

**Mountain Meadows Elementary
Parent Advisory Committee**

September 13, 2018 at 7:00 pm

MEETING MINUTES



PAC EXECUTIVE:

President: Shannon Durrant
Vice President: Ellie Hutton
Secretary: Aman Sangha
Treasurer: Gabriella Trochan
DPAC: Paul Caldwell (regrets)

1. INTRODUCTIONS / ATTENDANCE

- Headcount 26 parents and the principal attended the meeting

2. APPROVAL OF AGENDA

- Meeting agenda was adopted

3. APPROVAL OF PREVIOUS MINUTES

- PAC meeting minutes of June 14, 2018 were reviewed and discussed
- The main topic of the June 14 meeting was the playground presentation
- Approximate cost for the lower play area would be near \$55,000

MOTION to approve June 14 meeting minutes – Jenn Mackie

SECOND – Shannon Oliver

VOTE – PASSED

4. PRINCIPAL'S MESSAGE – Heather Birnie

- New principal Heather Birnie addressed the PAC
- Sarah Robinson, new school secretary, replaces Mrs. Poland who has retired.
- Several new teachers: (1) Britt Lau (K-class on Wednesdays; Ms. Triff's class on Fridays; also student services); (2) Victoria Chu (one day for Mr. Cronkhite; Wed

- to Friday class share with Ms. Hethey); (3) Colleen Blackwell (Wednesdays for Mr. Parnell along with student services)
- Trying to accommodate some of the part-time teacher schedules
 - Enrollment – the school did lose a division but did not lose students over the summer. There was a lot of empty space and there was a need to re-organize. There were no new enrollments at the start of school.
 - Current enrollment sits at 214 students
 - Principal remarked that all students are in a good learning environment and that all student needs will be met
 - Foundations Skills Assessment used to occur in the spring (grade 4 and grade 7) but has now moved to October – more information will be shared; practice exams will be held before the official assessment
 - FSA provides an indicator of where the child is at with learning and any additional supports that may be needed
 - School calendar of events is online and has been updated. Upcoming events include the Terry Fox Run (September 27) and Orange Shirt Day (September 28) with likely an assembly. Will look into opening the assembly with an Elder if available (Aman can help make some connections, as well the school has an Aboriginal Liaison)
 - Principal was asked to describe a bit about her leadership style. Heather described being very active and present while at her former school, Pleasantside. She expects to be out teaching and on the playground. She mentioned spearheading several projects at Pleasantside that were student and community oriented. With respect to communication, Principal will not always do emails although the school calendar is updated with events.

5. BUDGET REPORT – Gabriella Trochan

Current Funds:

General Account: \$3161.00

Casino Account: \$400.00

General Account – the same type of account as a chequing account (PAC operating account) for daily use of deposits of cheques or cash from fundraisings events or donations. It is used for payment of any items or funds which are agreed to by the PAC.

Casino Account – a type of gaming account and is a separate bank account from the PAC operating account, and has to be set up when we want to receive any of the gaming funds.

How can PAC spend gaming funds? PAC funding is intended to benefit students by enhancing their extra-curricular opportunities. Grant funds may be used to pay for goods and services used by students for, or primarily for, extra-curricular activities.

- Grant from government has not yet been received. Expecting \$20 per enrolled child for a total of \$4280.00
- Some early decisions need to be made on how much to allocate per child to support classroom activities (i.e. K-class pumpkin patch field trip) and other school initiatives
- Without the government grant, there are insufficient funds to allocate the historical amount of \$20/child.

(a) Funding per child for classroom activities (Item #7 on PAC Agenda)

- Discussion ensued on amount to allocate per child for classroom activities

MOTION to allocate \$10/child - Kaetlon Taylor

SECOND - Jamie

VOTE – PASSED Decision to be communicated to teachers by Gabriella Trochan

(b) Reading Club

- Miss Davidson runs the reading club
- Last year, PAC allocated \$20/session for a total \$160 over the year. However, only \$70 was used.
- Approx 12-15 children attend per session
- Funds would be allocated from the General Account and separate from funds allocated to Student Services

MOTION to allocate \$50 at this time to Reading Club – Jenn Mackie

SECOND – Ceci

VOTE – PASSED

(c) Other programs/areas to which funds are allocated include Music, Library, English as a Second Language, Counseling

- **Tabled** the Library funds
- Zoe reported that, through an employer funded initiative, the school will be receiving \$500 (direct deposit to SD43) to build library inventory
- Question was asked on how funds compare to last year. Treasurer confirmed our starting balance is approximately \$2000 less than last year's start
- Holiday Market – typically put aside \$500

6. PAC PHILOSOPHY (reference/review Constitution)

- Discussion ensued on what the PAC is fundraising for (i.e. playground?)
- There is a need to look at our overall philosophy for fundraising, as well as the PAC constitution
- There is a need to identify our goal as a PAC for the year. For example, previous years included a focus on technology (i.e. smart boards) and enriching experiences for the children
- It was also mentioned by the Principal that, although not definitive, the government is also looking at playground funding
- **Tabled** PAC constitution and philosophy/goal for fundraising for next meeting

