

Mundy Road PAC Minutes

www.mundyroad.ca

Wednesday October 8, 2014 7:00 pm

Attendance: Sarah MacDonald, Marcy Baverstock, Tamara Sherdahl, Michaela Kelly, Wendy Dhillon, Roberta Niccoli-Morrison, Suzanne LaFleur, Rob Wright, Ryan Robinson, Ursula Elliott, Gurj Parmar, Jeannene Crosby, Elizabeth Hrynew, Lenore Clemens, John DeSousa, Nicole Schenato

Welcome and Introductions

Gurj thanked everyone for their participation in the PAC. Encouraged all to listen, provide opinions and ideas and that we maintain respectful conversations between us. Welcome back to teachers and we're all looking forward to a great year.

Approve Agenda

MOTION by Nicole Schenato. Seconded by Elizabeth Hrynew. Carried.

Accept Minutes from June 12, 2014 PAC Executive Meeting

MOTION by Nicole Schenato. Seconded by Ryan Robinson. Carried

Chairperson's Report – Gurj Parmar

Nothing to report as year just underway.

Principal's Report – Rob Wright

Introduced Suzanne LaFleur. All happy to be back and settling in. Enrollment is 194, down from 211 last year. We have 8 divisions. New staff include Mr. Samson, Ms. Cramer, Mrs. Chambers, Ms. Pak and Mr. Pledge. Bonny Gibson is the new secretary. We said goodbye and thanks to staff members Cherry, Perko, Azaroff, Moyer and Hein.

Rob ran through the form requirements for all parents to fill out. Most of them are on the website and the most important is the School Policies form.

New legislation now in place (Canada's Anti-Spam Legislation or CASL) means that the school must receive consent from every parent to send them certain kinds of emails from the school...anything that could be considered to be "commercial", including fundraising info, pub nights, raffle tickets etc. Purely information emails are exempt from this legislation. Assuming all parents will provide email consent, there shouldn't be a problem. If a considerable number of parents don't provide consent it could present a challenge to communicate about PAC activities to the Parent Community. Note that paper notices are not an infringement of the legislation and are a permissible way to communicate.

The website calendar is complete and parents can always find information there. The Emergency bin is gone (thanks to Ryan for organizing the sale). Notices for parents to put

together emergency care packs for their kids have gone out and packs are due back October 14th.

Lunch Lady approached the school about services for this year. Rob would like them to have a PAC contact and the presence of Lunch Lady to be a PAC decision. Bring forward to Hot Lunch portion of the agenda for decision.

Treasurer's Report

The school is holding some of the Parent Donations from last year In Trust for the PAC (\$124.55). Last year, with approval of PAC, Parent Donations were used for classroom consumables.

The cheque for the sale of the container was made out to the school in error and was deposited to the school during the summer break. Rob and Ursula will discuss and remedy this and get the funds to the PAC.

At present, the chequing account has a balance of \$15,408.83. We have \$847.25 in trust for the Grade 5 Fundraising and \$500.00 for the Library Fund. In our Investment Savings account we have 76.58 from Gaming Grants, \$7230.04 for Technology Savings and \$4338.47 for Rainy Day Savings.

The PAC would like to have the Teacher's Wishlist next month if possible. Rob Wright will make best efforts.

Budgeted Revenue and Expenses for this school year are both \$18,100.

ACTION: Gurj to review budgeted expenses with Ursula (and others?) for 14/15. Michaela to review fundraising budget for same. Both will bring back to PAC if changes needed.

MOTION to accept Treasurer's Report by Elizabeth Hrynew. Seconded by Ryan Robinson. Carried.

Other Committee Reports

School Planning Council – Christine Friend, Ursula Elliot, Elizabeth Hrynew

Have not met yet but need to get together soon.

District PAC Rep – Teri Towner

Teri not present. Bring report to next meeting.

Communications Co-ordinator – Jennifer McKinnon

Jennifer prepared pub night notice for distribution. If anyone wants a change to their photo or bio for the next newsletter, please let Jennifer know by October 26.

Volunteer Co-ordinator – Marcy Baverstock

Working on confirming class liaisons. We have them in place for Cramer (Marcy Baverstock), Porter (Lydia Galina) and Samson's (Jamie Baker) classes. Marcy and Rob will meet about Parent Communications.

Fundraising – Michaela Kelly

Thrifty's Smile Card grant application is approved for maximum of \$2500. Would like to get some paper out for Parent Donations soon. Pub Night is planned for November 15. No Entertainment books this year. Missed timing due to late school start.

Lenore Clemens suggested a Halloween costume sale where people can bring their used kid's costumes to sell and find some gently used ones to buy. Would like to open it up to the Parents of the kids in the portables (Happy Days and Able Child Academy). Could use Room 102 and should generate a little bit of money and help parents out a bit. Gurj advised to go ahead.

Lenore created her own fundraising binder last year and will forward to Michaela Kelly.

Hot Lunch – Nicole Schenato

The dates are set for the whole year for Popcorn and Hot Lunch. They occur mostly on Fridays. There will be 1 or 2 per month, depending on the month. There are four meals which will rotate through the schedule – Pizza, Sushi, Hot Dogs and Subway. Sides include Yogurt, Sun Chips, Donuts, Fruit cups and Apple slices.

