconded by Brittany to approve the fundraising banner and wording on the MunchALunch webpage for parent donations to PAC

Next Meeting

The meeting was adjourned at 8:50 PM

Next Meeting: November 9th, 2022 7 PM in the HME library.