

## Mundy Road Elementary PAC Meeting

### AGENDA

**When:** Wednesday, November 23rd 7:00 pm

**Where:** Mundy Road Elementary School – Library

#### 7:00 pm

- Welcome and Introductions
- Approve Agenda
- Accept minutes from previous meeting
- Chair Person's report – Dorothy as Interim Chair
- Principal's report – Kelly Zimmer
- Treasurer's Report – Teresa Battista
- Other Committee reports

#### Old Business:

- Vote to fill vacant Executive Positions. ***Nominations can be made at the meeting or a signed letter can be given to Dorothy Sela, Interim Chair, in advance of the meeting to secure a nomination. [dsela@shaw.ca](mailto:dsela@shaw.ca) 778-355-7352.***  
**A general description of duties is outlined below. For a more detailed description of duties, please go to [www.mundyroad.ca](http://www.mundyroad.ca) and follow Parents/PAC/, scroll down to the "PAC Constitution".**
  1. Chair
  2. Secretary  
*(The constitution states we must fill the Chair and Secretary positions before we can fill any other positions.)*
  3. Parent Education Coordinator
  4. Social Coordinator
  5. Health & Safety Coordinator
  6. Members at Large (2)
  7. School Planning Council
- Playground Committee Update – Shannon & Suzanne
  - a. Projected time-line for demolition of existing playground, installation of new playground, and required reporting to comply with Grant conditions.
  - b. Request for volunteers to take on Donor Recognition Project.
- 'Adopt a Street' – Teri Towner
- Mad Science – Kim Driver
- Dance Lesson Fundraiser – Sheela Amudhanar

#### New Business

- Vote: to spend up to \$120.00 in a joint purchase with the school on a high-end coin sorter/counter. (Confirm the decision that the PAC will reimburse Hilary Drexel for the first sorter purchased for \$45 shall stand.)
- Christmas Concert Raffle: volunteers needed to coordinate raffle for front row seats - Dorothy
- Please note, as per our Constitution, "New Business from the general membership can be added to the agenda to be discussed, if time permits, or be tabled to the next meeting."

#### Open Discussion

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**We do not have a General Meeting in December so please watch the school newsletter and the PAC Newsflashes for notification of our next regularly scheduled meeting in January, 2012. ☺**

**Chairperson:** chairs meetings, prepares agendas in consultation with principal, acts as a liaison between the PAC and the Principal, and communicates regularly with the committee representative.

**Secretary:** records the minutes of meetings and organizes distribution to Communication Coordinator, Principal, and bulletin board; keeps a copy of the agenda, minutes, sign-in sheet, and treasurer's report from each meeting in the PAC Binder.

**Member at Large (2):** full membership on Executive including voting rights, no specific assignment but takes on responsibilities as needed.

**Parent Education Coordinator:** determines programs of interest for parent meetings and coordinates speakers, materials, etc.

**Safety Coordinator:** liaison for health, safety, and traffic issues in and around the school.

**Social Coordinator:** coordinates and sets up refreshments for PAC meetings, coordinates Staff Appreciation throughout the year (by classroom), coordinates parent refreshments on first day of school and Sports Day.

**School Planning Council: (3 positions, one must be an executive)**

Attend all SPC meetings to represent and speak on behalf of the PAC (avg. 4x per year); take direction from the general PAC membership and act in the best interests of parents and students; report back to the PAC at general meetings, but not disclose information designated as confidential.