

Mundy Road AGM PAC Meeting May 14, 2014 @700pm
www.mundyroad.ca

Attendance: Ursula Elliot, Joyce Watts, Rob Wright, Teri Towner, Christine Friend, Sarah MacDonald, Marcy Baverstock, Janice Doege, Wendy Dhillon, Gurj Parmar, Michaela Kelly, Ingrid Willis, Jennifer McKinnon, Ryan Robertson, Nicole Schenato, Jeannene Crosby, Bryanne Duncan

Welcome & Introductions by Gurj Parmar

Approve Agenda Motion to accept by Christine Friend, seconded by Nicole Schenato, all in favour, passed.

Approve Minutes from April 16, 2014 PAC meeting, motion to accept by Nicole Schenato, seconded by Christine Friend, all in favour, passed.

Chairperson's Report by Gurj Parmar thanked each of the executive for all the work that was done to make such a successful year. Thanks to Joyce Watts (Secretary) for keeping the PAC organized. Thanks to Elizabeth Hrynew (Vice Chair) for stepping as chair for the March meeting, and being advocate for the MAD Science Program, and School Planning Council. Thanks to Ursula Elliot (Treasurer) for taking on a big job that is not easy. Thanks to Lenore Clemens (Fundraising Coordinator) for leading the fundraising and taking on lots of projects to keep raising funds for the PAC. Thanks to Jennifer McKinnon (Communications) - Great job on the newsletters, flyers and also thanks for your patience on getting information out. Thanks to Wendy Dhillon and Vinnie Dosanjh (Emerg Prep & Safety Coordinator) for getting our emergency plan organized again. Thanks to Teri Towner (DPAC Rep) for your leadership and information role with the District PAC. Thanks to Nicole Schenato (Hot Lunch) for all the hot lunches, popcorn, movie night, spring dance, grade five fundraising and cleaning the PAC closet. Thanks to Christine Friend (School Planning Council) for planning a successful PUB night and thanks for sitting on the School Planning Council. Thanks to Marcy Baverstock (Volunteer Coordinator) for organizing our volunteers for hot lunches, popcorn, class laisons, Thanks to everyone who helps out get the work done - it is appreciated. Thank you to Diane Hayward Meek, Brenda Austin for organizing the Christmas Market and Pancake Breakfast. Thanks to our (Members At Large) Sarah MacDonald and Ryan Robertson. Thanks to Ingrid Willis (Parent Education). Thanks to everyone and apologize if I have forgotten someone, but we accomplished a lot and had a successful year thanks to everyone.

Principal's Report by Rob Wright email: rwright@sd43.bc.ca

Rob thanked everyone who has welcomed him to Mundy Road School and it is wonderful to work with our kids and that is what he loves.

- Looking into School photos- currently we are with MJM photography. Also looking at Lifetouch photography and Mountain West. Each package offers slight differences. Rob wanted feedback. Discussion and decision to change photography service to Lifetouch Canada.

- **Calendar** continue to update the online calendar on website - check it out.
<http://www.sd43.bc.ca/elementary/mundyroad/Pages/default.aspx>
- Mundy Road Mountain Bike Club is huge success. Thanks to the teachers Mr Porter, Ms Perko, Ms Wood, Ms Reider who have all helped put it together.
- Pro D day on Friday, May 16th. District Trackmeet on May 20th, Parent Tea is Wednesday, May 28th, Welcome to Kindergarden on May 29th, Grade 5 going to Monty on June 5th, A Cow is coming on June 10th, Grade 5 Leaving Ceremony on June 26th.
- **Update** on Traffic Safety around speed of the Austin Traffic. Rob is in communications with District 43 and City of Coquitlam about traffic safety. District Wide Safety Task Force had meeting to address concerns. Teri Towner attended. A program called Haste is also in communications with Rob.
- **Action:** Rob needs a separate meeting with Treasurer Ursula to address allocation of funds and year end business.

Treasurer's Report by Ursula Elliot reported on the April statement. Rob discussed the monies held "in trust" by School is parent donations to the school, where parents get a tax receipt for income tax purposes. Rob wanted to use that money for the expense of Feild trips. Rob wanted to know when deadline will be to submit receipts. Gaming Account has paid for the Smart table. The technology Savings account will be paying for the 31 laptops, that have already arrived.

Action: Gaming Grant Application is due in June. Ursula and Teresa Battista will apply for a new gaming grant on the first week of June.

Action: Teri Towner to speak with Lenore about Thrifties application (Money used for technology) and a copy of application issued to Treasurer's records. Lenore to give copy to Ursula.

Spring Dance made (\$258.68 for PAC general account and \$338.32 for Grade 5 fundraiser)

Action: to sell excess treats from spring dance at a couple recesses and funds go to general account.

Action: Ryan Robinson completed the sale of the outdoor container for \$2000.00. Revenue to be used for the Emergency Preparedness Supplies.

Motion by Jeannene Crosby to pay for \$1075.20 for the luggage (already purchased by Kelly Zimmer in December) and seconded by Christine Friend, all in favour, passed.

