



**Minutes of Panorama Heights Elementary School PAC  
Meeting May 16, 2016**

**Chairperson:** Tracey Yuruk

**Secretary:** Lavina Wong

**Attendees:**

Tracey Yuruk	Alex McLaughlin
Mr. Jeremy Clarke	Lineh Mehrafarin
Sonia Kim	Ting Ting Han
Jerusha Chong	Alina Vaida
Shemma Mousavi	Alicia Tarry
Sarah Taylor	Jane Kent
Kelsey Jones	
Lavina Wong	
Leah McGeachie	
Melanie Norris	

**Meeting called to order at 7:15 pm by Chair, Tracey Yuruk**

**Introductions and Housekeeping**

- Timekeeper designated - Alex McLaughlin;
- Round table introductions – Completed;
- Next meeting is the AGM which is set for June 13, 2016 at 7:15pm;
- Minutes from previous meeting:
  - Correction to meal served to Grade 5 at their end-of-year field trip. Chicken burgers being served and not pizza.
  - Motion to approve minutes of the PAC meeting held on April 4, 2016. Moved by Sonia Kim, Seconded by Sheema Mousavi
  - All in favor. **Approved.**

**New principal:**

- Wendy Yu, incoming principal was introduced to members of the PAC in this meeting.
- Ms. Yu is the current principal at Harbour View Elementary. Ms. Yu

assigned to start at Panorama in the next school term 2016/2017.

- Ms. Yu is familiar with PAC and has been advised by Mr. Clarke on how he counts on the PAC at Panorama.

### **School Report – Principle Mr. Clarke**

- Mr. Clarke expressed he is sad to be leaving Panorama and had hoped to stay on as Principal a bit longer. Mr. Clarke also stated we are fortunate to have Ms. Yu as the school principal.
- The upcoming field trip is to Squamish.
- Yearbook is for sale. Mr. Clarke advises he shall send out a reminder to parents to purchase them. Mr. Clarke also encourages parents to purchase online to make it easier for the office. This will alleviate the extra time Mrs. Allen has to spend with respect to collecting funds. The School District has a system called Cash Online. This allows parents to pay online. The goal is to use this option more frequently. The Yearbook is the first item being made available to purchase online using the Cash Online system. This system would make it easier for parents and school administration.
- Staffing – Part 1: There are no plans for a vice principal at Panorama next year. The School District is implementing on a trial basis the position of a Head Teacher. Ms. Allison Hanson will take this position for the upcoming school year. The hope is that the school district will realize that there is a need for a vice principal. If the trial is successful, the District will continue to provide the support with a Head Teacher or add a Vice Principal. Schools such as Walton and Leigh have a Vice Principal that work in the capacity of .2. We are in a good position at Panorama.
- Staffing – Part 2: A number of teachers will continue next school year. Mme Luca and Mme Thomson are back. Mr. Wong won't be continuing on as his contract has ended. Ms. Mymko will be returning to Grade 4-5 from MAT leave. Mrs. Tung shall have her own class and will be teaching Grade 4-5. Ms. Siuda, Ms. Hilson and Ms. Mancini shall be leaving along with some part-time teachers. Contracts for Mrs. Eden and Mme. Moloo are ending and as such shall not be returning. Mr. Obadia shall continue with Panorama. There will be two new teachers at the school to fill a job share in kindergarten and grade 4/5.
- With respect to class building, emails have been sent out to parents. It is a thought out process. Factors such as behavior challenges, balance between boys and girls need to be considered. There will be a 3/4 French and there will be a smaller class. On the English side there are three 4/5 classes. Requests from parents are reviewed but it is one small piece of the process.
- June 29, is the last day of school. The Grade 5 graduation ceremony is on the last day of school. For the past two years, parents could opt to take their child out of school after the ceremony or after lunch.
- Toonie Tuesdays: A class at Pitt River Middle school has organized 'Toonie Tuesday' for the next three weeks. The money raised will be sent to the School District. The SD shall be forwarding the money to the Red Cross in

support of the families that were stricken by the fire in Fort McMurray. Panorama is also participating in this.