7. PAC VOLUNTEERS, UPCOMING FUNDRAISERS & PAC EVENTS

(Items 8-10 on PAC Agenda)

(a) Hot Lunch – Rob & Gabriella

- Hot lunch is usually held on Fridays
- Volunteers will pick dates that work for the school based on the master calendar; Frequency to be determined (i.e. monthly?)
- Question was asked on how is pricing decided on hot lunches? Discussed ensued on profit margins. Deserey Cairns offered to help with evaluating pricing
- Note to all parents to please be aware of allergies or dietary restrictions and please ensure your children are aware of whether hot lunch has been ordered for them. There have been some instances in the past of children coming to school with no lunch because of uncertainty of lunch orders or receiving lunch when they should not have
- Rob requested back up volunteers to assist and will make a call out (Shannon offered to help when available)
- First hot lunch was agreed upon for Friday, September 28

(b) Scholastic Books – Donna Miller

- Flyers will be distributed every other month
- Cash will no longer be accepted
- Note to all parents to please ensure your children are not placing orders without your knowledge

(c) Book Fair – Jamie McMurray & Shannon Knight

- Tentative dates October 29 – November 2
- Plan is to set up the books on the Tuesday for preview and sales from Wednesday to Friday with the exception of after school on Halloween
- Book fair is typically held in the music room which will need to be available
- More details to come

- (d) Poinsettias – Terai Danielle
- In Terai's absence, PAC President indicated that delivery date for Christmas poinsettias will likely be Friday, Dec 14 (TBC)
- (e) Movie Night – Carly McIntyre
- Discussion on first movie night date - planned for October 12
 - Organizing group will need access to the gym, a projector, a laptop
 - Will need 6 volunteers to help with concession, set up/take down
 - Movies typically selected via facebook poll
- (f) Holiday Market – Aman Sangha for Heather Thomson
- Heather is able to be the lead organizer but will need storage space
 - Heather Robbins is able to offer back up storage
 - Christmas market is usually held in the first week of December; check the calendar
 - This is one of the biggest fundraisers of the year (last year profit for Holiday Market \$2,206.26)
 - There will be a need for volunteers – call out to form a committee (Heather & Heather to coordinate)
 - Will need to look at funds for holiday market for items such as wrapping paper
 - It was noted that in the past, there was a more personal touch to the gifts (i.e. handmade items) and now it seems more commercialized. Would be nice to find a balance
- (g) Jog-A-Long – Jamie McMurray & Billy Niven
- Usually occurs in April
 - Concession made a lot of money last year; need someone to take over concession duties
 - Jog-a-Long funds itself (does not go into PAC budget)
 - It was noted that more parental supervision is needed to ensure safety along the route. Also, parents of participating kids are expected to be in attendance to pick up kids at the end
- (h) Grade 5 Leaving Ceremony – Jen Mackie & Zoe Furby
- Planning is starting up now
 - PAC will be approached near Feb/March for grade 5 field trip and final ceremony
- (i) Emergency Bunker – Peter Hicik
- Peter usually takes stock in the spring

- (j) Class Liaison Coordinator – Heather Thomson
- (k) PAC Newsletter – Aman Sangha
- Initial plan was to issue a quarterly newsletter but with all the events happening between now and Dec, seems a monthly newsletter will be needed
 - Canvassed parents on what to include? Include items pertinent to parents who are not at the meetings
- (l) Facebook page (M.M. Parents) – Jamie and Zoe are the page Admins
- 131 parents have joined to date
 - Closed group – please include details of your MME enrolled child if requesting to be added to the group
- (m) After School Programs – Victoria
- **Tabled** to next meeting
 - Focusing on rec center programs due to time constraints
- (n) Just Dance – Zoe
- Core volunteer team is still in place but will need to transition next year
 - Event will be held in April
 - One of the most successful fundraisers (last year's profit was \$2,425.99)
- (o) Thrifty's Fundraiser - Ceci
- Need to hand out cards to new parents
 - 5% of purchase amount comes back to MME
- (p) Chapters/Indigo Fundraiser - Ceci
- Ongoing fundraiser
 - Link will be provided in newsletter for new and existing parents
- (q) Spud/Mabel Labels - ?
- Need someone to take over the fundraiser
 - Not making very much money
 - Opportunity to look at other fundraising opportunities and assess value of existing ones

8. NEW BUSINESS

- (a) PAC Night Babysitter
- Opportunities to have babysitters on PAC nights to increase attendance at meetings

- Will need to figure out the rules and safety precautions; do we have a user group?
- Will need to scope out possibility of using the gym or computer lab

(b) HIP HOP

- Funded through the casino account; deposit previously paid

MOTION to use casino account to pay remaining amount of \$2000 – Ceci

SECOND – Jenn

VOTE - PASSED

(c) Grant Sourcing Committee – playground specific

- PAC President indicated potential need for starting a grant committee for the playground to research available grants and options – will be a new business item for next meeting

NEXT MEETING: THURSDAY, OCTOBER 18, 2018

APPROVED