

**HPAC Meeting Minutes**  
**Tuesday, April 12th at 5 pm**  
**Via Zoom**

**Agenda:**

- Welcome
- PAC Roles - current roles to fill
- Treasurer Update
- Intermediate Foyer Update
- Hot Lunch Update Term 3
- DPAC Update
- Fundraisers - Growing Smiles and
- Grade 7 Grade & Year End Wrap Up
- Principals Report
- Open Discussion/ Questions/ New Business

## Welcome:

I would like to welcome everyone here today and thank you for joining us for our monthly PAC Meeting. We would like to recognize that we are gathered together on the traditional lands of the Squamish Nation and want to thank our friends and colleagues in the Nation who are working with us to guide our understanding of the history of this land and its people. We respect and honour the Elders past, present and future as we bring this knowledge to the students of our community.

Welcome everyone!

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## PAC Roles:

As we get closer to the end of the school year, it's important to organize our PAC Team for next year and ensure all roles are filled. Unfortunately we have some key roles that no one has stepped up to fill as of yet.

Here are the roles that we need to fill:

- PAC Chair
- Co Chair
- Hot Lunch Coordinator
- Social Media

The roles we know for sure are filled are:

- Secretary - Tash
- Treasurer - Pedram
- Hot Lunch Distribution Team - Bona & Bella
- DPAC - Asem

Please ask your friends or parents you see and know at school if they are interested in stepping up to take any of the roles that need to be filled. As

you know, without filling some key roles then I don't know if we can have a PAC. And as I have mentioned, without a PAC, we will lose the Gaming Grant Funding which is approximately \$5500 per year - depending on how many students we have as it is based on student enrolment. Once we lose this, it then takes a year after a new PAC Team is formed in order to be reinstated - so we lose this funding for 2 years which means \$11,000 approximately.

Further to this loss, we lose our largest fundraiser our school has - Hot Lunch. Parents love having hot lunch - it is such a convenience not to have to pack a lunch for your kids for 3 days a week so it would be sad to lose this.

Having said that, if we don't get a hot lunch coordinator, I will continue to provide this program and as a vendor charge a small fee to run the program. We just raised \$20,933 this year with hot lunch - that's a lot of funds for PAC to be able to do things with.

Please know that a PAC can do as they wish in terms of how to run a team, how and what to run as fundraisers, how and when to have meetings, etc. You don't have to follow what we have done this year - it's all up to whoever takes on the role of PAC Chair along with the PAC Team of how you want to run this group. So it can be as much as you want to put in. You will be starting the year with funds that allow you to do things for our students and give them the enriched experience they deserve! I will keep sending out emails to parents but it's more effective if we all ask parents in person. So if you know of someone that would be great at this - ask them and if they agree to find out more information, pass along their contact info to me and I will speak with them!

And I will still make myself available in September to help train those that step up - I will not leave this PAC hanging.

### Treasurer Update - Emma:

#### **HPAC account balance**

\$57,000.67 - we will have the hot lunch vendors to pay off but this is still going to leave a very healthy HPAC balance for next year.

## **Gaming Grant account balance**

\$1,994.57 - this money will be spent on 1<sup>st</sup> aid training and graduation ceremony. I anticipate the balance on this GG account to be almost zero by the end of this school year.

To re-cap, our Easter fundraiser made \$298.24.

Monica will update on the hot lunch profits made.

## **Intermediate Foyer Update - Earlene:**

### **Hot Lunch - Term 3 - Update:**

Term 3 generated over \$26,000 in sales!!! A record! We are so close to our profit of \$25,000 that we had the year that COVID hit. So we are back on track! It's been a tough couple of years but we are getting through this!

Our profit this year will end in just shy of \$21,000 which is great! It shows that kids love their hot lunch and parents are getting through the financial devastation of COVID.

We had a bit of a hiccup with our new vendor - Cazba Restaurants. First, I had to cancel them for one of the Mondays and only keep them every other Monday. I contacted parents and changed their choices so that all orders for this vendor are on every other Monday in order to meet the minimum order requirement. Even with that, we had one cancellation after the fact and the sales are only \$68 but we will continue as I don't want to cancel them completely. I did have some issues with their first order. I was there with Bella on their first delivery as I wanted to make sure how they delivered and prepare the thermal bags on our end to deliver the food to the classes. We had a couple of issues but I have been in touch with them to sort this out. They were open to feedback and reassured us that the next delivery would be better.

This brings me to the environment and being aware of things we can do to help. I am going to be cutting back on toppings a little and will include a message in our April newsletter. I have not sent out our April newsletter yet as I wanted to wait until after our April PAC Meeting. I will be letting parents know to only order toppings if their child really wants one and will consume it. We want to minimize the waste of toppings that don't get used. And rather than providing 2 toppings per order, we are going to scale it back to one. We will not be providing chop stix any longer as they are a one time use and add to the landfill which is a problem. I am also going to mention to Cazba that they may wish to consider the environment and switch to biodegradable containers rather than plastic. I have already asked that their food be delivered in a thermal bag and not plastic bags so that heat is retained and plastic is not used as it's not good for the environment.

