

Mundy Road Elementary School

PAC General Meeting Minutes

October 13th 2020

Present: Shannon McGeehan, Jon Lundquist, Samantha Cohene, Leann Buteau, Danielle Ciavarro, Lily Gu, Una Wong, Janice Doege, Lindsay Gallo, Jay Hilliker, Anita Rashoda, Ed Rathonyi, Phalguni Bhatt, Anita Powar, Jenny Gasparini,

Meeting called to order: 7:07

Welcome and Introductions

Approve agenda from September 16th 2020: Motion: Samantha Second: Lily

Motion to approve agenda: Motion: Janice Second: Jay

Chairperson's report (VACANT):

- Jon (acting chair) – nothing to report.

Principal's Report (Leann):

- District was notified of the COVID exposure event at Mundy Road Sunday morning– means that somebody (parent, student, staff, delivery guy, etc...) who was in the school on October 6th has now tested positive for COVID. Fraser Health does not reveal who the individual was. Leann does not know who the person that tested positive was. Contact tracing started Monday morning – individuals are usually contacted within 24 hours.
 - Social media post went out, as well as a detailed information and letter from administration and Fraser health to all families or anyone who may have been in the building on October 6th.
 - 70 students were away from school Monday. Leann's role right now is to support families and staff. On average, there have been about 30 kids away per day up to now, Leann thanks parents for keeping their children home when they have a cold.
 - Leann reminds families and students and staff to continue to follow protocols and do their daily health checks.
 - A company was brought into the school Monday and did a very deep clean of the entire school. Caretaking shifts have been increased to three shifts per day. During the day each classroom is cleaned twice (high touch points). Each night the evening caretaker does a big clean as well. Leann is confident that the school is being kept very clean, especially with yesterday's deep clean.
 - Pending further information from Fraser Health, if any other cases arise, the same steps will be followed, however if 2 or more cases have been identified it could be considered an outbreak if the cases are related.
 - Many parents have chosen not to send their children for this week due to the COVID exposure. Some parents are uncomfortable with the lack of information. Leann has no further information and is unable to identify anyone who has tested positive.

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- Staff met last week to discuss Hallowe'en – one of the things staff is working on is keeping the community connected. On Friday, October 30th, the kids can come in costume and the school will do a parade on Teams. Parents are unable to provide any goodies unless they are commercially packaged.
- Sharing assemblies will be back, via Teams. Each division will take a turn to share. You need to be logged in with your child's account to join the assembly.
- Leann would like to turn the courtyard area into an outdoor education space. Leann brought this up to staff and they were very supportive of the idea. Leann would like to see this as a long-term goal for Mundy Road as the current space is very under used. Cost is potentially \$50-100k. Leann will investigate the costs further and discuss the subject with the district.
- Hot lunches may be able to happen this year. It looks as though there is an agreement in place with Fraser health so Leann will update the PAC when there is more information. Clothing Drives have also been approved as a fundraiser.

Treasurer's Report:

- Samantha got a call from Westminster Savings, we need to be clear about who we are taking off and adding as signers. We are removing two signers, Jaime Baker and Tamara Sherdahl, and adding Jenny Gasparini.
- Samantha has caught up on all paperwork from last year. Please see attached budget report.
- There has been no financial activity so far due to the limited fundraising activities.
- Leann said teachers were inquiring about the teacher wish list. Teachers are aware of the limited fundraising opportunities. Leann will try and get the list for the November meeting.

Volunteer Coordinator (Jenny):

- Jenny has found volunteers for class liaisons from all classes. They are generating their class contact lists now.
- There has been one staff appreciation day so far (pre-packaged only). One family sent in pizzas, and one family bought the teachers lunch at the beginning of the year. The staff was very appreciative of these gestures.

DPAC (Jenny and Shannon):

- There was a DPAC meeting last week, it was a long meeting. It seemed more beneficial for new PACs – it offered lots of information on how to run a PAC, run the budget, etc... it felt like a PAC orientation. As such, there is not much to report.

Munch-a-lunch (Una):

- MAL was used for the family photos (which was a sell-out fundraiser), otherwise there have not been many opportunities for use.
- The families that had credits in MAL have been notified. Some families that have not responded will have the money left in the account until the end of the year at which time the PAC will absorb the leftover money.
- Annual subscription cost is \$336. Samantha will write Una a cheque for this.

- Una also wants to remind everyone that this will be the last year for her doing Munch-a-lunch, and if anyone is interested in taking over, to contact her. We will be making this a permanent PAC executive position.

