



Minutes of Panorama Heights Elementary School PAC Meeting

December 2, 2013

Chair: Emil Zimmermann

Secretary designate: Denise Affleck

Attendees:

Alex McLaughlin	Jerusha Chong
Denise Affleck	Sabrina Scardillo
Georgette van de Bovenkamp	Sofia Anmad
Kam Farahavar	Stephanie and Tony Chung
Kari Perkins	Tracey Yuruk

Meeting called to order at 7:06 pm.

Introductions and Housekeeping

1. Round table introductions happened later in meeting.
2. Timekeeper designate: Kam Farahavar.
3. Minutes from previous meeting were reviewed. **Motion** to approve minutes of the PAC meeting held October 21, 2013. Moved by Kam. Seconded by Alex. All in favour. **Motion passed.**
4. Agenda for December 2, 2013 meeting. **Motion** to approve agenda. Moved by Kam. Seconded by Tracey. All in favour. **Motion passed.**

Ignite

1. No guest speaker
2. Emil discussed the three levels of PAC – PAC, DPAC and BCCPAC. Some schools have low level of parent involvement and engagement – luckily not ours. What can be done to change this? Pillar of BC Education system is that parents are to be involved – we are an important part of the school system. Each school has right to have a PAC, and each parent is automatically part of PAC. Coquitlam DPAC comprised of 71 schools at 3 levels. DPAC helps to manage issues/problems/ideas/act as mediator for PAC/parents/administration, also provides parent education. BCCPAC – membership is required, we are a member. Deals with more political issues and as a lobby group with the ministry.

3. Our PAC is diverse and a mosaic of different individuals. We learn from each other and we should not judge each other. Remind ourselves that the reason we are here is to help the children, and not let them slip through the education system.

Executive Report

1. Emil explained that they are trying out separate **PAC Executive meetings** to better utilize time during the regular PAC meetings. This month's meeting was held by email. Most agreed this did not work well, and was better to have a live meeting. Emails can be misconstrued.
2. Large amount of time spent on discussing traffic. Ms Denton, Mr Carabine, Ms Shaw, Rosie and Traffic engineer from the City met to discuss our traffic issues. There have been escalating incidents with neighbours, parents, children, staff. There is no easy solution, the city is looking at options and ways to calm down traffic. The police have attended school on a few occasions because of our traffic woes. Biggest concern for school has become child safety. We have been asked to join HASTE (Hub for Active School Travel). Ms Denton will apply for the one available position (current schools involved are Eagleridge and Nestor). They will undertake a study that could lead to proposed changes at the city and neighbourhood. Looking to add signage, changes to make signs more visible. Speed zone north of school is temporary. It is recording data (speed/offenders/etc). New parking policies in place as of December 1 have made it more difficult to find parking and causing more traffic problems. Someone suggested using designated drop off/pick up zones.
3. Tracey/Emil advised there was some problems with sending bulk emails to any Microsoft account (ie, Hotmail, Live, etc). Considered it spam and blocked. Have a work-around in place and Emil dealing with Microsoft to sort out.
4. The **Parent Education program** brought in guest speaker Ted Kuntz to discuss "Raising Peaceful Children – Peace Begins With Me". Was very well received and attendees very positive about presentation. Mr Kuntz did not charge for this event. The PAC purchased 3 copies of the book "Peace Begins With Me" and 2 copies of "8 Weeks to a Better Relationship". These books will be placed in the library and parents may sign them out using their child's library card. Books are currently with librarian and will be put into library inventory shortly. 36 people attended this presentation. Another seminar was discussed – Harriette Chaing, a counsellor at Maple Creed Middle School and parent at our school offered to put on a free information seminar on bully awareness. Parent Education coordinator to investigate.
5. There are 2 French concerts being put on at our school – provided by CPF
6. **Website** – Jerusha discussed some changes she is working on to streamline the website somewhat and working on a program to ease the paypal reporting system when multiple information fields are required on administrative reports. Otherwise, website working well and parents visiting it frequently.

Treasurer's Report

1. Sabrina advised that the PAC's prior year's books have been reviewed by Ray Chung and found to be in good order and in accordance with generally accepted accounting principles.

