



**Minutes of Panorama Heights Elementary School PAC
Meeting September 14, 2015**

Chairperson: Tracey Yuruk
Secretary: Mel Wong

Attendees:

Tracey Yuruk	Sasan Mamani
Sonia Kim	Kristin Weiser
Alicia Tarry	Negar Azmudel
Jerusha Chong	Christine Chen
Ailin Arsham	Sheema Mousavi
Sarah Taylor	Susan Gottfredsen
Ting Ting Han	Leah McGeachie
Mel Wong	Alex McLaughlin
Kelsey Jones	Dora Vanouiek
Marlena	Nathalie Yan Wang
Principal – Mr Jeremy Clarke	

Meeting called to order at 7:07pm by the PAC Chair

Introductions and Housekeeping

- 1 Timekeeper designated: Sasan Mamani
- 2 Round table introductions - Completed
- 3 Next meeting set for October 19, 2015 at 7:00pm
- 4 Minutes from previous meeting: **Motion** to approve minutes of the PAC meeting held June 15, 2105. Moved by Sonia Kim, Seconded by Susan Gottfredsen. All in favor.
Approved.

Chair Report

- 1 The Chair said it was nice to see everyone last week. The Chair also explained the process of the PAC meetings. Two 'thank you' cards received from retired teachers, thanking for the leaving gifts from PAC. The cards were passed around the table;
- 2 The Chair thanked all volunteers who helped out with our PAC 'coffee morning for parents' on the first day of school. Parents who attended enjoyed refreshments provided
- 3 The Chair mentioned the two roles that did not get filled in June were SPC and CPF

School Report – Mr. Jeremy Clarke

- 1 Principle explained enrollment to staff 19 divisions. Our school has **479 students** this year. Currently there are 20 divisions; when adding a division, they need to follow process to fill the permanent position and 20th Division was filled by Ms Davey Div 2; All classes are full. Not a lot of movement in French or in English for all grades;
- 2 Fundraising committee, already talking about organizing Terry Fox run;
- 3 Class placements: Teachers work hard placing students. Student placements were not random. Students placed in the best possible learning environment Placements are complicated due to students' requirements
- 4 Mr Clarke explained the role of SPC (Student Planning Counsel) to the parents. Usually three PAC reps assigned for the school.

New Business

- 1 The first order of new business was filling the two open positions, SPC and CPF: Leah McGeachie volunteered for SPC. **Motion** to elect Leah McGeachie as SPC representative. **Moved** by Tracey Yuruk, **Seconded** by Sonia Kim. All in favor. **Motion Passed.**
Susan Gottfredsen explained CPF's past requirements and responsibilities. Parents discussed among themselves regarding the benefits and time required as a volunteer. Susan has email information for the CPF.
- 2 Emergency kits: Each classroom has an emergency kit that were paid for by parents at the beginning of kindergarten. Alex McLaughlin will be responsible for the emergency kits for 2015 school year.
Purchase of new emergency-kit carts: PAC will check into purchase of carts.
- 3 The hot lunch coordinators provided update on Hot lunch pizza purchases. \$1.00 from the sale of each Hot Lunch will be donated to the Terry Fox Foundation
- 4 Mr Clarke confirmed that the 'activity day' was approved and mentioned that Staff and parent volunteers are needed to help run the events.
- 5 School Fundraiser: Mr Clarke talked about Entertainment books. The Principal responsible for overseeing the fundraiser and will continue this year. Books will be sent out at the end of the week
- 6 The Chair mentioned that 'Walking school bus' will be on Wednesday (Sept. 16, 2015). Lemonade will be serving as an incentive to walk to school, which will reduce vehicle traffic. The Chair advised parents that walking school bus requires volunteers
- 7 Open house: Mr Clarke said most schools have a 'meet the teacher' or 'parent' night. Open house will go ahead on September 24. The principal plans to send out a notice. This will be an informal opportunity to see the school and meet the teacher.
- 8 The book fair will be open on Wednesday 23rd between 2.45pm and 4:30pm also on Thursday 24th between 2.45pm and 4:30pm then again during 'Open House' between 6.45pm-7.45pm the same day
- 9 Photo day will be on September 30, 2015 by Life Touch. It will take place between 8.30 am to 1.30 pm in the gym.
- 10 Discussion of lunch lady budget: Order trend has been decrease has been discussed. Other schools have been successful. Why are we reducing the budget? No longer term agreement with Lunch lady, it's how much the PAC would like to use Lunch lady. Principal will follow up with lunch lady about % back to PAC.
- 11 Treat day coordinator mentioned there would be 9 treat days. The cost will be increased by \$1 to \$14.50. Kids now know their division numbers and will be able to complete the order form. Order forms is ready and available online.

