



**Minutes of Panorama Heights Elementary School PAC  
Meeting September 17, 2018**

**Chairperson:** Kelsey Jones & Melda Okucu  
**Secretary:** Leah Barrington

**Attendees:**

Tara Abraham	Shilpi Mehrotra
Leila Azimi	Shahnaaz Balsara
Ryan Kostiuk	Alain Poitras
Faranak Sadeghi	Keynoush Kian
Steph Kehle	Lisa Lee
Macy Azimi	Dulce Myles
Mélanie Norris	Jessica Heatly
Gordon Fan	Abeer Muradi
Jane Shan	Cecilia Wu
Bernice Sillito	
Colby Anderson	
Denise Quanson	

**Meeting called to order at 7:20 pm by Kelsey Jones**

**Introductions and Housekeeping**

- Timekeeper designated – Ryan Kostiuk
- Round table introductions – Completed;
- Next meeting set for October 15th at 7:15 pm;
- Minutes from previous meeting: changes requested regarding the management of web hosting, such as change the word “Paypal” to “Web hosting”. Motion to approve minutes of the PAC meeting held June 11, 2017. Moved by Dulce, Seconded by Mélanie. All in favour. **Approved.**

**Chair Report**

- Kelsey and Melda welcomed the PAC members, new and old. Kelsey explained that there are four roles in PAC that always must be filled in order for the PAC to receive grants from the government. 1) Chairperson (Kelsey and Melda), Treasurer (Mélanie?), DPAC (Dulce), and Secretary (Leah).

Melda explained that the school raises funds in two ways - one is from the "Gaming Grants", which is Grant funds given to PAC from the government, and is used for all extra-curricular activities, and the other is through PAC "fundraising- General Account", which is money we raise that will pay for such things as: teacher enrichment fund (\$15.00 per student/per class, for workshops, art classes, trips, etc.) teacher incentive fund (approx.. \$150.00 per teacher), school graduation, bus trips, staff appreciation lunch, etc. Melda reminded PAC we are held by the By-laws of the PAC.
- Kelsey also gave a reminder that Criminal Record Checks must be completed for anyone volunteering for PAC or helping at the school. It's quick, and it lasts 5 years. Forms to get them completed free of charge are available at the office.
- Kelsey and Melda circulated a draft letter regarding the one-time fundraising contribution from each family. The suggested contribution amount is \$25.00 per child, or \$40.00 per family, but any amount will be greatly appreciated. The letter will be sent out to parents soon, available in English, Farsi, Arabic, and Mandarin.
- Kelsey also reminded PAC members that, as volunteers to the school, they are not allowed to promote their own business.
- Kelsey also reminded members to please send emails to PAC chairs first, to get sent to Wendy Yu for approval and distribution.
- Kelsey also shared a thank you note from Ms. Shaw who recently retired. She loved the gift certificate.
- Just a reminder to the Hot-Lunch Co-Ordinator, as well as to Bonnie, who serves hot chocolate, that they will need to get their Food Safe updated.
- There will be a PAC table set up during the Meet the Teacher night on Wednesday, September 26<sup>th</sup>. Sheema, Mélanie, and Kelsey will be there.
- Kelsey announced that the Treasurer needs a new laptop. She made a motion to approve spending \$325.00 for a new laptop. Motion approved by Shilpi. Seconded by Dulce. All in favour. Approved.
- Maryam who kindly accepted Treasurer role in June 2018 has a busy work schedule and she mentioned that she would be happy if there is someone else who could fill in this position full time. Mélanie Norris has offered to fill the Treasurer role. Motion to make Mélanie treasurer. Dulce approved the motion, Stephanie seconded it, and all in favour. Approved. Thank you, Mélanie!
- Kelsey reported that the iRide program was a bit hit this year. The school is asking if PAC can help pay for it. Motion was passed for PAC to use the gaming grant money of \$750.00 for this. Approved by Dulce. Seconded by Denise. All in favour. Approved.

- Kelsey bought freezies for the Terry Fox Run.

### **School Report – Principal Ms. Yu**

- Ms. Yu welcomed the group, new and old.
- She reported that this month's newsletter is coming soon. She also reminded members that updates can always be found on the school website.
- She said that its been a busy start, but very positive. Panorama is very full, with 471 students, and she has had to turn away non-catchment students. There are 22 divisions, 11 English, 11 French.
- We welcome two new teachers to the school this year. Ms. Barisic Grade ¾ (in for Ms. Folz, who had a baby girl recently) and Ms. Tabata, who teaches K, Gr. 1, and Gifted.
- Grade 4's will begin their Foundations Skills Assessments soon. This is part on-line, as well as part in booklet form.
- The school-wide goal is the same as last year: fostering and building relationships.
- Mr. Jamieson, our new Vice-Principal, shared that he was very impressed with the students' behavior during the iRide program. The students were very patient while waiting for other cyclists to finish. The students did well, learned new skills, and enjoyed this great class-building activity.
- Ms. Yu reminded members that September 28<sup>th</sup> is Orange Shirt Day. Phyllis Webstad, the Aboriginal woman who started Orange Shirt Day, came to the school and shared her story and book. Ms. Yu was impressed how the students received her message, with great interest and maturity.
- Ms Yu shared a few upcoming dates to remember:  
  
Wed., Sept. 26 – Picture Day, Meet the Teacher (6pm-7:00pm)  
Thurs. Sept. 27 – Terry Fox Run 1pm
- Tennis will start in October. For \$13.00, the students get 6 sessions with Jerry Mackin, a professional tennis coach, and everyone can learn something (e.g. all levels). Ms. Yu will ask if tennis rackets can be for sale before the session.
- Ms. Yu said there will be no hip hop this year. Instead, a motion was passed to have the Canadian Planetarium Bubble come in. For 22 Divisions, 3 days at \$500, this will cost \$1500.00. Motion was passed to have PAC pay for this. Approved by Ryan. Seconded by Denise. All in favour. Approved.

