



Panorama Heights Elementary School Parent Advisory Council General Meeting June 17th, 2025 (6:15pm) In Person Minutes

Attendees: Elisa Prentice, Allison Dunlop, Ya Wen, Christine Tse, Perry Muxworthy, Aimee Francisco, Ali Talaei, Katrina Chin, Chie Cho, Kathy, Alexis Takahashi, Elham Fashihi, Morvarid Asiabi, Babak Samiee, Rebecca Armstrong, Jason Ng, Rachel Sarsan.

6:15pm Welcome and intro – PAC Committee

6:20pm – Chair

- Overview of 2024/2025 Year
- PAC Roles/ Plans for 2025/ 2026 Year
 - o See Role Description below
- Pumpkin Patch: Kids like it. Parents like it. Perry speaks of it highly and says that it is much appreciated. Vote in Favor. Christine will take care of the decorations.
- Teacher incentive fund - Ask DPAC, how can money get disbursed without it being tedious.
- The staff can come up with a wish list of items. Then bulk buy it and then allocate it. Could do twice a year. Stickers, lollipops, etc. \$200 each teacher
- Budget for field trips? Voted to keep at the same amount as last year, \$20/per student
- Trying to do field trips ‘in school’ to save transportation costs.
- Education to new K parents, send an email wit an explanation showcasing the different things that PAC does. This could help encourage more donations.

6:30pm - Overview:

- Treasurer (Elisa)- Financial Report

Account	Value	Enrichment Programs	
General	\$58,227.41	Courses/Certificates	\$ 6,236 Hip Hop (\$273.26), Curling (\$1300), Other (\$200)
Gaming	\$17,047.14	Grade 5 Yearbooks	\$ 1,207 71 grade 5 students x \$17
School Cash Online	\$378.70	Parent Education Events	\$ 1,000 Internet safety and other parent education events
Shares	\$276.78	Kindergarten T-shirts	\$ 390 39 K students x \$10
Total	\$75,930.03	Grade 5 Trip	\$ 2,130 71 grade 5 students x \$30
		Field Trip/ Activity Fund	\$ 2,400 371 students x \$30
		Teacher Incentive Fund	\$ 6,500 28 teachers x \$250
		Pumpkin Patch	\$ 1,400 Truck rental, gas, pumpkins, decorations and candy
		Emergency Supplies	\$ 1,500 Cost TBD, adding \$1500 as a placeholder
			\$ 23,783
		General and Administrative	
		BCPAC Membership	\$ 100
		Website Hosting	\$ 230
		Accounting Software	\$ 100
		PAC Meetings- Coffee/Snacks	\$ 150
		PAC Meetings- Childcare	\$ 150
		Misc.	\$ 100
			\$ 875
		Total Planned Expenditures	\$ 35,653.00

- Meridian Meats = \$390
- Purdy's Chocolates = \$1215.90
- Craterbykids Art = \$1382
- Munchalunch = \$2120
- Pizza Program = \$4000.65
- Treat Day = \$2303
- Halloween Dance = \$2000
- Christmas Market = \$468
- Red Cross Courses = \$150
- Movie Night = \$1320
- Growing Smiles plants = \$495
- Spring Fair = \$1447.20

- Hot lunch & Treat Day committee- Aimee, Allison, Rebecca
 - Vendor recommendations and feedback
 - New Treat Days: Sugar Cookies and Cobs (mini cinnamon buns, no icing)
- Event Coordinators- Spring Fair- Elisa, Aimee, Sam, Jre, Allison
 - Successful fair, lots of positive feedback.

6:45pm DPAC Update- Ya (May 28 was the last meeting

- How to get parent engagement in French Immersion. Canadian family in Fringe.
- The reason why there is a reduction of FRIM classes are due to resources being limited

