



R. C. Palmer Secondary  
Parent Advisory Council

**PAC Meeting**  
**September 12, 2017 7:00 – 8:00 pm**

1. Meet and Greet/ Attendance

The meeting was attended by:

Dianne Smith	School Principal
Elizabeth Wong	Acting Chairman
Cherrie Cuyegkeng	Acting Secretary
Rose Chen	Acting Member at large
Connie Ng	Member
Cui Mei	Member
Joyce Chen	Member
Kristy Galway	Member
Linda Xu	Member
Zainab Rizvi	Member
Sandra Lazo	Member

The parents are welcomed by Elizabeth Wong. It's the start of a new school year so last year's PAC officers are in acting capacity only for this meeting. Elections for new officers will be finalized by the end of this meeting.

2. School Update from Administration

The School's principal, Dianne Smith presented the following update:

- School Start-up was September 5, but regular classes began September 6.
- Following the Ministry of Education's new ruling of smaller class size for Science and English (now limited to 29 students per class), there has been a move for the hiring of new teachers. Some changes



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in faculty and administration staff are noted. We now have a new Vice- Principal, Ms. H. Dhanoa.

- The school activities on a weekly basis are seen in the school's website. Parents are encouraged to access the Week at a Glance (WAAG) site so as to stay current on the school's planned activities. For the coming weeks the activities are:
  - September 15 - Grade 8 Day, Clubs Day, PRIDE Rally
  - September 21 - Chinese Speaking Parents Night (6:15 pm)  
Meet the Teachers Night (7:00 pm)
  - September 28 – Grade 12 Parents Night (6:30 pm)
- There will be Seasonal Newsletters to replace the monthly newsletters. This can be accessed through the School's website.
- The school communicates students' progress to parents through interim reports, the first to be issued sometime October. This is the second year of electronic interims where a report on the student's general performance, work habits and attendance is done. Conferences with parents will continue to be after interims instead of after the issuance of report cards. This has been done to enable teachers to give timely feedback to parents prior to the issuance of the report cards.
- New assessment practice and changes with the new curriculum.
- The school will be reporting letter grades on the report cards only for Grades 8 and 9. Numerical percentages will be given to Grades 10, 11, and 12.
- There are approximately 572 students, around 80 of them are international students.

### 3. Election of new PAC Executive Committee

The following were elected officers for school-year 2017-2018

Chairman	Elizabeth Wong
Secretary	Joyce Chen
Treasurer	Zainab Rizvi
Rose Chen	Member at large
Kristy Galway	Member at large



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Linda Xu

Member at large

Sandra Lazo

Member at large

4. Report from the Chairperson Elect

Elizabeth again welcomed the new officers and invited the newly elected Treasurer and Secretary for a briefing and turnover of functions at the end of the meeting.

It was agreed that the minutes of this meeting will be done by Cherrie Cuyegkeng but will be subsequently done by the newly elected Secretary, Joyce Chen.

The new Treasurer will now be the newly designated signatory for cheque disbursements. Arrangements for change of signatory will be done by Elizabeth with Coast Capital, PAC's depository bank. Elizabeth also will guide the newly elected Treasurer, Zainab Rizvi, on the application for funds from the Gaming Board.

Elizabeth also reported that as of August 31, 2017 PAC's outstanding bank balance with Coast Capital is C\$5,855.- (Five thousand eight hundred fifty five dollars).

5. Correspondences

Correspondences received will be routed in the next PAC meeting.

6. Other Business

No other business was discussed and the meeting was adjourned.

*Next PAC Meeting is on November 14, 2017 at 7 p.m.*



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