



Minutes of Panorama Heights Elementary School PAC Meeting

September 24, 2012

Chairperson: Denise Affleck

Secretary: Lani Caron

Attendees:

Denise Affleck	Leah McGeachie
Lani Caron	Andrea Mah
Kenneth Chui	Hilda Ng
Bonnie Chung	Kari Perkins
Erin Costa	Christina Purnomo
Kam Farahavar	Sabrina Scardillo
Elissa Gamble	Alicia Tarry
Susan Gottfredsen	Kelvin Ting
Jackie Hamnett	Georgette van de Bovenkamp
Sandra Harris	Hansen Yi
Yonette Harrod	Tracey Yuruk
Rachael McErlean	Emil Zimmerman

Meeting called to order at 7:18 pm.

Intros and Housekeeping

1. Timekeeper designated: Tracey
2. Round table introductions
3. Correction to agenda: date of next meeting is 7:15 pm, Monday, October 29, 2012 (not 30); meetings are usually held on the last Monday of the month.
4. Minutes from previous meeting were reviewed, with reminder that these are found on school website. Motion to approve minutes of the PAC meeting held June 11, 2012. Moved by Leah, seconded by Susan. All in favour. Approved.

Chair Report

1. Nothing to report as year has just started.

School Report from the Principal and Vice Principal

1. Our **new staff** include Adrienne Porlier (gr. 4/5), Judy Choi (gr. 1/2) and Shelley Deacon with Mme Piggott (Gr. 3/4 and student services).
2. Student numbers are down a bit at **474**. The waitlist has been exhausted. People moved or did not show up in September, so able to fit in everyone who wanted a spot. District numbers are up, which is good for funding purposes. Pinetree lost a teacher as numbers were low. **Panorama is full**, and cannot accept any students from out of catchment; no room for new arrivals until someone leaves.
3. School did an earthquake drill and fire drill in past week.
4. A first **assembly** to be held this week. As a new principal, will be doing lots of learning this year and able to observe what is good and what can be improved, such as too much litter on the school grounds, particularly in the field.
5. Thanks extended to parents for participating in the **teacher interviews**. Not mandatory but helpful, and the forms are also useful.
6. On **non-instructional day** September 21, teachers learned about outdoor play and nature. Other countries have different methods, and playgrounds which can be more natural and less structured, which have advantages but may not be considered safe here. They also learned about “Mind-up” which looks at being self-aware and how your body reacts in certain situations.
7. Looking forward to the **Terry Fox Run** on Friday. Principal Speakman went to school with Terry Fox and his older brother, and will speak about his memories of Terry at the assembly.
8. **BC Shakeout** is coming up and will allow school to practice emergency preparedness skills.
9. **Charlotte Diamond** is performing in French at Glen Elementary on October 26, and French Immersion classes are invited to attend.
10. The **extension** to the school is on track and may be started in February 2013.
11. Mme Strang may need help on Thursday to prepare duotangs that outline the emergency procedures.

New Business

1. Chair suggested that an annual **Grade 5 Committee** composed of parents of Grade 5 students be established to look after shirts, pins and other special activities. Jackie and Christina interested. Melia can provide additional information.
2. Thank you for help with first day refreshments, which were enjoyed by parents.
3. **Vacancies on PAC** include Parent Education Coordinator (PEC), Traffic Coordinator, Multicultural Liaison Coordinator (MLC) and Historical Coordinator (HC). Traffic: help ensure things are safe and orderly at drop off and pickup time. PEC: organize educational events for parents, e.g., bullying and body awareness. MLC: facilitate communication with parents in various languages, working with ESL coordinators. HC: organize photos and document life at Panorama. Rachael interested in PEC and Hilda interested in MLC. **Accepted by acclamation.**
4. **Traffic:** suggestions to have a sign to remain in cars or set up a yellow line that the children should not cross close to street. Some new Kindergarten parents are not aware of rules. Last year the traffic coordinator was there every day but it could be shared so different people do it every day. No complaints from neighbours so far.
5. **Spirit Day/Terry Fox run:** Mr. Spira wants volunteers to help with Freezies between 9:25 and 11:15. Rachael, her mother-in-law and Lani to help.
6. The **Entertainment books** have been distributed to all of the students. For information, it's a school fundraiser and not a PAC fundraiser.
7. **Walking school bus:** National WSB day is Oct 10 and also our start day. Scheduled for second Wednesday of every month. Dates are: Oct 10, Nov 14, Dec 12, Jan 9, Feb 13, March 13, April 10, May 8 and June 12.