6:50pm New Business- Vote on PAC roles for 2025/ 2026 year

1. Chair – Elisa Prentice
2. Vice-Chair – Ali Talaei
3. Treasurer – Jre De Klerk
4. Secretary – Amy Judd
5. DPAC Rep – Stephanie & Rachel Sarsan
6. Event Coordinator
 - a. Christmas Market – Christine Tse
 - b. Dances – Christine. Connect with DJ Rock & Beau - Find dates and theme with white clothing, it creates a brighter environment (less scary for the little ones)
 - c. Spring Fair – Samantha Kroschinsky
7. Hot Lunch & Treat Day Coordinator – Aimee Francisco, Alexis Takahashi & June
8. Pizza Program Coordinator – Alexis Takahashi (with support from Aimee Francisco)
9. Movie Night Coordinator – Christine Tse
10. Fundraising Coordinator - **VACANT**
11. Website Coordinator – Jason Ng
12. Flyer / Advertising Coordinator – Amy Judd and Alexis Takahashi
13. Grade 5 Rep: Rebecca

7:10pm Updates from Principal (Mr. Muxworthy) – School updates

- STEAM
- Indigenous focus – 3 different term themes
- Clock now working – PAC paid for the two clocks
- Gym Roof – 35 year old roof. They will replace it over the break
- Still in the queue for playground.
- Enrollment is down across the board. International students as a revenue stream is down in the midst of the global crisis.

7:15pm Meeting Ends

DUTIES OF PAC POSITIONS

A. CHAIRPERSON

- shall convene and preside at all executive, general and special meetings or notify the Chair Designate to assume this duty as necessary
- shall be familiar with and follow the Constitution and Bylaws
- shall ensure that an agenda is prepared and distributed following the Bylaws
- shall ensure a quorum is present before calling a meeting to order
- shall appoint committees where authorized to do so by the Executive or membership and be an ex-officio member to all committees except the Nominating Committee
- shall be the official spokesperson and representative for the PAC, always acting on behalf of the majority of members and not personally
- shall be a signing officer
- shall submit a written annual report to the membership

B. VICE-CHAIR

- shall assume the responsibilities of the chairperson in their absence.
- shall accept extra duties as required

C. TREASURER

- shall have a demonstrated ability and/or understanding of bookkeeping procedures
- shall keep an accurate and current record of all receipts and expenditures of the PAC. Bank statements must be reconciled monthly and made available for review as requested
- shall assess all financial undertakings to ensure they are within the annual budget
- shall ensure expenditures have the proper authorization and are backed by detailed receipts and invoices
- shall prepare a written financial report for presentation at each PAC meeting; this shall include the total balance on hand in all accounts at the beginning of the period covered by the report and all credits to and disbursements from the accounts, balance of funds on hand and outstanding accounts receivable and payable, and the net surplus or deficit
- shall be responsible for issuing receipts and the prompt deposit of all monies paid to the PAC. Also refer to Section XV, Finances
- shall be a signing officer
- shall ensure all bills are paid promptly
- shall draft an annual budget with the assistance of the PAC Chairperson
- shall maintain all financial records in an orderly fashion as stipulated by BCCPAC

D. SECRETARY

- shall record the minutes of all executive, general and special meetings
- shall prepare within two weeks of any meeting, complete minutes and ensure their distribution
- shall file the original copy of the minutes in the official PAC record binder
- shall issue and receive correspondence on behalf of the PAC
- shall keep a current copy of the Constitution and Bylaws and submit updated copies to the DPAC office for safe keeping and reference
- shall ensure safe keeping of all records of the PAC
- shall keep a complete and current inventory, including location, of all PAC assets
- shall ensure the binders are collected at the end of the term and appropriately redistributed in September

E. DISTRICT PARENT ADVISORY COUNCIL REPRESENTATIVE

- shall attend DPAC meetings or designate another elected officer of the PAC who attends on their behalf
- shall report to the PAC regarding issues discussed
- shall seek input from the PAC for presentation at DPAC meetings
- shall vote the PAC's wishes at DPAC meetings
- shall maintain the PAC's information binders with DPAC meeting minutes and materials provided from DPAC, BCCPAC, and Ministry of Education, and make them readily available to the general membership.
- shall submit a final report

F. MEMBER(S) AT LARGE

- shall accept duties assigned by the PAC at the time of their election and at other times throughout their tenure as the needs of the PAC might require.
- all general duties of the Executive and Code of Conduct shall also apply to the Member at Large
- shall submit a final report.

G. PAST CHAIRPERSON

- shall help smooth transition between Chairpersons
- shall assist and advise the council
- shall act as a consultant for the Chairperson
- shall chair the Nominating Committee.

