

MINUTES OF THE QUEEN ELIZABETH GENERAL PAC MEETING
Held Tuesday, October 1, 2013 at 7:00 to 8:30 PM in the
QE Main Library

Meeting Chaired by: Jane Taylor and Kristin McAllister

1. *The meeting was called to order at 7:05pm (Jane Taylor)*
2. *Attendees introduced themselves around the table (refer to list of attendees attached these minutes)*
3. *Agenda accepted (Brenda White motions / Martina Mitterer seconds)*
4. *Minutes from May 29/13 and June 19/13 PAC meetings are not available to ratify. The May/13 PAC meeting was the presentation on Anxiety in Children and the June/13 meeting was the VSB information session on General Gordon seismic project and relocation to QE portables – no minutes were taken at either meeting. (Jane Taylor)*
5. *A vote was held to establish the PAC Executive positions for the 2013/2014 school year. The following persons were elected to the PAC Executive by a unanimous show of hands:*
 - *Co-Chairs: Kristin McAllister & Jane Taylor*
 - *Treasurer: Megan Evans-Baird*
 - *School Planning Council: Brenda White, Martina Mitterer, & Jenny Langley*

The position of Secretary is to be determined at a future date and was not voted on at the meeting.

6. *Principal's Report (Magdalena Kassis)*
 - *Mrs. Kassis provided a general update and an update on the progress of improvements planned for QE that are part of the VSB's plan to temporarily relocate General Gordon ("GG") to the QE portable beginning September 2104*

Improvements Update:

- *Gravel field has been restored to a proper playing field – children are being educated that it is not for digging and have been provided alternate areas where they can play and dig if they wish.*
- *Wifi has now been installed school wide (both the primary and intermediate buildings)*
- *The school has taken delivery of one iPad cart and one laptop cart with 2 more to come of each – in total QE will have 3 iPad carts (45 iPads) and 3 laptop carts (45 laptops) for instructional use. Ordinarily the PAC would be responsible for fund-raising the close to \$50,000 required for these items, but that VSB has paid for them as part of the GG plan.*
- *While the roof will not be completely replaced it will be actively maintained and repaired*
- *Plumbers have been at the school since last June replacing old plumbing throughout the school and have now restored hot water to the school kitchen, installed extra taps outdoors for the school garden and will be replacing the taps in the washrooms with "push" faucets which are more child/user friendly than the old turn taps*
- *The VSB will also install whiteboards in all the class rooms that are still using the old slate chalk boards, and will install various pull down screens as requested by the school*
- *Next summer, the Open Area class room will be reconfigured to provide additional teaching/class room space (was not required for this year)*

General Update:

- *Total number of students this year is 460, which is about 30 less than last year with fewer children enrolled in the primary grades – we were fortunate that we did not lose any teaching staff due to lower enrollment this year.*
- *Every year schools are required to pick one or two goals that they want to focus on and QE's 2013/14 School Goals are:*
 - 1) **Reading** - *will include establishing library programs and focus on Reading Recovery and Early Intervention*
 - 2) **Aboriginal Culture & Enhancement** -*the VSB has requested that every school include this as a goal – in the case of QE the focus will be on multicultural aspects and among other initiatives there will be "book bins" with information age appropriate for the different grades available to both students and parents as resources. Beginning this year, each school function and assembly will begin with an acknowledgement*

of traditional aboriginal territory. In the case of schools with significant aboriginal student enrollment, their focus will be on aboriginal student achievement and successes with the goal of graduating 100% of aboriginals vs the current rate of 20%.

- Due to the number of Norma Rose Pointe ("NRP") students in the portables this year, and to alleviate pressures on physical space and outdoor resources, the schools have moved to a staggered bell schedule with NRP beginning and ending 15 minutes before QE
- The schedule has allowed for QE to maintain its own private recess and lunch hour and this system is working for both schools.
- Of note - the number of NRP students on site this year is equivalent to the number of GG students that will arrive in Sept 2014, and the staggered bell schedule will continue when GG is on site.
- The majority of NRP students currently in the portables are in the primary grades, but plans have not been finalized with respect to which GG grade levels will be in the portables beginning in Sept 2014.

7. A volunteer update was provided (Jillian Watkins)

Class Parents:

- Six divisions are still in need of a Class Parent/PAC representative: Mr. Chiu / Mr Vanfliet / Ms Ng Davis / Ms Pappaganus/ Mr Crisp / Ms Lee

Garden:

- Alison Barnes and Ms. Tousaw are looking to recruit a "Garden Parent" from each class that is participating in the garden this year to help coordinate and manage things like watering and weeding

Safe Arrival:

- We need more Safe Arrival Phone Volunteers
- It was decided that we will send out a notice to clearly explain the importance of the program and make sure parents understand that the school won't phone if a child is absent without the parent's knowledge – it was suggested to use graphics or some way of making the notice stand out in the school newsletter so parents don't gloss over it
- If a child leaves for school but never shows up, it's our Safe Arrival volunteers who are the first ones to be able to sound the alert to parents and the school.
- Parents also need to understand the importance of phoning the Safe Arrival program if their child will be absent or late for any reason – even if they have already told the teacher
- Mrs. Kassis agreed to get the VSB liaisons for Korean and Chinese parents to translate the message about Safe Arrival – including the importance of the program and what they need to do when their child will be absent

Traffic Safety

- Traffic Safety volunteers are required to assist Christine McDougall and Sandra Yen

Communications Coordinator

- We need someone to manage and coordinate communications via the PAC website and email apart from Hot Lunch and Sports which are handling their own communications and updating the PAC website
- This a job that can be done in your own hours and does not require you to be at the school during school hours

PAC Liaison

- Z. Jane Wang volunteered to help translation and act as a liaison with Chinese parents many of whom would like to be involved but don't know how to because of language barriers.
- It was agreed that the PAC wants to focus more on reaching out to Korean and Chinese speaking parents and would welcome other parents to get involved who are able and willing to help out in this fashion as it is difficult for one person to do on their own.

8. A pre-budget update for 2013-2014 was provide (Megan Evans-Baird/Kristin McAllister: note the budget will be voted on/approved at the next meeting on October 22nd)

- Megan is working on a proposed budget for the next meeting based on last year's budget and new needs that have been identified.
- Jenny Langley, Kristin McAllister and Megan Evans-Baird met with Mrs. Kassis to discuss the school's needs and to determine where PAC funds are most needed.
- It was noted that while there are ongoing needs, a large capital item (approximately \$40k-\$50k) has now been taken care of by the VSB with the arrival of the iPads and laptops.
- It was noted that the \$500 donation that QE has provided to our sister school, Thunderbird, in past years for its Pancake Breakfast in December has been included in the draft budget.
- Ms. Tousaw requested that as a contingency – the budget consider \$300-\$500 for the garden. Ms. Tousaw and the Garden Committee will be applying for \$3,000 worth of grants this year for garden improvement –

they have been very successful in past years with their grant applications but they would like to know that there will be funds to purchase soil and seeds in the event that the application are not successful.

9. A discussion about upcoming events / fundraisers was held
 - Pancake Breakfast – QE would like to hold its now annual school community building Pancake Breakfast again this year – the cost of the QE Pancake Breakfast (\$500) has been factored into the draft PAC budget. Mrs. Kassis will coordinate this event with Claudio Pallitti and when details are known, a call for parent volunteers to help serve and cleanup will go out.
 - Spring Fling/Carnival – Sue Monett volunteered to coordinate a Spring community/fundraising event – details to be determined
 - Grade 7 fundraiser – Grade 7 parents have historically raised funds to help pay for events such as camp, skiing, and graduation ceremonies. Mrs. Kassis will advise when she knows which Grade 7 parents will be coordinating the fundraising so the PAC can liaise and coordinate with their efforts
 - Direct Appeal – The PAC has discussed introducing a Direct Appeal as an alternative for parents (who wish to do so, to contribute to the school). Any Direct Appeal will be tied into the Budget and assessment of the school's needs and further details will be forthcoming

10. A discussion regarding Traffic Safety was held (Kristin)
 - Traffic Safety is an ongoing issue with parents stopping where they shouldn't, blocking traffic and causing unsafe conditions for children to cross the street (biggest issue is on Camosun between 16th and 19th Ave)
 - By-law enforcement has been out and parents have been ticketed, but we would prefer parents to understand and obey the rules vs being ticketed.
 - Kristin raised the idea of using Sandwich Boards clearly showing the drop off and pick up rules
 - It was noted that JQ has prominent Sandwich Boards that seem to be very effective and that traffic rules need to be translated into Korean and Chinese
 - Mrs. Kassis said that the school is also educating students about where their parents are not allowed to stop which we hope will help the situation
 - Kristin will get quotes on the cost of Sandwich Boards and asks that anyone who sees a good example at another school to pass the information on to the PAC.

11. Miscellaneous & Future meeting topics
 - Jenny Langley has discussed the potential to coordinate with NRP PAC regarding parent education nights and guest speakers and the GG PAC has reached out to suggest the same when they move into the portables in September 2014

12. Meeting was adjourned at 8:35pm (Brenda motions/ Martina seconds)

2013/14 Future PAC Monthly Meeting Dates – please mark your calendars
--

- Tuesday, October 22nd, 2013
- Tuesday, November 19th, 2013
- Tuesday, December 17th, 2013

Attendees:

Kristin McAllister, Jane Taylor, Martina Mitterer Z. Jane Wang, Ralph Yane, Brenda White, Jenny Langley, Sue Monett, Hazel Chan, Helene Morizur, Allison Barnes, Salma Nurmohamed, Jillian Watkins, Eva Gunka, Megan Evans-Baird, Nicola Zeunert, Suman Kashyap, Mrs. Kassis (Principal), Natasha Tousaw (Teacher Rep)