- School Code of Conduct. Parents shall be reminded of this. Guidelines relating to cell phone usage by students will be added to the School code of conduct. This will be sent to parents. Cell phones are being used by students. Parents to be made aware that programs such as Instagram are not permitted to be used by kids at school. Code of Conduct is applied to parents as well. In extreme circumstances Sec 177 can be applied by a school administrator which forbids the parent/guardian's from being on school grounds. However, a number of steps such as communicating with the parent/guardian and resolving the issue would assist in changing the behavior. The goal is to work with the individual before escalating to enforcing Section 177.
- Emergency Drill: Surprised how quickly majority of the students were picked up in a short span of time. By 2:15 PM there were only 20 kids left. It worked out well. No complaints re: parking. There was some confusion with respect to who was on the forms and who would pickup. The hope is, this drill led parents to think about what measures a parent would take to get their kids in an emergency situation.
- The following day a strong mechanical odor was discovered in one of the disabled washrooms. Five fire trucks arrived at the school. Classrooms were evacuated for 45 minutes. It was a sunny day and the students and teachers remained outside till the situation was resolved.

### **Chair Report**

- The Chairperson, Tracey Yuruk welcomed Ms. Yu, the new Principal and looking forward to her arriving next term and was also sad to see Mr. Clarke leave Panorama so soon.
- Chair reported that a few weeks ago there was a motor vehicle accident in front of the school near the rear car park.  
A Traffic Advisory meeting took place on April 22. This was attended by Craig Hodge, City Councilor, traffic Technologist, Road/Traffic Operations Manager, Mr. Clarke, and few parents. Details of that meeting are included with the agenda for the PAC meeting. The outcome of the meeting was positive. The City is looking at feasibility of various options to improve traffic safety around the school. The Road/Traffic Operations Manager personally witnessed multiple occurrences of excessive speeding during an exploratory observation. Green Flags have been put out; City crew has also cleared the branches for better visibility of signage. Panorama has been actively following up on planned improvements and updates will be shared as received. Increased enforcement presence is also among city's plans particularly during school drop off and pickup hours for children's safety
- There is a flag kit for \$200 that go either side of the crosswalk. This is for consideration. It would require someone monitoring its proper use.
- Next meeting AGM on June 13, 2016. We would urge as many parents as possible to attend the AGM. A potluck was recommended for the time of 6

pm to socialize and eat and then start the meeting at 7.15 pm. Babysitter will be available. All PAC positions need to be filled, especially the core team.

- Upcoming kindergarten orientation. Tracey, Bonnie Chung and Ting Ting Han along with other parents have volunteered to help at this event. There will be a number of activity stations. We will have a photo station again this year. Other stations include letters, cutting and pasting, playdough and snack station to name a few. Ting Ting and Tracey has put a board together displaying all PAC activities to encourage new parents.

### **New Business**

- Writing Club: There are forty stories that need to be edited, formatted and get ready for publishing. These stories were written by grade 4/5 students few years ago. There is a lot of material and a lot of editing required. We are looking for anyone interested in taking this on. It was recommended perhaps to offer this to high school students working on their independent course. Please let Sonia or Tracey know if anyone is interested in taking this on.
- Tracey, PAC Chair has enquired about LCD/Plasma TVs for PowerPoint announcements. District IT Director has advised it is possible to have this at school and the possibility for PAC information to be viewed also. The purpose of this is to have announcements on screen to provide information to parents. We would be looking for an individual who is passionate to manage this and keep the information updated on an ongoing basis. The possibility here is the leadership team could take this on. The School District advises that it cannot be connected to the internet but can be used with a USB. This is to be further revisited next year.
- T-Shirts: Green for now and the clock logo continues. The shade of green may be changed.

### **Old Business**

- Spring Fair – Jerusha Chong advised that plans are going well. The online order is open. It closes on Saturday at 5 pm. 38 families had put in their orders as of the date of PAC meeting. Tracey & Jerusha have put up signs in each classroom for parents to be notified. Deadline may be extended to the following Wednesday. Volunteers are required for that day. There are 45 volunteers but it will need to be finalized. Mr Clarke shall be sending out an email to the parents regarding the Cake Walk. Grade 5 students have asked to sign up for the dunk tank. Notice shall be sent out to parents to inform parents that the kids will be wet. There has been a lot of interest this year in the dunk tank. Mr. Clarke informs us he will participate in a session at the dunk tank. The fair has received over \$700 in donations. Last year donations were \$300. The cost of the carnival is \$1500. There will be

volunteers coming for Speed Watch. The equipment is fixed and will be used at the fare.

