



Minutes of Panorama Heights Elementary School PAC Meeting

May 17th, 2021

Chairperson: Shilpi Mehrotra & Shahnaaz Balsara

Secretary: Colby Anderson

Meeting conducted via Zoom

Meeting called to order at 7:16 by Shilpi

Introductions and Housekeeping

- Timekeeper designated - Kelsey
- Next meeting is set for June 21st at 7:15pm and will be the AGM
- Minutes from previous meeting can be found on the PAC website (www.panoramaheightspac.ca)

Chair Report

- Staff appreciation luncheon – Shilpi spoke to the food truck vendor, who indicated that he wouldn't be able to deliver the lunches within the teacher's lunch time-frame
- Mr. Muxworthy suggested restaurant gift cards for the staff instead and options were discussed
- A donation of \$2 per child will be requested to cover this
- An online card to be signed was also suggested, and Kelsey will look into how this was done at another school
- A Facebook page was discussed and this can go ahead, along with continuing to post everything on the PAC website for those parents who aren't on Facebook
- We will need a new secretary, chair, and DPAC in order for PAC to continue next school year
- A new treasurer is also requested, along with someone to shadow Macy in the role of webmaster, as next year will be her last at Panorama
- Reminders about the AGM and positions that need to be filled will be sent out via email to the parent community prior to the meeting

School Report – Mr. Muxworthy

General updates

- Extended Covid-safety protocols appear to be accomplishing the safety goals
- A request and reminder to be diligent with the daily health check was sent to parents via email recently, as this is the most important line of defense for the safety of the school community

Construction update

- Construction is on-track to be completed by September
- The two classes currently in the portables will be moving into the gym and into a classroom that was previously closed due to construction, and the portables will be removed in the coming weeks

Organizational update

- This is a plan that for the district that outlines which teachers will be teaching which classes
- This has been submitted, and the next step for the district is for schools to have staff postings as needed over the course of the next several weeks, and then staffing adjusted based on the outcomes of this
- There will be 19 divisions next year
- Two potential bell schedules were required to be submitted – one if Covid-restrictions are still in place and one if they are not
 - If restrictions are in place, we will continue with the current bell schedule of an 8:50am start and 2:34pm ending (a minute is required to be added to make up for one day less of school next year)
 - Because of the staggered lunches required, an early ending is preferred by staff due to supervision needs
 - If restrictions aren't in place, lunch would all be together, slightly longer at 40 minutes, and with the same supervision; the end time of school would be 2:44pm

Technology order

- The school has submitted an order to the district for 27 student laptops and 10 iPads to replace those that are becoming obsolete
- These are being replaced at a subsidy from the district
- 5 new projectors are also being purchased, with a total of everything being approximately \$4000
- If money needs to be spent by PAC this year, this is one option

Playground

- The new sandbox feature installation has been on hold due to staffing, however this should be up and running shortly
- This is part of the construction project, so comes as no additional cost to the school or PAC
- There was extensive graffiti across the back of the school today, which has already begun to be removed

Grade 5 year-end

- A committee of staff and PAC has been working on this
- A yearbook wasn't able to be completed on time, however the school staff will be putting together a form of a yearbook for the Grade 5 students
- USB bracelets will be filled with the leaving ceremony video and pictures as a gift for the students
- There is some budget left over, so what to do with this is being discussed with the staff and Grade 5 committee
- Ideas include another keepsake, a gift card, or adding this to the June 11th Grade 5 event
- If anyone has requests or ideas, please contact Mr. Muxworthy or Kelsey at grade5@panoramaheightspac.ca

Year-end assembly

- This is planned for the last day of school via Zoom at 11 or 12pm (details to follow)
- This would start with an acknowledgement of Grade 5's leaving and a slideshow, as well as announcements for staff leaving, a slideshow for the whole school, followed by a closing

Retirements

- Mme. Bertrand, Mme. Goddard, and Mr. Spira will be retiring at the end of this school year
- PAC will let Mr. Muxworthy know the budget for their gifts and he can then check with staff for further ideas

Responses to parent questions

- A question was asked about whether Mr. Spira will be replaced with a new music teacher
 - This has not been finalized, so it is unclear if all students will receive music class next year

Committee reports

- Fundraising
 - A playground fundraising committee will be officially started next year
 - A kick-off to summer raffle basket is being coordinated
 - A pizza fundraiser is also being coordinated
 - The plant sale fundraiser finished on Friday, though we don't currently have the numbers
 - A fundraiser email address has been requested, and Macy will send this to Debora
- Website & Communication Coordinator – Macy will send the invoice/receipts for the web hosting company to Fiona
 - Putting this on the PAC Paypal account, rather than the webmaster's personal account, was discussed however it was determined that the current method is simplest
- Emergency Preparedness – No report

- Grade 5 committee – Kelsey has bought signage for each classroom and the front of the school, which are not year specific so can ideally be reused in future years
- DPAC – No report
- Class liaison & communications – Some parents contacted Mr. Muxworthy to ask whether there was a class liaison in order to organize something for the teacher
 - This is something that would need to be organized at the classroom level with interested parents
 - In the past, forms were sent home at the start of the school year to see if any parents want to take on the role of class rep
 - This will be discussed for next school year
- Parent education – the staff will discuss getting Saleema Noon in next year as part of the health and career education curriculum
 - Mr. Muxworthy noted that they chose not to have her in this year, in-person or virtually, due to Covid restrictions
- CPF – No report

Treasurer's report

- Shilpi and Fiona will connect regarding the budget for retirement gifts
- The gaming grant was applied for May 7th and the report will be submitted after the end of the fiscal year (June 30th)
- The general account has had a few payments processed for Grade 5 items, as well as some TIF items
- The current General account balance is \$36,021 and the current Gaming account balance is \$16,732
- School cash online hasn't been reconciled yet, but will be in the next report
- Any questions about the budget can be sent to Fiona at treasurer@panoramaheightspac.ca

Meeting adjourned at 9:03pm

Date of next meeting is set for **Monday, June 21st at 7:15pm**