

Mundy Road Elementary School

PAC General Meeting Minutes

Tuesday October 19, 2021 - 7:30 pm

Present: Jon Lundquist, Shannon McGeehan, Samantha Cohene, Massound Hosseinian, Clara Fogliato, Chris Hilliker, Lindsay Gallo, Danielle, Lily Guo, Teresa Morsara, Heather Hooton, Nadia , Jennifer Lowther, Tamara Sherdahl, Serena Lachlan, Mimi Lin, Jenny Gasparini

Meeting called to order: 7:35 pm

Welcome and Introductions

Approval of minutes from September 22, 2021: Motion: Symantha Second: Danielle

Motion to approve October 19, 2021 agenda: Motion: Jennifer Second: Jay

Chairperson's report (Jon Lundquist/ Shannon McGeehan):

- Apologized for not being able to make it to the first meeting and thanked Shannon for jumping in and leading the last meeting.
- A reminder to everyone why we are here and why we are doing what we are doing. Our goal is to make the Mundy Road experience the best that it could possibly be for the kids.

Principal's Report (Leann Buteau):

- Jon read the report in Leann's absence.
- Staffing update: We have been given .2 (one day) of additional student services staffing and one more Educational Assistant due to our needs. The EA should be starting by next week.
- Halloweew: Only commercially made products can be shared through the school. These must also be individually wrapped. Teachers should be communicating that to their classes if they are allowing treats to come in on the 29th. We will be doing the parade in the morning starting from the K-1 wing leading past the library and then down the hallway towards the office. Instead of gathering in the gym the kids will head outside across the courtyard to head back to classes. This worked well for our grade 5 celebration so have adapted it to allow the kids to see each other. The TEAMS/Zoom event was a disaster last year as it was hard to hear and see so there will not be a virtual

assembly. Kids should come dressed in costume and be prepared to wear it for the day. Parents will not be allowed to come in and change kids.

- Christmas: We have met as a staff and have decided for a virtual concert again this year. With the capacity limits in the gym it would have been too challenging to ensure everyone could attend without emptying the gym every division. A link will be sent to all families who give consent (same as last year) the last week of classes in December.
- Pro D Day: October 22nd is the Provincial Professional Development Day where most schools in the province are not in session. Our teachers will be onsite virtually attending their specialist offerings in literacy, inclusion, numeracy and outdoor education
- MyED Family Portal: MyEd is our student information system in which our attendance and report cards are generated. Elementary schools now have the opportunity to give access to families to the “family portal” in which parents can go in and see their report cards after each term. Secondary schools have had this access for a couple of years and it is how course selections are done as well. Mundy Road will be beginning our access with our first report cards this December. More information will be coming in the next few weeks. For kids with more than one home both parents will have access as long as we have an email for each and they are listed as Contacts #1 and #2. Mallorie will be beginning to clean up this data and her replacement (as of November 1st) will continue as well.
- Action Plan for Learning: our focus this year is three fold.
 - Intellectual development – it will continue to be literacy with a focus on writing.
 - Indigenous education – it will about embedding First People’s Principles into the classroom
 - Social Emotional Learning – it will be self-regulation and connections.
 - The new plan will be created this year.

Items for consideration:

- Timeline for Teacher Wish list
- Space out the timing of fundraisers
- Budget considerations now that we have 10 divisions

Treasurer’s Report (Samantha Cohene):

- Received September statements so far.
- Samantha shared treasurer’s report.
- Funds are lower than we have ever had due to last year not being able to hold many fund raisers.
- Would need to revise the budget to include division 10.

Volunteer Coordinator (Jenny Gasparini):

- There is now a class liaison person for each class.
- The first staff appreciation day will be Wednesday, October 27. Division 2 will be hosting. They have been reminded that all treats need to be individually packaged.

- There was a request for volunteers to help out with the costume exchange. Instead of emailing each class, Jenny asked some of the hot lunch volunteers (during Subway lunch) and found three volunteers.

