

Mundy Road PAC Meeting

September 12th, 2018

Present: Jon Lundquist, Rob Wright, Una Wong, Serena Boivin, Heather Hooton, Julie Chen, Shawn O'Brien, Lindsay Gallo, Tamara Lee, Wendy Dhillon, Samantha Cohene, Sonia Maglio, Danielle Ciavarro, Jeannene Crosby, Jenny Gasparini, Anita Krishna, Janice Doege

Meeting called to order – 7:00 pm

Welcome – Introductions of all present

Approval of minutes from June 12, 2018 Meeting – Motion: Sonia Second: Una

Approve Agenda – Motion: Janice Second: Samantha

Chairperson's Report (Jon)

- Nothing to report, big year coming up, great turn-out!

Principal's Report (Rob)

- Welcome to new families
- Classes are settled (198 students) and school is full. There was some delay in putting classes together due to uncertainty about growing a division.
- Newsletter will go shortly.
- Mrs. Wright is the new secretary.
- 9 divisions, some new staff members. Ms. Croft is full time resource teacher. Mrs. Celenza is K/1 and Mrs. Koper has moved up to 2/3. There are a number of new support staff. Rob is very happy with he team this year.
- Rob apologizes for the kindergarten gradual entry schedule this year. The difficulties were due to high registration numbers and figuring out a schedule for the K/1 classes, as well as new district and ministry initiatives. He hopes to change this for next year (be able to give more advance notice).
- Rob wants to highlight the school website for parent communication.
 - He wants parents to use this as a current information source.
 - E-forms do not work until children are put into their classes and are now open. Very important to complete as soon as possible, particularly "School Policies". There was SPAM legislation that went out a few years ago that prohibit Rob from sending out certain e-mails, so parents must fill out this form in order to receive e-mails. The school e-mail list is different than the PAC class liaison e-mail list . Occasionally Rob will send out an e-mail from his master list, however if you do not fill out the form you will miss most other communication.

- Driver Application form and School Volunteer Application form both need to be filled out to volunteer at the school. The new criminal record checks are more comprehensive and may require fingerprinting.
- The code of conduct and school goals are also on the site.
- Cash online (KEV) is also accessible from the website, big move from district for schools to go “cash-less”. Funds are available for fee waivers for families experiencing hardship (both from the school and from the PAC). If you know of anyone who needs financial assistance with school activities, please let them know to have a confidential conversation with Rob.
- Janice inquired about a filtered water fountain/filling station. Rob investigated at a few local schools and is unsure if their fountains are filtered. It is already being looked into for placement at our school. Rob says the district is funding and installing these fountains. Janice would like to see a filtered fountain put in. Rob will look into this further.

Treasurer’s Report (Tamara)

- Tamara presented the budget
- Rob noted that \$1000 was allocated to nutrition fund but only \$11.34 was spent due to the grant from the firefighters, this money is kept aside in case the grant does not come through. The firefighters also provided backpacks full of school supplies.
- Tamara explained the gaming account - we receive a grant per student, this money is spent on class supplies and field trips.
- We currently have a stationary lab and a mobile lab. The last donation given by the PAC was cost shared with the district to purchase the mobile lab. Some of stationary lab was replaced with refurbished models. District is moving to mobile labs and getting rid of stationary labs.
- \$145 left from grade 5 fundraising – Tamara is unsure what protocol is to do with leftover fundraising money. Rob - In past years there was always an amount (\$500) left in the Grade 5 account, however last year it was put into the general account and it has been decided that if the Grade 5 committee was short that they could come to the PAC for funds (up to \$500 can be withdrawn without holding a meeting to approve).
- Going forward, Tamara will print a more detailed treasurer report for the minutes and will hand out a more succinct report to handout at meetings.
- Correction to budget report - there was no golf fundraiser, it was a pub night.

Committee Reports

- **DPAC (Larissa)** – absent, no report
- **Communications Coordinator (Una)**
 - Una hopes to put out a mini-newsletter by next week (or after).

- Plans for Facebook page have been put on hold until the capabilities of Munch-a-Lunch are explored further. If Much-a-lunch will send out notifications for treat days and hot lunch this may fulfill the purpose of a Facebook page, especially if it is able to request volunteers. Will wait and see if Christine has more details about this.
- **Volunteer Coordinator (Jaime)**
 - absent, sent Jon email, all popcorn and fruit and veggie days set, she has also found liaisons for each division.
- **Fundraising Coordinator (Vacant)**
 - Jon and Tamara put together an email account for fundraising.
 - Jon will take on Christmas flower fundraiser (flowers will be delivered on a Thursday, orders need to be in by Dec 1st).
 - Nikki has started Entertainment books, there will be a kick-off assembly, she will coordinate this fundraiser.
 - If any one has any interest in taking on this role, please let Jon know, he will pass on the information. If no volunteers, we will set up sub-committees for specific fundraisers. Much-a-lunch can help manage many fundraisers and make this role easier. Jon will put together a calendar of potential fundraisers. It was suggested to look through past reports to find out which fundraisers were the most profitable and easiest to manage in order to focus on fewer (and to possibly notify parents of the yearly fundraisers in advance).
 - Differentiated between “fundraisers” and “events” (dances, movies nights – these do not count as fundraisers).
 - Do we have a committee for the Halloween dance?
- **Hot Lunch (Bobbi - absent)**
 - Bobbi sent Jon list of hot lunch and popcorn dates for new school year. There will be 12 hot lunches reduced from 13, canceling April 18th date.
- **Emergency Preparedness (Wendy) – no news**
- **Safety Coordinator (Janice)**
 - Traffic flags are going up between 8am and 5pm every day. Janice would like to give the flag volunteers some gifts throughout the year to thank them (\$15 per gift, per family, 3x year).
 - Speed reader can be installed for 3 months per 2 years.
 - Safety concerns on Warrenton Ave – no measures currently in place. Can we look at putting something in place?
 - Concern surrounding walking field trips taking place on Austin Ave.
- **Merchandising Coordinator (Christine - absent)**
 - Munch-a-lunch will be up and running soon. Una will be an administrator as well as Bobbi and Christine.

- We will set up a clothing order for fall.
- **Parent Education Coordinator (Anita K.)** – nothing to report
- **Social Coordinator (Anita R. - absent)** – nothing to report

Old Business

- All new PAC members have touched base with previous members in their roles.
- Fundraising coordinator position has been changed to sub committees
- Jon motioned to purchase a smartboard for Div. 9. As purchase is over \$500, this will be put on the agenda and voted on next month.
- Sign for front of school – Jon would like to get an electronic sign for the front of school. Cost is \$5k to 12k. Rob is looking into support from district. Thoughts? Committee? Open to input.
- Facebook page – see above
- Water Fountain – see above

New Business

- Una – Discord/Skype to join meetings (if unable to attend in person). This will allow more people to participate. Una will look into this to get more parents involved in PAC.

Motion to adjourn: Janice Second: Wendy Time: 8:30

Next Meeting: Tuesday, October 9th, 7:00pm