

Mundy Road Elementary School

PAC Meeting Minutes

April 12, 2023 - 7pm via zoom

Present: Leann Buteau, Amy Jaeggle, Mimi Lin, Tamara Sherdahl, Shannon McGeehan, Nadia Nashlenas, Chris Hilliker, Jennifer Lowther, Samantha Cohene, Heather Hooton, Clara Fogliato

Meeting called to order: 7:05 pm

Land Acknowledgement

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

Approve Meeting Minutes from February 15, 2023: Motion: Clara Second: Amy

Approve Agenda: Motion: Sam Second: Jay

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

- Gaming license protocol
 - In the process of obtaining our Nintendo gaming licence, Shannon learned that our account is flagged for not submitting a report for 2020 and 2021. Shannon and Sam will clear this up.
 - We need to bring our gaming account up to date and have it closed at the end of June each year.
 - Must report gaming revenue within 90 days of the event ending.
 - Erika will go ahead with the Nintendo draw on June 23 once Shannon re-applies for a new gaming licence. Leann reminded us that the Gr. 5 will not be at school on June 23.
 - New date will be on June 22, 2023.
- Caretaker Marvin
 - Marvin had a heart attack early February. He had to have open heart surgery, but he is on the road to recovery. Anticipated return date is end of this year.
 - Leann will reach out to Marvin's sister and see Marvin needs (i.e. gift card) and Mundy staff will pitch in for a gift. PAC will decide via email chain to see if we would contribute or do something separate from the staff.
 - Nathan is now our afternoon care taker.
- Long & Mcquade
 - Lindsay set up the Gr. 5 fundraiser under the school account at Long & Mcquade.

- We now have information on how to set up a PAC account for future use such as movie nights.
- Long & Mcquade also do community sponsorship for fundraisers and we could apply by filling out the community support form.
- PAC Exec.
 - Next meeting is our AGM where we will determine who would be our exec for the next school year. A few people will be stepping down so we need to focus on parent recruitment.
 - Whoever is stepping down a roll should provide a file/information to the next person so that they can pick up the roll quickly and smoothly.
- Babysitting/Home Alone Course
 - There is a Babysitting/Home Alone Course on April 21, 2023. It is a PAC organized fundraiser by Cape Horn. It may be something that we could also look into for next year.
 - Clara will look further into this course and bring information back to us at the next meeting.

Principal's Report (Leann Buteau):

- Enrollment update - We are projecting 220 students for 2023/2024. Tomorrow the first email will go to parents regarding learning considerations. The district's budget plan came out and it doesn't look like there will be layoffs. Final budget will be out on April 28, 2023. Enrollment in Coquitlam is growing - 800 students enrolled in SD 43 since January 2023.
- Pro D plans - Focus on Indigenous Education
- Upcoming events - Tennis May 8-12, 2023. Welcome to Kindergarten, May 18. PAC may need to purchase additional water bottles for the new Kindergartners. May 18, parent tea.
 - Legacy Mural: Mundy received a \$3000 grant to have a mural done on the wall at the front of the school. The mural will be done by our 75th anniversary celebration.
 - Track meet: Successful candidates will be going to SFU for track meet. We will need parent volunteers to drive kids to and from SFU as we anticipate there would be around 40 students attending.
- Tech subsidy: Leann is looking ahead regarding tech refresh. Certain items such as laptops make more sense for the school to purchase them as we can get more laptops through the tech subsidy program. Certain technology is nearing the end of its lifespan such as smart boards in the classroom which are starting to die. Our next tech refresh year is 2024/2025.
- PA system is working! District has ordered us a brand new system and should be installed over the summer.
- Communications: Leann is finding that our current communication system is not working. Parents are not reading, or not acting on the email notices sent home. There is budget for sending out a physical copy of events for the month to all students. Another idea, we could have QR Code printed on half a page of paper and it

links to whatever even we are advertising/notifying. The general consensus is that physical notices do garner more responses from the parent community.

- PAC is creating a PAC Google Calendar where parents could subscribe to it and integrate it to their scheduling.

Treasurer’s Report (Samantha Cohene):

- 2023/2024 Budget
 - <https://docs.google.com/spreadsheets/d/0By7RbLStzIZtNDduQWZwLWhOWFJoaEjZOTBMM2dvYl9BM0dn/edit?usp=sharing&ouid=106440648886237740984&resourcekey=0-oZfqRt-R06kE2yyRtbM6g&rtpof=true&sd=true>
- Expenses will be \$18,000 for next year.
- Government promised the Family Fund will be available for 3 years. Coquitlam has received 3 million dollars, but how it would be distributed has not yet been decided.
- Current Financials

Bank - General Account	\$ 32,902.32
Bank - Gaming Account	\$ 382.00
Bank - Technology Account	\$ 5,781.01
Bank - Rainy Day Account	\$ 503.30
Undeposited Funds	\$ -
Total Assets	\$ 39,568.63

Volunteer Coordinator (Jenny Gasparini):

- Staff Appreciation is happening on May 19th. Emails have been sent out to class liaisons to forward to parents. The goal is to collect money from each class and use those funds for staff breakfast, lunch, and other goodies (ie gift cards, treats).