Old Business:

1. Last year we discussed having a **PAC website or Facebook page** that could have a link on school page – parent education. A great deal of discussion ensued, with debate on objective of site, costs, moderation and maintenance. Emil will lead a subcommittee which will look at these issues and present a proposal at the next PAC meeting, addressing key discussion items.

Treasurer's Report

1. **Last year's financials**, including last two weeks of school, were distributed and reviewed. Basically at breakeven. We had a lot of expenses last year due to job action, resulting special activities. Hot lunch is the biggest money raiser.
2. Funds from cash account have been put into a **term deposit** for revenue and for technology war chest.
3. Only one teacher has indicated that the \$150 **teacher incentive fund** is not enough. Younger grades seem to need more. Amount has not changed for at least 2-3 years. Some schools get less or none. This is on top of \$10 per student for the **teacher enrichment fund**. Can explore increasing it slightly if warranted, so will continue to communicate with teachers. Gaming account very restricted, and is based on a per student allocation, expressly for extra-curricular activities. Almost at a breakeven as well. Intending to use up old funds, as they cannot be carried over for more than 36 months. **Motion** to approve the financial statements for the general and gaming accounts. Tracey moved, and Sandra seconded. All in favour. **Motion approved**. Sabrina welcomes anyone to look at the books. Independent review to be done by two people – Bonnie's husband and new volunteer Elissa. Suggestion to offer a free hot lunch once a year using funds from the gaming account.
4. Bylaws require that a **budget** be prepared. Treasurer does not exceed budget without PAC approval. Most items are conservative and based on last year's activities. Teachers need some new music equipment, PAC interested in kitchen equipment. Proposal to buy some **technology** such as a portable Smartboard, projectors, some laptops and cameras for Kindergarten teachers, e.g., for Kindergarten assessments. Objective is to use the Smartboards to transform teaching and benefit children's learning; can be stored and used primarily in the library initially, looking to teachers who are keen to embrace it and become advocates. In approximately six months, PAC may be asked to make another purchase. Suggest waiting until later to buy projectors as could be duplicative in function if the Smartboards are broadly adopted. **Motion** to accept proposed budget. Moved by Georgette, seconded by Susan. All in favour. **Motion approved**.

Committee Reports:

1. SPC does not need to meet for the time being.
2. **DPAC** is an umbrella group supporting all schools in the district. It helps PACs understand their rights and responsibilities, such as PAC membership and application for gaming funds, or ensuring bylaws are up to date. Emil is our DPAC rep and also sits on the DPAC executive. Meeting was held September 4. Looking at a communication strategy – how to communicate a meaningful message (blogs at www.dpac43.org) and inclusion of our culturally diverse families through hot lunch events featuring various world cuisine. Other ideas are bringing a dynamic approach to meetings, and including teachers to meetings by invitation. There is a parent

orientation night at Centennial on **October 10, 6:30 pm**. A presentation on internet security is being offered. Free of cost, no registration required, light refreshments. No childminding provided. DPAC meetings are last Monday of the month, all parents welcome.

3. **Fundraising committee** aiming for fun activities. First treat day yielded \$300, and evolving into a pre-paid system. Planning three movie nights, and two clothing drives with Big Brothers and Sisters (\$2.50 per 16 lb bag), Purdy's, Stuck on You, Thrifty Foods Smile Card, Fundscrip gift cards, Cob's Bread (5% of all purchases at Suter Brook location go to our school if you identify this at register) , and other partnerships. Details will be in the coming newsletter. MJM photo night can be booked online.
4. **Hot Lunch** is happening on Friday. Volunteers urgently needed. Notices went out today, some will go out tomorrow.
5. **Class Liaison** report – lots of volunteers to be class rep came forward this year. Class reps will receive contact request form in paper and electronically to build distribution list for their class. Changes this year are that school newsletters and other school notices will go directly to the parents by email from the school instead of going through the PAC. Strategy is for class reps to check their email every day to ensure important messages go out in a timely manner, and then cc the Class liaisons (Georgette and Hansen) to show that the message was sent out.
6. **Canadian Parents for French** is calling for volunteers. Next meeting is at Oct 1. Parents night out on November 16. Scholastic book fair November 16.

Motion to adjourn meeting. Moved by Susan, Seconded by Leah. **Motion approved..**

Meeting adjourned at 9:24 pm.