

**Minutes of Panorama Heights Elementary School PAC  
Meeting OCTOBER 17, 2016**



**Chairperson:** Tracey Yuruk

**Secretary:** Lavina Wong

**Attendees:**

Tracey Yuruk	Alex McLaughlin
Ms. Wendy Yu	Melanie Norris
Jerusha Chong	Christine Teoh
Lavina Wong	Julienne Yoo
Shemma Mousavi	David Yoo
Sarah Taylor	Julia Rebrovskaye
Kelsey Jones	Leah Barrington
Melda Okucu	Vivian Liu
Alicia Tarry	Sanjay Mehrotra
Ting Ting Han	Sam Bahrini
Shilpi Mehrotra	

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

**Introductions and Housekeeping**

- Timekeeper designated -: Alex McLaughlin
- All attendees introduced themselves to the group and briefly described their role within the PAC where applicable.
- Next meeting set for November 21, 2016 at 7:00pm;
- Minutes from previous meeting (September 12, 2016) reviewed: **Motion** to approve minutes by Sarah Taylor and seconded by Alex McLaughlin.
  - All in favor. **Approved.**

**School Report – Principal Ms Yu**

- Terry Fox Run: Ms Yu thanked the PAC and school for supporting the Terry Fox Run. Panorama raised \$4500. For the run next year, Ms. Yu would like some revision to allow for an orderly ending of the run. It was a long run for the kindergarten students. Ms. Yu recommends a shorter run for them next year.

- Open House: The turnout was great. It was a positive meeting with the parents. Ms. Yu plans for an earlier start next year i.e. change from 7 pm start to 6 pm start. It was evident the following morning that the students were tired.
- Upcoming items: Zero Hero's. Promoting recycling, waste less lunch?
- New Drive-Thru Incentive. Ms. Yu informed the PAC this incentive would be introduced on October 18. Students who exit vehicles on their own, without the help of the driver shall receive a yellow ticket. The student would take the ticket to the office and enter it in a draw for a Lunch with the Principal. This is to take place once a month. For students who walk, they shall receive two tickets and their names shall automatically be entered into the draw.
- Report Card: Interim report cards will be sent home with students on October 20. The purpose of this report card is to inform the parents of the child's work habits and social responsibility. Any other questions regarding the child should be addressed with the teacher directly.
- Photo Retake: This will take place on Wednesday October 26.
- Halloween Parade: On Monday 31 October, the Halloween Parade shall take place. Students are to come to school in regular clothes. At lunch time, the students can change. And they will march in a parade after lunch. Some students have asked about what costumes can be worn. The students are to be advised not to wear anything that would promote weapons or violence. Blood and gore not advised either. The students can leave these props for costumes for their own evening Halloween event. During school hours none of the above costumes are recommended.
- Pajama Day: November 1, day after Halloween, the students are welcomed to wear their pajamas to school.
- Remembrance Day Assembly: This is to take place on November 10, right after recess. Parents are welcome to attend. Any students in Brownies, Guides and Scouts can attend in their uniform, these students are invited to march in with Ms Yu and carry the flag. There will be a parent who shall play "Taps" (bugle call)
- Revised Curriculum: The revised curriculum was implemented this year. There isn't a big change for elementary schools. The mandate for the reporting aspect has come out. The expectation is parents will get three formal reports and two informal reports. As a school, we will be as uniform as possible. Ms. Yu advises the school shall look at different options in the future. The biggest change is noted in the email that was sent on October 4 regarding Parent Engagement. The Ministry of Education is looking for parent feedback to guide the development of the reporting approach for students. The core competencies must be reported on the child in the school year. This is a piece of assessment which will be an integral part of the reporting. For more information, go to [curriculum.gov.bc.ca](http://curriculum.gov.bc.ca).
- Hip Hop: In previous years, Zumba was brought to the school. Ms. Yu would like to recommend Hip Hop this year. For one week, half the school would participate. Then there is a performance for the parents. The following week,

the other half of the school will participate in the same manner. The cost is \$8 per student. Total cost is \$4000. The PAC budget for this is \$2500. Ms. Yu also mentioned that the teachers would like Gym Sense Gymnastics at the school. The cost for this is \$9.50 per child. The thought is to ask parents to pay for this. PAC applied and have already received a Gaming Fund paid in October, so there maybe be room for the above activities.

