

**MINUTES OF THE QUEEN ELIZABETH GENERAL PAC MEETING**  
**Held Tuesday, November 19<sup>th</sup>, 2013 at 7:00 to 8:30 PM in the**  
**QE Main Library**

Meeting Chaired by: Kristin McAllister

1. The meeting was called to order at 7:05pm (Kristin McAllister)
2. Agenda accepted (Jane Taylor motions / Megan Evans-Baird seconds)
4. Motion to approve the Minutes from October 22nd, 2013 (Megan Evans-Baird motions / Jane Taylor seconds)
5. Principal's Report (Magdalena Kassis)
  - **Staffing:** Jose, QE's long time engineer/custodian accepted a position at a school nearer his home – the staff and kids are sad to see him leave as he was an important part of the QE. His last day was Oct 25. Mr. Herman Zhang will be our new engineer.
  - **Staffing:** Mr. Marchioro will be on a year-long exchange in Australia and will be gone from January 2014 to January 2015. QE will welcome an Australian gym teacher for the year.
  - **School website:** QE's new school website is under construction and will be ready to launch shortly. It will be kept up to date and be more interactive than the old site and will include information on events, field trips and other important school information. The site continues to have a link to the PAC site and the school will make sure that the Safe Arrival phone number is prominently displayed on the school's home page.
  - **Christmas fundraising:** The school is supporting families again this year with Christmas hampers (20 families in total with 1 per division and 1 from staff). The hamper drive will be launched at the end of November/beginning of December)
  - **Christmas fundraising:** Division 4 (grade 7) is launching a backpack project in support of homeless youth and in cooperation with Covenant House – families will be asked to donate small toiletry items such as shampoo, toothbrushes, toothpaste etc. An email will go home tomorrow and donations will be accepted up until Dec 5.
  - **Typhoon Relief:** The seasonal leaders and staff led by Virginia will run interactive games at lunch time with prizes of Rice Krispie squares (a "square walk") – it will cost 50 cents to enter and all money will go toward typhoon relief in the Philippines. Donations of Rice Krispie squares are requested.
  - **Grade 7's:** The grade 7's are not doing any Christmas fundraising – they will go skiing this year instead of camp so the need to fundraise is not as significant as it is for camp. They plan to do popcorn fundraisers later in the year
  - **Textbooks:** More science books for grades 5 – 7 were needed than originally thought due to the A/B curriculum years designed to deal with combined classes – all grade 7's now have their science textbooks and all 5 and 6 students should have theirs by the end of December. Students will sign the books out through the library and will keep them until the end of the school year. Parents will be advised that if a textbook is lost or damaged that they will be responsible for the ~\$100 cost (same as if a library book is lost)
  - **Garden:** Natasha Tousaw provided an update on the garden grants. The QE garden applied for \$500 in grants from Vancity and was awarded \$250 and applied for \$2,000 from Think & Eat Green at School and was awarded \$1,400. Congratulations! The garden should be fine for funds this year with these grants.
6. Fundraising Update (Kristin on behalf of Jenny)
  - Today the PAC launched a direct fundraising appeal. A notice was sent home with a cover letter from Ms. Kassis.
  - Jenny and Kristin are investigating options for an additional hot lunch. Attendees supported the idea but felt it was important to keep it on alternating Wednesdays. With any new supplier we will have to ensure they are as green as possible ie recycle, and don't leave garbage behind.

7. Volunteer Update (Jillian)
  - Pancake breakfast was well attended and there were sufficient volunteers. The school will include a thank-you in the next newsletter.
  - Jillian is coordinating with Marry-Anne on the holiday bazaar volunteer needs.
  - A person to coordinate Emergency Preparedness has been identified
  - At Jillian's suggestion it was agreed it would be good idea to try and document some of the key volunteer roles.
  
8. Spring Event (Kristin)
  - Rosanne Day has offered to chair the spring fundraising event. Nicola and Suman in attendance also offered to help. Decision was made to get a committee together in the New Year.
  
9. Speakers (Kristin)
  - Fiona has tried to contact Jesse Miller for a social media talk but he has been unresponsive.
  - Jenny has been approached by Queen Mary about a joint social media talk put on by SOLO (Safe On-line Outreach Society). PAC supports a joint event with them in the spring.
  - Fiona has been in contact with Saleema Noon about her schedule for a sex education program and she is generally available 2014/2015. Ms. Kassis will discuss with teachers what the best timing might be and advise the PAC so we can book her. The PAC will need to budget for her as the program cost is about \$2,000.
  
10. Traffic Issues (Kristin)
  - We have found a supplier to produce the new traffic sandwich boards. The company can do the layout and translations if the PAC provides the text. Jane offered to work with Ms. Kassis on the wording.

Meeting was adjourned at 8:30pm (Jane motions/ Megan seconds)

<b>2013/14 Future PAC Monthly Meeting Dates – please mark your calendars</b>
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- Tuesday, December 17<sup>th</sup>, 2013 CANCELLED
- Tuesday, January 21, 2014
- Tuesday, February 18, 2014
- Tuesday, April 8, 2014
- Tuesday, May 6, 2014
- Tuesday, June 10, 2014

**Attendees:**

Kristin McAllister	Jane Taylor	Salma Nurmohamed
Jillian Watkins	Megan Evans-Baird	Helene Morizur
Suman Kashyap	Nicola Zeunert	
Mrs. Kassis (Principal)	Mr. Bolianaz (VP)	Natasha Tousaw (Teacher Rep)