- 12 One parent suggested various types of fundraising ideas, such as a winter festival. Principal needs notice to reserve the gym for these events.
- 13 Grade 5 Committee discussed Grade 5 gifts, such as key chains and pizza lunch and yearend field trip. Students will pay for sweatshirts. Principle confirmed gaming funds can be used for transportation for the grade 5 events. This years plan will be Cultus Lake.
- 14 Principle discussed some of the rules and regulation around parent volunteering.
- 15 SEP Coordinator: Discussed lice issue regarding gym equipment. No policy regarding sending kids home when infected with lice. The school can't mandate Lice checks if parents don't want to participate.
- 16 Parent education: Chair presented, at coordinator's absence, 5 speaker suggestions. *Nutrition, iGuy and iGirl (aimed at grade 4/ 5), Birth Order, Gordon Neufeld and People Savers*. A request to raise the budget to \$1500 was not supported at this time. Parents would like to have a list of programs to choose from that will be more practical for parents. A request was voiced to see if the parent-ed topic could address more of the school population, especially if on a limited budget. There was a suggestion by PAC Vice Chair to raise the Parent Ed Budget to \$800-\$1000. General consensus was to wait until the next PAC meeting to discuss budget. Need the events spaced out if possible. It was suggested that SEP is for development of students, such as the first aid for the kids. PAC to discussion further with the Parent Education coordinator.
- 17 One parent asked about, fundraising options such as, \$50 contribution from each child's parent. PAC can't accept the \$50 contribution. However, the school district can accept and transfer it to the school. Pac wouldn't have control of how funds spent.
- 18 The Principle provided general information regarding International Students: International Students are fee paying students who get recruited from other countries. It costs \$13000 per student plus medical, in addition home stay fees for older students. Schools receive funds from International Education, \$350 per student and no money from school district. The money goes towards buying equipment for the school such as laptops, sport equipment and electronic equipment.
- 19 Fundraiser coordinators spoke about Thrifty Foods fundraiser it returns 5% and Sunwood Cobs bread returns 5% of monies spent by parents using their fundraiser cards. Email to be sent out to parents regarding cards available for Thrifty Foods and Cobs Bakery.

Old Business .

- 1 The Chair thanked last year's Chair **Kam Farahavar** and the PAC volunteers for their assistance last year.

Treasurers Report

- 1 Reviewed Treasurers report.
- 2 Have \$3000 to work with.
- 3 The treasures report was discussed and majority of the budget remained the same with the exceptions noted below in the chart. **Motion** to accept budget by Sonia Kim, **Seconded** Alex McLaughlin. All in Favor. **Motion Passed.**

Lunch Lady	Reduced to \$650
Treat day	Increased to \$350
Parent appreciation (muffins/donuts)	Increased to \$1000
History Budget (photo books)	Removed from budget
Food Safe Certificates	Removed from budget
PAC Laptop Purchase	Removed from budget
Office supplies	Reduced from \$642 to \$250
Traffic supplies	Reduced from \$60 to \$50
Crafting club	Increase to \$150 from \$100
Fan dance	Removed from budget
Play ground	Increase to \$500
Green T-shirt	\$1000 may have been spent already
Performing artist	Reduce to \$2500 from \$3000

Committee Reports

- 1 **DPAC:** Sarah Taylor explained that the first meeting will be on Sept. 30, 2015 at 6.30pm. Topic will be PAC One on One. Information on DPAC link.
- 2 **SEP:** Sonia Kim explained the Clubs program. Mr. Whitfield will be the teacher representative. All volunteers welcome. Sonia will prepare letter regarding the programs and volunteers needed. Principle explained that the school will still run teacher lead programs.
- 3 **Fundraising:**
Treat day – Need volunteers to help deliver the treats classes.
Clothing drive – Pick up tomorrow Sept 15, 2015. Program to run every month. Parent suggested to partner up with a sister inner city school, so some clothing collected, can be donated to them.
Movie Night Coordinators mentioned the first Movie night October 16, 2015. In need of volunteers.
- 4 **Hot Lunch:** Coordinators talked about first hot lunch will be on the same day as Terry Fox Run. Hot lunch is planned for once a month.
- 5 **Parent Education:** See above.
- 6 **Traffic:** The Principle talked about 1st week was a challenge, but manageable. Parent education ongoing. City assessed the traffic patterns and the school was advised they were going in the right direction with traffic control.
- 7 **Class Liaison:** Chair opened a discussion regarding class rep. At this time, there's not a huge demand to have class reps and will be teacher choice this year. Leave the classroom rep till further notice. Due to new anti-spamming laws, communication on internet between the school and parents will now require permission from parents. Permission email will be going out to parents giving the school/PAC permission to communicate with parents over the internet regarding things like fund raising events.
- 8 **CPF:** No report. Parent looking in to taking this position.
- 9 **Grade 5:** Committee will be ordering sweat shirts. They are waiting for sample from the supplier. There will be two designs for students to choose from. Sizing will occur on Friday afternoon. Supplier also supplies key chains, but committee will assess the quality of the sweat shirts prior to using the same company for the key chains.
- 10 **Multicultural Liaison:** No report
- 11 **Webmaster:** Coordinator mentioned about email Accounts and Passwords have been reset. Fundraising goals and schools clubs to be placed onto the web. Minutes to be posted on the website.

Date of next meeting is tentatively set for: October 19, 2015 at 7:00pm

Motion to adjourn meeting. Moved by Chair, **Seconded** by Sonia Kim. **Motion Passed.**

Meeting adjourned at 9:23pm.