H. STANDING COMMITTEE CHAIRPERSON(S)

1. FUNDRAISING COORDINATOR

- shall propose fundraising projects to the Executive ensuring that they meet the guidelines established in the Constitution, Bylaws and PAC Policies and Procedures
- shall coordinate all activities related to a fundraising event and act as liaison between the fundraising committee and the PAC Executive
- shall maintain a record of fundraising projects, suggestions for improvement and future events (submit as a final report)
- shall convene and act as Chairperson of a Fundraising Committee, if necessary

2. EMERGENCY PREPAREDNESS COORDINATOR

- shall send representatives to all meetings of the School Emergency Preparedness Committee
- shall assist the school to ensure all student identification and release forms are up to date and properly stored
- shall check all classroom orange bags once or twice per school year to ensure all supplies are present and fresh, and that all classroom lists are current.
- shall assist with other tasks to help the school meet all of the District 43 Emergency Preparedness recommendations

3. HOT LUNCH COORDINATOR

- shall coordinate with the Principal as to convenient dates to offer special lunch service to students and staff
- shall coordinate the ordering and delivery or preparation of any food
- shall ensure special lunch events are self supporting
- shall maintain a record of supplier contacts and suggestions for the smooth operation of this task
- shall ensure current health and safety standards are met

4. HEALTH and SAFETY COORDINATOR

- shall monitor student safety issues such as emergency preparedness, traffic, school grounds and play equipment, and the surrounding neighbourhood to identify possible safety improvements and ways to achieve them
- shall sit on the school emergency preparedness committee or find other parents to attend
- shall monitor medical room supplies and procedures
- shall investigate and act on parent concerns regarding health issues and first aid procedures
- establish and coordinate activities of parent committees for student safety or health enhancement projects
- liaise with school administration, civic officials, police forces, ICBC, DPAC, etc. as necessary
- preferably shall be available during school hours

OR separate the job into health and safety **plus** a traffic coordinator

5. TRAFFIC COORDINATOR

- shall monitor traffic in the school drive through and neighbouring streets, identify problem areas, and implement measures to improve safety

MORE Executive possibilities:

> Newsletter Editor

APPENDIX B

OTHER POSSIBLE COMMITTEES

1. PARENT COMMUNICATIONS COORDINATOR

- shall prepare and distribute newsletters/bulletins to parents as directed by the Executive
- shall post and distribute meeting agendas and minutes as directed by the Executive
- shall oversee the Parent Information Centre and Bulletin boards and post materials as directed

2. PARENT EDUCATION COORDINATOR

- shall inform members at general meetings of any speakers, workshops, or conferences which may be of interest to parents
- shall arrange topics and guest speakers for assemblies where a parent education component is desired
- shall maintain a complete record of speakers, their topics, handouts and associated costs
- shall collect potential speaker information and maintain a record of this information in the parent library
- shall purchase parent education materials for the parent library with the approval of the membership
- shall oversee the Parent Library and ensure all materials are kept in an organized and tidy manner
- shall maintain and post a master list of all available parent resource materials

3. PARENT VOLUNTEER COORDINATOR

- shall coordinate the recruiting of one or more volunteer parents from each class. A list of volunteers shall be provided to the PAC Chairperson
- shall establish phone trees with the assistance of these class volunteer parents to find volunteers for projects or to relay PAC information
- shall facilitate communication between the PAC Executive and the parent body as whole through these volunteers
- shall coordinate any long term volunteer positions within the school, e.g. absentee phoning committees

4. COMMUNITY and MULTICULTURAL LIAISON

- shall facilitate the welcoming of families new to XXX School that have backgrounds in other cultures.
- shall encourage the involvement of these new families in the PAC and the school community and help them understand their role in the education system
- shall maintain a record of events or initiatives and provide suggestions for future efforts

5. Emergency Preparedness Committee

- shall send representatives to all meetings of the School Emergency Preparedness Committee
- shall assist the school to ensure all student identification and release forms are up to date and properly stored
- shall check all classroom orange bags once or twice per school year to ensure all supplies are present and fresh, and that all classrooms lists are current.
- shall assist with other tasks to help the school meet Level 1 of the District 43 Emergency Preparedness recommendations

6. Historical Committee

- shall collect and act as custodian of all material (such as photos, memorabilia, and records of events and people of XXX School and the PAC) and to document the history, activity, and accomplishments of the students, school, and the PAC
- shall keep these materials safe and orderly and ready for use for external reviews or school event use

