

MINTUTES OF THE QUEEN ELIZABETH GENERAL PAC MEETING
Tuesday, October 25th - 7:00 to 8:30 PM
QE Main Library

(Co-Chairs Kristin McAllister and Jenny Langley)

- 1. The meeting was called to order at 7:07pm (Kristin McAllister)**
- 2. Welcome and Introductions**
- 3. Agenda accepted (Carmen Cho/ Jenny Langley)**
- 4. Acceptance of PAC Minutes – from September 26th, 2016 (Jenny/Carmen)**
- 5. Motion to approve PAC Executive (all in favour) – passed as proposed**
 - a. Kristin McAllister, Co-Chair
 - b. Jenny Langley, Co-Chair
 - c. Beth Harrop, Treasurer
 - d. Sara Muir Owen, Secretary
- 6. Principal's Report (Debra Nothstein)**
 - a. **Staffing Updates.** Assistant Building Engineer – Peter Schmidt; Part time evening Custodian – Arlene Lego; Grade ½ -Janice Sokukawa from Cunningham; Extra Clerical (Fridays) – Jacquie Stevens
 - b. **Communication.** We continue to update our family emails as we send most communication out as emails from QElementary@vsb.bc.ca . Please let the office know if you change your contact information, or if you are not receiving emails from the school.
 - c. **Assemblies** will continue to be held approximately once per month to bring the school community together. These will be student-led, and promote school spirit, special events and a sense of community.
 - d. **Professional Development.** October 21st was a provincial professional development day. Teachers and support staff attended a variety of workshops and events that connected with their professional interests and learning. The next Professional Day is for Curriculum Planning and scheduled for Thursday, November 10th.
 - e. **Teacher Collaborative Inquiries.** Teachers apply to the district for support for an inquiry (in the form of release time to pursue a question). At QE, teachers are involved in three inquiries with those from other schools, as well as a team of three teachers and the administrator will work to explore “Communicating Student Learning” with other district teams after school throughout the year. The other inquiries include:

- i. How can we help our students recognize that aboriginal culture is part of our past and also part of our present?
- ii. To continue to look at how the strategies and resources presented in When Readers Struggle – Teaching that Works by Gay Su Pinnell and Irene Fountas along with the Levelled Literacy Intervention Kits be effectively implemented by Resource, Classroom and District Enhanced Support Teachers to help students become strategic readers.
- iii. How can we make assessments meaningful and reflective when implementing the Applied Design, Skills and Technologies competencies across the curriculum?

“Inquiry demands that educators actively scan their environments, generate questions, try new approaches, observe and collect evidence, synthesize information from a variety of sources, draw conclusions and generate new questions.”

- f. **Field Trips** . Classes have been planning and experiencing several field trips so far to enhance the learning in the classroom, including local farms, the Writers’ Festival, VPL, Space Centre, and the VSO at the Orpheum.
- g. **Hallowe’en events**. On Monday, October 31 students, parents and staff are invited to come to school in costume (no weapons please!). The primary classes will parade their costumes for the school shortly after 9:00 am.
- h. **Grade 7 news**. Information nights for mini schools have begun. Parents need to check the VSB website for dates and information. Information has also gone home with students, and been emailed to parents.
- i. **Kindergarten Registration**. Do you have a child born in 2012? Registration begins November 1st for September 2017 start.
- j. **Appreciation of Parents**. I have been reminded recently how supportive the QE parent community is in providing resources that enhance classroom learning and environments. We are fortunate to have the technology that has been provided, as well as many other items. The parent partnership through volunteerism also makes it possible to provide extracurricular sports, Book Fair, Hot Lunch, and etc. Thank you!

7. Approval of 2016/2017 Budget (Jenny Langley)

- a. **QE 2016/2017 Budget** has two main revenue sources: Hot Lunch and Direct Appeal.
- b. **Most expense** items are similar to last year; Holiday bizarre funds, games night and other such expenses have been added. Statements are

on a cash basis. Forecasted to spend \$30,000 in capital, have spent about \$9,000 to date; are waiting for invoices from VSB.

