

Westmont Montessori School
Parent Advisory Council General Meeting - Minutes

Call to Order and Introductions

The meeting was called to order at 1:04 PM. The PAC president, Janet Mackenzie, acted as meeting chair. The chair determined that a quorum was established as at least two executive and three other voting members were present.

Attendees: Alex McLennan (voting member), Michelle Kang (voting member), Janet Mackenzie (PAC president), Jaz McIntosh (PAC secretary), Chelle Fox (PAC fundraising coordinator), Sumitra Tournour (PAC treasurer), Kim Taylor (PAC events coordinator), Elliot Billingsly (voting member)

- ➔ Moved by Sumitra, seconded by Chelle, to approve the agenda as drafted and distributed in advance of the meeting – approved unanimously.

- ➔ Moved by Sumitra, seconded by Kim, to approve the minutes as distributed for the 21 November 2024 meeting – approved unanimously.

A roundtable of introductions was done.

Treasurer's Update

Sumitra provided a walk-through of the current budget and financial status. The finances are in great shape due to several successful fundraisers so far this year, with a total of \$6,488.50 raised from the winter market (thanks again to the many volunteers who made this possible!). Other highlights:

- Payment for last year's coupon book fundraiser has now been made to the supplier; this year PAC will ensure this fundraiser is better organized, as it is a good fundraiser, with 50% of sales staying with our school.
- Hot lunches very successful so far this year, thanks to the efforts of Evelyne, our lunch coordinator – we are on track to make over \$2000 for the year.
- Classroom enhancement funding has been delivered to all classrooms.
- Several field trips have been funded so far this year from the gaming grant, with more to come.

Lunch Coordinator's Update

Discussion was brief as Evelyne was unable to attend. Everyone discussed the success of the lunch program so far this year, with the recent addition of sushi lunches being well-received.

Discussion points:

Timing of students eating their lunches was discussed. The PAC reminds parents that we cannot control when students eat their lunches, and expect parents to speak to students to ensure lunches, particularly perishable items like sushi, are eaten promptly so they do not sit a room temperature for several hours. A suggestion was made to consider including a waiver on Munchalunch, which the PAC executive will look into.

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- Bottle Drive: Caitlin Dunahee is coordinating. Details have been provided in evening updates. We are looking into options to allow people to drop off their large bottle stores in advance if possible – please stay tuned. We thank you for your patience in holding on to your returnables!

PAC Executive Opportunity (Janet)

This item was deferred to the next meeting in order to allow for discussion with a potential candidate. Any interested parents/guardians are invited to contact janet@questioneverything.com to express interest and/or ask questions.

Board Liaison Update (Janet)

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New Business/Open Floor (All)

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 - ➔ Motion: by Chelle, seconded by Sumitra, to approve up to \$350 in funding for the library to cover costs for the tea event – approved unanimously.
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Meeting Termination

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