7. Parent Communications Committee

- Newsletter Editor - shall prepare and distribute newsletters/bulletins to parents as directed by the Executive
- Parent Information Centre Coordinator - shall oversee the Parent Information Centre shelves and bulletin boards and post materials as directed
- Photocopy Coordinator - shall ensure the production and distribution of any PAC materials to members
- Mail Distribution Coordinator - shall monitor the PAC box in the school office and ensure incoming mail is distributed appropriately and promptly

8. Canadian Parents for French (C.P.F.) Committee

- shall ensure a delegate represents XXX School's interests at C.P.F. meetings and reports to the PAC
- shall co-ordinate the distribution of C.P.F. materials to French immersion students and their families at XXX School
- shall represent the concerns of parents of French immersion students to the PAC and act as their contact

9. Fundraising Committee

- Money Counter - shall oversee the counting, recording, and preparation of money for deposit by the Treasurer. This person shall act as an assistant and report to the PAC Treasurer

10. After-Grad Committee

- Shall encourage interested parents to meet by October to select committee Coordinator(s) and establish sub-committees.
- Shall meet as needed to democratically make plans to effect a successful After-Grad function
- Shall determine a budget as soon as possible, to be presented to the PAC along with plans for fundraising events.
- Income from such events shall be used only for matters relating to the After-Grad function, and any credit shall be rolled over into the next year's After-Grad budget.
- All funds raised shall be deposited to a PAC account and dispersed by cheque for the purpose of accountability.
- Shall communicate with other groups in the school (such as student groups and the Principal or his/her designate) to ensure a coordinated approach to graduation and After-Grad events.

MORE Committee possibilities:

- | | | |
|---------------------|-----------------------|----------------------------|
| > Social Committee | > Phoning Committee | > Lost and Found Committee |
| > Grounds Committee | > Hot Lunch Committee | |

APPENDIX C CODE OF CONDUCT - STATEMENT OF UNDERSTANDING

A person who accepts a position as a Council executive member, committee member or representative:

1. upholds the constitution and bylaws, policies and procedures of the electing body
2. performs his or her duties with honesty and integrity and in the interests of the Council
3. works to ensure that the well-being of students is the primary focus of all decisions
4. respects the rights of all individuals
5. takes direction from the membership and executive
6. encourages and supports parents and students with individual concerns to act on their own behalf, and provides information on the process for taking concerns forward
7. works to ensure that issues are resolved through due process
8. strives to be informed and only passes on information that is reliable

9. respects all confidential information
10. supports public education

SECTION IX ELECTION OF EXECUTIVE OFFICERS

1. The Executive officers shall be elected from the voting members at the Annual General Meeting, except that no employee or elected official of a School District or Ministry of Education shall hold an Executive position.
2. Nominations for the offices of the Executive shall be submitted in writing prior to, or shall be taken from the floor at the Annual General Meeting. Any voting member may nominate a voting member for these positions. (Refer Section IV Membership.)
3. An absent member can be nominated at the meeting when elections are held if there are justifiable circumstances for the absence. They must however, send written acceptance of nomination for a position to the Chair for reference during the meeting. The absent member should also submit a short resume detailing their skills, interests, or prior PAC involvement for members who may not know the nominee.
4. In the event a position on the Executive is vacated during the year, election of a new officer will take place at the next general meeting.
5. No person shall hold more than one position on the Executive. If a volunteer does not come forward for a vacant Executive position, no other officer shall assume the duties of that position.
6. Any Executive position may be co-chaired or shared with the agreement of the two (2) parties and with the requirement that the two people share one (1) consensus vote at Executive Meetings.
7. Elections shall be conducted by the Elections Chairperson, who shall be nominated and elected by the membership at the general meeting prior to the Annual General meeting. In the case of a vacancy during the term, the Elections Chairperson can be selected at the meeting when election of an Executive office is necessitated.
8. The election of contested Executive positions shall be done by secret ballot. Election of DPAC Representative must always be by secret ballot. The Elections Chairperson shall tally the votes and announce the decision. All election duties must be carried out in full view of the meeting assembly.
9. A vote shall be taken to destroy any written ballots.