

Mundy Road Elementary School

www.mundyroad.ca

PAC Annual General Meeting Agenda

Tuesday May 16, 2017 7:00 pm

Mundy Road Elementary School Library (enter from the front parking lot, east end near Library)

Welcome and Introductions

Approve Minutes of April 5, 2017 meeting

Approve Agenda

Chairperson's Report (Ryan Robinson)

Principals Report

Treasurer's Report (Ursula Elliott)

Committee Reports

District PAC Rep (Cynthia Fong)

Communications & Website (Una Wong)

Volunteers (Kathy Banner)

Fundraising (Tamara Sherdahl)

Hot Lunch (Nicole Schenato)

Emergency Preparedness & First Aid (Wendy Dhillon)

Safety (Janice Doege)

Merchandising Co-ordinator (Christine Friend)

Parent Education (Anita Krishna)

Old Business

Vote to spend up to \$12,000 to replace laptops using funds from the Technology account.

New Business

PAC Budget Presentation for 17/18 School Year (Ursula/Ryan)

Vote to approve PAC Budget for 2017-18 in the amount of \$16,650 which includes a \$3575 draw on savings.

PAC Executive Elections for 2017-18

Voting on new PAC Positions

At this meeting we will be voting for the next year's PAC Executive Group. Below are the positions and their basic responsibilities. More detailed descriptions are available on the Mundy Road website in the PAC Constitution and By Laws [available at this link](#).

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 30 of the following year (though there is typically one Executive meeting in June).

Executives should try and attend the majority of executive and general meetings.

Nominees should be present at the AGM or must contact the Chair Ryan Robinson with a letter, email or text stating that they are willing to let their name stand for a specific position prior to the meeting.

Ryandger@gmail.com or Cel: 604-671-4705

Elections for the 17/18 PAC Executive (job descriptions are below)

Confirm Wednesday June 14th as first planning meeting for the 2017-18 PAC Executive.

Establish a Special Projects Committee to plan projects such as the Tire Swing replacement, Electronic sign project and others as they come up.

Open Discussion

PAC Executive Meeting for new 2017/18 PAC scheduled for Wed June 14, 2017. Confirm date and location.

Motion to Adjourn

APPENDIX: PAC Executive Positions

Mundy Road Elementary School PAC Executive Officers

The first four positions must be filled before any other PAC positions can be filled.

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.

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.

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.

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.

VICE CHAIR Assists the Chair.

MEMBER AT LARGE (2): full membership on Executive including voting rights, no specific assignment but takes on responsibilities as needed.

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.

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.

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.

HISTORIAN: maintains photos, recording, and newsworthy items of school events; archives on a yearly bases (cd/dvd).

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.

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 the first day of school and Sports Day.

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.

MERCHANDISING COORDINATOR: Created for 2016/17 school year. Organizes the acquisition, sales and distribution of T-shirts, sweatshirts (and other merchandise as needed) branded with the new Mundy Road Falcons logo.