- Vivian Liu asked about the no parking signage on Plateau, near the playground that we can't park at certain times. Tracey, explained the danger of parking there during the cold winter months. For further clarification, Vivian could follow up with the city.

### **Chair Report**

- Ms. Tracey Yuruk thanked all those who helped with the fundraiser at the Open House and everyone who also help that night.

### **New Business**

- Halloween Parade: Takes place on October 31. Parents are invited to attend and are encouraged to view the students from the gym.
- Teachers' Luncheon: Melanie Norris has accepted to do it again this year. Melanie suggests the luncheon happens the week before or after Valentine's Day. Decision pending.
- Open House: Thanks to Ting Ting Han and Sheema Mousavi for driving out to Surrey to pick up the Krispy Crème Donuts for fundraiser. Thanks to Jerusha Chong for coming in with laptop to the Open House and ready to answer any parent questions.
- Terry Fox Run: PAC donated \$300 from the first hot lunch of the school year. There was an abundance of volunteers for the run. Thank you to the parents.

### **Old Business**

- Walking school bus: We still don't have volunteers to run this. This is headed by Mr. Spira. Tracey Yuruk went over the concept and what is involved in running this. A volunteer needs to be at the school at around 8 am. We have Bonnie Chung who has offered to help but needs a committed parent team to coordinate. Please let PAC Chair know if anyone is interested in running this. This requires an individual who can commit to one day each month to volunteer for this. This typically takes place on a Wednesday. The day of the week can be altered to accommodate a volunteer, if needed.
- A number of PAC positions are still vacant. The position of Vice Chairperson is still available. PAC Chair Tracey informed the PAC she serving her last term as Chair as per the PAC Constitution. Volunteering for the Vice Chair position this year, would be a great position for those who may want to be step into the PAC Chair position next year.
- CPF still available. This is similar to DPAC where you attend meetings and report back. Anyone interested please let PAC Chair know.
- Multicultural Liaison position also available.

## Treasurer's Report

- Melda Okucu, PAC Treasurer delivered a presentation including topics of Treasurer's duties, Account Data Management System, PayPal Management, Bank Transaction Management, Cash Handling, Process for Fundraising/Hot Lunch Events and Financial Reports.
- As the treasurer Melda advised she calculates the Teacher Incentive Fund (TIF) and Teacher Enrichment Fund (TEF). The TIF is \$100 per teacher. FT teacher gets \$150 per year. TEF is paid on a per student basis. The amount was \$15 per student last year. Approximately \$7000 was collected last year. This year the funds should be higher as we have more students.
- Gaming Fund is annually applied for by PAC and once granted, it can only be used for specific set of extra-curricular activities to support students such as chess club, grade 5 graduation expenses, playground equipment, performing activities. General Accounts is used for everything else.
- Melda reminds PAC that as last year, the yellow forms that are in the office, must be used to submit expenses and requests that volunteers remember to submit all original invoices and receipts.
- The Budget was reviewed: Some anomalies were noted by members such as some discontinued clubs, name changes of clubs and incorrect values displayed. Budget approval has been deferred to the next meeting to allow further review for corrections and finalization by Treasurer.
- The \$10 registration fee for the Athletic Club has been collected from the parents. The Treasurer advised that it currently sits in the PayPal account and currently not reflected in the Financial Reports
- There should be sufficient funds to cover the cost of Hip Hop for the whole school. Last year Zumba cost \$2500 but this was for part of the school. Fencing was for the students who did not partake in Zumba. Sarah Taylor motioned to raise funds for Hip Hop to \$3500 and to adjust monies from other categories like Zumba/Fencing to the Hip Hop category. All in favor.

## Committee Reports

- **DPAC:** .First meeting next Wednesday. Sarah advised if we were to have an event at Panorama and we want to inform and include other schools we would be able to send the information to DPAC. They will be able to advertise our event on their website. .
- **SPC:** Samantha and Loretta would be helping with this. No action required at this present time.
- **Fundraising:** We will have family photo night on November 16 and 17. They will take place in the evenings. The event will take place in the gym this year. Same photographer as last year will be used. Email to be sent out. The Thrifty smile card is being reviewed as a fundraising this year. The sales of Krispy Kreme at Open House raised \$204. We may do it again and preferably before Christmas. Pre-orders would be recommended.
- **Treat day:** Two finalized days to order online. Some parents experienced some problems while trying to place orders on with Paypal. We have offered

cash payment this year so that kids wouldn't miss out. Leadership students will help with handing out the treats.

