

PAC Meeting Minutes - Annual General Meeting

Tuesday, May 23, 2023 - 7 pm

Present: Leanne Buteau, Amy Jaeggle, Shannon McGeehan, Nadia Nashlenas, Clara Fogliato, Chris Hilliker, Jennifer Lowther, Samantha Cohene, Heather Hooton, Emily Keurvost, Garita Narayan, Serena Boivin, Mette Kragasty, Chris McLean, Heesun Nam, Deb Chantson, Danielle Ciavanro, Kindra Middleton, Ina Fung, Mallorie Sanders, Jennifer Fernandes, Jennifer Yoon

Meeting called to order 7:00 pm

Welcome and Introductions

Land Acknowledgement

Approve Meeting Agenda: Motion Clara Second: Amy

Approve Meeting Minutes: April 12, 2023 Motion: Shannon Second: Jay

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

- DPAC/update from Rosey
 - Was given more information on how to run AGM/PAC protocol
 - It's critical to have parents come to the meetings (for voting), as it shouldn't be the Executives
- Gaming License Info: It is mandatory that all licensees complete a Gaming Event Revenue Report (GERR) within 90 days of the license end date. This was not done for events dating as far back as 2004, so our account was flagged. We have now cleared all of the outstanding reports and our Gaming Account is now up-to-date.
 - All wording has been sorted out and Gaming License has been received for the Nintendo raffle at the end of June (tickets to be sold June 1-20, raffle is on the 22nd)
 - Shannon has cleared our account so we can apply for the next year's Gaming License

Principal's Report (Leann Buteau):

School Calendar has to be endorsed by PAC; changes below

- **School Calendar**
 - January 29th, 2024 (school based Pro D)
 - May 17th, 2024 (school based Pro D)
 - 4 day weekend November 10th (School Closure Day)- Nov 13th (in lieu Remembrance Day)
 - October 2nd-Truth and Reconciliation Day
- **Bell Schedule**
 - 8:55-2:50 pm

- One less minute per day next year
- Huge thank you for STAFF Appreciation Day..... felt very much appreciated!

Treasurer's Report (Samantha Cohene):

- General account: \$32,714.71
- Gaming account: \$382.00
- Technology account: \$\$5,788.14
- As Jenny is leaving PAC, we need to remove Jenny as a signing authority at the end of June and add Clara and Shannon as signers

Volunteer Coordinator (Jenny Gasparini):

- Staff appreciation day was on Friday, May 19. All of the classes combined raised about \$1700. Lunch was catered by Golden Boot, and each staff member received a swag bag that included a cakesicle, a bottle of wine, a custom wine glass, \$20 to Starbucks, and a bag of candy. A huge shout out to Erika Porcellato for all of her hard work in pulling off a fab day for the staff.

DPAC (Amy Jaeggle):

- Reminder to apply for the Gaming Grant by the end of June. You have 90 days from your fiscal end date. If you need help, contact Jamie treasurer@dpac43.ca.
- Playground process was discussed. Info was given to Leann and Tamara.
- Overview on the new reporting system: moving from letter grades to categories to give children a better understanding of their strengths and stretches.
- Working on MyEd access for parents to view report cards. You may request a hard copy at the school.
- May 24 is the DPAC AGM.

Online Ordering Administrator (Nadia Nashlenas):

-nothing new to report

Hot Lunches (Danielle Ciavarro):

- A&W Hot Lunch is tomorrow
- So far our most profitable Hot Lunches have been A&W and Domino's Pizza. Our most profitable Treat Days have been Popcorn and Booster Juice. To date we have raised just under \$8000 with Hot Lunches bringing in roughly \$300 + and Treat Days \$150.
- A cart was purchased by a parent volunteer to assist with Hot Lunch and Treat Day deliveries and it has helped immensely
- Next year Hot Lunch and Treat Days will look relatively the same with the possibility of a couple new vendors being added. Print out's will go home at the beginning of each term with dates and vendors listed so parents can hang on fridge.

Safety Coordinators (Mimi Lin/Jennifer Lowther):

- All the painted fishes have been sealed and dropped off at the school. They look absolutely amazing!
- Next step is to remove the old fishes from the fence, and outlining a meandering path for the fish to go on the fence.
- We will start with Division 10 and move away from the school, and end with Division 1 to symbolize our students growing, learning, and graduating from Mundy Road Elementary School.
- Every Friday, during Family Reading time, teachers will take turns taking their class out to put up fishes on the fence. Parents that can come for Family Reading would be available to help out with this activity. Mimi still needs to organize and coordinate the details with each classroom teacher.
- Call for Help: Need about 3 volunteers to come help remove the old fishes from the fence on Thursday, May 25 at 4 pm. The volunteers will need to bring a plier to cut the wires. It should only take about 30 min to get the work done.
 - *Volunteers: Heather, Sam, Emily, and Jay*
- New NO PARKING signs at Hillcrest

Emergency Preparedness (Jay Hilliker):

- Quick update on kit distribution:
 - Each class has 2 new kits so that both adults in the room have access to those special tools (flashlight, whistle etc) contained within.
 - Expired food stuffs have been removed from older kits, while leaving the foil blankets, plastic bags, Kleenex etc in case they are useful.
 - We have nearly the exact number of kits we need.
 - Pre-purchase we were short 18 kits. Having purchased 20 kits we now have 2 extra.
 - Though, it may be best in future to order extra, such that we have 30 per class; we won't need to shift them around as class numbers change each year.
 - If we don't have 30 per division it would be good to perform an annual audit of the suitcases and compare them to class numbers. We would also need to keep in touch with the principal whenever class numbers change mid-year.
 - Discuss purchasing extra supplies in September (new school year)
 - \$368 has been raised through Hot Lunches for kits!!

Fundraising (Heather Hooton):

- \$961 raised with Neufelds
 - Driver gave 2 meals that were given to families in need at the school
- June movie has been cancelled
- Read-a-thon will be held the first two weeks of June
- Halloween Dance and movie night already planned for next year

Social Coordinator AKA Fun Squad (Lindsay Gallo):

- Out of town, will not be at the meeting.

Merchandising Coordinator (VACANT)

Communications Coordinator (VACANT)

New Business:

- 2023/24 PAC Executive Election: members for next year were elected. Will wait until September to elect for FUN Squad
- NEW PAC TEAM:
 - Chairs: Shannon McGeehan/Clara Fogliato
 - Treasurer: Samantha Cohene
 - Secretary: Mallorie Sander
 - DPAC: Amy Jaeggle
 - Fundraising Coordinator: Ina Fung
 - Volunteer Coordinator: Emily Keurvorst
 - Emergency Preparedness Coordinator: Jay Hilliker
 - Safety Coordinators: Jennifer Lowther/Jennifer Fernandes
 - Hot Lunch Coordinator: Danielle Ciavarro
 - Online Ordering Coordinator: Nadia Nashlenas
 - Social Coordinator (aka Fun Squad): vacant (possibly Lindsay Gallo & Emily Keurvorst - to be voted on in September)

Motion to adjourn: 8:13pm

Next Meeting: June 13th at 7:00 pm via Zoom