PAC discussed and determined Lunch Lady should continue as some parents appreciate the once a week break from making lunches. Marcy Baverstock volunteered to be the PAC contact for them. Rob will phone and confirm them and distribute the notices to Parents.

ACTION: Ursula to find out what is the kick back to the PAC from Lunch Lady.

Emergency Preparedness & Safety Co-ord – Wendy Dhillon

Wendy has nothing new to report. She will continue activities as outlined in the 3 year plan.

ACTION: Wendy to meet with Rob on Safety to create a plan for that. They will bring it back to PAC.

Mad Science

In the past, we have brought in a Mad Science after school program once or twice per year. There is still time to get one going before Christmas. They have all new programs available so there wouldn't be any repeats for students who have participated before. Mad Science is for grades 1 -5 and is a mixed class of all ages. The kids love it and learn

about science in a fun way. It's one day per week after school for about an hour. Rob Wright asked to confirm they have a liability waiver in place.

ACTION: Elizabeth Hrynew will confirm the liability waiver is in place with Mad Science.

MOTION to move forward with Mad Science if the liability waiver is in place by Marcy Baverstock. Seconded by Michaela Kelly. Carried.

Christmas Market

Tamara Sherdahl has volunteered to organize the Christmas Market this year (Thanks Tamara!). Unfortunately, Diane Meeks who did it previously has lost most of her computer data so may not be able to offer last year's files. Christmas Market is where the parent community donate gently used items to the market (household items, accessories, toys etc). One day in December, the gym is used as the market. Most items are priced very low (e.g.50 cents, a dollar etc). The kids get to come and "shop" for gifts for their family. The gifts are wrapped and ready to go when they leave the market. The leftover items are donated to charities in the community. Last year the proceeds went to Share (approx. \$1300). This year the proposal is to support the families in our own school with the proceeds. It will require a room for storage and the gym to be available for 2 full days.

ACTION: Tamara and Rob to discuss and pick a date for the gym and a room for storage.

Old Business

PAC positions available: accepting nominations for the following:

- Social Co-ordinator
- Historian
- Parent Education Co-ordinator
- Traffic Co-ordinator

Nobody came forward to volunteer for these positions. If any parent is interested in knowing more the jobs are outlined on the website. Just contact any PAC Executive Member to let your interest be known. PAC contacts are on the website.

Action: Christine Friend will file Pub Night report with Gaming branch.

Christine absent but this is underway.

Action: The other outstanding report is from the Christmas seat raffle. Ursula is following up. **DONE**

Action: There are still receipts outstanding from the school. Ursula will review what she has and what remains outstanding with Rob. **DONE**

Independent Audit: Sarah MacDonald questioned whether an independent audit of financials was required as it is mentioned in the Constitution. Ursula Elliott will follow up with Teresa Battista on what past practice has been.

Though never done in the past, the bylaws state this is a requirement. It can be done by any qualified individual.

ACTION: Sarah will seek a volunteer to undertake this for the 13/14 School Year.

PAC Executive pictures for fall: Jennifer McKinnon will co-ordinate photos and info from PAC Executive and let people know what is required. **DONE**

ACTION: The Breakfast program committee will come together to do a formal evaluation of the pilot and create a business plan for an ongoing program for review by the PAC in September to ensure its viability and sustainability. The committee should address at a minimum, the following questions:

Assessment of Pilot

1. What number of volunteers were needed for the pilot.
2. What was the cost of the pilot.
3. How much funding was received and from where.

Plan for Ongoing Program

1. What are the required human resources.
2. What are the anticipated costs (startup and ongoing),
3. What are the funding sources and how much funding will be available

Breakfast for Learning has provided \$1100 in gift cards for this year. Rob has received quotes for changes required to the gym for this to be practical on an ongoing basis. \$2300 is required for electrical work.

Neither Teri or Christine were present to outline the Business Plan. The Business Plan is necessary because the PAC needs the information to make solid decisions about whether this is a sustainable activity from a resource perspective. It will require a lot of volunteers.

Bring forward until Teri and Christine can bring their plan.

New Business

Clarifying Budget Categories: PAC to identify the intent of any Budget Categories that remain unclear, specifically: Rainy Day Fund and Field Trips...any others?

There was supposed to be a pre-budget meeting before the AGM where this would be discussed and proposed. The budget has been approved for this year so any changes to categories or explanations would be for next year's budget.

ACTION: Sarah MacDonald to bring forward on agenda for budget meeting in the spring.

ACTION: We don't have a pre-budget meeting scheduled so next meeting Sarah will ensure we schedule a Pre-budget meeting for the spring.

Constitution Review regarding Digital Media as a communication method: Committee to be established.

ACTION: Committee will be Sarah MacDonald, Nicole Schenato and Elizabeth Hrynew. Sarah will co-ordinate a meeting in the coming months to review.

Reminder of Dates for 2014/15 PAC Meetings

Wed. September 10, 2014 (CANCELLED DUE TO JOB ACTION)

Wed. October 8, 2014

Wed. November 12, 2014

Wed. December 10, 2014 PAC Executive only

Wed. January 14, 2015

Wed. February 11, 2015

Wed. March 25, 2015 (pattern changed due to spring break)

Wed. April 8, 2015

Wed. May 13, 2015 Annual General Meeting

Wed. June 10, 2015 PAC Executive only

Motion to Adjourn made by Marcy Baverstock. Seconded by Elizabeth Hrynew. Carried.

Adjourned at 8:24 pm.