- **Movie night:** Last Movie Night in September was Zootopia. It was a quiet evening but we raised \$500. Upcoming Movie night is on 18 November. Movie to be decided.
- **Hot Lunch:** Will be ordered from Montana's. Jerusha Chong updated on hot lunch on behalf of Lineh Mehrafarin. There was some confusion during the last hot lunch. PAC discussed options to make it more effective moving forward. There is a disclaimer that the parent has to check for accuracy on the form. If wrong information is provided with respect to the Hot Lunch, then this causes complications and the risk of the child's meal not being provided. There are several teachers with the same last name and similar last names. PAC Chair, Tracey, suggested that maybe Ms Yu could make an announcement to make sure no student misses their lunch and to let the office know otherwise.
- **Clothing drive:** Ting Ting Han advised 653 lbs picked up. We raised \$130.60.
- **Parent Education:** Member of Saleema Noon's team will be at the school on November 2 and 3. Parents have been registering. However, it was surprising to see almost all the spots of a maximum allotment of 50 for the Kindergarten to Grade Three filled but 20 spots for the Grade 4/5s remain to be filled. We have raised \$710 minus the pay pal fees and minus the child minding fees. However, the cost is \$787. We will be opening up the remaining spots to neighboring schools. Lavina Wong will draft a letter which Principal, Ms. Yu shall send out.
- **SEP:** All going well. The Stomp Club filled up quickly and starts October 18.
- **Athletic Club:** Reminded PAC that rain or shine students will still be running on the field. But it has been raining hard for the past five days and the field was so saturated that it was not good for jumping. That is why it was in the gym this time. It was noted that it was highly appreciated last year when all the bags were in the gym and that was the meeting point. That way the school bags and jackets were not soaked.
- **Traffic:** For a few days we tried to put cones in the middle of the lines, but they were taken down. The cones are now on the sidewalks. Traffic has not been too bad. Majority of the parents have been compliant. Hopefully some more positive changes will take place with the upcoming drive thru incentive.
- **Class Liaison:** Five to six classes have no Class Rep. Master list to be sent out this week. Any questions please contact Shilpi Mehrotra.
- **CPF:** None
- **Grade 5 Committee:** 64 paid hoodies out of 75. An email to be sent out to those who have not signed up for it. We want to confirm the budget for the graduation lunch. Cost of the bus comes out of Gaming account and this is \$1600. The Grad leaving party with food and treats were held on the field trip at Cultus Lake last year. Suggestion to do the same is pending. Sarah Taylor asked for ideas as a change to last year's leaving gift of a keychain.

Ideas of Pens or travel mugs, Ms. Yu suggested USB sticks, maybe more useful. Key chains last year costed \$6.

- Yearbook and slideshow was handled by Mr. Obadia. Now Life Touch will be taking care of it. The plan is the leadership students and gifted students under the guidance of Mrs. Tung will arrange the yearbook. The school will commit to buying 250 and a 24 page spread that looks like last year. The grade 5 leadership team welcomes parents to submit photos taken during the school year. Some of these can be included in the school Year Book. Sarah Taylor asked if there is any offer to help with the slide show. Sanjay Mehrotra, graciously offered to assist with this. When the hoodies arrive, Sarah Taylor mentioned it would be a good idea to have the students take a photo in their hoodies and if it is here on pajama day, the students would be in their hoodies and pjs. This makes for a great year book photo.
- **Multicultural Liaison:** Position Vacant
- **Webmaster:** The Class reps will be responsible for sending out all PAC emails. Class reps will receive their own email accounts. The purpose is that the rep's own personal account would not be taken up with PAC information. Furthermore, student personal information would not be part of the class rep's personal email account. This will eliminate any breach of privacy.  
Tracey, PAC Chair mentioned that some classes do not have a class rep. Any parent interested in taking on the role of class rep, to please contact Shilpi our Class Liaison.
- **Emergency Prep:** Alex McLaughlin will coordinate with Ms. Yu when supplies arrive.

Date of next meeting is tentatively set for 21 November, 2016 at 7:15pm

**Motion to adjourn meeting. Moved by All. Seconded All. Motion Passed.**

**Meeting adjourned at 9:03 PM.**