Motion by Marcy Baverstock to pay \$1200.00 for the most needed items of the list of emergency supplies (phase one of 3 year plan), seconded by Jeannene Crosby, all in favour, passed.

Action: The teachers wish list (\$5000.00) may be spent by Rob Wright. See list below.

Early Literature Books	2000.00
Early learning materials	750.00
P.E. equipment	500.00
Art supplies	600.00
Printer	up to 1000.00

Action: Rob to follow up with Laurie Mills to spend \$500.00 from(PAC) - (District or PAC monies)

Action: Teachers need to submit receipts to Sandy Hein and Rob will submit to Ursula for the Discretionary Funds. Rob will meet with Ursula.

Motion by Ingrid Willis to spend the Thrifties Smile Program revenue on technology (new printer on teacher's wish list) and excess from from technology account, seconded by Teri Towner, all in favour, passed.

To clarify Rainy Day Saving Account was left over from Playground moneys and can be spent when needed.

Motion to accept Treasurer's Report by Marcy Baverstock, seconded by Ryan Robertson, all in favour, passed.

Action:Ursula presented the budget for 2014-2015 Budget. If Changes need to be made a motion and vote can be made as per constitution next year (September 2014)

Motion to accept the 2014-15 budget with the changes made (\$18,700.00) by Ryan Robinson and seconded by Teri Towner , all in favour, passed.

District PAC Rep - Teri Towner

- Teri thanked Gurj Parmar for good leadership and dedication and handled situations with a good response. It was a great PAC year.
- Attended the District Wide Safety Task Force meeting. (RCMP, ICBC, SD43, Tri Cities) tool kit coming on website. More info to come.
- District PAC is about the budget.
- Parent Ed Night is June 4 about EDI / MDI (Early Data Indicator/ Middle Data Indicator)
- DPAC having a pub night on May 22/14 at Micky's Public House. See Teri for tickets
- **Motion** by Joyce Watts to allow Teri Towner to vote on our PAC behalf at the DPAC resolutions, seconded by Ryan Robinson, all in favour, passed.
- **Action** to fill out proxy form (Chair & Secretary sign).

Communications - Jennifer McKinnon - jmckinnon@redrobincanada.com thanked Gurj and Joyce for keeping us in the know!

Volunteer Coordinator - Marcy Baverstock thanked all the parent liaisons of each class division for send out the emails. Thanks to Michaela Kelly for all your help making popcorn.

Hot Lunch Coordinator - by Nicole Schenato Next hot lunch will be May 22, 2014 from Subway. Planning one more popcorn on June 16 , lunch on June 19 and sale of extras. Special thanks to Bryanne Duncan and Lidia Gallina for all their help.

Fundraising Coordinator - Lenore Clemens (absent)

Emergency Preparedness & Safety Committee - Wendy Dhillon

- Phase one of three year plan is complete. Special thanks to committee of Ryan Robinson & Jeannene Crosby for their hard work and hope to continue next phase next school year. Appreciate all the positive support received in this project.
- Review of complete emergency list (our phase one is a basic bare bones list). The committee will continue to enhance the emergency list each year.

School Planning Committee (Elizabeth, Ursula, Christine, Rob) meeting on May 1/14 covered the Code of Conduct Guidelines.

Grade Five Fundraising - Nicole Schenato Great Job! Successfully raised money for grade five field trip to Cultus Lake waterslides. Have fun!

Breakfast Club Presentation by Christine Friend, Teri Towner, Ursula Elliot met and reviewed Alderson and Maillard Middle breakfast programs.

- Community Hub has start up seed money (Rob in contact with Mark Clay).
Tsu Chi Foundation has money for this kind of project - looking into.
Breakfast Club of Canada needs statistics first before money is available- we will run a 2 week pilot to achieve our statistics.
- Everyone in school community is welcome (all students, parents, siblings, care-givers)
- Simple food choices provided (fruit, a carbohydrate, and a protein).
- No charge. (we have enough resources).
- Located in PAC kitchen and gym/ hallway/ foyer/ Room 104 if necessary.
- We need PAC support to make this happen. Volunteers are needed.
- Pilot to run 9 days - June 3 thru June 13, 2014 at 815am to 845am.
- We have donation of VanHoute Coffee from Jackson Barrie for every morning.Thank-you.
- Menu has been created. Supplies have been organized.
- 10 Volunteers are needed (2 people per day).
- Douglas College has community youth workers who need hours. Perhaps Centennial secondary students.
- At this point Food Safe is not needed, however if program is to continue Food Safe course would be a requirement (September).
- This project is a great community builder.
- Organize the volunteers, rotate the menu, and keep the choices simple, no waste - use up. shop for supplies every two weeks and use local donations (i.e Cobbs Bread, etc) Equipment like toaster is purchased with seed money.
- Methods to wash, sanitize dishes will be used.
- We need a Recycling program to enhance this program - school has already started one!
- Fridge space will be a challenge.
- This big effort is about building community and getting children to start their day with some food, it is not an event to plan, but will develop into a daily program that will grow and develop.
- Sign up with Christine Friend friendlydecorator@hotmail.com

- **Motion** to vote by Gurj Parmar to have Mundy Road PAC approve a 2 week pilot to get data to qualify the breakfast program. Seconded by Christine Friend, all in favour, passed.
- See attachment from SD 43 Community Hub.
- See Attachment from Mount Seymour School program.

