

**Mountain Meadows Elementary
Parent Advisory Committee**

Jan 16, 2020 at 7:00 pm

MEETING MINUTES



PAC EXECUTIVE:

President: Ellie Hutton
Vice President: Charmaine Francis
Treasurer: Gabriella Trochan
Secretary: Julie MacLennan
DPAC: Paul Caldwell - regrets

1. Call to Order -- INTRODUCTIONS / ATTENDANCE

- PAC Executive members
- Gina Barnard
- McKenzie Castle
- Lana Pogue
- BillyNiven

2. APPROVAL OF Nov 16, 2020 MINUTES

- **MOTION:** Gina Barnard
Approve Nov 16th minutes
SECOND: McKenzie Castle
VOTE: All in Favor, PASSED

3. PRINCIPAL'S MESSAGE

- Principal Birnie sends her regrets
- Written updates are as follows:
 - Jan 17 Hip Hop performance
 - Jan 17-23 – late French immersion and late Montessori program
 - Jan 27 pro-D day
 - Feb 3-6 – Kindergarten registration window
 - Feb 3-4 Port Moody Lacrosse

- Feb 6-12 – Cross catchment applications due
- 3 days of “Rocks and Rings” in Feb
- Setting up the next year’s hip hop at the Feb staff meeting. We have a \$300 credit from the snow day that will be applied to our deposit for next year
- Any additions to the school calendar need to go through a staff meeting for staff approval which happen 1st Monday of the month. Any proposals need to be on the agenda by that time to be considered.
- Parents in the staff parking lot continue to be problematic. This poses a significant risk to student safety. A notice has been sent to all parents. Gina Barnard is going to arrange another meeting with the Port Moody Police and ICBC about our traffic concerns
- Saleema Noon dates tentatively booked for Nov 2 for kids, Nov 4 for parents

4. Presidents / Vice-President Message

- PAC meeting to stay on Feb 13th
- Communications for school-wide info to be sent through Charmaine Francis. This helps to consolidate communications and streamline information to the parent group.
- More parent volunteers are needed for all events, we are not able to make events a success for the students without the parent community involvement

5. DPAC Updates

- No new updates from the district

6. BUDGET REPORT by TREASURER and MOTIONS

(by President)

- General Account = actual \$14,855.28, available after budgeted expenses and allocations \$7,335
- Casino Account = \$13,523 from the grant, \$2040 available
- School account = actual \$2000, \$0 after allocations (all playground funds)
- Fall Profit analysis
 - Hot lunch profit = \$407 profit per lunch
 - Fall Pub night = \$662 profit
 - Movie Nights = \$300 per movie night
 - Holiday Market = \$3711 profit

Budget for the year ~\$26,000 for expenditures

7. Playground Discussion

- Contacted Habitat, proposals are in
- A larger discussion is required with the parents

- Special Meeting required for presentation of options,
- President to submit to Principal for district discussions

8. Volunteer Positions, Re-organization, and New Kindergarten Intro

- New How-to documents are being created for events and exec positions
- Exec is complete
- Need current volunteers to help complete the how to document to aide in transition of lead volunteer roles

9. UPCOMING EVENTS

- 2020 dates are updated on PAC google calendar and school calendar
 - ICAL format (can sync to your mobile phone calendar)
 - [https://www.sd43.bc.ca/school/mountainmeadows/Parents/PAC/OTHER%20IMPORTANT%20DOCUMENTS/MME%20PAC%20Calendar%20\(iCal\).ics](https://www.sd43.bc.ca/school/mountainmeadows/Parents/PAC/OTHER%20IMPORTANT%20DOCUMENTS/MME%20PAC%20Calendar%20(iCal).ics)
 - Online google calendar
 - <https://www.sd43.bc.ca/school/mountainmeadows/Parents/PAC/OTHER%20IMPORTANT%20DOCUMENTS/MME%20PAC%20Google%20Calendar.mht>
- Monthly scholastic orders underway – 2 volunteers have been found for next year, Sofia and Lindsay, Donna to set up transition
- Possible Traffic night – Police and ICBC engagement
- Holiday Market – Dec 3
 - Excellent event, very successful
 - Needs a new owner this year to train under current leader for successful transition in future
- Next Hot Lunch – Feb 7
- Active Play – try to organize something for week 1 of September
- Multicultural lunch 2 – on HOLD
- Movie night in January 24, February 21
- Gr 5 sub-committee fundraising events
 - possible spring flower fundraiser,
 - Feb Pub Night and clothing truck set for Feb 29,
 - Freeze sale in the late spring
- School-wide Pub Night – spring, April 25
 - APPROVAL TO SPEND \$500 for Deposit**
 - MOTION:** Charmaine Francis
 - SECOND:** Lana Pogue
 - VOTE: All in Favor, PASSED**

- Recipe Book – Gillian to take on
- Wigs for kids – doesn't currently have an owner, contact mmepac@gmail.com if you are interested in taking on this program
- Spirit Wear (clothing order with school logo) – schedule for Sept 2020 – needs an owner, contact mmepac@gmail.com to volunteer to run this
- Staff Appreciation – Charmaine to own
- Just Dance – May 29th
- Jog a long – to run March 30-end of April, program does not require any funds this year to run
 - Volunteer needed for next year, best if found this year for a smooth transition
 - Contact mmepac@gmail.com to volunteer as an individual or team

10. GRADE 5 COMMITTEE

- Lindsey reporting
- Sat Feb 29th - Nicole Wilson heading, Shopping night - % of sales
- Bake Sale before and after Christmas Concert was very successful
- Leaving Ceremony to be scheduled for Last Day of School
- Spring flower sales

- ⇒ NOTE: **Grade 4 parents** --- Grade 5 committee to be formed in **April 2020**
- Contact mmepac@gmail.com if you are a Grade 4 parent or parents interested in leading the Grade 5 committee next year

NEXT MEETING: Thursday Feb 13th

MOTION TO CLOSE MEETING: Lana Pogue

SECOND: McKenzie Castle

MEETING CLOSED AT 8:27 pm