

**Heritage Mountain Elementary Parent Advisory Council Meeting  
General Meeting – April 21, 2022  
6:30pm online via Teams**

**Attendance:**

Tracy L. - Chair	Jen B.
Eric L. – Vice Chair	Katie G.
Amy W. – Secretary	Brett L.
Sarah P.-Past Chair	Kimberly L.
Karen K - Communications	Marco M.
Jonathan Sclater – Principal	Kirsten R.
	Colleen V.



**Welcome, Land Acknowledgement – Tracy**

Tracy called the meeting to order at 6:31pm. Tracy acknowledged that our meeting is taking place 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 and that we are grateful to live, learn, and work on these lands.

**Approval of agenda with the following additions:**

- Parent addition to New Business – road safety crossing Heritage Mountain Boulevard
- Parent addition to New Business – ministry published updated food guidelines in schools

**Approval of minutes from March 31, 2021**

- moved by Karen, all in favour.

**Principal's Message – Jonathan**

HME is carefully moving towards pre-Covid "normal", parents eager to get back into school; teachers have some apprehension about how to do this safely, trying to plan for in person events that they have enough time to prepare

Student led conferences: May 12

- staff did not have enough time/capacity to carefully plan out an in-person event

Welcome to Kindergarten: June 7

- small groups of students/families will visit the school
- Jonathan is considering inviting other new students/families to the school the week after school ends

Grade 5 Leaving Ceremony: June 24

- will be in person with students and their families
- Parent question: can siblings and grandparents attend grade 5 leaving?  
Jonathan to discuss with teachers, probably limit to parents and grandparents

**Treasurer's Report – Tracy**

Treasurer role is currently vacant, Tracy is stepping in short term

Any parent interested in taking on this important position, please contact the PAC  
heritagemountainpac@gmail.com

### **April PAC Activities:**

Me N Eds Pizza	\$1,145 total sales, \$230 profit
Meridian Meats	\$600
Munchalunch	\$500-600 orders monthly

Annual budget preparation upcoming – past Treasurer Pam will help, anyone willing to help, please contact the PAC.

### **D-PAC Report**

D-PAC Rep role is currently vacant, parents interested in taking on this role, please contact PAC.

### **PAC Events**

#### Staff Appreciation Week of May 24 – Karen:

- Support and thanks to Karen for taking the lead again this year
- Last year the PAC ran a munch-a-lunch fundraiser to supplement the budgeted amount for this event
- General goal this year is to purchase an individual token of appreciation for each teacher and provide festive celebration for the whole staff
- Total staff: 30
- Current PAC budget for this event: \$650

Motion from Kirsten to open munch-a-lunch fundraising to supplement budgeted amount, purchases will be identified by the sub-committee of Karen and Kirsten and will be approved by the PAC executive. All in favour.

#### Grade 5 Leaving – Katie & Sarah:

- June 22: Lunch and activities
- Planning underway, reminder to parents to keep theme private so the grade 5's can be surprised!
- Food costs have increased significantly (doubled)
- Event will be held outside, parents can attend with kids

Motion from Sarah to increase PAC's contribution from \$15 to \$20 per student, this year and on an ongoing basis, seconded by Katie, all in favour. (2022: \$5 x 58 students = \$290)

Freezie sales carried out by grade 5 parents will be allocated to grade 5 leaving activities (with unneeded funds returning to the general PAC budget). Jonathan confirmed freezie sales are feasible with similar COVID safety plan as hot lunch.

#### Summer Carnival:

- Only one parent responded to the callout for volunteers
- Given tight timelines and continued variability amongst individuals' pace and comfort in easing COVID restrictions, focusing on an event for late September, as a Welcome Back for the new school year, seems more feasible
- Jonathan, Tracy and Karen to continue to work on these plans

## **New Business**

### PAC Parent Survey – Eric:

- Eric shared his initial draft of a survey to gauge parent satisfaction with current PAC activities and get information about what parents would be interested in seeing in the future
- He noted the survey would be anonymous and short
- Concern identified by parent that the wording of the survey was too general, and a suggestion that asking about specific events would be more helpful, as well as having a clear plan for how the data will be used
- PAC Executive to work on the survey with a goal of launching it in late May/early June

### HME Swag

- Parent expressed interest in having a brand and merchandise that can build school pride and spirit
- Jonathan indicated that this is in his wheelhouse and he has ideas for developing this at HME that he is hoping to share. To bring forward to future meeting

### Traffic Safety Update – Tracy:

- Tracy to share update from City of Port Moody staff with parents who expressed specific interest by email, discussion to continue at next meeting

### Proposed Updates to Guidelines for School Food – Karen:

- Karen noted these updates could impact some operations at HME (e.g. ban on pizza) and encouraged parents to complete the survey (link found of HME facebook page)

**Adjournment:** Meeting adjourned at 7:50pm.