



**MINNEKHADA PAC
MEETING MINUTES
January 19, 2021 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: 2

Executive Regrets:

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

2. Approval of Agenda & Meeting Minutes from last meeting

- a. The agenda is approved. **Motion** – Andrea Howorth, Second – Jamie Manchester
- b. The November 2020 meeting minutes are approved. **Motion** – Andrea Howorth, Second – Shannon Leadbeater

3. Principal's Report

- a. New Vice-President
 - i. Miski Askew from Scott Creek Middle School is Minnehada's new VP. She has experience in and passion for student leadership
- b. Movie Day
 - i. Movie Day was a success and a special day for the students.
 - ii. The staff thanks the PAC for donating money for a treat, drink, chips and candy can for the students to enjoy with the movie in their classrooms.
- c. Teacher's Wish List
 - i. Orders have been placed. Some invoices are still outstanding.
 - ii. The staff want to thank the PAC for approving their Wish List items.
- d. Outside Video Cameras
 - i. Quotes have been received and are high so more quotes have been requested and are being reviewed by the District facilities department.
 - ii. There is no installation timeline yet but it is a priority.
- e. Outdoor classroom

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- i. Pam has met with someone who makes rock benches and has worked with other schools in the Tri-Cities.
- ii. There are a few options for layout including a circle or amphitheater and they will be placed in the grassy area before the drop-off/pick-up zone.
- iii. The final landscaping has to be done first which will hopefully be done in the late spring with the goal of the stones being installed by the summer.
- iv. **ACTION – Andrea** will reach out to her contacts with the Burke Mountain developers to see if she can arrange for free transportation of large boulders from Burke Mountain to the school and will coordinate the timing with Pam and Misti.
- f. Pink Shirt Day – Feb 24
 - i. Ms. Nishimura and the leadership students are planning some initiatives for Kindness month in February
 - ii. **ACTION – Andrea** will connect with Pam and Misti to give them some free pink shirts she has.
- g. Student-Led Conferences – Feb 25
 - i. Pam and Misti are working with the teachers to come up with an online format for student-led conferences this year.
 - ii. More information will be sent to parents when plans are finalized.
- h. Vandalism concerns
 - i. Minnekhada has had multiple meetings with the School District, the City of Port Coquitlam Safety department, and the school RCMP Liaison Officer since September.
 - ii. There continues to be a problem with people congregating at Minnekhada late into the night. These are not generally Minnekhada students but older teens.
 - iii. The school is in regular communication with the RCMP and the City to report incidents as they occur, as well as neighbouring schools when students from other schools have been identified.
 - iv. Additional lighting is being installed in the back parking lot to discourage congregating while being sensitive to the impact the lighting has on the neighbours.
 - v. The District has a security runner on 24 hours a day who monitors the different schools in the district. Minnekhada is high on their list to monitor and we receive a minimum of two visits on Friday, Saturday and Sunday. They do a perimeter check and call the RCMP if necessary.

4. Committee Reports

- a. Chair's Report – Nothing to report at the moment.

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- b. Treasurer's Report (by Jamie Manchester in Stacey Gokool's stead)
 - i. Reports submitted. See Treasurer's Report for December 2020 and January 2021.
 - ii. No activity in December's report (which reports on November).
 - iii. January's report (which reports on December) reflects the two cheques submitted to the office for the Teacher's Wish List which was approved at the November PAC meeting – one from the Gaming account and one from the PAC account.

 - c. DPAC Report
 - i. BCCPAC Summit 2 day Conference – Andrea attended in November
 - ii. Anxiety Canada presentation – Very well attended and provided great resources and tools
 - iii. Next DPAC General Meeting – January 27 at 7pm
 - 1. Special Presentation – How to keep children safe online
 - 2. RSVP to office@dpac43.ca for the zoom link

 - d. Fundraising Report
 - i. Purdy's
 - 1. \$2,014.04 profit was raised.
 - a. **ACTION – Jamie** to ask **Stacey** to pick up the cheque from the office and deposit it.
 - 2. Corrina has the gift cards we received that we'll use for year-end teacher gifts.
 - 3. We're expecting a bonus cheque of \$200 to come in the mail.
 - a. **ACTION – Crystal** will let **Stacey** know when it arrives so she can pick it up and deposit it.
 - ii. Masks
 - 1. Approximately 60 masks were sold.
 - 2. **ACTION – Pam** will email Crystal with the profit the PAC made from the masks.
- 5. Old Business - None**
- 6. New Business**
- a. Fundraising
 - i. Me & Eds Pizza Night
 - 1. Minnekhada will receive 25% of any orders placed on a specified night that mention our school

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2. The only thing we need to day is to communicate which will be done via email, Facebook, and the Friday student podcast
 3. **ACTION – Crystal** will contact Me & Eds and set a date in February with Gail. **Pam** will include the information in her email communications.
- ii. K Cups
1. Keurig is starting a new fundraising initiative selling boxes of 24 K cups. Our cost is \$14 and we would sell them for \$18.
 2. As this is a new initiative the process for collecting orders and payment still needs to be worked out, particularly given COVID restrictions.
 3. **ACTION – Andrea & Crystal** to figure out how to make this run smoothly and will present at the next meeting.
- iii. DQ Dilly Bars
1. We can go ahead with selling dilly bars, just done differently than previous years.
 2. Pre-sales will need to be done and dilly bars boxed and delivered to each class with the class list.
 3. It was suggested this be done at Nut Break around Valentine’s Day.
 4. **ACTION – Crystal & Shannon** will follow up on this fundraiser.
- b. Executive Update
- i. Secretary position
 1. Corrina has stepped down as Secretary. Thank you Corrina for volunteering in this role since September!
 2. Shannon has taken on the role of Secretary for the remainder of the year.
- c. COVID exposure – January 14 & 15
- i. Thank you to all of the staff for following the many health and safety protocols and for keeping our kids healthy and safe.

7. Important Dates

- a. Next Meeting
 - i. February 23, 2021 at 7pm by Zoom

8. Meeting Adjournment

- a. Meeting adjourned at 7:45pm

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