



**MINNEKHADA PAC
MEETING MINUTES
May 18, 2021 at 7:00 pm via Zoom**

1. Welcome & Call to Order

PAC Executive:

Chairperson	Andrea Howorth
Vice Chairperson	Jamie Manchester
Secretary	Shannon Leadbeater
Treasurer	Stacey Gokool
DPAC Rep	Michelle Lahiti
Fundraising	Crystal Scarfo-Harris
Members at Large	Corrina Piovesan, Darian Noel

Administration:

Principal	Pam Becker
Vice-Principal	Misti Askew (Regrets)

Other PAC Members: 6

The Meeting was called to order at 7:02pm.

2. Approval of Agenda & Meeting Minutes from last meeting

- a. The agenda is approved. Motion - Corrina, Second - Michelle
- b. The April meeting minutes are approved. Motion - Jamie, Second - Corrina

3. Principal's Report

- a. Welcome and Thank You
 - i. Welcome to all of the new families.
 - ii. Thank you to this year's PAC for their support and efforts this past year.
- b. Staffing
 - i. Unless there is a major change in enrollment there will be 24 divisions again this year, 8 of which will be grade 8s and the remaining grade 6/7
 - ii. We're expecting significant growth for the 2022/2023 and following school years.
- c. Calendar for 2021/2022
 - i. The calendar has been tentatively set for the 2021/2022 school year and will be updated online soon.
 - ii. January 31 and May 20 are currently set aside as the two school-based Pro D Days.
- d. Bell Schedule
 - i. The bell schedule has been tentatively set depending on the PHO orders for September and will be communicated to families.
- e. Construction
 - i. Most of the work has been done including the concrete and asphalt.



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- ii. The drop-off zone enters off of Ulster and exits off of Laurier, which should alleviate some of the congestion on Ulster.
 - iii. Landscaping should be mostly done by September.
- f. Security Cameras
 - i. A company has been chosen and the cameras should be installed in June or July.
- g. Incoming Grade 6s
 - i. A welcome video has been prepared by Ms. Askew, Mr. Wiebe, some grade 8s, and current grade 6s and will be made available to the incoming grade 6s.
- h. Grade 8 Leaving Ceremony
 - i. Plans will be finalized at the beginning of next week after hearing the latest PHO orders.
 - ii. No spectators are allowed so families will be sent a zoom link to enable them to watch the ceremony. There will likely be one zoom link with each class having a separate 30 minute time slot.
 - iii. The tentative plan is for each lunch group to go to the gym where Pam will give an introduction, there will be a class valedictorian, teachers will hand students a certificate and possibly a gift bag, and students will be able to share a favourite memory or a thank you.
 - iv. As the school district has said that students need to be in class until noon on the last Tuesday of the year (June 29) the ceremony may take place on this date.
 - v. Information will be sent to parents as soon as plans are finalized.
 - vi. **ACTION – Pam** to communicate with Andrea as to what help is needed for the gift bags and **Andrea** will communicate with the Executive to request parent help with these.
- i. Guest Speaker
 - i. Scott Hammell, a magician and Guinness World Record holder, spoke to students virtually about goal setting and overcoming fear.
- j. Mr. Cooper's Pies Fundraiser
 - i. Thank you to Crystal and Darian for working on the Mr. Cooper's Pies Fundraiser.
 - ii. A \$100 gift card was won by Linda O'Sullivan in a draw done by Pam.
 - iii. **ACTION – Stacey** to collect the cheque which is in the PAC mailbox.
- k. Portables
 - i. We will be having a total of 4 portables to prepare for the increase in enrollment for the 2022/2023 year. One is refurbished and the other 3 are new.



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- I. Outside Classrooms
 - i. Two outside classrooms, one in the front and one in the back, are being planned.
 - ii. There is a delay in installation due to problems with the grass on both the Ulster side of the school and the grass leading to the field.
 - iii. The landscaping company will be doing remediation to reseed the grass this summer which means installation of the outdoor classrooms will need to wait until this is fixed.
 - iv. Materials have been ordered but won't be installed until late Fall.
 - v. Money from the PAC Gaming Grant is available to help pay for these classrooms.