We just want to be mindful of the little things that end up helping the environment so we are all doing our part. Our hot lunch program is pretty good and is environmentally conscious - there are just a couple of little things we can still do to make it better - and I am on that!

Again, all communication on this topic will go in the newsletter.

The last thing I wanted to mention about hot lunch is that after Term 3 ordering closed, I had 20 parents that ordered from Menu A and not Menu B so I contacted all of them to ensure they only wanted hot lunch on alternating weeks. All but 1 did that in error so I corrected all those orders so that kids wouldn't come to school expecting a hot lunch and not having one as we are used to getting hot lunch each week. I was so glad that I anticipated this and didn't just assume it was what they wanted. I also looked at the few credits we have on file and spoke with Emma on this. We agreed to contact parents that are no longer here and have credits of over \$20. I emailed 3 parents with large credits (\$269; \$53 and \$72). I heard back from 2 parents - one donated to PAC \$72 and the large one requested a refund of \$53.75. These credits have been there since we had to cancel Term 3 in 2020 and then some parents moved schools. The total of credits from parents no longer at our school is \$458 of which \$269 will be refunded and the balance written off and stays with PAC. This does not affect the current year profit - it's funds that have already been taken into account and were simply showing up as a credit in

munchalunch - accounts payable by PAC. I want to make sure I clean up parent accounts in munchalunch before I go.

## DPAC Update:

Here are some highlights from the April DPAC General Meeting.

- Input - Annual School District Budget Process - all school PACs have been asked to provide input for the annual budget planning process again this year. There is an input form we can fill out and submit to Amanda Barr by Tuesday April 26th. Input will be presented at the Finance & Facilities meeting on May 17th and used by staff to prepare recommendations for the 2022-23 preliminary budget and by the Board in their decision making process. Parents are also invited to submit their own budget recommendations directly to the district. I will send the form out to this team and if you want to submit this individually you can go ahead, if you want to submit as a PAC, then email me your input and I will put it together.
- Meeting Format - DPAC is looking to return to in person meetings - starting in June
- BCCPAC Parent Education Conference - is taking place Apr 29 and 30. The theme is "Making Connections, Moving Forward". DPAC will report back on this at the May General Meeting. This event was set to be in person in Richmond, but just changed to virtual.
- BCCPAC also forwarded information sent by the Ministries of Health & Education. They are looking for input from parents/ DPACs and PACs on the proposed changes to the 2013 Guidelines for Food and Beverage Sales in BC. I am going through these updates and reporting to DPAC on my input and will also report at our next PAC meeting what my thoughts are on the proposed changes and how it might affect our hot lunch program.
- Custodians who held supplemental COVID related positions have been shifted to casual status
- A part time EA has been hired to support deaf and hard of hearing students

- Recruitment continues for casual office support clerks and EAs. I noticed we have 2 new members to our team - Nathan can elaborate on that as well
- WVDistrict is offering a range of training initiatives to support employee mental health
- Summer Learning - we had over 700 students register on the first day this opened.

### Fundraisers Term 3:

Purdy's chocolates were distributed to the classrooms yesterday! We sold just over \$900 and earned a profit of just over \$200. A little less than the last time we sold Purdy's but still great to have this fundraiser! It's an easy one to manage and with their online ordering it's super easy to deal with!

Thanks to Earlene, we had a couple more sales in Truffle Pig chocolates and she coordinated the orders and picked them up, packaged them and delivered them to the school! Thank you so much for your help Earlene! We ended up with 4 orders totalling about \$200 in sales. Hopefully Truffle Pig is able to come up with an online ordering platform for next time as that will generate more orders and make it easier to run this fundraiser!

For this term - do we want to do anything else? Do we want to offer West Coast Soapworks? I can do it - not hard at all. I really want to run this for 2 reasons - the products are really great and not expensive - and - we would be supporting a young guy (Quinn Black) in our District who attends West Van Secondary. His mom is on the WVSS PAC which is where I met her and learned about Quinn's story and how he started this company driven by his passion and knowledge for chemistry and the desire to develop a line of skin care that is good for your skin. I bought a couple of his products and they are awesome! We could have him speak about his journey at the May PAC Meeting and then offer his products for sale from May 11 to May 25th.

The other fundraiser we could also do is Growing Smiles - plants and succulents - but I'm wondering if we missed the Spring Plants window??

Freezie Fridays - we have permission to do these again so if you want to run these, we are allowed!!! Maybe even a TCBY Thursday one day??

What are your thoughts on these?

### Newsletter:

I will be sending out the April newsletter by the end of this week!

### Grade 7 Grad Committee:

Nathan will touch on this as well but we are hoping to start to form a team of parents to organize this event. With restrictions lifted, we could do a little more this year!

### Year End Wrap Up:

We have 2 meetings left - May and June. Our June meeting will be our year end wrap up and hopefully by then we will have our team in place for next year.

I will be going through the google drive to make sure that everything needed is there and finalizing any training materials by the end of July.

### Principal's Report:

### Open Discussion/ Questions/ New Business: