



**Minutes of Panorama Heights Elementary School PAC
September 12th, 2016**

Chairperson: Tracey Yuruk

Principal: Ms Yu

Secretary (stand-in this meeting): Sarah Taylor

Attendees:

Tracey Yuruk	Alex McLaughlin
Ms Yu	Oliva Li
Sonia Kim	Lineh Mehrafarin
Tom Kim	Sam Bahrini
Shemma Mousavi	Alicia Tarry
Sarah Taylor	Noushin Hosseinkhani
Kelsey Jones	Melanie Norris
Ting Ting Han	Cindy Liao
Paola Rodriguez	Dulce Myles
Anna Rebrovskaya	Loretta Leung
Dawn Roumieu	Julie Chen
Jerusha Chong	Vicky Chen
Mana Saidi	Shelly Jiang
Macy Azivui	Bonnie Chung
Mr Spira (Music Teacher).	

Meeting called to order by Chair at 7:15PM

Introductions and Housekeeping:

- Welcome Principle Ms Yu to her fist PAC meeting at Panorama Heights
- All attendees introduced themselves to the group and briefly described their role within PAC where applicable.
- Approval of previous minutes (June 13th AGM):
 - Corrections on the AGM minutes made to section 'PAC positions' to add missed positions (health & safety) and current vacant ones, CPF, Multicultural, SPC – noted by Chair.
 - Motion to approve to change minutes, Motioned by Sarah Taylor, seconded by Alex McLaughlin, All changes approved

Chair Report:

- Chair; thanked all volunteers for PAC School Opening Coffee Hour – treats provided. An opportunity for parents to meet Ms Yu while parents waited for students to be dismissed.
- Request to current PAC committee to begin documenting activities involving their roles. These are to be captured in a handbook on PAC positions as reference for future school years.
- Request PAC members to sign up and take turns in organizing the beverages and treats at future PAC meetings
- Noted that parents may sign up older siblings with a babysitter's certificate to attend the PAC meeting as a sitter for parents who plan to bring their school age children to the meeting.
- Volunteerism: Chair encouraged all attendees to consider joining in one or some of the activities PAC puts on in the school year.

Principal Report:

- Principal Yu provided additional introduction of herself and her past history working in School District 43.
- Ms Yu thanked to all parents for their patience during the first week.
- Panorama has 495 students registered as of September 12th.
- One entire new English division class was added. As a result of this and 5 additional French students added late in the first week, all divisions were re-set and re-configured by End of day Monday 7th Sept.
- Assigned students to classes are to start in their classes on Tuesday, September 13th.
- New furniture has been ordered from IKEA for the front foyer. This is to be a welcoming and gathering place for visiting parents and other adults. Students at Panorama will not be permitted to gather there during school hours
- Traffic: Generally a good first week with the exception of a complaint from a neighbouring home owner who had cars parking in their driveway. Principal Yu requests neighbours or car owners with concerns be directed to her for follow up.
- School newsletter to be sent out to all families Tuesday September 13th.
- Important up-coming dates:
 - September 22nd is the first hot lunch and the Terry Fox Run. Parents are welcome to join the run.
 - September 23rd is the first Professional Development Day
 - September 28th is photo day during school hours and meet the teacher night from 7:00-8:00 PM

NEW BUSINESS:

- Snacks Day: A proposal was made to offer some additional “on the day pay” snack days throughout the school year. This would complement the year-long Treat Day program. Discussion ensued and it was agreed interested parties would spend more time considering how to apply the program and report back next meeting.
- Mr. Spira, teacher sponsor for the Walking School Bus Program made a request for parent volunteers to assist in running the program. Two roles are in immediate need:
 - data entry every 2 weeks of class participation
 - and hot chocolate dispensing every 3rd Wednesday morning of the month before school

OLD BUSINESS:

- Vacant PAC positions: There remain three open PAC positions as of the AGM – CPF, Multicultural, SPC (School Planning Council).
 - SPC role was described by Principal Yu and following this Samantha Bahirini volunteered to fill this role on PAC.
- Other PAC position requests:
 - Hot Lunch Coordinator, Lineh Mehrafarin, encouraged more helpers and in particular those willing to take the Food Safe course (PAC will pay for the training).
 - Secretary, Lavina Wong, would like to share her role with one other
- Traffic Concerns:
 - Chair has re-connected with the City of Coquitlam via Mr. Hodge to follow up on discussions last spring regarding safety improvements to Johnson Street in the school zone.
 - Reminder was issued to parents to obey all traffic laws and encourage children to do the same.

Treasurer Report:

- The report was handed out. Discussion was deferred to next meeting, October 17th, when the treasurer will be in attendance and can clarify any questions.

Committee Reports:

- Fundraising:
 - Movie Nights to continue with the first being held September 30th.
 - Community fundraising partners this year are COBBS breads and THRIFTY Foods
 - Charitable Partnership will continue with Big Brothers via the monthly clothing drive
 - The school's Open House on September 28th will see the return of Krispy Kreme Doughnuts
 - Treat Days will return this year, again led by Kelsey Jones and the grade 5 leadership team. Sign up will be done on-line in late September and the first treats handed out in early October.
 - Hot Lunch will have the first offering September 22nd. \$1.00 of every order will be donated to the Terry Fox Foundation. All are welcome to assist with coordinating the providers and orders or handing out the lunches from 11:00-1:00 on the day.
- Traffic Patrol:
 - Jerusha Chong and Terry Shaw and school staff are again providing assistance to parents in the drop off zone each morning and afternoon
 - Parents may drop children off as of 8:30AM and may arrive to pick up in front no later than 3:15PM.
 - Details of how to manage the drop off zone will be provided to parents in the up-coming newsletter
- Web Coordinator:
 - PAC executive with on-going positions can resume access to their e-mail via their previous password.
 - New PAC executive should have received their new e-mail access details from Jerusha.
 - All ordering for PAC events will now be conducted exclusively on-line and payments are made using PAY-PAL, although parents need not have a PAY-PAL account to place an order.
- Emergency Preparations:
 - Kits are completed in full for almost every classroom. Some additional supplies needed to be ordered and there is now an extra class to prepare a kit for.
- DPAC:
 - PAC 101 is put on by the District Parent Advisory Council to any interested parents at the start of the school year. This year it will be held on September 28th from 6:30-9:00 PM. Parents must pre-register and details can be found on the DPAC web-site at www.dpac43.ca.
 - The first official meeting of the DPAC will be October 26th at 7:00 PM.
- Grade 5 Graduation Committee:
 - The end of the year party will be June 23rd at Cultus Lake.
 - New Committee members and their ideas are welcome

- Student Enrichment Clubs:
 - The Fall Clubs offered will be the athletic club and the lunch hour soccer club
 - Parents with an idea and a skill set they would like to share with students in the Winter or Spring round of clubs can e-mail the club coordinator.
- Parent Education:
 - The Saleema Noon Program for interested parents and their children will be offered at Panorama on November 2nd and 3rd inclusively.
- CPF: no report
- Multicultural: no report
- Class Liaison: no report

QUESTIONS:

- Will there be class reps this year? The PAC is fine with this and will leave individual teachers to decide if and where the need for this is.

Next Meeting: October 17th at 7:15 PM

Adjournment: Motion to adjourn at 8:50 PM by Alex McLaughlin, seconded by Sheema Mousavi.