



**Minutes of Panorama Heights Elementary School PAC  
Meeting  
June 15, 2020**

**Chairperson:** Shilpi Mehrotra & Shahnaaz Balsara

**Secretary:** Colby Anderson

**Attendees:**

Shahnaaz Balsara	
Shilpi Mehrotra	
Kelsey Jones	
Melanie Norris	
Bonnie Chung	
Ying (Fiona) He	
Melda Okucu	
Samantha Bahrini	
Colby Anderson	

**Meeting called to order at 7:16 by Shilpi Mehrotra**

**Introductions and Housekeeping**

- Timekeeper designated
- Round table introductions – Completed
- Next meeting set for September 2020, date TBA
- Minutes from previous meeting: Reviewed. Motion to approve minutes of the PAC meeting held February 23<sup>rd</sup>, 2020, made by Shilpi. **Approved.**

## Chair Report

- See 'New business' section, below

## School Report – Mr. Muxworthy & Mr. Jamieson

- General Covid-19 update from Mr. Muxworthy:
  - He noted that it has been a challenging time for everyone, students, parents, and school staff, with each week presenting a new set of unknowns, multiple updates, and new actions to put into place
  - He expressed gratitude for the staff and their exceptional support, as well as that of the district
- Information for the final week of school has been sent out to the school community
- It is unclear what September will look like, and he advised that parents familiarize themselves with the five stages that have been described for education:
  - Stage 5: Suspension of all in-class learning for all students in all grades
  - Stage 4: Most students doing remote learning, with exceptions made for children of essential workers and vulnerable learners
  - Stage 3: In-class learning for K-5 on a part-time basis, along with remote and online learning
  - Stage 2: Elementary students return to full-time, in-class learning, while high school returns part-time and have access to remote learning
  - Stage 1: Return for in-class instruction full-time for all students K-12
- He also recommended being familiar with current safety protocols, and having your children familiar with these as well
- The school will likely be reaching out to parents with further information around mid-August
- School staff is currently planning for a regular entry into school as a Plan A, however will adjust and adapt those plans depending on which stage school entry is at by that point
- Staff has been working on school organization for next year, such as class building, staffing, postings, etc.
- Next year there will be 20 divisions: 10 French and 10 English
- Mme. Taschereau will be retiring, and Mr. Jamieson will be moving to Summit Middle School
- Some temporary staff will also be replaced through hiring processes over the summer, and there is one posting that is not currently filled
- There will be a new bell schedule for next year, with the school day going from 8:50am to 2:44pm
- There will also be a slight increase in lunchtime and recess play
- Instructional lunch, that was tried out for the first time this year, will continue throughout next school year
- School renovations will begin right after school ends in June, including removal of

portables

- As a result of moving portables, there will be no extra classroom space
  - An update will be sent out to all parents, which will include a PowerPoint document with visuals and phases of the renovation
  - Because of the renovations, we will have a shortage of extra space available after school, including the gym at different points in the year
  - As such, the school will not be able to do any rentals, and therefore after-school programming will not be taking place at the school next year
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- The school code of conduct requires review by staff and PAC each year, and represents the general code of conduct of respect for all students, parents, and staff
  - Mr. Muxworthy will be sending out a draft of this to PAC members that attended the current meeting for review
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- Each year, the school must have an action plan of learning, which are the goals that they are committed to working on throughout the year
  - This past year's goals were Numeracy and Social Emotional Development, focusing on 'Growth Mindset'
  - Next year will continue with growth mindset without it being a focus, and the school goal will be focused on Numeracy
  - This information will be available on the school website
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- There will be a farewell assembly on Thursday, June 25<sup>th</sup> at 10am, hosted through Teams, and beginning with a Grade 5 leaving ceremony
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- PAC has contributed a USB bracelet and photo yearbook to grade 5's as a farewell gift
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- PAC has provided financial support each year for student activities, teacher materials, and tools for students with various needs
  - As we cannot foresee what the upcoming school year will look like, planning for PAC-sponsored activities such as iRide, tennis, etc. will be placed on hold
  - A suggestion was given for looking into online programs and 'field trips' if students will not be returning in-person in the Fall
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- A question was asked about the fruit and vegetable program and it was noted that the food from this year was able to be redistributed to a food bank program, which will try to continue to do as needed

### **New Business**

- Nominations for core executive positions:
  - President/chair: Shilpi & Shahnaaz
  - Secretary: Colby Anderson – seconded by Shahnaaz

- Treasurer: Ying (Fiona) He - Bonnie
- DPAC: Natalie Wong – seconded by Bonnie
  
- Nominations moved by Shilpi. Seconded by Bonnie. All in favor.
  
- The transition for Ying (Fiona) to become treasurer will be sorted out between the Chairs and Melanie
- The bank signing will need to wait until after the fiscal year ends (June 30<sup>th</sup>, 2020)
  
- Other PAC positions:
- Website & communications: Macy Azimi will continue in the current role
- Fundraising – movie night, hot lunch, treat day, etc. – filling these positions will occur next year when there is further information about which fundraising activities will be able to occur
- Grade 5 committee – Kelsey will continue in this position
- Class Liaison – Kelsey will continue in this position
- Traffic – wait for September
- Parent education – wait for September
- SEP – wait for September
- CPF – Stephanie will continue in this position
- Walking school bus – we will assess in the Fall
  
- We were unable to do the usual Staff Appreciation Lunch this year, however treats were provided for staff during a meeting in May, and the same will be done on the last week of school

### **Treasurer's report**

- Teachers continue to submit reimbursement expenses – classroom supplies, materials, workshops, etc.
- Approximately \$2500 has been processed thus far
- Web hosting fees of \$270 were recently paid
- General account:
  - We had offered up to \$3000 for educational upgrades and 3 speaker units had been requested
  - Only one was needed, so \$1389 was actually used
  - We will have additional money in that balance for next year (approximately \$5000), so if there are any requests from admin or teachers, please let PAC know
  - These can also be saved for once the school renovations have been completed and there is more space for new furniture, etc.
  - Although we had a loss of revenue/fundraising, we also had fewer expenses
  - We will be starting off with about \$4500 net revenue in the general account, which is a healthy position going into next year

- Gaming account:
  - The grade 5 trip had to be cancelled, so the money was used to pay for yearbooks and USB bracelets, which worked out to approximately the same amount
  - The yearbooks were delivered to the school and PAC will need to contact the vendor regarding an invoice for the USB bracelets
  - \$1200 for student education was not used this year, so there is extra money in this account
  - This money has specific regulations about how it can be spent, and also needs to be spent within a certain time frame
  - The gaming grant for next year has been applied for
- Official financial statements will be prepared at the end of June and posted on the PAC website
  
- Prior to asking for donations next year, PAC will look at what is in the current account, assess what the school year may look like, and see if donations are needed

Date of next meeting is set for: **September 2020 – Date TBA**

Motion to adjourn meeting. Moved by Shilpi. Seconded by Bonnie. **Motion Passed.**

**Meeting adjourned at 8:38pm**