

Mundy Road Elementary School

www.mundyroad.ca

PAC Annual General Meeting Agenda

Wednesday May 18, 2016 7:00 pm

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

Welcome and Introductions

Approve Minutes of April 20, 2016

Approve Agenda

Chairperson's Report (Ryan Robinson)

Principals Report

Treasurer's Report (Ursula Elliott)

Committee Reports

District PAC Rep (Cynthia Fong)

Communications & Website (Kara Lindstrom)

Volunteers (Marcy Baverstock)

Fundraising (Tamara Sherdahl)

Hot Lunch (Nicole Schenato)

Emergency Preparedness & First Aid (Wendy Dhillon)

Safety (Janice Doege)

Social Co-ordinator (Christine Friend)

Parent Education (Anita Krishna)

Old Business

Elimination of Student Planning Council

Per directions by DPAC all references to the School Planning Council have been removed from the Constitution and bylaws since these Councils no longer exist. A draft of the revised Constitution and Bylaws was circulated for review and is attached with this agenda. It will be voted on at the AGM.

Motion to Approve revised Constitution/Bylaws

Sports Day/Fun Day

Any update?

New Business

PAC Budget Presentation for 16/17 School Year (Ursula/Ryan)

2016-17 Budget Review (Budget Attached)

Motion to Approve 2016-17 PAC Budget

PAC Executive Elections for 2016-17

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 Ryan Robinson with a letter, email or text stating that they are willing to let their name stand for a specific position prior to the meeting.

rrobinson@comoxpacific.com or Cel: 604-671-4705

[Mundy Road Elementary School PAC Executive Officers](#)

The first four positions must be filled before any other PAC positions can be filled.

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 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.

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.

MERCHANDISING COORDINATOR: Created for 2016/17 school year. Organizes the acquisition, sales and distribution of T-shirts, sweatshirts (and other merchandise as needed) branded with the new Mundy Road Falcons logo.

Open Discussion

PAC Executive Meeting for new 2016/17 PAC scheduled for Wed June 15. Confirm date and location.

Motion to Adjourn