2. Gaming account budget was reviewed. Zumba and performing artist were the two events since last reviewed. Confirmed multicultural events will occur in the spring.
3. General account budget was reviewed. This account had a plethora of activity. Lots of teachers making use of TEF funds. We have spent \$15,000 on technology. Important to note that without the technology spending, we always budget and spend every dollar the PAC raises. The current year's tech funding came from surplus funds accumulated a few years ago when a previous executive team raised funds through a donation/cash request letter. We still have large Phase 2 and 3 technology plan, but no real plan to fund and pay for this. How will we fund it? It was noted that we have already cashed in one term deposit and our second term deposited will be cashed shortly to meet the Phase 1 technology funding requirement.
4. Discussion on our technology plan led to a sub-discussion on technology. There was a question on why do we purchase more expensive iPads vs cheaper android tablets? Advised this is a school district requirement. Additional discussion on the new Solo Suite software program. This program benefits all students and provides specific reading and writing assistance for students needing this support. School owns licence for the software, and students can bring their computer to school to have software installed on their personal laptop/computer. A laptop sharing system has been implemented. Grade 4/5 classes have some laptops in their classrooms. Students are learning keyboarding skills and learning how to use Word effectively. Computer time is for learning, not for gaming!
5. Budget discussions continued with the following proposed amendments to the budget. Decrease photo night revenue to \$360, increase movie night revenue to \$4000, increase treat day revenue to \$4300, increase other miscellaneous expense to \$400 (to cover cost of panago coupons purchased), increase treat day expense to \$2000, increase 30 laptop expense to \$9900, increase Smartboard expense to \$3500, decrease sound system expense to \$1500, decrease document camera expense to \$650, increase phase 2 iPad cover expense to \$250. Overall budget surplus amended to \$1215. Motion to make the above noted amendments to the General budget by Kari, seconded by Tracey. All in favour. Motion passed.
6. Only 1 adult t-shirt has been ordered. Ms Denton advised there may be one in the staff allotment that we can purchase from the school and sell to this parent if she is still wanting to go through with the purchase, otherwise should consider refunding this parent. Minimum order for a t-shirt print is 12.
7. Had further discussion on electronic payments. We have lots of volume. The system is well received and easier for everyone. We have been able to catch error, there is no nsf charge for returned cheques, no risk of cash or cheques going missing or becoming lost in the classroom/office, etc. Our approved PAC bylaws indicate that payments to the PAC are to be primarily obtained in electronic form. Membership sees no need to make an amendment to allow more cash at this point.
8. Discussion around doing a cash call/donation letter to fund our technology requirement. Sabrina to investigate potential tax receipts for donations. Donations must be supervised by the school district to qualify. Consensus is this is probably best way to fund the \$25,000 required for Phase 2 and 3 of our technology plan.

Clubs/Hot lunch discussion –Chess club may need to make some changes, all other clubs going well. Refer to PAC website for details on clubs. Hot lunch is good!

General Discussion: Question raised about any classes needing gently used toys and books. Was advised by administration to ask teacher directly.

Question raised regarding taping the Christmas concert for parents that are unable to attend. Was directed to check with Mr Spira directly on this. The Tuesday night may be recorded by a parent, we would need someone for the Wednesday performances. Thinking that parents can sign out disc and copy for their own usage (and for no charge).

School Report from the Acting Principal and Vice Principal (Mr. Carabine and Ms. Denton)

1. There was a student teacher volleyball game on November 27 – everyone had fun!
2. Many classes have visited fish hatcheries.
3. Kindergarten students are now allowed on all playgrounds! They are excited!
4. High Tech, High Touch has been on site for many classes and most, if not all, paid for by PAC!
5. French movie festival is Dec 4, paid for by CPF.
6. French book fair is Dec 5 and 6 in school library.
7. Report Cards go home Dec 6 and Early Dismissal is December 11th
8. Blue Berries is performing in the gym on the last day of school before winter break – great way for students to enjoy the last afternoon of class before Christmas break!
9. Christmas hampers are being collected. Please donate non-perishable food products.
10. Jump Rope for Heart coming up in the New Year, hoping to do before spring break, but may be delayed to after the break.
11. Christmas concert is full speed ahead!
12. There is some afterschool extracurricular programs from Place Des Arts, organized by Ms Denton. Very well received and full or nearly full enrollment already!
13. Look at school district website and school website for Extreme Weather updates and school closures. Also listen to radio – News 1130 and CKNW.

New Business

1. Discussed Pink Shirt Day t-shirts – Pink t-shirts in support of **Feb 26, 2014 Stop Bullying, Safe School Zone Pink Shirt day**. Western Athletics (supplier of Grade 5 2014 hoodies) needs orders by January 24. Agreed to post this to website with paypal order system, same system as Grade 5 hoodies, which worked very well. Tshirts to sell for \$8. Participation and purchase is voluntary. As an aside, had 73 orders for Grade 5 hoodies out of 90 students. 80% participation rate. Hoping for delivery by December 19.
2. Next PAC meeting set for January 20, 2014 – 7pm, school library.

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Motion to adjourn meeting. Moved by Tracey. Seconded by Alex. **Motion passed.**

Meeting adjourned at 8:48 pm.