



Mitchell Elementary Parent Advisory Council (PAC) 2024-2025 Meeting #1 – Minutes

Date	Wed 2024-10-09
Time	6:30 PM
Location	Mitchell School Library

A. Welcome

- a. Reminder of Meeting Rules and Etiquette Guidelines
- b. Adoption of 2024-10-09 Meeting #1 Agenda
 - i. Motioned: Colleen // Seconded: Aljerau // Passed by majority vote

B. Introduction

- a. Welcome and welcome back, Firebird Families!

C. Topics for Discussion

- a. PAC Team
 - i. Chair – Jean Capuno-Tan
 - ii. Secretary – Aljerau Limbo
 - iii. Treasurer – Michelle Wong
 - iv. Hot Lunch Coordinator – Veronika Rempel
 - v. RDPA Representative – Colleen Howu
- b. PAC Open Positions
 - i. Members-at-Large
 1. Shall assume responsibilities and duties as directed by the Chairperson (after consultation with the Executive)
 - a. Jean will reach out to interested parents
 - ii. CPF Representative
 1. Member of Canadian Parents for French to act as liaison for Mitchell PAC
 - iii. Grad Parent Representative
 1. Parent of Grade 7 student to act as liaison between Grade 7 parents, teachers and Mitchell PAC
 - a. Jean will send email to Grade 7 parents
- c. Upcoming Events
 - i. Fall Movie Night – Fri 2024-11-01
 1. Door opens 5pm, movie starts at 6pm; Parent/guardian must be in attendance; Tickets Sales \$2 @ Door
 2. Movie suggestions? Fall theme?
 - a. Goonies
 - b. Scream
 3. Pizza pre-order, onsite sales, both?
 4. Volunteers needed for ticket sales, concession

D. Report from the Treasurer

Please feel free to contact Mitchell PAC for any questions/concerns/ideas.

e-mail: MitchellElementaryPAC@outlook.com

Facebook: www.facebook.com/MitchellElementaryPAC

- a. Budget review and approval
 - i. See attached Proposal documents
 - 1. Q: Monthly budget update? // A: Yes, every month there is an update.
 - 2. Q: Are there funds for Camp Jubilee (Gr. 6 & 7 April Field Trip)? // A: No plans yet – admin to figure out details – projected cost is \$350 per student. Will arrange fundraising opportunities based on admin guidance.
 - 3. Gaming grant – Resubmitted after application was rejected due to missing reporting
 - 4. Approval – Motioned: Colleen // Seconded: Marc G. // Passed by majority vote

E. Fundraising Opportunities

- a. Hot Lunch Program
 - i. Scheduled for every Friday (Thursday on Pro-D Day weeks)
 - ii. Volunteer sign-up on SignUpGenius
 - 1. PAC Lead + 4 Volunteers
 - a. QR code to sign up
 - b. Volunteer commitment is roughly an hour for Hot Lunch (11:30 AM)
 - 2. To accommodate later lunch schedule, will sort and deliver to primary grades first, so that classes receive order before outside time dismissal
- b. Treat Days
 - i. Scheduled for every Wednesday until 2024-11-06
 - ii. Will switch to Wednesday Hot Chocolate Sales after Remembrance Day, through to Spring Break
 - iii. Volunteer sign-up on SignUpGenius
 - 1. PAC Lead + 2 Volunteers
 - a. Treat days for about 30mins only on Wednesdays (2:15 PM)
- c. Movie Nights
 - i. 1 Movie Night per term
 - 1. Fri 2024-11-01
 - 2. Before Spring Break
 - 3. Before Year-End
 - ii. Volunteers needed for ticket sales and concession
- d. Passive Fundraising
 - i. Mabels Labels – Add info to PAC site and school newsletter
 - ii. Return-It Depot Bottle Return Kiosk – Add info to PAC site and school newsletter
 - iii. Donation option through MunchaLunch
 - iv. VIP Seating Raffle for Winter Concert
 - v. Q: Purdy's Chocolate // A: good idea – volunteer needed
 - 1. *Michelle registered after meeting*
 - vi. Q: Mitchell Spirit Wear // A: open to doing it again – refresh but must keep logo TRADEMARK
 - vii. Suggestion: Krispy Kreme
 - 1. *Colleen volunteered to inquire after meeting*

F. Canadian Parents for French (CPF)

- a. To be announced at meeting
 - i. Membership is free - open to non-French students as well

Please feel free to contact Mitchell PAC for any questions/concerns/ideas.

e-mail: MitchellElementaryPAC@outlook.com

Facebook: www.facebook.com/MitchellElementaryPAC

- ii. Currently planning Movie Night – Will be in French with English subtitles
- iii. Current CPF Contest – Dits En La Video
- iv. www.cpf.ca

G. Richmond District Parents Association (RDPA)

- a. To be announced at meeting
 - i. Meets once a month 1st Tuesday of the month @ 7:00 PM to 8:00 PM. Hybrid (in-person @ School Board Office and online via Teams)
 - ii. Discussions range on matters concerning Richmond public schools and PACs
 - iii. Often there is a special topic segment with invited host
 - iv. PAC 101 scheduled for Tue 2024-11-05 @ JN Burnett Secondary
 - 1. Workshops: Chair, Fundraising, Treasurer

H. Reports from Admin

- a. To be announced at meeting
 - i. Please see “PAC Meeting Updates from School Admin”

I. Open Discussion / Q&A

- a. Suggestion to add Hot Lunch dates, specifically to fundraise for Camp Jubilee
- b. Juice boxes ARE allowed in school, but teachers may have different classroom rules
- c. Making Hot Lunch available to students without barriers
 - i. Please reach out to Mme Val if costs may be a barrier for your family. School has a budget to assist in such situations
- d. Various restaurants on rotation; Pizza Hut is scheduled once a month as this is most popular option
- e. Q: Is Hot lunch open for anyone? // A: Yes, open to all students; Register on MunchaLunch (www.munchalunch.com/schools/mitchell) to access ordering; Orders are due 1 week prior to Hot Lunch date to allow for processing and coordination with restaurants

J. Dismissal

- a. Thank You to all parents who were able to attend. We hope to see you again!
- b. Next Meeting: Coffee Morning Fri 2024-11-15

Please feel free to contact Mitchell PAC for any questions/concerns/ideas.

e-mail: MitchellElementaryPAC@outlook.com

Facebook: www.facebook.com/MitchellElementaryPAC