

# Mundy Road Elementary School

## PAC General Meeting Agenda

Tuesday May 11, 2021 – 7PM

Zoom Link: <https://sd43-bc-ca.zoom.us/j/63030854690?pwd=ZjhnYlhhMkxYMnlTU1Zva2R5WW9KUT09>  
Meeting ID: 630 3085 4690 Passcode: 485833

### Welcome and Introductions

### Approve Minutes of April 15, 2021 Meeting

### Approve Agenda

### Chairperson's Report (Jon Lundquist)

### Principal's Report (Leann Buteau)

### Treasurer's Report (Samantha Cohene)

### Committee Reports

Volunteer Coordinator (Jenny Gasparini)

District PAC Rep (Jenny Gasparini / Shannon McGeehan)

Munch A Lunch Updates (Una Wong)

Hot Lunch (Jay Hilliker)

Safety Coordinator (Janice Doege)

Merchandising Coordinator (Phalguni Bhatt)

Social Coordinator (Anita Rasoda / Lindsay Gallo)

Emergency Preparedness Coordinator (Jay Hilliker)

Fundraising (VACANT)

Communications Coordinator (Jon Lundquist)

Parent Education Coordinator (Shannon McGeehan)

### New Business

- Approval of PAC Budget for 2021-2022
- Election of PAC Executive for 2021-2022

### Open Discussion

### Motion to Adjourn

## Mundy Road Elementary School PAC Executive Officers

**The Chairperson, Treasurer, Secretary and DPAC Representative must be filled before any other PAC position**

**Co-chairs are open to all Executive positions; Coordinators oversee responsibilities within committee groups**

**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.

**VICE CHAIR:** Assists the Chair.

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

**COMMUNICATION COORDINATOR:** 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 and social media platforms.

**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 fundraising 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 yearly (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, coordinates duties within a committee.

**MERCHANDISING COORDINATOR:** Organizes the acquisition, sales and distribution of T-shirts, sweatshirts (and other merchandise as needed) branded with the Mundy Road Falcons logo.

**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.

**ONLINE ORDERING ADMINISTRATOR:** Coordinates and administrates all online ordering through Munchalunch, or other platforms.