

Mundy Road Elementary School

PAC Meeting Minutes

Tuesday, January 17, 2023 - 7 pm (Library)

Present: Amy, Clara, Shannon, Sam, Heather, Leanne, Danielle, Zainab, Nadia, Jennifer, Mimi, Tamara, Ms. Bordignon

Meeting called to order: 7:02 pm

Welcome and Introductions

Welcome to the first meeting in 2023!

Land Acknowledgement

We acknowledge that Mundy Road Elementary operates on the traditional, ancestral and unceded territory of the kʷikʷəłəm (Kwikwetlem First Nation). We thank the kʷikʷəłəm who continue to live on these lands and care for them, along with the waters and all that is above and below.

Approve agenda from January, 17 2023: Motion: Amy Second: Heather

Approve meeting minutes from November 15, 2022: Motion: Shannon Second: Clara

Chairperson's report (Clara Fogliato/ Shannon McGeehan):

- February Meeting Date: moved to February 15, 2023 via zoom.
- Christmas Market raised \$1200
- Suggestions made for our next Christmas market:
 - Make laminated posters to show “this is a toonie” to help the students identify money. One should be made now for the book fair. This poster can be reused for different events.
 - Write up rules for the teen volunteers to help them stay on task.
 - Sticker tags to be given to teachers in advance.
 - A shopping list with names, and tags to be sent home in advance.
 - Pre-made bags of all sizes were very helpful. Continue to make them for next time.

Principal's Report (Leann Buteau):

- Report Card Access – less than 100 students have accessed their report card. There is a time limit for accessing the report cards. Leann has is set up now for report cards to be available until the end of June 2023.
- Staffing/Enrollment update – 217 kids. The district wants us to keep growing. We might be up to 11 divisions for next school year. 25% of our new students are ELL level 1 & 2. One of our Noon Hour Support Staff position is open.

- Registration for Mundy is now open, people could also apply for cross catchment.
- Playground update – District facility team is coming next Friday lunch to take a look at our playground. We are hoping for the district/Ministry’s help to get us started with a playground fund.
- 75th anniversary update June 16th 3:30-5:00 pm – Fun Day in the morning. In the afternoon we will do the “kids stuff”.
- During the 3:30-5:00 pm the plan is to create a video to show on that day. It would be displayed at the Gym. PAC support is needed for the buildup such as going through the archives, setting up the gym, fund treats etc.
- “Thank yous” from the four families who received hamper that PAC supported.
- Parent Tea May 18th 11am-12 pm.
- Extra curricular: plan is to do Track and Field, and Bike Club.
- Tennis booked for May.

Treasurer’s Report (Samantha Cohene):

- Final cost for Fish Project: \$400
- Tech Refresh – look at a 4 year cycle. Therefore, the next refresh cycle would be in 2025. \$5,500 is the amount that we are looking at.
- Teacher’s wish list – \$ 4,700
- Student/Family Fund is approved to use for the Cultus Lake field trip.
- Moving forward: need money for 10 iPads 2024.
- \$8,400 donated money

Volunteer Coordinator (Jenny Gasparini):

- No update or recent request for volunteers.
- May 19, 2023 is the staff appreciation day. This is on a pro-D day.

DPAC (Amy Jaeggle):

- Coquitlam Public Library Programs: our public library offers a wide variety of activities such as: Math Tree, Pokémon Party, Board Game Days, ProD Day Movies, Learn with Teen Buddies etc. For more information visit <https://www.coqlibrary.ca/programs/children>
- DPAC is looking for more people.

Online Ordering Administrator (Nadia Nashlenas):

- There are several unpaid accounts on HL that amount to \$19.50 (1 account) for Term 2 menus and \$45.25 (5 accounts) overdue for Term 2.
- Nadia would send an email from her own account advising the parent that they had overdue funds. Usually they would respond and pay. More recently Nadia has been sending emails from the HL system thinking parents may be more responsive. This seems to produce a more quick response.
- Unfortunately the Term 1 overdue accounts don’t seem to be responding despite multiple attempts over the last several months.
- This term we adjusted settings so overdue accounts cannot make new orders.

- Another option we have is to automatically cancel orders that are not paid. We can adjust the settings to decide how quickly they are canceled, i.e. 24 hrs, 48 hrs, etc.
- This will save administrative time however will it result in less orders overall. Also, it might impact the families that have their orders paid by the school.
- Questions posted: How concerned are we with recouping these costs? What other methods do we want to consider to have these parents respond?
- Decision made: We will not cancel any unpaid orders. Leann will reach out to the families whose account is overdue. We have the fund available to cover this fund.

Hot Lunches (Danielle Ciavarro)

- Orders for Term 2 are open.
- Orders for Term 3 will open on March 1st.

Safety Coordinators (Mimi Lin/Jennifer Lowther):

- Fish Art Project for the school fence: Proceed!

Emergency Preparedness (Jay Hilliker):

- At the November meeting we discussed being short 17 emergency kits for classrooms (with the number of new students and division). We decided to discuss the kits tonight along with another budget item on the agenda.
- If we order 20 more kits it would cost a total of \$599.80.
- Here is a link to the kits being discussed:
<https://72hours.ca/products/person-school-kit>

In addition to what our previous ones had these 17 kits would have:

- LED flashlight
- Rain Poncho
- Aluminum Alloy Whistle
- Larger food ration (2400 cal instead of 800 cal)

Our existing kits have:

- 400cal Food Ration - 2
- 125 ml Water Ration - 6
- Tissue Pack - 1
- Mylar Blanket - 1
- Dust Mask - 1
- Vinyl Glove - 1 pair.
- We could put 2 of these new ones in each classroom to ensure staff have access to more food rations along with 2 of each of the following: whistle, light and a poncho. Then pull a couple from each classroom to be put in the new division.
- Question posted: Would PAC like to move forward with this purchase?
- Decision made: We currently have \$333 for the emergency kits already in the HotLunch. Therefore, we can move this item forward without voting.
- Jay will write up a blurb to send out to parents to donate for the emergency kits.

Fundraising (Heather Hooton)

- March – movie night. Must have a teacher on sight thus need to confirm to see if a teacher could stay on sight.
- Lindsay will reach out to Heather to coordinate movie night.
- Leann will send Heather fundraising protocol
- Gr. 5 fundraiser committee is waiting for sponsors and may decide to do fundraiser in May. Heather is currently leaving May completely open for now just in case the Gr. 5 committee would need to arrange fundraisers.
- Nintendo raffle: filled out the paper work for the raffle. Need to specify that the fund is going to the playground.
- March we will do painting kits. PAC advertises and sells the kits for \$18. The kits are individually packed.
- June we will do read-a-thon.

Social Coordinator AKA Fun Squad (Lindsay Gallo):

- Lindsay will no longer be able to attend PAC meeting for the rest of the school year, but will continue her role and provide our school with fun activities.

New Business:

- Nintendo Raffle
- Teacher Wish List–Leann to bring copies
 - PAC to discuss the wish list via email. Final decision must be made on everything at the February meeting.
- Playground Fundraising
- Scholastic Book Fair Volunteers
 - Need volunteers
 - February 8, and 9th (Wed and Thurs)
 - All day (9 am – 3 pm) on both days
 - Need most help for the K-1 class
 - Communicate via email. Shared Google doc with a schedule will be created by Nadia Bordignon and will be sent to PAC members by Shannon/Clara.

Motion to adjourn: all Time: 9:00 pm

Next Meeting: Wednesday, February 15, 2023 at 7:30 pm via ZOOM