DPAC (Amy Jaeggle):

- Presentation: Technology in Schools - actively updating bandwidth and wireless in schools; if PACs decide to buy more technology, SD43 will access the subsidized devices for those purchases
- Problems with accessing MyEdBC-is a provincial system that is most successfully accessed on a PC or laptop. Future versions are to be accessible on handheld devices.
- Next General Meeting, April 26, Assistant Superintendent Nadine Tambellini, will be going over school playgrounds, the ins and outs of funding, etc. Amy will take notes and share the information with Leann.

Online Ordering Administrator (Nadia Nashlenas):

- Renewal period is open. Cost is \$236.25 for early bird discount. Payment due by Jun 30th.

Hot Lunches (Danielle Ciavarro)

- Nothing new. Today was Boston Pizza and next week is donuts.

Safety Coordinators (Mimi Lin/Jennifer Lowther):

- A total of 158 fishes have been primed and delivered to the school.
- Acrylic paint and aluminum wires have been purchased. Still need to get a can of sealer. Hoping to get a discount from Home Depot. Jay will try to contact a Mundy parent who also happens to be a manager at Home Depot.
- Mimi met with all the teachers at their last All Staff and gave a quick run down of the Fish Project. All the teachers seemed very excited to get started. Their deadline to have all the fish painted will be mid May.
- Jennifer Lowther will be the contact person for any Fish Project related matter as Mimi will be out of town.
- Action: We would need parent volunteers to remove the old fish from the fence.

Emergency Preparedness (Jay Hilliker):

- 20 kits have been ordered and delivered to the school.
- Ventilation update: Jay is in the process of advocating for our school/district to have our ventilation system upgraded.
 - In 2021 it was mentioned by an SD43 staff that provincial funding provides enough fund to budget for upgrading 4-5 sites per year. Unfortunately, every site still has only Merv 9 Dual filtration.
 - SVB and SD 41 have both been able to upgrade all their sites to Merv 13 and/or make use of Portable Hepa filters to bride the gap for the sites yet to be upgraded.
 - The Ontario Society of Professional Engineers (OCPE) recommends that there be two things that must be accomplished by the HVAC system: the right number of air changes and proper filtration. They recommend:
 - Upgrading the filters in air handling units to filters that are rated at least MERV-13;
 - Using stand-alone portable HEPA filters, or;
 - Using DIY Corsi-Rosenthal boxes [9]
 - The district's response in the Budget package released last Thursday:
 - District received one-time special purpose funding to provide HEPA filtration units for classrooms that did not have mechanical ventilation.
 - This resulted in over 230 units being deployed
 - District is currently working with mechanical ventilation consultants to assist in determining greater efficiencies within our existing HVAC systems
 - The remaining funds will be used to address improvements.

Fundraising (Heather Hooton)

- We added the movie night on June 9. Tamara and Heather will be hosting it and we have enough volunteers for that night.
- Working on sending out paper copy notices to the parents regarding the movie night.
- Read-a-Thon is ready to go. It would be scheduled for the first two weeks of June. Heather will send home, with the notices, paper envelopes for the kids to put money in it.
- Neufelds is on April 20 and closes on May 10. Scheduled date for delivery is May 18 at 2 pm.

Social Coordinator AKA Fun Squad (Lindsay Gallo):

- Escape Room was extended to April 17th. We started handing out prizes which got kids excited to participate.

Looking Ahead:

- Confirm dates for 2023/24 dance and movie nights. PAC will provide Leann with tentative dates and Leann will bring it to the May All Staff meeting and schedule it right into their calendar.
- Christmas Market: It was suggested that the first week of December would be a good time to hold it.

New Business:

- Fundraising plan for 2023/24: September - Neufelds Farms (for Thanksgiving), October - Halloween Dance (confirm date - Oct 27?), November - Purdys (for Christmas), December - no fundraiser as there will be the Christmas Market, January - Movie night (confirm date - Jan 26?), February - pizza/Westcoast Seeds, March - Read-a-thon for spring break, April - Growing Smiles (for Mother's Day), May - Neufeld Farms (for summer BBQ), June - Sports Day concession.
- Question from parent: Who would be responsible for arranging all these fundraisers? Answer: At our last budget meeting it was suggested that different people from the PAC will take on different fundraisers and spearhead the events. It was agreed upon that it is way too much work for one person to be responsible for all fundraisers. Therefore, the plan is to revamp of the Volunteer Coordinator position and possibly eliminate the classroom liaisons. This would allow the volunteers who would otherwise volunteer to be a class liaison to be better utilized as volunteers for various fundraising events.
- 2023/24 Executive Position Discussion: There are three members stepping down this year, which will leave Secretary, Fundraising Coordinator and Parent Volunteer Coordinator open. It is critical that we fill the Secretary roll as our PAC cannot run without this core role filled. Once the Secretary roll is filled we can then prioritize the remaining roles and fill them accordingly.

Motion to adjourn: all

Time: 8:49 pm

Next Meeting: AGM - Tuesday, May 23 at 7:00 pm in library