### **Treasurer's Report**

- Alina Vaida reports on reaching our goals for the year.
  - Hot lunch: Doing really well. We have one more hot lunch on June 13. We are \$300 away from reaching budget.
  - Movie Nights: This is under targeted goal by \$1500. Last Movie had low attendance comparing to the previous one.
  - Lunch Lady: This year was below the targeted goal.
  - Spring Fair: Up to May 11, we secured \$1246. This year the revenue for the fair was reduced to \$6000.
  - TIF/TEF funds are still available for teachers to spend.
  - Gaming: Nothing over budget. We need to confirm if the money has been spent. If it isn't the concern is that it may be clawed back. Mr. Clarke advises that a warning is sent out. \$4500 from last year gets carried forward to the following year.
  - T Shirts – nothing spent this year as yet.
  - Invoice for keychains for grade 5 with the Treasurer. Cost of key chains: \$681.23
  - Muffins for Moms cost was \$528 and not \$616. There was another event that was included in that budget, coffee for parents on the first day of school.
  - The Treasurer, Alina shall fix some of the formulas and revise the Treasurer's Report.
  - Grade 5 graduation: Approximately \$440 left.

### **Committee Reports**

- **DPAC:** Tracey and Sarah Taylor got together to sort the proxy for the BCDPAC AGM done in time. Next meeting May 25 which is the AGM. It is extremely formal. If you are available the opportunity to attend is there. The teachers union brought up the clawbacks that happened three years ago is still ongoing and hoping it will resolve. ???
- **SEP:** Sonia Kim reports the last week of soccer is this week. Tracey, Sheema, Lineh and maybe Mr. Clarke will be there to assist.
  - Art/craft club wrapped up. Stamp club one more week left.
  - Martial Arts Free program for schools went to Citadel Middle. Something to consider for next year.
  - Cape Horn Grade 5 students going to Timberline Ranch sleep over. This was suggested for next year's grade 5. There are a few camps that are close and great. Need to know whether there is an interest. Teachers have to be there to supervise. Logistics have to be worked out. The camp experiences are great for kids. Need to find teachers that are willing to go for camps. Have to start the discussion early to see if there is any interest.

- **Fundraising:** None
- **Treat day:** 26 May and 23 June. Team leadership's help is very appreciated.
- **Movie night:** Low attendance.
- **Hot Lunch:** June 10.
- **Clothing drive:** Ting Ting: April pickup 548 lbs. Last week 719 lbs. 1267 lbs the last two pick up. That is little over \$250. Thank you from Alex on behalf of the sister school in which donations of summer clothes were given. Sheema asked if they need backpacks and school supplies for Alex's school. Alex confirmed all is welcome. Something to work towards for next year.
- **Parent Education:** Lavina Wong, parent, enquired if there is interest with the PAC to arrange Body Science with Saleema Noon. There was support and interest from PAC members. Lavina will contact Saleema Noon's team for possible dates for next school year. It was recommended that the sessions be after school as some parents may not wish for their kids to attend the sessions. Alicia and Lavina shall coordinate this event for next school year.
- **Traffic:** See Chair's report above. Traffic for the most part has been manageable. Mr. Clarke informed the PAC that today some parents were surprised by RCMP presence. The RCMP is stepping up checks in the school district.
- **Class Liaison:** With Mr. Clarke's departure, there may be a need for class reps to distribute emails to parents. To be reviewed next school year.
- **CPF:** No report;
- **Grade 5:** Jane Kent: Committee decided on serving chicken burgers, water, watermelon and chips at the Cultus Lake field trip. This is instead of the usual end of the year pizza lunch. If pricing is the same it will come under budget. Trip is on June 22<sup>nd</sup>. Key chains are in. Grade 5 ceremony – Mr. Obadia, with help, has been taking photos and putting a montage together. This is a big part of the ceremony. There will be some speeches. Mrs. Robinson and Ms. Hetherington will help the teachers with speeches. Students shall receive a certificate as well. It is a fairly long assembly. The younger kids are there for a while. Dress code: Smart
- **Multicultural Liaison:** No report;
- **Webmaster:** Jerusha – nothing to report
- **Emergency Prep:** Alex and Tracey 2/3 way through with emergency kits for all the students. Should be finished by end of term.

Date of next meeting is tentatively set for: June 13, at 6:00pm for social, 7.15 pm for the meeting.

**Motion to adjourn meeting. Moved by Sarah, Seconded by Alex. Motion Passed.**

**Meeting adjourned at 9:22 pm.**