

Mundy Road Elementary PAC Annual General Meeting

~ AGENDA ~

When: Monday, May 30th, 2011. 7:00 pm

Where: Mundy Road Elementary School – Library

7:00 pm

- Welcome and Introductions
- Approve Agenda
- Accept minutes from previous meeting
- Special Presentation – Intermediate Teachers and Students
- Chair Person's report
- Principal's report
- Treasurer's report
 - accept financial report
 - presentation of PAC budget for 2011/2012 school year
 - motion to accept PAC budget for 2011/2012 school year

- SPC Report
- Other Committee reports

New Business

- Vote on spending PAC funds for Teacher's Wish List
- Vote on spending PAC funds for replacement laptops for the school's 1-to-1 laptop program
- Nominations & Voting of Executive Members for 2011 – 2012 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 had 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 Teresa prior to the meeting.

Mundy Road Elementary School PAC Executive Officers

Chairperson: chairs meetings, prepares agendas in consultation with principal, acts as a liaison between the PAC and the Principal, and communicates regularly with the committee representative.

Vice-Chairperson: assists Chairperson; chairs meetings in the absence of the Chairperson.

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, submits an annual financial report.

Secretary: records the minutes of meetings and organizes distribution to Communication Coordinator, Principal, and bulletin board; keeps a copy of the agenda, minutes, sign-in sheet, and 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 DPAC.

Member at Large (2): full membership on Executive including voting rights, no specific assignment but takes on responsibilities as needed.

Communications Coordinator: in conjunction with Volunteer Coordinator, responsible for updating Parent Email List in September. Maintains and updates bulletin boards, creates regular PAC newsletter with approval from PAC Chair and Principal. Shares information with the school community via email, including PAC meeting minutes and the PAC newsletter; 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.

Fund-Raising Coordinator: receives and files all fund-raising information and correspondence, provides recommendations and schedule of planned fundraisers for the school year in September. Works in coordination with Playground fundraising (if needed) to ensure there is no excessive overlap. Assumes leadership role in fund-raising events.

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

Hot Lunch 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 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 the PAC if needed. Classroom volunteers may organize class phone list 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 (avg. 4x per year); take direction from the general PAC membership and act in the best interests of parents and students; report back to the PAC at general meetings, but not disclose information designated as confidential.