### **New Business**

- We used to have a fund-raising committee, but not this year. We are still looking for the following positions:

- Donuts for Dads
- Muffins for Moms
- Denise is able to help with Traffic before school, but she needs help, 10 to 15 minutes before and after school.
- For Emergency Prep and Health and Safety committee - Shilpi has offered to help if needed.
- For the Multi-cultural Liaison position, there is a new parent who is able to help with translation of material into Mandarin, but PAC is asking for others parents to help with other languages.

## Old Business

### Committee Reports

- **Movie Night:** Winnie will be doing this. No report for now.
- **Treat Days:** Colby reported that treats are usually offered once a month. The cost is \$14.00. and notices will be coming home in October.
- **Hot Lunch:** Catherine will organize this month's pizza day on Friday, September 28<sup>th</sup>. Kelsey shared that she received an email from Freshie, wondering if PAC would like to offer it as a hot lunch option and/or as healthy food option like "Lunch Lady". With a show of hands, PAC decided no, not at this time, due to difficulty in finding someone to organize it and that there needs to be a profit as this is a fundraising opportunity. It was suggested that PAC and the school have healthy living program activities and programs (i.e. training) offered instead.
- **Walking School Bus** – no report
- **SEP** – Stephanie has offered to help organize these activities, such as lunch-time floor hockey and four-way soccer. Mélanie will help set it up, and Shilpi can help the day of the club. A parent offered to set up a one-day workshop of making lip-balm or bug-spray.
- **Website and Communications Coordinators - Macy**
  - 1) Macy reported that all information is updated.
  - 2) Macy will send emails and passwords to all new PAC members. She also reminded members that it is better to email using their PAC address so that all information can be found in one spot.
  - 3) Macy reminded PAC members that if they have a flyer, order form, etc. to go out, please send it to the Chairpersons first. After it is approved by them, please wait to hear from Macy that it is ready, before sending it out. Macy is the one to make it "live", meaning the registration or ordering process is open.
- **Class Liaison** - Shilpi reported that currently only teachers of Divisions 18, 19, and 22 would like class reps. Kelsey will ask staff if more teachers would like one.
- **DPAC** – Dulce reminded members that the District Parent Advisory Committee is there for members to provide support and to answer any questions. There is a PAC 101 information meeting on October 3 at 6:20 – 9:00 pm and open to all.  
There is also a PAC board at the front entrance to the school.
- **Parent Ed** – Shanaaz asked what people would like her to organize for parent education this year. A parent is interested in Odyssey of the Mind. This is a parent-run program. The parent will find out more and bring the information to the next meeting.
- **Health & Safety** – not present

- **CPF** – Stephanie will communicate the information of the Canadian Parents for French to the parents. The CPF meetings are often the same night as the PAC meetings, so she will only go to every other CPF meetings.
- **Grade 5** – Ting Ting is helping with this committee but is hoping for another parent helper.
- **Athletic Club** – This is a club that runs every Monday from 3:00 to 4:00 pm, rain or shine. Students will receive registration information soon.
- **Treasurer's Report** – Melda circulated Financial reports for Gaming and General and also proposed Budget.
  1. She walked through the numbers and confirmed the 2017/18 year end and new years opening balance (outstanding / uncollected cheques). The budget needs to be approved in the next meeting and she asked all volunteers and committee to come up with suggestions if they would like to change anything on the budget. She also added based on the PAC Donations collected and Fundraising events, budget can be updated/amended during the year with voting.
  2. She briefed committee about the procedures, Bylaws and how the two accounts work (General and Gaming)
  3. She informed that the Gaming Report has been submitted to the Government for 2017/18 year. Our PAC needs to get the approved Gaming Grant for 2018/19 in October 2018
  4. Melda also informed the committee that she updated all yellow forms for 2018/19 (Expense Reimbursement, Donations, Cash ,Babysitting, TIF and TEF Requests for the teachers)
  5. Melda also informed the PAC about Bylaws that there is an article for provision on Technology War Chest Fund, It was frozen by PAC Meeting decision in the last years as PAC accumulated \$9000 for the provision already and also the Government was generous with the new technology purchases funding the school. In 2017/18, this accumulated fund was spent partially on new technology for school (full list is stated on the bottom of Financial Reports – General Account). Also, a TV was purchased for the school which will be reimbursed in September/October 2018. Remaining balance will be reported in the next meetings and Melda suggested that this article on Technology War Chest Fund is revisited to make a decision whether it will continue to be set aside as a provision or not. Also the amount per year to be decided (it was \$3000 per year). If this provision is no longer necessary, the Bylaw needs to be reviewed and revised and / or addendum needs to be added
  6. She mentioned that she and Melanie will have a number of meetings for the handover for the treasury role
  7. Melda will be leading this month's first Hot Lunch together with Catherine. The revenue on Hot lunch is always very profitable and therefore it is suggested to start right away in September. The Paypal revenue booking will be made immediately after the cut off date, As always, we encourage parents to pay online instead of cash.
  8. Melda and Melanie will have a meeting next week at VANCITY bank for the PAC account (adding Melanie as signer)

Date of next meeting is set for: Monday, October 15th at 7:15pm

**Motion to adjourn meeting. Moved** by Mélanie, **Seconded** by Dulce. **Motion Passed.**

**Meeting adjourned at 9:20 pm.**