- 4. Committee Reports**
 - a. Chair's Report
 - i. SD43 Budget Meetings – throughout April
 - ii. BCCPAC AGM – May 2nd
 - iii. BCCPAC Parent Education Conference – May 28 & 29

 - b. Treasurer's Report
 - i. Documents submitted. See Treasurer's Report for May 2021.

 - c. DPAC Report
 - i. May 13 – Parent Presentation on Technology Careers
 - ii. Next meeting May 26 - Elections

 - d. Fundraising Report
 - i. Boston Pizza Night – May 14
 - 1. We received just over \$400, representing a 15% profit.
 - 2. It was quite busy as it was a sunny Friday night.
 - 3. **ACTION – Andrea** will organize and communicate another night in June, likely on a Thursday or Sunday night.
 - ii. Mr. Cooper's Pies
 - 1. This fundraiser was very easy and we raised just over \$400, representing a 25% profit.
 - 2. We will plan to do this again next year.
 - iii. Meridian Meats Gift Cards - June
 - 1. **ACTION – Crystal** will contact Meridian Meats to organize a fundraiser before the end of the year, possibly before Father's Day, and communicate this to families.



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2. **ACTION** – Lisa will help with the creative.
 3. **ACTION** – Corrina will organize the gift card orders and distribution.
 4. **ACTION** – Andrea and Pam will figure out receipt of payment whether by KEV or the MMS PAC email.
- iv. Fall ideas
1. **ACTION** – Lisa will send ideas and contact info to Crystal.
 2. **ACTION** – All – If anyone has other fundraising ideas for the Fall, please send them to Crystal.

5. Old Business

- a. None

6. New Business

- a. Staff Appreciation – Finalize details – May 21 (Pro D Day)
 - i. Gabi & Jules granola & fruit parfaits have been ordered for the 45 teaching staff that will be there on Friday.
 - ii. Pam will supply the coffee.
 - iii. Tim Hortons gift cards in the amount of \$5 have been purchased for the 20 non-teaching staff that won't be in attendance that day.
 - iv. Purdy's chocolates for all staff will be given as an additional thank you.
- b. Minnehada Constitution & Bylaws – Review & Approve
 - i. **MOTION:** A motion to accept the Bylaws as presented via email on May 3rd was put forward. Motion – Corrina, Second – Lisa. Motion carried.
 - ii. **MOTION:** A motion to accept the Constitution as presented via email on May 3rd was put forward. Motion – Crystal, Second – Corrina. Motion carried.
 - iii. **ACTION** – Shannon to file the updated Constitution and Bylaws in the online Box account and the Secretary's Binder.
 - iv. **ACTION** – Andrea to send the updated Constitution and Bylaws to the DPAC office for their records.
- c. PAC Elections
 - i. The Elections Chair (Michelle) conducted the PAC elections for the 2021/2022 school year.
 - ii. There was only one candidate running for each position so all were acclaimed.



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- iii. It was approved that Crystal continue as Fundraising Coordinator for a third straight year.
- iv. Two positions are vacant and need to be filled in September:
 - 1. Secretary
 - 2. Vice-Chair
- v. The 2021/2022 PAC Executive is as follows:

Chairperson	Andrea Howorth
Vice Chairperson	<i>Vacant</i>
Secretary	<i>Vacant</i>
Treasurer	Jamie Manchester
DPAC Rep	Emil Sundberg
Fundraising	Crystal Scarfo-Harris
Hot Lunches	Corrina Piovesan
Members at Large	Ron Foster, Heather So
- d. Other
 - i. Ron put forward the idea of having a guest speaker on resilience. Dr. Michael Ungar was brought in to the Maple Ridge School District as a keynote speaker this past year. “The Yes Brain” by Daniel Siegel was also mentioned as a resource on resilience.

7. Important Dates

- a. There will be no PAC meeting in June.
- b. The Executive may meet in June regarding the transition of positions.
 - i. **ACTION – Andrea** to set a June Executive meeting if required.
- c. The next PAC meeting will be in September 2021 and will be communicated to families via email and Facebook.

8. Meeting Adjournment

- a. Meeting adjourned at 8:16pm.