New Business

- AGM PAC positions as follows:

At this meeting we will be voting for the next years PAC Executive Group. Below are all the positions and their basic responsibilities.

- All positions are available.
- Executive positions may be shared with the consent of both parties.
- All Executive positions run for a term of 1 year; July 1 to June 30th of the following year.
- Executives should try to attend the majority of executive and general meetings.
- Nominees should be present or must contact Gurj Parmar (Chair) with a letter stating that they are willing to let their name stand for a specific position prior to the meeting. This letter should include a phone number so that the letter of intent can be confirmed.
- **CHAIRPERSON**: chairs meetings, prepares agenda in consultation with principal, acts as a liaison between the PAC and the principal, and communicates regularly with the committee representative.
- **Gurj Parmar by acclamation**
- **VICE CHAIRPERSON** assists the Chairperson.
- **Gurj Parmar nominated Nicole Schenato, Declared elected by acclamation**
- **TREASURER**: responsible for all funds, maintains the bank account, co-signs cheques with the Chairperson and or two other executive officers, keeps appropriate financial records, presents a financial report at each meeting, and submits an annual financial report.
- **Ursula Elliot by acclamation**
- **SECRETARY**: records the minutes of the meetings and organizes the distribution to Communication Coordinator, Principal, and bulletin board; keeps a copy of the agenda, minutes, sign in sheet and the treasurer's report from each meeting in the PAC binder.
- **Joyce Watts nominated Sarah MacDonald, Declared elected by acclamation**
- **DPAC REPRESENTATIVE**: attends meeting of the District PAC, reports to the school PAC on these meetings, and may sit on committees established by the PAC.
- **Teri Towner by acclamation**
- **MEMBER AT LARGE (2)**: full membership on Executive including voting rights, no specific assignment but takes on responsibilities as needed.
- **Ryan Robertson by acclamation**
- **Elizabeth Hrynew by email, declared elected by acclamation**
- **COMMUNICATION CO ORDINATOR**: in conjunction with volunteer Coordinator, responsible for updating Parent e-mail list in September. Maintains and updates the bulletin boards, creates regular PAC newsletter with approval from PAC Chair and Principal. Shares information with school community via e-mail, including PAC meeting minutes and the PAC newsletter, maintains / updates information on the school website.
- **WEBSITE**: maintains / updates information on the school website.
- **Jennifer McKinnon by acclamation**

- **EMERGENCY PREPAREDNESS COORDINATOR:** coordinates and arranges updating of disaster supplies, coordinates classroom packs and container supplies, acts as liaison between Principal and PAC regarding Emergency Drills.
- **Wendy Dhillon by acclamation**
- **FUNDRAISING COORDINATOR:** receives and files all fund-raising information and correspondence, provides recommendations and schedule of planned fundraisers for the school year in September. - Assumes leadership role in fundraising events.
- Lenore Clemens (absent) via voice-mail with Teri Towner
- **Michaela Kelly, nominated by Nicole Schenato, seconded by Bryanne Duncan. Declared elected by vote.**
- **HISTORIAN:** maintains photos, recording, and newsworthy items of school events; archives on a yearly bases (cd/dvd).
- **Vacant**
- **HOTLUNCH COORDINATOR:** schedules and coordinates seven or more special lunches; collection of monies, putting together orders, contacting parents for assistance, organizing food for Sports Day.
- **Nicole Schenato by acclamation**
- **PARENT EDUCATION COORDINATOR:** determines programs of interest for parent meetings and coordinates speakers, materials, etc.
- **Ingrid Willis by acclamation**
- **SAFETY COORDINATOR:** liaison for health, safety and traffic issues in and around the school.
- **Wendy Dhillon by acclamation**
- **SOCIAL COORDINATOR:** Coordinates and sets up refreshments for PAC meetings, coordinates STAFF appreciation throughout the year (by classroom), coordinates parent refreshments on the first day of school and Sports Day.
- **Vacant**
- **VOLUNTEER COORDINATOR:** organizes a list of parents who are interested in helping in the classroom or with other school events; assists classroom teacher in choosing a class liaison. Liaisons primary role is to support and ensure volunteers according to class needs and support PAC if needed. Classroom volunteers may organize class phone lists for families, as well as other duties assigned by teachers.
- **Marcy Baverstock by acclamation**
- **SCHOOL PLANNING COUNCIL: (3 positions, one must be an executive)**
- Attend all SPC meetings to represent and speak on behalf of the PAC. (average 4x per year); take direction from the general PAC membership and act in the best interests of the parents and students; report back to the PAC at general meetings, but not disclose information designated as confidential.
- **Christine Friend by acclamation**
- **Ursula Elliot by acclamation**
- **Elizabeth Hrynew by acclamation**

Meeting Adjourned at 940 pm by Gurj Parmar

next Executive meeting June 12/14 700pm location tba