

MINUTES

Heritage Mountain Elementary Parent Advisory Council General Meeting

November 9th, 7:00PM HME Multipurpose Room 1 and online via Microsoft Teams

In Attendance

Teacher Representatives:

Ms Alison Bleasdale
Ms Lisa McCausland (online)

In Person:

Tanya Keay
Tammi Quan
Rebecca Markland

Online Via Microsoft Teams:

Robyn Letts

PAC Executive

Kirsten Redman- Co-Chair
Eric Lau- Co Chair
Alisha Nelson – Secretary
Marco Moccichino- Treasurer
Jen Chan- DPAC Representative
Tracy Lindberg- Past Chair

In Person:

Brett Lau
Eric Lau
Ladawne Shelstad
Marcela De La Pena
Brittany Macmillan

Regrets:

Karen Kerwin- PAC
Communications
Jonathan Sclater- Principal

Welcome and Introductions

Meeting was called to order at 7:02 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 October 2022 PAC meeting minutes were approved. Marco Moccichino made a motion to approve, Brittany Macmillan seconded this motion.

Principal’s Message

Please Note: Jonathan Sclater could not attend in person or online via Microsoft Teams due to illness, therefore the below minutes are paraphrased from an email sent into the PAC exec which was read aloud by Kirsten for the meeting attendees to hear.

Halloween Event:

Jonathan shared his thanks to the organizing committee and to Brett and Eric for a successful PAC Halloween event.

Tennis:

The Tennis program has gone well. The main coach has been sick this week and another backup coach stepped in. Students seem to be enjoying this activity during their gym blocks. Every class was scheduled for 4 sessions. Teachers will review how things went at the conclusion of this week. Most likely we will look for alternating activities for the following years to keep things fresh.

A consideration about tennis is the cost. Running two athletic programs this year (tennis and Gym Sense) totalled \$7200.00. PAC was able to cover most of this cost, but that was due to saved funds from previous years. PAC deposited these funds into the school accounts (aprx \$3500). Due to running 2 athletic programs and also 3 ArtStarts performances this year, *“the total will slightly exceed the PAC allocated budget, so the PAC funds that have been saved in the school budget can also be used to cover the extra.”*

In summary, this year running 2 athletic programs was feasible, but next year it may not be.

Accessibility to Field Trips:

The Family Affordability Fund can help reduce the costs of field trips due to inflation. If any family is experiencing financial hardship for anything school related (supplies, fees, or food), the school can access these funds to support; this also includes the hot lunch program.

“We will be accessing this fund for example to reduce the costs of the Grade 5 year end activity this year and to provide every Grade 5 with a hoodie of cost is an issue.”

Appreciation and Thanks

Jonathan expressed that he wanted everyone to know how much he appreciates the support and *“ongoing partnership of parents that makes HME such a wonderful school, especially as we move forward in this time with many staff away ill and not having enough replacements. This is a system wide issue and not just our school. As long as we are understanding of each other during these challenging times, we can always figure out ways to get through it together.”*

Theatric Program Discussion:

Karen Kerwin last PAC meeting (Oct 13th) discussed this program and possibility of running it this school year.

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 (as it would involve a teacher to facilitate)

The plan was to discuss this program at the Nov 9th PAC meeting after Jonathan Sclater had discussed at the teacher's department head meeting. Since Jonathan was away, Alisha read aloud an email with some information about that discussion:

"Mrs. Khan will be speaking with Karen giving feedback about our proposal for that to be run after school like the other after school programs. This would mean though that there is not teacher involvement, and we would not be supportive a performance in front of the school (because we don't do that for any other after school programs). The main consideration for us is equity and not showing favouritism for one activity over another. All of our lunch hour activities are accessible to all students at grade levels or school wide."

The meeting attendees concluded that Jonathan, Karen and involved teachers would need to discuss this to move forward with this program (or not) given the adjustments that would need to be made.

Financial Reporting

Marco provided a budget update for the meeting attendees. The PAC is on track for our income goal and has raised \$7900 so far. We are already at 50% of the fundraising dollar goal we set out to achieve by the end of school year 2022.

Due to higher cost of running 2 athletic programs and this year, 3 artstarts performances; and the PAC not receiving original \$1000.00 from the school to cover these costs, Marco informed the meeting attendees that we needed to increase the performance budget.

A Motion was made to increase the budget for the ArtStarts performances from \$2000.00 on original budget to \$2680.00

This motion was made by Tracy and seconded by Kirsten

Teacher Funds Distribution

Jonathan met with department heads to understand which option of distribution of funds the teacher's favored. Option 2 was picked, and Marco will distribute the teacher's funds as discussed in the Oct 13th PAC meeting. The teachers will receive \$300 per FTE and support staff \$200 per FTE with a minimum of \$100.00. Permission was already granted to distribute these funds as the budget to do so was already approved.

Hot Lunch

Parent survey results were distributed by Eric. There were 148 responses from the parent community. The two questions on the handout were illustrated in pie charts and it was shown that 71.6% of parents wanted hot lunch once a week in comparison to once every 2 weeks (28.4%) when asked how frequently they would like PAC hot lunch to run (Mondays).

When parents were asked how often they wanted The Lunch Lady to run (Thursdays)? 54.1% of parents said once a week and 14.9% said once every 2 weeks and 31.1% of parents said NONE.

It was noted and discussed that there was also an option to pick "NONE" for hot lunch, and that choice was 0% of parents. We then concluded that parents favored hot lunch over The Lunch Lady. The discussion also entailed that the hot lunch program was a lot more profitable than lunch lady as well.

