



**MINNEKHADA PAC
MEETING MINUTES
April 21, 2021 at 7:00 pm via Zoom**

1. Welcome & Call to Order

PAC Executive:

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

Administration:

Principal	Pam Becker
Vice-Principal	Misti Askew

Other PAC Members: 3

Executive Regrets:

Treasurer	Stacey Gokool
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The Meeting was called to order at 7:04pm.

2. Approval of Agenda & Meeting Minutes from last meeting

- a. The agenda is approved. Motion - Jamie, Second - Corrina
- b. The February 2021 meeting minutes are approved. Motion - Corrina, Second - Lisa

3. Principal's Report

- a. Enrollment Projections
 - i. September will likely be similar to this year with the same number of divisions (24) as last year.
 - ii. Enrollment is expected to increase as of September 2022 which is why there will be 4 portables placed on the gravel field which will remain until a middle school is built on Burke Mountain.
- b. Parking Lot Progress
 - i. The paving has been done for the parking lot and parent drop-off and pick-up zone.
 - ii. This area and the landscaping around it will be ready for September, possibly sooner.
- c. Incoming Grade 6s
 - i. Minnehada is communicating with the elementary feeder schools regarding the incoming Grade 6s.



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- ii. A welcome video for Grade 6s is being prepared, revamped from last year, and will be provided to the current Grade 5 families by the end of May.
- d. Grade 8 Leaving
 - i. The PHO has mandated that no school gatherings are currently allowed.
 - ii. The Grade 8 leaving ceremony will be digital and ideas are currently being brainstormed to make it special.
 - iii. PAC has offered to provide any help that is needed.
- e. Upper Patio Garden Program
 - i. A grant for \$2,000 has been received from Maxine Wilson's foundation to provide a gardening program for students on the upper patio.
 - ii. Mr. Gould and a few students are currently building planter boxes for the area.
 - iii. As this is a communal area, funds from the Gaming account are eligible should they be needed.
- f. Outdoor Classrooms
 - i. Two outdoor classrooms are in the planning stages with the Maintenance department, to be built hopefully for the beginning of September.
 - ii. There will be one near the drop-off/pick-up area at the front of the school and one near the back of the school.
 - iii. The classrooms will consist of rock benches in a circular format with a bench in the middle.
 - iv. The cost will likely be around \$9,000/classroom. Minnehada is currently applying for grants, some school funds will be used, and PAC may be able to provide some funds from the Gaming account.
- g. Team Leader Meeting
 - i. The Minnehada Team Leaders met to brainstorm COVID-friendly large scale community building ideas, similar to the successful Spirit Week that was held a few weeks ago.
 - ii. One idea was a team-based Olympics to possibly be held in late May or early June.
- h. Lunch Break Locations (in response to a question)
 - i. Lunches are staggered into three different times, with classes in different assigned areas.
 - ii. The assigned areas were rotated a week ago for the remainder of the year as students were getting bored staying in the same place. No group has access to the basketball court or lacrosse box, all areas have different pros and cons, and efforts have been made to make the different spaces as equitable as possible.



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- iii. Students remain in their class for Nutrition Break and go outside during staggered times for DPA
- iv. PE is two days/week in the gym and DPA is 3 days/week outside

4. Committee Reports

- a. Chair's Report
 - i. Attended DPAC and SD43 Budget meetings.
- b. Treasurer's Report
 - i. Documents submitted.
 - ii. See Treasurer's Reports for March 2021 and April 2021.
- c. DPAC Report
 - i. Meetings attended.
 - ii. AGM with elections is May 26.
 - iii. DPAC is hosting a number of informative online presentations. Upcoming presentations are posted on Minnekhada's Facebook page.
- d. Fundraising Report
 - i. Pizza Night (Andrea)
 - 1. Two options were discussed – Boston Pizza and Me n Eds, both locally owned Port Coquitlam businesses.
 - 2. Me n Eds offers 20% back but has been done by a lot of the surrounding schools lately.
 - 3. Boston Pizza offers 15% back and has a wider menu selection.
 - 4. **ACTION: Andrea** will contact Boston Pizza to set a date and communicate this fundraiser to the Minnekhada community.
 - ii. Mr. Cooper's Pies (Crystal)
 - 1. This company offers personal size savoury pies and provides a 25% return.
 - 2. Ordering is online with a 2 week window, and they deliver to the school at the end of the day pre-labelled and pre-sorted.
 - 3. **ACTION: Crystal** will coordinate and communicate this fundraiser.
 - iii. Meridian Meats (potential)
 - 1. This fundraiser will be looked into at a future date.
 - iv. Cobb's Bread (Crystal)
 - 1. When customers who shop at Cobb's Bread mention Minnekhada, a percentage of the sale can go to the school.