- c. **Capital Needs Funds.** PAC is forecasting \$33,500 available for spending on capital needs. This may be slightly adjusted depending on funds received through the direct appeal campaign. PAC provides all teachers an allowance for supplies to be used up through the year, but also invites/accepts teachers' requests for capital funding to cover costs/investments for resources (e.g. laptops, iPads, etc.) that will last more than a year, determining priorities for the school with Principal and staff.
 - d. **Cash Flow.** PAC aims to ensure about \$10,000 of cash funds remain available between the Gaming and the Nongaming accounts. Gaming account is about \$7,700 this year, which is slightly down based on student enrolment. The budget line items for this account are very similar to former years, with spending aligned to all eligible expense to ensure the revenue is used appropriately/accordingly within the funding requirements and timeframe.
 - e. **Direct Appeal.** PAC has tried to focus efforts on limited asks through Direct Appeal from parents, which has worked well, aiming to focus fundraising and limit the number of requests/asks to the parent community. PAC intends to send a campaign out again sometime in November 2016. PAC works with VSB to ensure contributions can be accepted as tax-free donations.
 - f. **Motion to approve 2016/2017 Budget (Carmen/Kristin). Approved as presented (all in favour).**
8. **Parent Volunteers (Carmen Cho)**
- a. **Class Parents.** All class parents except for Division 15 have been identified and are working with teachers and parents. Class parents play a large role in collecting contact information/emails of all parents in a class, which PAC uses to send information about events and activities to all parents. To assist them in this, school administration will work with teachers in providing class lists, with students' first names only, to assist the class parent in collecting contact information.
9. **Fund raising events. (Jenny/Langley/Kristin McAllister)**
- a. **Hot Lunch.** Hot lunch has been very successful, running smoothly with help of volunteers and school staff. This year the province is ensuring all food and beverages distributed in schools follows their standards/guidelines. The province is reviewing all suppliers to ensure they are evaluated and following food safety and health guidelines.
 - b. **Holiday Bazaar** will be held on December 8; items are already being collected with a goal of receiving about 1200 items in total. A notice requesting items will be distributed to students to bring home, alongside a request for volunteers to assist in the event. Revenue from the bazaar will go to Grandview School to provide resources for specific family

needs, as was done last year. Some revenue might also be used to support Covenant House through their backpack campaign, which runs until December 12, 2016.

- c. **Book Drive.** PAC is also planning a used book drive for January in 2017. Last year 1300 books were donated by families to the school.
- d. **Kitchen Equipment.** PAC discussed the need for a new champion, as Claudio Pallitti will be leaving the school this year, to assist in keeping track and stocking and working in planning cooking classes.
- e. **Speakers.** Saleema Noon will be talking again in January. There was also a request at the last PAC meeting to provide a viewing of Screenagers. The cost for viewing is about \$650. PAC will circulate a survey to ensure there is enough interest in viewing the film before committing the resources.
- f. **QE Chinese community** is also looking to support speakers this year, and have helped coordinate a special celebration at the school for Chinese New Year.
- g. **Game Night** will be held again this year, scheduled for April 27, 2016
- h. **Food Bank.** The school and the PAC will work together to receive donations for the Food Bank.
- i. **Traffic Cones.** PAC representatives have been approaching drivers to in the drop-off zone to remind them that there is no parking in the “traffic flow zone” PAC will send a notice to remind drivers about traffic flow in the drop off zone on Camosun Street.

10. Meeting adjourned at 8:25pm (Carmen Cho motioned/Jenny Langley seconds)

11. Next meeting to be planned for second or third week of January 2016.

Attendees

Debra Nothstein, Principal
Kristin McAllister, Co-Chair
Jenny Langley, Co-Chair
Christine Macdougall
Carmen Cho
Beth Harrop
Karen Appleton
Jennifer Kroeker
Amy Huang
Hong Yu
Sara Muir Owen