Free text answers were not provided in the handout, but it was discussed at the meeting that parents wanted more healthy options and more variety.

It was decided that we should move forward with just the hot lunch program for now and no longer use The Lunch Lady's services as the school's limitations for hot lunch is 1x/week.

Eric informed the group about the current suppliers:

1. Freshslice Pizza
2. Fuel Catering (wide menu with lots of variety)
3. Los Tacos + booster juice

Some suppliers were brought up to investigate a healthier/more variety option:

1. COBS
2. Freshii
3. WokBox

- Eric is looking into WokBox to add as a new supplier
- Jen Chan is going to investigate COBS and Freshii and report her findings back to Eric

New suppliers will be presented at the Dec 8th PAC meeting as they will need to be selected then.

PAC Fundraiser and Event Planning/Promotion

Purdys Chocolates:

Rebecca is championing this fundraiser and parents will order online and pick up their chocolates at HME in early December. Stock up on your favorite treats by clicking this link, <https://fundraising.purdys.com/1568524-97804>, fill out your info, click Join Campaign and enter campaign number 64375. The order deadline is Monday 28th November, pick up date TBA but will be early December at HME.

Family Photo Night:

Rebecca has championed this event and Depth of Feel Photography will donate all their time taking photos and editing. Details are posted on HME Facebook group. \$25 for a family portrait (10 min time slots) photoshoot is on Sunday November 20th at Rebecca's house. 100% of profit goes back to HME PAC! Sign up on MunchALunch open until Nov 18th.

Growing Smiles

Eric has championed this fundraiser. Parents can order poinsettias and holiday inspired plants and wreaths through the website. It was decided to recommunicate this fundraiser to parents as the cut off date for ordering is November 18th.

FlipGive

In lieu of our past Indigo Fundraiser, we have set up a new Team with FlipGive. This is a better alternative as we are able to shop at many different retailers and HME will then receive a percentage of the earnings while we shop.

Join our team by downloading the app! There's retailers like Starbucks, Tim Hortons, etc.

<https://www.flipgive.com/teams>

(type in Heritage Mountain Elementary)

Meridian Meats

Meridian Meats & Seafood GIFT CARD Fundraiser

Now until November 27th (for distribution in early December).

At the end of the fundraiser, HME PAC keeps 30% of the final total!!!

www.meridianfarmmarket.ca

Our closest location is down the road in the Oxford Market in Coquitlam.

Specialty cheese, spreads, perogies, treats, and a deli are also part of the store.

These cards are an excellent idea for anyone who has holiday dinners, employees to buy gifts for, or if you just like to buy food and support local businesses, while in turn, supporting our school. The fundraiser is simple. Collect names, ph #, email address, and payment from friends and family, and then pass the details on to Sherry Bot (sherrybot@gmail.com) OR have them email her directly. Cards are available in \$10, \$25, \$50, \$75, and \$100 amounts, never expire, and can only be used in store (Murrayville, Maple Ridge, Mission, Tsawwassen, N. Vanc, Port Coquitlam, Langley and Whiterock).

Global Coffee

Don't forget to get your order in for coffee, decaf, or hot chocolate by Nov 25th!

Choose free group shipping and your coffee will be freshly roasted the week of distribution (Dec 1-2 at HME or at a home near the school).

<http://www.globalcoffeefundraising.ca/hme>

Pub Night :

Alisha and Jen are championing the Spring HME pub night. Alisha was able to get 50 names on a list of interested parents to attend a pub night to show at the PAC meeting that there is interest in this type of event.

A motion was made to approve the down payment of \$400 to secure the date March 9th, 2023 for Spring HME Pub Night.

This motion was made by Kirsten and seconded by Alisha.

Alisha will connect with Monique at Livelyhood to secure the date and give the deposit. Ticket sales will start soon, and volunteers will be needed.

Card Project:

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

Movie Nights:

Movie night was discussed at length between the meeting attendees. Karen/Matt and Ladawne were willing to volunteer to make this happen, but in the end, the discussion was that there were concerns about how close the date of Dec 2nd . There was also some concern that the turn out of this movie night wouldn't be as high due to Christmas parties etc (being on the first Friday night of December). It was concluded that a movie night would occur in late January and we would check with the school for dates.

Spring Carnival:

PAC is still looking for a champion for this fundraiser

Committee: Brittany Macmillan, Karen Kerwin, Tracy Lindberg , Rebecca Markland (to ONLY join first meeting as past champion), Lawdawne Shelstad

Date: Due to the carnival being held on the school field, it is city owned and therefore; we need approval of the city to run it on certain date. Brittany Macmillan will call the city and target a date of a Friday in early to mid June.

Valentines Dance

Discussed that we would hold a Valentines dance, will need a date, volunteers.

***Please Note: some of the fundraiser blurbs above were taken from the HME Facebook group posts.*

Halloween Dance Debrief

Everyone thanked Brett and volunteers for their hard work and mentioned how successful the Halloween dance was.

Brett provided some feedback around being the champion:

- Past events should be documented so future events can have a guide/overview so that each person that champions an event doesn't have to reinvent the wheel
- The guideline would involve items as such:
 - o volunteer numbers and roles required
 - o cut off dates for new ideas
 - o considerations for proper planning and organizing
 - o this document would be uploaded to a central place that all new and past champions could access
- It was brought up by Marcela that possibly Sunny may have something as described above and that she would look into this.

Next Meeting

The meeting was adjourned at 8:34 PM.

Next Meeting: December 8th, 2022 7 PM in the HME library.

