

# QUEEN ELIZABETH ANNUAL GENERAL PAC MEETING

Wednesday October 6<sup>th</sup> @ 7:00pm

QE Library: In-person

## MEETING MINUTES

(co-Chairs Domina Edwards and Claire McClean)

1. Annual General PAC Meeting called to order (7:05pm)
2. Welcome. Acknowledgement we live, work and play on the unceded and traditional territories of the Musqueam, Squamish & Tsleil-Waututh Coast Salish peoples. Introductions.
3. Acceptance of Agenda and any amendments:
  - Accepted (motion to accept: Domina; seconded by: Harper)
4. Acceptance of the PAC Meeting minutes from June 8<sup>th</sup>, 2021, as posted on the PAC website.
  - Accepted (Motion to accept: Beth; seconded: Harper)
5. Vote on the executive of the PAC: Nominees are:
  - Co-Chair – Claire McClean
  - Co-Chair - Domina Edwards
  - Treasurer – Harper Hadden
  - Secretary – Lisa Jones
  - Accepted (Motion to accept: Julie W; seconded: Amy)

Motion to approve signing officers for PAC bank account. Two signatures needed for each transaction. Officers to be:

- Harper Hadden
  - Claire McClean
  - Domina Edwards
  - Accepted (motion to accept: Lisa; seconded: Julie)
6. Principal's Report (Mrs. Nancy Paget)
    - Great start to school year and appreciates the warm welcome and thank you to Robert for translation service
    - Organization/Staffing updates: 13 divisions, 2 new divisions due to influx of students in Vancouver so new staff needed
      - Ms Miller Gr4/5 teacher now and starts Monday; meet the teacher will be held following Wednesday
      - Ms. Trifkovic, gr. 6
      - Ms. Mar Grade 7
      - Ms Steele: new PE teacher
      - Posting for a supervision aide and support worker – not yet filled

- Terry Fox Run – great event and thank you for donations that raised \$1, 035, which surpassed the target
- Emergency procedures
  - will be outlined in school newsletter.
  - Expect 6 fire drills, 2 lock drills, 2 earthquake + reunification drills.
  - Teachers will review with kids in advance and parents can help support by reviewing at home too;
  - Fire alarm planned for next week;
  - lockdown drill at some point where all interior will be locked but exterior doors remain open and she will say 3x over the PA that this is a drill lock down;
  - hold and secure occurs when danger in the neighborhood and then exterior doors locked
  - These are district requirements; planned for later October and in January; teachers are given heads up and teachers can give heads up to parents too to help prepare
- School cash on line: please sign up for this as there is no ability to pay by cash; please call the office if you need help to set this up
- Assessment and surveys:
  - CSL reporting: 5 communications through the year; helps identify where the child is at; 2 formal reports (1 at the end of January and the other on the last day of school); also can have communication with and through parent/teacher meetings
  - Foundation skills assessment (FSA) occurs in Gr 4 and 7. This is a Ministry of education assessment to get information from across BC on numeracy and literacy. Teachers will administer this through October 3 and November 29; teachers will send an envelope home with information and for consideration about the tests which are written and some on line
  - Learning survey for parents and students in Gr 4 and 7: seeking information on student educational experiences; how they feel about the school; parents can provide information in the survey
- Safety
  - Visited all classes and talked to kids about being and feeling safe
  - Parking lot: reminder the lot is for VSB staff; parents need to leave time to park; cross at intersections; called city to come do random checks; no parking and leaving car for drop off for more than 5min
- Meet the staff event: great energy and thanks to PAC and everyone for coming
- Communications: Newsletter and posted on QE website; Twitter account and will message out
- Teacher/parent conferences coming up so remember there will be 2pm early dismissal on October 18 and 19; teachers working to firm up times for meetings
- Photo days: rescheduled with different company to Thursday October 20; will send everything electronically with retake on November 17.

7. Budget Update (Harper Hadden) and motion to approve budget for the year

- Money raised through hot lunch (thank you to coordinators; 4 vendors with nominal mark-up) and some years through direct drive

- Expenses:
  - teacher allowances to spend on class items
- BC gaming (non-curricular):
  - ~5000K given the number of students enrolled; for this fund, only students can benefit (e.g. body awareness; parent information session had to be paid for by other account)
  - Running club; gardening, sports day; grad ceremony
- expenses are over revenue as carry over of money from previous years
- Accepted budget (motion to accept: Domina; seconded: Julia)

#### 8. Hot Lunch

- Monday and Wednesday; great fundraiser; while more days may be sought from some, it is a lot of work, more costly for parents now so not necessarily affordable for more days and already do not sell out on the 2 days offered, and vendors get frustrated if not big sales.
- Grade 7 volunteers now which is very helpful
- Calhouns has contract to be only vendor on Wednesday
- Pizza Hut is a challenge as not always getting the follow up; Panago is board approved could switch to this after this term

#### 9. Volunteer Update/Fundraising/Events

- Holiday bazaar:
  - i. anything to donate please think about bringing in and put in bin by front entrance to office
  - ii. December 1 Thursday in-person: kids only in gym or auditorium; purchases are all 1\$ for each item and money is donated to east Vancouver school; 1 day event
  - iii. Need help to set up tables; separate items; help kids pick; Grade 7s help with wrapping and help the Kindergarten and Grade 1; volunteer for either the morning or afternoon
- Fruit and veg: link to sign up provided in last PAC email
- Class parents: link to sign up provided in last PAC email
- Sports
  - i. Cross country K-7 (K-1 parents to stay for running)
  - ii. Volleyball and basketball for Grades 6&7; badminton; track and field need volunteers; practices before school and games usually after; announcements are made at the school on this and teachers talk to students about this too; hopefully soccer next year with Ms. Steele

#### 10. Other Topics

11. Next Meeting – early December?

12. Meeting Adjourned

#### Attendance:

Robert (translation services), Harper Hadden, Beth Hirsh, Lily Lee, Bishan Wu, Jane Gilleland, Julia Whyte, Alex Brown, Domina Edwards, Lisa Jones, Claire McClean, Cynthia, Oakley, Helen Gao, Tina Wang, Erica Tan, Amy Wang, Joanna, Louis and Larry, Jiayan, Ms. Chen, Nancy Paget