##  MUNDY ROAD ELEMENTARY SCHOOL PAC MEETING

##  AGM AGENDA

 Wednesday, May 22, 2013 at 700 pm

 Mundy Road Elementary School Library

 **7:00pm**

* Welcome and Introductions
* Approve Agenda
* Approve Minutes from April 17, 2013 PAC meeting
* Chairperson’s Report
* Principal’s Report – Kelly Zimmer

 - Teresa Battista –accept financial report

 - Presentation of PAC budget for 2013-2014 school year.

 - Motion to accept PAC budget for 2013-2014 school year.

* Other Committee Reports

 School Planning Council -

 District PAC Rep – Teri Towner

 Volunteer Coordinator – Marcy Baverstock

 Fundraising -

 Hot Lunch Coordinator – for June

**Old Business**

 - PAC to speak at Welcome to Kindergarten meeting still on June 6 or ….

 - Popcorn maker request from Colleen Bohlen – Joyce Watts

 - Thrifty’s Fundraising cards

**New Business**

 **-**stencils for sidewalk painting are stored at Porter school. Review procedure about acquiring stencils.

 - Policy on babysitting during PAC meetings.

 - Fundraisers put on by the PAC should indicate from PAC. All other fundraisers should

 indicate for example: Grade 5 grad or Mundy Road School Clothing Drive or etc, etc. It gets confusing about who can answer questions about the fundraiser.

 -Nominations & voting of Executive Members for 2013-2014 school year. (see below)

**Open Discussion**

At this meeting we will be voting for the next years PAC Executive Group. Below are all the positions and their basic responsibilities.

* All positions are available; however the BOLD descriptions are those for which we have no specific individuals come forth.
* Executive positions may be shared with the consent of both parties.
* All Executive positions run for a term of 1 year; July 1 to June 30th of the following year.
* Executives should try to attend the majority of executive and general meetings.
* Nominees should be present or must contact Joyce Watts @ rjwatts@telus.net  with a letter stating that they are willing to let their name stand for a specific position prior to the meeting. This letter should include a phone number so that the letter of intent can be confirmed.

##  Mundy Road Elementary School PAC Executive Officers

**CHAIRPERSON: chairs meetings, prepares agenda in consultation with principal, acts as a liaison between the PAC and the principal, and communicates regularly with the committee representative.**

**TREASURER: responsible for all funds, maintains the bank account, co-signs cheques with the Chairperson and or two other executive officers, keeps appropriate financial records, presents a financial report at each meeting, and submits an annual financial report.**

SECRETARY: records the minutes of the meetings and organizes the distribution to Communication Coordinator, Principal, and bulletin board; keeps a copy of the agenda, minutes, sign in sheet and the treasurer’s report from each meeting in the PAC binder.

DPAC REPRESENTATIVE: attends meeting of the District PAC, reports to the school PAC on these meetings, and may sit on committees established by the PAC.

MEMBER AT LARGE (2): full membership on Executive including voting rights, no specific assignment but takes on responsibilities as needed.

**COMMUNICATION CO ORDINATOR**: **in conjunction with volunteer Coordinator, responsible for updating Parent e-mail list in September. Maintains and updates the bulletin boards, creates regular PAC newsletter with approval from PAC Chair and Principal. Shares information with school community via e-mail, including PAC meeting minutes and the PAC newsletter, maintains / updates information on the school website.**

WEBSITE: maintains / updates information on the school website.

**EMERGENCY PREPAREDNESS COORDINATOR: coordinates and arranges updating of disaster supplies, coordinates classroom packs and container supplies, acts as liaison between Principal and PAC regarding Emergency Drills.**

**FUNDRAISING COORDINATOR: receives and files all fund-raising information and correspondence, provides recommendations and schedule of planned fundraisers for the school year in September. -Assumes leadership role in fundraising events.**

**HISTORIAN: maintains photos, recording, and newsworthy items of school events; archives on a yearly bases (cd/dvd).**

**HOTLUNCH COORDINATOR: schedules and coordinates seven or more special lunches; collection of monies, putting together orders, contacting parents for assistance, organizing food for Sports Day.**

**PARENT EDUCATION COORDINATOR: determines programs of interest for parent meetings and coordinates speakers, materials, etc.**

**SAFETY COORDINATOR: liaison for health, safety and traffic issues in and around the school.**

**SOCIAL COORDINATOR: Coordinates and sets up refreshments for PAC meetings, coordinates STAFF appreciation throughout the year (by classroom), coordinates parent refreshments on the first day of school and Sports Day.**

VOLUNTEER COORDINATOR: organizes a list of parents who are interested in helping in the classroom or with other school events; assists classroom teacher in choosing a class liaison. Liaisons primary role is to support and ensure volunteers according to class needs and support PAC if needed. Classroom volunteers may organize class phone lists for families, as well as other duties assigned by teachers.

SCHOOL PLANNING COUNCIL: (3 positions, one must be an executive)

Attend all SPC meetings to represent and speak on behalf of the PAC. (average 4x per year); take direction from the general PAC membership and act in the best interests of the parents and students; report back to the PAC at general meetings, but not disclose information designated as confidential.

After election: set dates for June executive meeting, September welcome, September PAC meeting

**Motion to Adjourn**