



**Minutes of Panorama Heights Elementary School PAC
Meeting
September 16th, 2019**

Chairperson: Shilpi Mehrotra & Shahnaaz Balsara

Secretary: Colby Anderson

Attendees:

Melanie Norris	
Shilpi Mehrotra	
Lynn Li	
Shahnaaz Balsara	
Colby Anderson	
Stephanie Kehle	
Adeline Song	
Bonnie Chung	
Denise Quanson	
Peter Chang	
Macy Azimi	
Natalie Wang	
Kelsey Jones	
Jen Espinos	

Meeting called to order at 7:17pm by Shilpi

Introductions and Housekeeping

- Timekeeper designated – Stephanie
- Round table introductions – Completed
- Next meeting set for October 21st, 2019 at 7:15 pm
- Minutes from previous meeting: Changes requested – Meeting adjourn seconded by Shilpi, who wasn't present. **Approved.**

Chair Report

- First meeting, no report

School Report – Mrs. Yu & Mr. Jamieson

- Discussed the school-wide focus of numeracy this year, as well as social-emotional

- learning and growth mindset
- This year enrollment was lower than usual, leaving 20 divisions for the 2019-2020 school year
- i-Ride was completed this week and was noted to be successful with the students; Mr. Jamieson thanked the PAC for funding this
- Upcoming events include Meet the Teacher night (September 19th), Pro-D day (September 20th), Terry Fox Run (September 26th) and Orange Shirt day (September 30th)
- New dismissal time of 2:35 for this school year has thus far had mostly positive feedback, with some families unhappy with the inconvenience of the earlier time
- Class time throughout lunch has received positive reports from teachers thus far
- The 'Do What You Love Foundation' will be offering before and after school programs, and a flyer will go out to parents this week

New Business

- Open positions:
 - *Student Enrichment Program* – running lunchtime clubs such as 4 corner soccer, floor hockey, chess – this can be anything the volunteer is interested in setting up
 - Shilpi will contact a parent that has previously mentioned they may be interested in this position
 - The PAC is still looking for volunteers to fill this role
 - *Athletic club* – this has previously been run on Mondays after school, rain or shine (though has been run in the gym on days with particularly bad weather)
 - This is a popular program at the school, and requires 1-2 parent volunteers to organize and run it
 - This could also be modified to be just running club, which requires less organization, if the parent volunteer prefers
 - *Emergency prep health & safety* –the emergency kits were upgraded a few years ago, and can be updated as needed
 - *Multicultural liaison* – this position continues to be open
 - *Spring fair coordinators* – this is a popular annual event that both builds a sense of community and raises money for the school, and requires a group of 3-5 volunteers in order to hold the event
 - ***Anyone interested in volunteering for the above positions should contact chair@panoramaheights.ca***
- Terry Fox run –previously freezies were purchased and held in a deep freeze, that is no longer available
- Alternate options were discussed, and it was determined that if pre-frozen freezies are available, these can be purchased and PAC members can bring coolers on the day-of to store them
- Fruit and veggie days: Bonnie noted that she will continue this for the upcoming school year, and will provide the schedule to PAC
- Fundraising: One-time contributions have been done over the past two years, rather than various fundraisers throughout the year, and it was decided that this will be continued for the upcoming school year

Old Business

- None

x

Committee Reports

- **Movie Night:** Winnie (not present) has volunteered to do movie nights, and has requested another helper. Dates are already set for movie nights
- **Treat Days:** Adeline will be running treat days this year; Colby will set up the orders and class lists, and Kelsey will assist in the first treat day purchase/deliver
- **Hot Lunch:** Three dates will be changed from the calendar – November 22nd, February 27th, May 22nd
- **Traffic** – Denise notes that it has been smooth thus far. There are now flashing lights at the pedestrian crossing on Johnson
- **Walking School Bus** – Shiva and Bonnie will continue to run with program, however the cut-off for serving will now be 8:40am, as per teacher request. Additionally, if students do not bring their own mugs they will not be served, as PAC will no longer be offering cups. Bonnie will send the schedule for this to Shilpi & Shahnaaz
- **Student Enrichment Program** – A parent volunteer is needed for this program (see note under ‘New Business’)
- **Website and Communications Coordinator** – Macy will send new PAC email addresses to all volunteers, and recommended that volunteers change the default passwords to their own
 - Macy explained the process of sending something to the school community:
 - The information/flyer first goes to the Chair
 - Once approved, it will go to Macy to make the form in a password protected mode
 - It is then sent back to the Chair & corresponding volunteer to check the link
 - Once approved, the passwords will be removed and the flyer can go out to the school community
 - The website is now up-to-date
 - One of the licenses was about to expire, however Jerusha (previous PAC member), who previously purchased the licenses, has generously done so again and donated them to PAC
 - A ‘Thank you’ card will be sent to her on behalf of PAC
- **Class Liaison** – Kelsey will reach out to the teachers to see if anyone would like class reps
- **Hot lunch** – PAC has received emails from Subway, Taco del Mar, and an enterprising student from SFU – Shilpi will forward the email to Lynn. Lynn still needs to get her Food Safe Certificate, so will have Catherine join her for the upcoming hot lunch ‘
 - Hot lunch helper – there is still \$16 in that fund from last year. Following the next hot lunch, the hot lunch helper can be added to order forms.
- **DPAC** – The September meeting may have been missed, Natalie will attend the upcoming meeting on October 2nd. The agenda for the DPAC meeting was shared with the PAC
- **Parent Ed** – There is currently no budget designated for Parent Education, so if there are no particular ideas, this can be left as is. Checking in with teachers to see if they had any suggestions was mentioned. The budget for student ed will stay the same as last year.
- **Health & Safety** – nothing to report
- **CPF** – Stephanie will do an introductory email to target French families, that includes links, the CPF website, how you can support your child in French, etc.
- **Grade 5** – Kelsey received the logo for the hoodies and will be going to the classes for