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- 2. **ACTION: Crystal** will call Cobb's Bread to get this set up and communicate this with the Minnehada community.
- v. Note: Lisa Currier is good at graphics and has offered to help with designing communications if needed.

5. Old Business

- a. None

6. New Business

- a. Minnehada Constitution & Bylaws – Update, Review, Approval Timeline
 - i. Bylaws are supposed to be reviewed every 2 years. Minnehada's last set of bylaws are from 2013 and need to be updated.
 - ii. Andrea has used the DPAC template to bring Minnehada's bylaws up-to-date. Shannon has reviewed and compared the two sets of bylaws to identify any changes that need to be discussed.
 - iii. **ACTION: Andrea, Shannon, Stacey, and Jamie** will meet to discuss and provide recommendations on changes.
 - iv. **ACTION: Shannon** will email a revised copy of the bylaws by May 4 to the Executive for their review.
 - v. **ACTION: Andrea or Shannon** will email a notice of changes to the bylaws to Pam for inclusion in the May 7 parent email.
 - vi. The new bylaws will be presented at the May 18 PAC meeting for discussion and vote to accept.
 - vii. The primary changes are updating the language to reflect more electronic communication.
- b. Staff Appreciation – Budget approval/gift ideas
 - i. There is \$400 in the budget and approximately 56 staff members.
 - ii. Last year each staff member was given a \$15 gift card and a handmade gift due to COVID.
 - iii. Different ideas were discussed and it was decided that a breakfast or lunch will be provided to staff for their May 21 Pro D Day.
 - iv. **ACTION: Andrea and Heather** will coordinate ordering either crostatas from Gabi & Jules for breakfast or a Pizza Hut lunch for the staff for May 21. Food must be in individually pre-packaged portions.
 - v. **ACTION: Jamie** will order treats from Purdy's for the staff using the \$140 in gift cards we have from the December Purdy's fundraiser.
 - vi. **MOTION:** As we are unable to do our regular buffet appreciation (which is cheaper) due to COVID, a motion was put forward to provide up to an



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additional \$150 for staff appreciation if needed.

Motion – Michelle, Second – Corrina. Vote taken. Motion carried.

- c. PAC Elections – Returning members/recruiting new members
 - i. PAC Elections will take place at the next PAC meeting on May 18.
 - ii. Stacey, Michelle, and Shannon will not be returning as their children are graduating from Minnehada.
 - iii. Jamie has offered to run for Treasurer.
 - iv. The Secretary, DPAC, and Vice-Chair positions will need to be filled. The incumbents of the other positions are intending to put their names forward again in their respective positions.
 - v. According to the bylaws, members can't hold the same position for more than two years, without the consent of the majority at a general meeting. A vote can be taken then to approve any member who would like to continue in their position for longer than two years.
 - vi. **ACTION: Michelle** has agreed to be our Elections Chair.
 - vii. **ACTION: Andrea** will email Minnehada's feeder schools to let them know of the May 18 meeting and that we are looking for new PAC Executive members.
- d. June Meeting
 - i. It will be determined at our May meeting whether a meeting in June is required or not.

7. Important Dates

- a. Next Meeting
 - i. Tuesday May 18 at 7pm by Zoom

8. Meeting Adjournment

- a. Meeting adjourned at 8:17pm.