DPAC (Clara Fogliato and Amy Jaeggle):

- The DPAC Meeting on 10/06-21, was an orientation. Formal meeting would be next week.
- DPAC President, Marvin Klassen, gave an overview of what DPAC is and how it can help YOUR PAC
- We can contact Secretary, Laura Code, with any questions/concerns: office@dpac43.ca
- Discussed PAC Constitutions and Bylaws - does DPAC have a copy of Mundy Road's?
 - Jon believes that DPAC has a copy of our Constitution. If not, it is available on our school website.
 - Our current Constitution will need to be updated as a new role was added last year.
- Templates for PAC C&B can be requested at office@dpac43.ca
 - Clara will request for a template to have it on hand for when we revise our constitution.
- Other topics covered:
 - Tips on how to take minutes and record keeping
 - Quick overview of finances and what the Treasurer is responsible for
 - Touched on Gaming Grants

Online Ordering Administrator (Nadia Nashlenas):

- 172 out of 203 students have been registered on Hotlunches.net
- A few families still have credit left over from Munch A Lunch. Reminder emails to register have been sent to them.
- Emergency Preparedness packs will be going up this week.
- Additional info has been added to the Hotlunches.net login page re: other fundraisers, PAC meeting info with the idea to turn this into a one stop shop for PAC related information.
 - It has been raised that it may be a good idea to post a link to Hotlunches.net on our Mundy Road school website.
- Nadia is still learning all the uses of Hotlunches.net. Here are some other things the software can do:
 - Upload documents and flyers and 'file' them directly on the site.

- With the click of a button, mail PAC minutes to parents or make them available to view
 - Offer classified ads so parents can advertise piano lessons, babysitting or a community garage sale
 - Have parents with businesses? Charge them for an advertising spot on your HL site!
 - Offer all your fundraisers, ticket sales and spirit wear on the site; it saves parents from having to hunt down order forms for various events, it's all in one easy spot!
 - Post the online calendar with PAC and school events
 - Collect donations on your site for playground or other school updates
 - Post a volunteer schedule for individual events, fundraiser or lunches
- On the Mundy Road website, we can only change the PAC page. Unfortunately, the school website is not very user friendly.

Hot Lunches (Danielle Ciavarro)

- Subway Hot Lunch happened on Oct 13th
 - 140 total orders
 - Lunches were very organized and we had lots of volunteers handing everything out
- TCBY Frozen Yogurt Treat day is happening on Oct 20th
- Possibility of setting up a Hot Lunch Fund
 - Families have reached out wanting to donate lunches to those who can't afford it.
 - Set up a menu item on HotLunches where families can make donations to the Hot Lunch Fund (about \$2).
 - Possibility of Leann placing orders for students to keep families anonymous. Leann has taken on this role in the past.
 - Leann will be able to top up any Hot Lunch Fund to make sure the student will receive a full lunch.

Safety Coordinators (Mimi Lin & Jennifer Lowther):

- Traffic Flags: Yellow traffic flags on the 30 km/h school zone speed limit signs on Mundy Rd. We are looking at options with business nearby to assist in storing or placing these flags during school hours. We will see if local businesses can set it out for us, if not, they may be willing to store the flags to make it easier for multiple people (parent or community volunteers) putting it out and taking it down. Flags are currently out permanently, which is better than nothing, but loses efficacy when there all the time.

- Tri-Cities Speed Watch and Coquitlam By-Law enforcement: They were onsite on Tues Oct 12th, not driven by PAC, but as part of routine assessment for areas noted with previous issues in particular with speeding.
 - Coquitlam Bylaw Enforcement – Two violation tickets issued and four warnings given; and
 - Tri-Cities Speed Watch – 89 vehicles observed travelling 31km/h to 49km/h and 2 vehicles observed travelling 50km/h+
- Looking to see what we can do to raise more awareness of the fact that there is a school zone on Austin around the community and with our own Mundy parents. A way to raise awareness for Parents is to encourage “walk to school day” once a month.

