

Heritage Mountain Elementary Parent Advisory Council (HME PAC)

Meeting Minutes: May 2nd, 2024

Attendance in person: Marcela P. (chair), Marco M. (treasurer), Ladawne S. (communications), Jen Chan (DPAC rep), Sarah Pivnik (vice chair), Sharon L., Sunny R., Ajay S., Annie T., Viachaslau B., Robyn L., Kirsten R. (secretary)

School/Admin: Rissa Wilson, Carol Coulson, Shannon Ogilvie

Meeting was called to order by Marcela at: 7:05

1. **Land acknowledgement** given by Marcela.
2. **Minutes Approval** – February 29th, 2024. Motion to accept the previous minutes by Sarah, seconded by Ladawne, all in favour, motion passed.
3. **Principal's Message** Rissa Wilson and Carol Coulson are sharing the principal role while Mr. Sclater is away. Both principals come with many years of experience in teaching and administration. (At one point Rissa was a counsellor at our school).
 - a. Como lake relay recently happened.
 - b. The student led conferences coming up.
 - c. Principals expressed their appreciation for technology order funded by the PAC (\$5000).
 - i. Background: The principal has a list of all the school's devices with a replacement schedule. We get a subsidy by handing in older equipment before it is totally out of date. We also don't want to use equipment/software that is no longer supported. The next big round of computer replacing will need to happen in 2027.
 - ii. Most of the \$5000 spent went to replace the computers upstairs. Eleven 5th generation iPads were replaced, and a few TVs replaced. The school district doesn't support smart boards anymore, so back-up TVs were ordered for when Smart Boards break.
 - d. Spring is a busy time with the sun out longer, kids up later, and many activities, this can also be stressful time. Their goal is to keep the calm!
 - e. The principals thanked the volunteers for the staff luncheon, staff very appreciative.
4. **Financial Report** – Marco, treasurer
 - a. **Advisory account:**
 - i. Cash on hand \$21, 307.76 as of April 29th. From now until the end of the year we expect to spend \$19, 264 (includes the technology funds(\$5000), new freezer (\$1000); a dance related cheque that needs to be cashed (\$533), Staff appreciation (\$800), retirement gift (\$200), year end event (\$4000), munch-a-lunch food costs (\$7,731). Expected revenue

includes projected (\$500 for freeze sales, \$800 Neufeld fundraiser and \$6176 from munch-a-lunch orders. This will give a projected net balance of \$9519.76 in the advisory account at year end.

*Note: error noted post meeting, the numbers for munch-a-lunch cost and revenue were reversed. (\$6176 is cost, \$ 7731 is revenue). With revised numbers, projected spending is \$17,709, projected revenue is \$9031. Cash on hand \$21, 207.76 (cash) + \$9,031 (revenue) - \$17, 709 (expenses) = \$12, 529.76 year end.

b. Gaming Account

- i. Cash on hand in account is \$8,837.31 as of May 2nd. This represents income from government grant (\$6000 this year) and leftover money from previous years. Expenses included \$600 photobooth for gr.5 leaving, (additional \$2100 expected to be spent), the last of three art performances was paid, \$2000 will be spent on the Cultus Lake trip busses.

c. Vote to Change Bylaws

Change #1

Section X, item 4 Signing Authority, last sentence.: “Two signatures will be required on all banking and legal documents, including cheques.”

Change proposed to avoid ambiguous text and make it clear that two signatures are required on all cheques.

Motion by Marco, Annie second, all in favour, motion passed.

Change #2:

Section X, item 5 Annual Budget.

“The executive will prepare a budget and present it to the membership for approval prior to or at the first general meeting of the financial year.” ~~before the current budget expires.~~

The intention of the change is to allow an outgoing council to pass a budget for the following school year (if desired), or the budget can be passed in September. There are two perceived advantages of passing a budget in advance of the school year. It reduces the burden on a new executive and allows for expenses to be paid in September as they are already in the budget. The incoming executive can make changes to the budget at subsequent meetings if desired and approved by the membership.

Motion by Marco, second by Jen, all in favour, motion passed.

Change #3 and #4

Section X, Non-Budgeted Expenditures, item 8 and 9

“8. The executive will present all proposed expenditures beyond the current budget.

for approval **by membership** at the next general meeting. **Expenses not included in the approved budget are not allowed, with the exceptions set by Section X item 9 herein.**"

"9. The executive may approve **by majority (50% plus 1)**: (i) **exceptional** expenditures **up to \$500, or (ii) exceedance of budgeted** expenses up to \$500, **in either case** which require approval **by membership** ~~prior to~~ **at** the next general meeting."

Changes are proposed to make absolutely clear, if no approval of expenditure in budget, money cannot be spent, with listed exceptions in section 9. This means that income generated from an event cannot be used to offset expenditures above the approved amount. Provides for \$500 of flexibility for exec to approve and then approved by membership.

Motion to accept changes to item 8 by Marco, second Sarah, all in favour, motion passed.

