



## Minutes of Panorama Heights Elementary School PAC Meeting

October 20, 2014

**Chair:** Kam Farahavar

**Secretary:** Kelly Proulx

**Attendees:**

Tracey Yuruk	Jerusha Chong
Malia Heale	Kelsey Jones
Sandra Harris	Sonia Kim
Sabrina Scardillo	Tara Abraham
Bonnie Chung	Ninan Thampy
Veronica Ho	Tony Chung
Kari Perkins	Neda Mansouri
Susan Gottfredsen	Stephanie Chung
Amir Chaychi	Denise Affleck
Fred Chen	Ozge Uncu
Kwee Joon Chew	Stacey Cera
Dan Cera	Amy Yang

**Meeting called to order at 7:09 pm.**

### Introductions and Housekeeping

1. Round table introductions.
2. Timekeeper designate: Neda Mansouri.
3. Minutes from previous meeting were reviewed. **Motion** to approve minutes of the PAC meeting held June 9, 2014. Moved by Sandra. Seconded by Malia. All in favour. **Motion passed.**

### Chair Report

1. Chair thanked Mr. Clarke, Sabrina Scardillo, Denise Affleck, Jerusha Chong, Susan Gottfredsen, Tracey, Yuruk, Kari Perkins and Alicia Tarry for all their hard work and efforts.

## School Report

1. Mr. Clarke provided an update on enrolment and staffing: school is almost at capacity and has one fewer teacher and administrator each.

## New Business

1. Committee and school administration feedback on PAC website: the website has been rebranded. Please contact Jerusha if you have any feedback or find any aspects of use challenging.
2. Written protocol on how we publish posts on the PAC website: PAC bylaws indicate a few members can post information to the website. Issues to be addressed in a protocol: data retention and privacy, use of copyright or trademarked materials. Kam and Jerusha will review the bylaws.
3. Review process for content of messaging: full and final format is reviewed and approved by the Principal.
4. PAC email assignments: confirmed.

## Old Business

1. PAC Position vacancies

## Elections

Position	Person(s)
Fundraising Coordinator	No volunteer(s) at this time
Safety, Health and Emergency Coordinator	Neda Mansouri and Tara Abraham
Traffic Coordinator	No volunteer(s) at this time
Multiculturalism Liaison	No volunteer(s) at this time
SPC Coordinator	Ozge Uncu and Kelsey Jones

List of positions and brief description to be provided to class reps.

2. Request for volunteers for treat days, walking school bus days, movie nights and hot lunch dates; to be posted on the website. Dan and Stacey Cera have volunteered for movie nights.

## Treasurer's Report

1. Treasurer reviewed Statements of Revenue and Expenditures for July 1 2013 – June 30 2014.
2. Gaming and General accounts:
  - a. Reviewed proposed annual budget for July 1, 2014 – June 30, 2015. Motion to approve Gaming and General Accounts budget. Moved by Kelly. Seconded by Malia. All in favour. **Motion passed.**

## Committees

1. SPC: no news.
2. DPAC: no news.
3. Fundraising: Movie night was October 17, 2014. Big Brothers clothing drive will be starting again this year. Cob's Bread in Sunbrook Village is on board again for fundraising program: 5% of purchases will be returned to the school if you mention the school name. Thrifty Smile cards are available again this year. Susan will look into signing up for Panago Pizza cards again.
5. Hot Lunch: the first hot lunch of the year will be pizza on Thursday, October 30, 2014.
6. Parent Education: Denise currently looking at Jesse Miller for social media education.
7. SEP: online registration is now available online at the PAC website. Parent raised the idea of Theatrix as a lunch-time activity. Mr. Clarke explained that the school does run this type of program after school; the school does not want to run programs during the school day that families would have to pay for.
8. Grade 5: no news.
4. Traffic: request for signage.
5. Class Liaison: class reps confirmed for all classes with the exception of Ms. Tung's class.
6. CFP: no news.

Date of next meeting is tentatively set for November 24, 2014 at 7:00 pm.

**Motion** to adjourn meeting. Moved by Kelly. Seconded by Sandra. All in favour. **Motion passed.**

**Meeting adjourned at 9:33 pm.**