

**Mountain Meadows Elementary  
Parent Advisory Committee**

**Oct 22, 2019 at 7:00 pm**

**MEETING MINUTES**



**PAC EXECUTIVE:**

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

**1. INTRODUCTIONS / ATTENDANCE**

- PAC Executive members
- Eric DeGeer
- Heather Martell-Thompson
- Gina Barnard
- McKenzie Castle
- Sofia Ruffo
- Aman Sangha
- Shannon Oliver
- Michelle Chu

**2. APPROVAL OF Amended Sept 22, 2019 MINUTES**

**MOTION:** Gina Barnard  
Approve amended Sept 22<sup>nd</sup> minutes  
**SECOND:** Shannon Oliver  
**VOTE: PASSED - unanimous**

Amendments:

**MOTION:** McKenzie Castle  
Remove Sportball motion until money is available in funds  
**SECOND:** Charmaine Francis  
**VOTE: PASSED - unanimous**

**MOTION:** McKenzie Castle

Remove Staff Appreciation as funds are not required, parent donations via munch-a-lunch directly will be used instead

**SECOND:** Charmaine Francis

**VOTE: PASSED - unanimous**

### 3. PRINCIPAL'S MESSAGE

- FSA are underway, school uses the standardized testing to help identify any gaps that any individual students might have and use the information to offer school-based support and interventions during grades 4 & 5 to help the children be ready for middle school.
- Missing teaching positions discussed, whole district is short-staffed and many positions are open. The grade 3-4 teacher position has been filled, Ms Kozuki will be starting. The grade 5 position is still open. No one applied for the open position posting. The school district is engaged and is actively working with the hiring team to intervene and find a successful candidate. We are hopeful to have movement on permanent position as early as tonight [Wednesday, Oct 22]. Parents have raised concerns of accountability to school curriculum thus far. The district vice-superintendent has allotted the district mentorship team come into the Grade 5 class to do assessments and results will be discussed during parent teacher meetings. Mrs. Birnie will be engaged in Parent-Teacher interviews this week to address concerns directly and discuss the individual assessment performance of the student with the parents directly. Email communication to Grade 5 class parents is forthcoming if the potential candidate is found.
- Grade 4-5: Reading link is starting, Karim Brown is attending the school
- Camp Jubilee: there are additional fees for fuel surcharge that the school is unable to cover, request to PAC for funding of the surcharge which will not be known until late in the school year
- Lion Dance to get booked for Chinese New Year, advise PAC of amount.
- Online School Calendar of events are continually being added for the 2019-20 school year, please visit:  
<https://www.sd43.bc.ca/school/mountainmeadows/Lists/Calendar.aspx>

**MOTION:** McKenzie Castle

PAC to budget up to \$300 for potential fuel surcharge for Grade 5 field trip in June 2020

**SECOND:** Shannon Oliver

**VOTE: PASSED - unanimous**

### 4. Presidents Message

- Playground committee to be chaired by Carly Dobson
- Class Liaisons positions are not yet filled
- For previously PAC approved sports equipment, Mr. Cronkhite to create list of specific items, and PAC will request donations, Mr. Cronkhite will source remaining items needed up to the allotted and approved PAC funding.

## 5. DPAC Updates

- Oct 30<sup>th</sup> next DPAC meeting,
- Mid-November Mental Health clinic available, information will be forwarded

## 6. BUDGET REPORT by TREASURER and MOTIONS

- General Account = actual \$0.00 including based on Sept allotments approved, no additional funds available from general account until more fundraising has occurred
- Casino Account = \$4300 from the grant

Budget for the year ~\$26,800 for expenditures

**MOTION:** Shannon Oliver

allocate \$2200 for Hip-Hop for January from Casino account

**SECOND:** Gina Barnard

**VOTE: PASSED - unanimous**

**MOTION:** Julie MacLennan

Have 3 signatories to bank as signing officials, to be Gabriella Trochan (Treasurer), Paul Caldwell (DPAC), Ellie Hutton (President)

**SECOND:** Sofia Ruffo

**VOTE: PASSED**

**2 Abstention – Paul Caldwell, Gabriella Trochan**

## 7. MOVIE NIGHT REVIEW

- Reasonable turnout
- P&L to be presented at next meeting
- Re-usable movie night signs advertisements for school entry doors
- Audio-visual worked perfectly, adjustments to sound system appear to be functioning without any issues
- Advertise to wear PJ's
- Add popcorn to concession sales
- Continue promotion

## 8. ART CREATED BY KIDS FUNDRAISER

- Aman has all artwork from teachers and is reviewing fundraising packages received
- Orders will be processed and items available in late November

## **9. BOOK FAIR**

- A volunteer(s) is needed to take over book fair or it will stop. Please reach out to Shannon Oliver for more details to keep book fair going.
- Books are set up. Expecting \$4000 in sales.
- Open before school and after school until 3:45 Oct 22-24
- 2 options available for rewards for the book fair, book rewards or money rewards. Book rewards are much better value for purchasing power.

**MOTION:** Shannon Oliver

To spend the funds from the fundraiser in book reward from Scholastic

**SECOND:** Gina Barnard

**VOTE:** PASSED - unanimous

## **10. MONTHLY SCHOLASTIC BOOK ORDERS**

- Could be handled by teachers, Mrs Birnie to investigate with teachers
- Alternately, there will be no monthly scholastic orders unless we have a volunteer to coordinate
- Three times a year is also reasonable rather than monthly

## **11. PAC PUB NIGHT – Nov 1**

- Ticket sales are low
- Will sell tickets at book fair during parent-teacher interviews
- \$10 profit per ticket, plus 50:50 draw and meat draw

## **12. HOLIDAY MARKET**

- McKenzie heading up community donations
- Donations will be added to Munch a Lunch
- Shift allocations of types of gifts towards mom/dad/grandparent, had too many kid and pet gifts

## **13. GRADE 5 COMMITTEE**

- Lindsey Erickson heading Grade 5 committee
- Sweater order is done and processed
- Year-end trip is booked
- More fundraising required

## **14. NEWSLETTER UPDATE**

- To be sent out 1<sup>st</sup> of each month
- Deadline for submissions to be 27<sup>th</sup> of each month

**15. TRAFFIC UPDATE**

- ICBC conversions
- New Port Moody Police liaison

**NEXT MEETING: Thursday NOV. 21<sup>th</sup>**

**MOTION TO CLOSE MEETING: Paul Caldwell**

**SECOND: Charmaine Francis**

**MEETING CLOSED AT 8:32 pm**