Motion to accept changes to item 9 by Marco, second Marcela, all in favour, motion passed.

d. 2024-2025 Year Budget

- i. *Advisory account*** budget was presented with conservative estimates for fundraising. The activity fee netted \$4000 this year and the intention is to continue to ask parents to contribute an activity fee next year. The budget for expenses was based on money spent this year. Motion to accept the budget as presented by Marco, seconded by Sarah, all in favour, motion carried.
- ii. *Gaming account budget presented.*** Marcela and Marco have submitted the gaming grant for 2024/2025. Estimated \$20/student grant from provincial government, is \$6000 based on this year enrollment. Budget for expenses includes \$2700 towards grade five leaving activities, \$2500 for art performances, \$1000 for KM club ribbons, and \$2000 for grade five Cultus Lake trip. This budget allows for spending more than is received in grant money for the year. However, it is important to spend down this account as the grant funds can be redistributed the district. Marco motioned to accept this budget as presented, Marcela seconded, all in favour, motion carried.

5. DPAC report

- a. Free webinar from the DPAC (district parent advisory committee) on anxious, aggressive, shut down kids, presented by Tamara Strijack of the Neufeld institute. This is free May 15th, 7-9:30, but parents must pre-register. Expected to be very popular as speaker is very renowned.
- b. SD43 just passed their budget, and an email was sent to all parents. The budget is 510million, process included engagement from school and public, approved on April 23rd. Theme expressed was you talk, we listen; goals achieve success, enhance learning, ensure sustainable.
- c. Steam education kit – presented in March meeting, tech20, very popular, last year had 1000 requests, free for teachers to use, k-12 content, steam challenges come in kits. Admin believes that Mrs. Khan is likely already connected to that team as we have kits that teachers currently borrow.
- d. DPAC elections May 29th, run by parent volunteers, very short on volunteers.

6. **Communications** – Ladawne:

- a. **2024/25 Calendar planning (gym held dates due by end of May).** Ladawne working with Mrs. Godin on schedule for next year so that the gym is pre-booked, currently following same plan as this year (i.e., movie night, Halloween event, winter holiday event, valentines, staff appreciation). We can cancel the gym but this way we don't bump teams who use the gym. Request from attendees to have a second movie night.
- b. **PAC Communications - Class Rep process for 24/25:** a lot of communication is in the hands of very busy parents. When Mrs. Godin collects information at start of year, there is a box parent can tick that they consent to use their email for communications. PAC goal is to have communications come from school and the class rep is only social planning like class gift. Ladawne hopes to have a newsletter collaboration with school newsletter/process.
- c. **PAC/Parent info night /Recruitment for next year's PAC executive positions**
 - i. Propose a parent info night or video that shares what PAC does, explains first meeting next year is sept 12th, (date can be shifted by next executive). Also discussed a table at the kindergarten event to reach new parents. Principals suggest we can have a table at student led conference.

7. **PAC Fundraiser and Event Planning/Promotion**

- a. **Staff appreciation,** went really well, came in under budget at \$681 dollars spent and we had \$485 in donations. Parents were very generous with their time. Thank you to planners Sunny, Annie, Marcela and Sharon!
 - i. Suggestion to host it on a Tuesday so parents don't forget after the weekend. (This was the plan, but we had to move to Monday because of other activities in the school). We received so much food that parents forgetting wasn't an issue.

End of year event, presentation by parent volunteer Ajay Shah:

-June 8th is global wellness day and is celebrated all over the world. Non-profit organization, geared towards mental health and movement wellness. Slowly gaining traction. Hope is to translate this to an activity fun fair to promote being away from screens and active over the summer.

-Idea is to start with school wide kids' yoga, for 20 minutes to kick off the event. Proposal is for kids to do this during school time, return for dismissal and then return with parents to event.

-Then games and activities in the field. Local vendors will be invited to tell parents about offers in wellness, e.g., golf vendor, tai kwon do, mountain biking, city of port moody rec., Orange Theory fitness -offer to bring free Frisbees, The Workshop physiotherapy etc. Plan is to have food trucks, talking to Thrifties about potential donations, reached out to Port Moody mayor to open the event and talk to kids about importance of staying active. Other game ideas tug of war, items from gym for ring toss etc.

-June is very busy month, companies book out in November. Vancouver party works has been used before, they have climbing wall and have appropriate insurance; Jelks inflatable games uses gas generators and charges for gas used. Unfortunately, June 7th the climbing wall is already booked, we would need to change date to June 5th.

-Budget is \$4000 from the advisory account. No charge to attend the event, no fundraising being done.

- ii. All attendees in support of activity fun day, in principle. Logistics and timing present many challenges.
 - a. Teachers have many plans in June.
 - b. Field is used by afterschool programs/daycares.
 - c. Consensus lacking for when it is OK to have vendors on our field at a school event.
 - d. Plan will require many volunteers to run stations on the field. Group agrees we can likely get helpers, but time is tight.

Principals will bring idea forward to teaching staff for a June 5th, 2024, event.

Motion to adjourn at 8: by Marco, seconded Kirsten. Meeting adjourned

Next meeting – AGM June 13th, 2024