sizing in the upcoming weeks, then having them vote on the logo. Grade 5s have requested year books, so this will be discussed

- **Athletic Club** – A parent volunteer is needed for this program (see note under ‘New Business’)
- **Muffins for Moms & Donuts for Dads** – Natalie may do Muffins for Moms; A parent volunteer is still needed for Donuts for Dads
- **Staff appreciation luncheon** – This position is currently vacant (this event is usually held in April/May)
- **Treasurer’s Report – Melanie**
- General Account for the school year ending June 30, 2019:
- -Everyone’s hard work, participation, and generosity in fundraising for the 2018/19 school year raised almost \$20,000, so a huge thank you goes out to the Panorama community. Over \$10,000 went directly back into enhancing the classroom experience for your children through the Teacher Enrichment Funds and Teacher Incentive Funds, which pay for extra classroom supplies and materials, in-class workshops and presentations, and subsidizing the costs of field trips. Over \$5000 was spent on technology for the school (TVs purchased by Admin) and other “Educational School Upgrades” including classroom equipment requested by Student Services (a pedal desk, wobble chairs, ergo seats, and simply fit boards). The remainder went toward various enrichment programs like clubs and walking school bus treats as well as many appreciation and community building events like the mother’s/father’s day events and the staff appreciation luncheon.
- General Account Proposed Budget for 2019/2020 school year:
- -We will likely be able to collect family donations through school cash online this year, so parents can receive tax returns for their donations. Will set this up with the office in the next few weeks, and money collected can be directed primarily toward funding this year’s “educational school upgrades” (technology and equipment requests by teachers, student services, and admin).
- -Will leave \$800 for “Panorama Community Support” again this year, but we can assess the needs at the school and our fundraising progress closer to Christmas.
- -Parent Education: no planned spending again this year
- -Spring Fair: set revenue and expenses both at \$4000 again this year, so if the event doesn’t happen, there is no net effect on the financials.
- Gaming Account Proposed Budget for 2019/2020 school year:
- -Gaming Funds from the government should be deposited by the beginning of October. Gaming grant was 20% higher last year as a one-time increase, so I’ve budgeted for less this year in anticipation of grant revenue returning to \$20/student rate (as opposed to \$24)
- -Student Activities budget is \$4200 again this year; iRide will be paid for from this budget.
- -Grade 5 trip budget will be same as last year (previous year appears higher because part of 2017/18 trip was paid for in 2018/19 school year).
- -Student Education: Same budget as last year
- -Athletic club and lunch clubs: No planned spending
- Motion to approve budget. Moved by Kelsey. Seconded by Natalie. **Motion** passed.
- **Extra-curricular activities**
- -Shahnaaz was contacted by someone about karate classes at the school, and it was noted that this needs to go through the district for facility rentals
- -Bricks 4 Kidz have contacted Lynn about running the after school classes. Ms. Yu notes they could possibly use an empty room. Lynn will send the emails to Chair to continue

correspondence

- It was discussed that those interested in renting the school go through the school board to do so, and this is run separately from the school staff.
- School buses for field trips were discussed, and it was explained that the choice is up to the individual teacher on how to use their teacher incentive fund (for example, this money may be going to subsidize the cost of the fieldtrip)

Date of next meeting is set for: October 21st at 7:15pm

Motion to adjourn meeting. Moved by Shipi. **Seconded** by Macy. **Motion Passed.**

Meeting adjourned at 8:48pm.