

**MINTUTES OF THE QUEEN ELIZABETH GENERAL PAC MEETING**  
**Monday, October 26<sup>th</sup> - 7:00 to 8:30 PM**  
**QE Main Library**

(Co-Chairs Kristin McAllister and Jenny Langley)

- 1. The meeting was called to order at 7:45pm (Kristin McAllister)**
- 2. Agenda accepted (Jenny Langley/Carmen Cho)**
- 3. Minutes – from September (Jenny/Carmen)**
- 4. Calling meeting to order (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
  - e. School Planning Committee – (School Planning Committee election was deferred as Ms. Nothstein advised it is no longer a requirement)
  - f. DPAC – Kristin McAllister and Jenny Langley will continue to represent in absence of someone for this position
- 6. Principal's Report (Debra Nothstein and Mike Bolianaz)**
  - **White Boards** installation is proceeding; rooms have been measured for installation. One room will be done at a time before school starts, so it will take some time. Each teachers has provided details of what's wanted – bulletin, push pin boards and/or white boards. Some boards will need to be completed at the School Board workshop
  - **Library furniture** has been ordered, including four laptops and 15 tripod tables. The PAC advised purchase of less expensive student-version laptops, as use is primarily for internet not desktop publishing or administrative purposes. PAC members noted primary teachers still require some resources/computers; their needs have been inventoried and PAC will consult with them on preferences.
  - **Communications** are posted on all the doors each week about what's happening at the school. Newsletters will published approximately every month. A new school email has been set up: [QEelementary@vsb.bc.ca](mailto:QEelementary@vsb.bc.ca) along with a parent distribution list to aid in sending information out to the QE community.
  - **Assemblies** have been planned once a month to bring students together. The assemblies will be student led, and promote school spirit and community.
  - **Professional Development** – October 23 was a provincial pro-d with teachers and support staff attending many different workshops. Staff are

invited to share what they learned at the workshops with their QE colleagues. Next Pro-D is Friday, November 27, 2015 where VSB Anti-Homophobia and Diversity Mentor will be working with staff on teaching about diversity, including available planning units and programs to assist teaching.

- **Field Trips** – many classes have booked field trips over the next three weeks to local farms, the Writers’ Festival, VPL, Space Centre, VSO and the Orpheum.
- **Hallowe’en** – staff and students invited to dress up on Friday, October 30 (no weapons emphasized!) Primary will do a parade through the school at 9am, and will have a dance following. Intermediates will have a dance in the afternoon.
- **Grade 7 news** – information nights for mini-schools have begun. Parents should check the VSB website for dates and information. Information has been sent home with students and emailed to Grade 7 parents. New workshops from the School Aged Children and Youth (SACY) program on “Build Bridges with your Teen” are being carried out five different nights at five different schools.
- **School Plan** is now available on the QE website. It focuses on literacy and aboriginal cultural enhancement, both are district goals and may remain as priorities for next two years.

#### **7. Approval of 2015/2016 Budget (Jenny Langley)**

- The 2015/2016 budget has two main sections, made up of a non-gaming account and gaming account. The main revenue sources for the non-gaming account include the hot lunch program and the direct appeal. Hot lunch is now twice per week, with a projection of earning about \$20,000. The direct appeal is estimated to be about \$10,000 (last year was \$17,000 and the year prior to last \$12,000) in revenue.
- Core expenses for the non-gaming account include teachers’ allowances, kitchen supplies (including costs of cabinets and installation), garden education and school capital needs. Capital needs is the main expense; funds from the direct appeal will go directly to address this.
- PAC discussed safe arrival phone expense, as the program is no longer running. The group decided the phone should remain for student and emergency use.
- Gaming revenue is being allocated to all eligible expense to ensure the revenue is used appropriately/accordingly within the budgeted timeframe.
- PAC has identified the areas of school needs/expenses and is managing the revenue to ensure it’s dedicated to these expenses accordingly, with a \$10,000 cash fund available each budget year.
- **Motion to approve (Carmen/Christine). Approved as presented (all in favour).**

- **Motion to approve any excess revenue beyond \$10,000 received through direct appeal is applied to the capital items as identified by the school/PAC. (Carmen/Jenny).**

#### **8. Parent Volunteers (Carmen Cho)**

- The school is still looking for one more class parents, but all other classes are covered. We had just enough volunteers for the Book Fair, which went fairly well. As it was early in the year than previous it was a bit challenging to find the volunteers as not all class parents were assigned yet. PAC discussed a possible second book fair for February 2016, if it can be managed with staff and volunteers accordingly. The fair does provide considerable revenue in cash for/or Scholastic books for classrooms and supports the School Plan literacy goal. PAC also suggested exploring additional or alternative activities for community engagement on the school literacy goal, such as an invited guest speaker and/or a used books/book donations/book exchange in a separate but similar type of book fair.
- Fruit and Veg is starting tomorrow and lots of volunteers to assist, while hot lunch is running smoothly with good number of volunteers and very helpful Grade 7s. Staff appreciation lunch is scheduled for Wednesday, November 25; classroom parents will be assisting in recruiting volunteers to provide lunch items.

#### **9. Speakers (Kristin McAllister)**

- SOLO is a non-profit organization teaching online safety. They will present at the school November 18<sup>th</sup> and 19<sup>th</sup> and for parents on November 24 at 6:45 or 7:00pm. PAC will have Saleema Noon speak again in 2016, and is looking to source other good speakers with our neighbouring schools General Gordon, Jules Quesnel, QE Annex, etc. for the future.

#### **10. Other topics**

- Cross Country Running Club – Debbie Butt has been running it, but she will be passing the baton on. PAC is exploring ways to honour Debbie for her immense contribution for this club through the past 14 years.
- Holiday Bazaar Bizarre and Christmas hampers – PAC discussed tying these events together and recruiting volunteers through classroom parents to assist. PAC noted that the many “asks” for donations, gifts, etc. during this time of year can be confusing and aim to ensure they are communicated in coordinated manageable manner. Though PAC recognizes the bazaar holds lots of excitement for kids and parent volunteers, some members noted concern that it has evolved from its initial intent as an act of giving to more of a consumer activity. PAC will continue to explore what this event looks like/is about in future years and how the hamper appeal connects with it. In addition to the Holiday Bazaar and the hamper appeal, there will be other activities planned by staff and students for the holiday season. These

activities will be summarized in the school newsletter and weekly communications bulletins.

**11. Meeting adjourned at 8:45pm (Carmen Cho motioned/Jenny Langley seconds)**

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

**Attendees**

Debra Nothstein, Principal

Mike Bolianaz

Kristin McAllister

Jenny Langley

Helene Morizur

Christine Macdougall

Carmen Cho

Sara Muir Owen