Ongoing initiatives:

- Working with ICBC for reflective stickers and safety awareness pamphlet on pedestrian safety in the dark to be distributed to all students leading up to Halloween.
- Discussions with RCMP for guest presentations on child luring and pedestrian safety.

Stretch initiatives:

- Adding flashing lights to the cross walk on Mundy Rd.
- Volunteer Cross-guard program for Mundy Rd & Austin Ave intersection
- Speed radar on Austin (50km/h) zone.
- Signage on Austin to raise awareness of school zone area.
- Children Crossing sign under the traffic light on the North side of Austin/Mundy intersection (for cars traveling North on Mundy Rd and turning onto Austin).

Social Coordinator (Lindsay Gallo):

- In the beginning, the fundraising events (i.e. costume swap) were only trickling in slowly. It became apparent that not all parents were reading the school newsletter carefully. Physical sign really helped catching the parents’ attention. Therefore, Lindsay now puts up actual posters around the school to remind parents of fundraiser events and deadlines.
- Escape Rooms are open until October 31st. Prizes are at the office
- Costume Swap happened last Friday
- Lollipop Pull: raiser: \$138.71, it was super successful! The cost of the 600 lollipops was covered in the first event so we will see future events’ profits skyrocket. We took in \$396 in sales in the 1 hour event.
 - Tips that we have learned from this event: set up multiple stations, break up stations by division so not all clustered under one area, and perhaps set up different times during the day for the event.
- Neufeld is still open until Friday. So far we have 24 orders and a profit of \$298.46. Pick up is November 3rd.
- Amy Williams Photography: raised \$ 360 so far. There is only 3 spots left.

- Red Robin has requested that we pushed back the event to Feb 3-17, 2022.
- Who is doing the Santa's Pancake Breakfast/Gingerbread Decorating and what is required from PAC?

Emergency Preparedness (Jay Hilliker): 5-10 min

- Our kits donation portal is almost ready to go live on HL.net (Big thanks to Nadia)
- Our newsletter blurbs for kit donation and care pack notice are in final drafting
- Spent \$2400, got back \$1400.
- Report on board meeting
 - Touched based on the same measures that Dr. Henry was talking about.
 - Talked about improving ventilation.
 - Reducing outside people coming to inside of the schools.
- Jay has a list that he could post up as to what parents could bring for the personal touch. The items would be something small and help calm down the child (personal touches) since our space is limited due to the actual safety pack we currently have. An idea is to let parents know that they can fill out a sandwich bag.

Fundraising (Heather Hooton and Lindsay Gallo)

- Fundraising update from Jon. Some clarity on the Fundraising Coordinator position. Heather has taken on the role but is sharing the load with other members.
- Amy Williams photography is secured for November 13th and 14th. 15 of the 20 spots have been booked so far. Each booked spot is \$20 for the school.
- Purdy's is open Neufeld Meat and Pies is open deadline October 22nd
- Fundraisers will be spread out timewise and physical wise to keep with Covid-19 restrictions.

Communications Coordinator (Serena Bovin) 2 mins

- Looks like Una used to put the PAC sign out on meeting days (according to past emails). Is there anyone that is consistently at school on Tuesdays that would like to take this on?
 - Chris will take this on. It will be set out on Tuesday morning on PAC day and taken down afterschool.
- Please continue to send Serena any information you would like included in the newsletter by **Tuesday evenings**.

Parent Education Coordinator (Shannon McGeehan): 5 min

- Saleema Noon (Body Science)
 - It was a huge success last year. Going to do another one this year.
 - Have the option to do it in person. There are only a couple of slots left for in-person. It has been decided to schedule for an in-person presentation.
 - Will present to each classroom or perhaps to multiple classrooms. Shannon will look into how this would work.

- Doodle Poll
 - Looking to set up a doodle poll. Will create a list of topics that parents may be interested and send it out to parents.

New Business:

Open Discussion/Old Business:

Motion to adjourn: all

Time: 9:11 pm

Next Meeting: Tuesday, November 16 at 7:30 pm via ZOOM