

Mundy Road PAC Agenda

www.mundyroad.ca

Wednesday May 20, 2015 7:00 pm

Mundy Road Elementary School Library (enter from the front parking lot, east end near Library)

7:00

Welcome and Introductions

Accept Agenda

Accept Minutes of April 7 PAC Executive Meeting

Accept Minutes of April 8 PAC Meeting

Chairperson's Report – Gurj Parmar

Principal's Report – Rob Wright

Treasurer's Report – Ursula Elliot

- Accept Treasurer's Report
- 2015-16 Budget Presentation
- Accept 2015-16 Budget

Other Committee Reports

School Planning Council – Christine Friend, Ursula Elliot, Elizabeth Hrynew

District PAC Rep – Teri Towner

Communications Co-ordinator – Jennifer McKinnon

Volunteer Co-ordinator – Marcy Baverstock

Fundraising – Michaela Kelly

Hot Lunch – Nicole Schenato

Emergency Preparedness & Safety Co-ord – Wendy Dhillon

Constitution Review – Sarah

Old Business

ACTION: Rob to send out letter to Mundy Road community about PAC programs and will include description of PAC positions for AGM.

ACTION: Rob to provide web address re curriculum changes

New Business

Constitution Review re: digital communication methods. (Sarah)

- Present and vote on proposed changes to the Bylaws

Voting on new PAC Positions

At this meeting we will be voting for the next year's PAC Executive Group. Below are the positions and their basic responsibilities. More detailed descriptions are available on the Mundy Road website in the PAC Constitution and By Laws [available at this link](#).

All positions are available.

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 30 of the following year.

Executives should try and attend the majority of executive and general meetings.

Nominees should be present or must contact the Chair Gurj Parmar with a letter stating that they are willing to let their name stand for a specific position prior to the meeting.

gurjparmar@shaw.ca or H: 604-939-0974 Cel: 604-805-5374

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.

VICE CHAIR Assists the Chair.

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.

Adjournment