

HPE PAC Meeting Minutes – June 11, 2025, 2:30 pm

1. Approval of May Minutes

- Read by Brittany Gee

2. Principal's Report – *Mrs. Shelly Cull*

- [See HPE website.](#)

3. Treasurer's Report – *Amanda Shaw*

- General Account: \$28,855.23 (adjusted \$18,486.88)

- Funds Withheld:

- \$7,000 for Askews gift cards
- \$200.00 Grade 5 BBQ

- Cheques Pending:

- \$50.00 Chq #1107 Jen conference babysitting
- \$215.10 Chq #1111 SD #83 Busing to Gardom
- \$2,903.25 Chq #1110 HPE Mathletics

- Gaming Account: \$3,243.00 (adjusted \$694.60)

- Funds Withheld:

- \$ 600.00 Retiring teacher gifts
- \$300.00 Exiting staff gifts
- \$500.00 Last day staff lunch
- \$650.00 Fun day bouncy castle

- Cheques Pending

- \$498.40 Chq #159 SD#83 X-country busing

4. Subcommittee Reports

- **Hot Lunch – *Brittany Gee***

- June 18th is the last hot lunch day. No hot lunch on Wednesday June 25th.
- Munchalunch invoice for next year \$369.60.

- *Motion for \$369.60 for Munchalunch out of general, 1st Julie, 2nd Tamara, motion passed.*
- **Askews – Amanda Shaw**
 - Askews gift cards available.
- **Scholastics –**
 - No update

5. **AGM – Run by Principal, Mrs. Shelly Cull**

- 2-year term for all executive positions ending this year.
- All positions available.
- No nomination forms received for executive positions.
- Current President, Treasurer, and Secretary willing to let their names stand in absence of nominees.
- Call for nominations from the floor?
 - Amanda nominates Tamara Versteeg for Vice President, Tamara accepts nomination.
- President
 - Current: Julie de Boer
 - Nominations: none
 - Julie agrees to let her name stand.
- Vice President
 - Current: Annette Martin
 - Nominations: Tamara Versteeg
 - Tamara successful.
- Treasurer
 - Current: Amanda Shaw
 - Nominations: none
 - Amanda agrees to let her name stand.
- Secretary

- Current: Brittany Gee
- Nominations: none
- Brittany agrees to let her name stand.

6. Fundraisers

- **Recent**
 - Canadian Safety Supply – \$468
- **Ideas for Future Fundraising**
 - Freezie Friday – has been brought up previously.
 - Concern for bus kids being able to participate. Will talk to AES to see how they are navigating kids that take the bus.
 - i. AES states that bus kids can take unopened freezies on the bus.
 - Will explore for next school year.

7. Current Business

- **Fun Day June 23rd**
 - Looking for volunteers.
- **Retiring Staff (Lee, Dolinar, Anderson)** \$200 each
 - Gift idea: \$50 GC for the Clove, \$150 GC for Canadian Tire
 - *Motion for \$200 out of gaming for Michelle Lee, 1st Julie, 2nd Kim, motion passed.*
- **Exiting Staff (Katie, Trina, Olivia, Lisa, Hannah, Sara, Victoria, Hayley, Tamara, Irene)** \$50 each
 - \$50 GC for The Clove
 - *Motion for an additional \$200 out of gaming, 1st Julie, 2nd Robyn, motion passed.*
- **Teacher Appreciation June 26th**
 - Hot and cold charcuterie lunch from PV Blvd. Coffee.
- **IPE Parking Aug 28th & 30th**
 - Need to sign contract.
 - Looking for volunteers for 4 hour shifts.

- *Motion to sign parking contract, 1st Julie, 2nd Emily, motion passed.*

8. New Business

- **Upcoming – Davison's Orchard**

- September fundraiser. Required to sign up by June 23rd to confirm spot. Delivery date October 17th.

- *Motion to sign up for fundraiser, 1st Julie, 2nd Tamara, motion passed.*

- **Neighbourhood Road Safety / Cross Walk Guards and Parking Lot**

- *See additional information in the [Principal's Report](#).*
 - Shelly has been in contact with the City of Armstrong and RCMP.
 - City is conducting a road study of the Highland Park corridor.
 - Will look at amount of traffic, speed, needs for signage, and crosswalks among other things.
 - Upon completion, City will meet with Shelly with suggestions to increase safety.
 - SD 83 policy allows for volunteer crossing guards on crosswalks immediately adjacent to school property. This includes the crosswalk across Wood Ave to the IPE grounds.
 - Policy allows for students to be involved.
 - HPE students may be too young.
 - Shelly reached out to PVSS to ask for student volunteers.
 - Crosswalks on Wood Ave across Highland Park Drive and across Wood Ave to Adair are within jurisdiction of City of Armstrong and RCMP, not covered by school policy.
 - Crossing guards allowed with training.
 - Dependent on number of volunteers.
 - Looking for more crossing guard volunteers. 20 minutes at start and end of day.
 - RCMP will train volunteers next week.
 - Suggested that crossing guard across Wood Ave to IPE may encourage some parents park at IPE and have child cross on their own.
 - Suggestions for increased driver awareness for pedestrian safety:

- Increased speed and school zone signage.
- "slow down" signs on grass – City concerned will cause distraction.
- Visual alert signage on sidewalk or side of road such as the green ones in the shape of child with flag.
- Flashing speed sign.
- Crosswalk lights.
- Painting crosswalk lines.
- Petition started by some Armstrong parents being presented at City meeting Monday June 16th.
- RCMP will be present in the parking lot and on Wood Ave to discourage speeding and encourage drivers to follow the no left turn sign.

- **Back to School BBQ**
 - September 18th
 - This year we charged a \$2 flat rate, as there was \$1000 provided from Feeding Futures. Unsure if we will be receiving again next year – Shelly looking into it.
- **Playground**
 - Kaltire grant provides money, another company provides material and install.
 - Would apply next year by February, and funds need to be used within 18 months.
 - HPE is identified by the Ministry of Education as needing a new playground. Timeline of 2 or 3 years.
 - Start with picking a structure/plan and fundraising to coordinate with timing of Ministry funding.
 - Shelly is applying for a \$10,000 grant from Drax to build a sidewalk on the west side of the school.
 - Kelsey Wagner volunteers to lead a playground subcommittee.

Next Meeting – September 10, 2025, at 2:30 pm

Meeting Adjourned at 3:46 pm