

# **HPAC Meeting Minutes**

## **Tuesday September 21, 2021**

### **(rescheduled Sept 14th meeting)**

#### **Welcome/Introductions**

Welcome to the new HPAC Team for 2021 - 2022!

PAC Chair - Monica Scoles

Co Chair - Carolyn Elsey

Treasurer - Emma Kidman

Social Media Expert - Samantha Collier

Secretary - Tash Moran

DPAC Rep - Monica Scoles / Asem Latif

Hot Lunch Coordinators - Monica Scoles (admin) and Bona Kim (distribution and volunteer organiser)

Hot Lunch Distribution - Bona / Bella / Mitsuko

#### **Positions to fill:**

- PAC Chair
- Treasurer
- Hot Lunch Coordinator

A HUGE THANK YOU to all who have stepped up and volunteered for a role on PAC! I know we are all busy with our personal lives and so I am grateful for the support of this wonderful team of parents that work hard each year to provide an enriched experience at school for our kids! The bottom line and focus is always the students at Hollyburn - our special little people. I look forward to working with you all this year, which is my last year here at Hollyburn. Let's make this a great year for all the students!

PAC is a way of fostering and building a community spirit. PAC also organises and runs our Hot Lunch Program. Without parents, we have no PAC, without PAC we have no fundraisers, no hot lunch, no carnival etc.

#### **PAC - What it is and why it's important**

Since we have many new parents at the meeting, I thought we should discuss PAC briefly to give context to what it is we are doing here tonight. PAC is a group of parent volunteers that

come together to raise funds for the school which directly benefit all students. These are extracurricular activities or supplies that would not otherwise be provided by the School Board District Office. Our goal is to supplement so that we can give all our students a more enriched learning experience.

For example, in the past we have used PAC money to purchase:

- 25 Chromebooks
- 10 ipads
- 4 projectors for use in classrooms
- 1 new stereo system in the gym
- Supplemental classroom supplies
- Grad Ceremony/Dance for our Grade 7's
- Sporting equipment
- A new water fountain
- Upgrade to the Intermediate Foyer
- First Aid Training
- Field Trips (when we are allowed to again)
- Educational speakers
- End of year carnival

Most of our funds are raised through Hot Lunch but we also put on many other activities throughout the year to raise funds for all of the above and much more! And kids love the fundraising activities as well.

## Hot Lunch

- Hot Lunch is a PAC organised and operated program
- It's Hollyburn's largest fundraiser and in a typical (pre-pandemic) year we have raised close to \$25,000
- We source responsible vendors to provide quality healthy meals for three days per week (Mon, Wed, Fri)
- There is a menu for each of these days, repeats weekly so each Monday is the same menu etc.
- Since the pandemic, we decided to keep it simple and reduce the number of vendors and are continuing on this path for at least the start of this year. We may expand this next year.
- All vendors pre-sort the meals before delivery so volunteers simply arrive at school and deliver the pre-sorted bags to one of three designated areas for each class to then pick up. This minimises the amount of time a parent volunteer will be at the school.
- All meals are labelled with the student's name
- If a student is away, the parent, knowing the student will not be there, can contact the office by 10am and advise the school that the lunch will be picked up. Otherwise, please consider that lunch a donation to the school.

- Changes can be made contacting the hot lunch coordinator at [hollyburnhotlunch@hotmail.com](mailto:hollyburnhotlunch@hotmail.com)
- Term 1 Fall 2021 runs from October 4 (Monday) to December 17 (Friday)
- Online closes Sept 24
- New Vendor - Domino's Pizza in West Van. No individual pizzas but instead 2 slices. All boxes are labelled with the student name and sealed with a sticker. Dominos will sort into their own insulated bags per division. Drop off at the gym kitchen and then pick up their bags from the front entrance.
- **A table will need to be set up right inside the front entrance so that all of Domino's bags can be dropped off there by each class no later than 1:30pm so that Dominos can pick them up**
- Volunteers - we are fortunate to have 3 volunteers but welcome more if you are interested. We are having a separate mtg with the Hot Lunch Distribution volunteers tomorrow after school to discuss logistics.

## Treasurer Update

Account balance for academic year 2021/22 = \$24,167.43

Gaming Account balance for academic year 2021/22 = \$14,385.19

Gaming Grant application has been submitted and we should receive funds by mid Oct for this school year.

Committed budget for school year 2021/22

HPAC account = \$12,500

Gaming Grant account = \$5500

Once again, our aim for this year will be to spend Gaming Grant funds. Hopefully we can move forward with the intermediate foyer project, but if this does not move ahead then we need to assess where we are with these funds mid-year to ensure we spend a significant amount.

## Intermediate Foyer update

No news yet from the District in terms of what costs they will cover. Until that happens, we are "on hold".

## Gardening Club

We did not get together over the summer as the garden boxes were not repaired. District was supposed to have this done over the summer. Once the boxes are repaired then we can form a gardening club and clean out the boxes and plant new flowers and plants. This project may not resume until Spring 2022. We will send out an invitation for volunteers ahead of time via the HPAC Newsletter.

## **Social Media Engagement**

We are still hoping to increase our followers on all 3 platforms. Tell your friends to sign up and follow us on:

- Twitter
- Instagram
- Facebook

## **HPAC Monthly Newsletter**

We started a monthly HPAC Newsletter so that all information can be contained in one place and not lost in the school e-bulletin where there is a lot of information sent out weekly.

Currently the newsletter is set to go out on the 1st Monday of each month which is a week prior to the monthly HPAC meeting so that information on the meeting is also communicated.

Formatting is an obstacle as it has to be sent a certain way via school messenger. Photos cannot be used. My worry is that with the small font and no photos that a lot of information will be missed. I would like to make this more visually appealing. Wondering if Mailchimp can be used?

Thoughts on a school Website? This could also be a way of communicating all information in one place, that stays in one place and is easier to navigate. This could be a simple one or two page website. Thoughts? The Newsletter should go on the school website as well.

## **Google Drive for HPAC - Planning/Streamlining for HPAC**

An email will be sent out to all PAC Executives with the access information for the HPAC Google Drive.

Anything pertaining to HPAC should be stored here so that as a new team is formed, all the information is there. Makes it easier to reuse posters etc simply by changing the dates!

All meeting notes are stored there too as well as PAC Manuals and Monthly Newsletters. The PAC Chair manual is not there yet as it is ongoing this year and will be completed prior to the end of this school year along with a yearly Calendar of Events.

PAC Emails - emails have been set up for each role and will be emailed out with the Google Drive information this week.

## Fundraisers for Term 1

We were going to do shirts for Orange Shirt Day however our supplier (parent at Hollyburn) advised us that it is hard to get orange shirts so we decided not to.

Does anyone have any ideas on fundraisers they would like to see for Term 1? If you do, please send them to [hollyburnpac@gmail.com](mailto:hollyburnpac@gmail.com)

We could do Purdy's for Christmas chocolates. That one is easy and makes PAC a lot of money.

Fundraising will have to abide by our current protocol for the virus.

Nathan advised the main Covid restriction currently is to avoid large gatherings so movie nights, anything indoors with many people is not happening this term. Restrictions are decided on a term by term basis.

## Principal's Report

Enrollment: 252 Students

Staff Changes:

- Beverly Ann Lehman in Div 6
- Ilan Ravit (ELL)
- Ms Nilu (Office Clerk)
- Ms Parsia (Lunch Support)

Covid Safety Precautions:

- Mask mandate for all staff members and students in grades 4-7
- Staggered school start and end times (Divisions 12, 11, 10, 9, 8 will be 8:50-2:50 and Divisions 7, 6, 5, 4, 3, 2, 1 will be 9:00-3:00)
- Staggered recess and lunch times
- Regular cleaning and disinfecting of high touch surfaces
- Hand washing and sanitizing procedures for all transitions
- Visitors by appointment only

School Sports are back!

- Cross Country is running
- Volleyball is next

**FESL: Framework for Enhancing Student Learning.** Hollyburn is in year three of a three-year goal to develop Social Emotional Learning skills based on the following Inquiry Question;

“How can promoting a whole school focus on Social Emotional Learning lead to students feeling like school is a place where they belong, feel successful, experience positive relationships, and develop a sense of self-worth and optimism for the future?”

### **Upcoming:**

Tuesday September 21 - Cross Country at Ambleside 3:45pm

Thursday, September 23 - Terry Fox Run

Friday, September 24 - Professional Day *students not in session*

Tuesday September 28 - Cross Country at Ambleside 3:45pm

Wednesday, September 29 - Orange Shirt Day

Thursday September 30 National Day for Truth and Reconciliation *students not in session*

Tuesday October 5 - Cross Country at Ambleside 3:45pm

Monday October 11 - Thanksgiving *students not in session*

### **Open Discussion / Questions / New Business**

Class Parents - we will be sending out info in the next Newsletter as well as an email with info looking for a class parent for each class. This role will be provided with all email addresses for parents in that class so that you can communicate with all parents providing they have given their consent to the school for this purpose. The Class Parent usually contacts parents twice per year to organise a thank you gift for the teacher and the assistant(s). Once at Christmas and then at the end of the year. The Teacher may also request assistance with other class related activities such as field trips and assistance with finding volunteers - not always but sometimes. Some teachers like to use their class parent and some do not utilize them.

New Parent Group - someone suggested that since there are many new parents, someone may wish to organise a group for new parents as a way to further foster a sense of community.

Spirit Wear - should we put this on munchalunch and the newsletter so parents can order their Hollyburn spirit t-shirt?