Hot Lunch (Jay):

- Nothing to report at this time. We will await further information from Fraser Health about this.

Safety Coordinator (Janice):

- A Coquitlam RCMP constable will be coming on October 22nd around drop off time, to check out the school grounds and make sure that everyone is observing the traffic laws surrounding the school.
- We have the same RCMP liaison this year.

Emergency Preparedness (Jay):

- Emergency care packs and earthquake kits :
 - \$672 for water for the school (each kid would get 6 packets of 125 mls). The cost for water and to pay for food to build packs for each student would come out to around \$3000.
 - If we went with the 72-hour emergency packs, the cost would be about \$4300 total. The other packs Christine mentioned are less expensive and would work out to about \$2590.
 - Cheaper one is 3600 calories and 2 packets of water vs more expensive one 2400 calories, 6 packets of water. They are both good for 5 years. They are very shelf stable.
 - The cost for the less expensive pack is very similar to us assembling the packets ourselves. However, the pre-packaged kits would obviously not include the “personal touches” the homemade packs have (personal letter, photos).
 - Jay thought ordering the packs might be easier rather than collecting from everyone (especially during COVID). Although he likes the fact that no food is wasted with the homemade packs.
 - Jon agreed buying packs might be easier, and we could build special packs for kids that have allergies. Jay will look into what allergies might be included in the packs. Leann has access to this information and would be able to share when preparing the emergency packs.
 - The cost is 12.95 per pack, make this a donation on Munch-a Lunch, perhaps slightly higher to cover the cost of those families that may need help paying.

Fundraising

- Flipgive (Una) – ongoing, we have a few new members. Up to \$56.
- Purdy’s - Una has the catalogues, we would aim for delivery in the middle of December.
- Christmas Poinsettias - there was a parent who was interested in helping. Una will inquire to see how much she was interested in doing (running it or just helping).
- Fall Family Photo Shoot – the 13 spots sold out. Jenny suggested doing this again in the spring. It was very easy to set up and run.

- Leann discussed the idea of a Christmas Concert with staff; they were very supportive. Leann will look into recording this somehow and the PAC can see how this could be used as a potential fundraiser.
- Christmas market – potential auction? This needs to be thought about further. Some ideas were each class completes a cookbook, each student does an art project in class.
- Shannon inquired whether individual family donations can be “bequeathed” to a specific cause/family in need. Leann mentioned that we probably donate close to \$2000 to families in our school community each year.
- Upcoming fundraisers (before Christmas) – Purdy’s (Una), Fundscrip (Larissa/Serena), Poinsettias (TBD).

Communications Coordinator (Jon)

- Jon has been updating the newsletter with any PAC news weekly.

Social Coordinators (Anita and Lindsay)

- Anita and Lindsay will brainstorm some COVID friendly ideas.

Parent Education Coordinator (Shannon)

- Shannon sent out an email containing several options for Saleema Noon, we need to decide which option we would like to go ahead with and Shannon will book it. One option is a live zoom meeting for parents and a live zoom meeting for students in their classrooms (\$1450) – this option is most similar to what we were planning to do last year. Following this, the Body Science Online learning platform will be available for 30 days. Second option is for students to complete Body Science Online in class (teachers share videos and collect questions), instructor joins at the end via Zoom to answer questions. There will still be a parent session via zoom. This option is approximately \$1250. The third option is only access to Body Science Online, no live Q & A, this is \$1200.
 - Most PAC members agreed that the first option would be the best.
 - Leann appreciates as much lead time as possible when scheduling this so that teachers can work it into their schedules. Shannon mentioned that it will likely be scheduled for the new year anyway, due to a busy booking schedule.
- Shannon’s friend who is a school psychologist said she would be willing to put on a workshop for parents, free of charge, with a topic that is of interest to the school community. Shannon can get a list of possible topics and then we can pick from that list.

New Business

- No one has stepped forward to be chair, Jon will put his name forward to co-chair, there are two other potential co-chairs – this will be tabled until next meeting.
- Phalguni Bhatt has offered to take on Merchandising Coordinator.
 - Motion to vote in Phalguni as Merchandising Coordinator: Janice
 - Action: All in favour

Old Business

- In an upcoming meeting, we will vote on changing the constitution to add an exec position of “Munch-a-Lunch Coordinator”.
- Executive Positions still needing to be filled:
 - Fundraising Coordinator

Motion to adjourn: all

Time: 8:35

Next Meeting: November 18th at 7:00 pm via ZOOM