

QUEEN ELIZABETH PAC MEETING

Wednesday December 6th @ 5:30 – 6:30 – QE Library

AGENDA

(co-Chairs Domina Edwards / Claire McClean)

1. PAC Meeting called to order: 5:32pm
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 by C. Pomponio, D. Edwards
4. Acceptance of the PAC Meeting minutes from October 11th, 2023, as posted on the PAC website. Accepted: D. Edwards and A. Reynolds
5. Principal's Report (Mrs. Nancy Paget)
 - a. Learning and Event Updates
 - Learning updates sent home on Friday, Dec. 1st along with student self reflection sheets if those were not discussed at the Learning Update conferences
 - Formal Updates – a strengths-based approach
 - b. Staff Updates:
 - Ms. Sidiropolous – joining QE as a Resource Teacher on Thursdays in January
 - Ms. Seto – currently on leave. Ms. Kim will be the permanent teacher in Division 10, message went home to parents
 - c. Winter Concert – Friday December 15
 - Teachers busy preparing and practicing with their classes
 - Doors open at 1:00 pm and hope to start at 1:15 pm
 - Parents asked to stay for duration of concert so students are performing to a full audience
 - d. Other events
 - Fun Holiday Events – Last Week of School Planned – Dec. 18 – 22
 - Holiday Spirit Week - Monday – Candy Cane Day, Tuesday – Festive Hat Day, Wed – Spirit Day, Thurs – Mismatched Day, Friday – Cozy PJ Day
 - Friday, Dec. 22 – Primary Holiday Camp Read
 - Additional Events for students booked:
 - Monday, Dec 11 – Intermediate Classes – Grades 5-7 participating in Australian Football Canada in Schools Program
 - Australian Football school program for Div 1-6 coming
 - Last week of May – school-wide Bollywood Dance
 - On waitlist for Field Hockey

6. Budget Update (Harper Hadden)

a. Budget Update

- Hot lunch funds raised to date are just over \$6,000; we're on track to meet the school year goal of \$15,000
- Some Gaming funds allocated to Fall Harvest event; reminder that Gaming funds must be spent on non-curricular activities
- Saleema Noon body science workshops in New Year will be covered by a mix of Gaming funds (student sessions) and regular budget (parent info night)

b. Direct Drive Update

- Money raised to date is short of the goal that was set; other funds (e.g. hot lunch) could be set towards this need or other needs
- Question: what is the status of items previously purchased by PAC fundraising events? For example, sports equipment previously purchased with direct drive money, and request for transparency on status of equipment to inform some parent's decisions on whether to contribute to the current direct drive effort. List of items provided for reference. Concern expressed by some parents over where items are and lack of communication on actions taken in their removal, including the specially made volleyball poles for the auditorium and what the process is for getting rid of equipment.
 - Answer: some equipment removed at discretion of Principal and teachers according to health and safety including discussion with district health and safety committee member for some items.
 - Answer on specific items: One high jump mat (in good condition) remains at the school as do the volleyball poles for the auditorium.
- Parent Comment: would like to see improved transparency/communication on decisions made around material purchased via PAC fundraising efforts.

7. Volunteer and Event Update

a. Spring Family Picnic or Other Community Event – Coordinator sought

- Reach out to PAC to identify if you would be able and interested in coordinating the Spring Picnic or any other event that you may like to see put in place.

b. Lunar New Year: updates and information on planning to come.

c. Creation of PAC Role – Fundraising and Event Coordinator

- This is a position that has been vacant for several years; it was previously held by parents who took the initiative to fill the role according to their interests and availability
- Role could be by event or ideally for the year; there is flexibility in how the role is filled
- Support can be provided to fulfil this role
- Suggestion: Develop and share a description of the role that could help parents understand whether they would be able to take on this role
 - Written response added to minutes: A volunteer / fundraising / event coordinator

can be as large or as small a position as desired by the specific volunteer. Potential aspects of the role could include:

- Recruiting class parents at the beginning of the year to provide support in disseminating information that the class parents may want to share with their classes.
- Brainstorming event and/or fundraising opportunities and recruiting volunteers to either help with the opportunity or lead the opportunity.
- Potential events to coordinate include the Spring Family Picnic, Popcorn or Freezee Fundraisers, Games Nights, etc.
- Helping event / fundraiser leaders recruit volunteers.

d. Creation of PAC Traffic Committee

- Issues around the traffic and parking on Camosun; cones are there but still a lot of issues seen
- If you have concerns of what is seen in traffic, contact 311 for the City to register your concerns
- If a committee is formed, N. Paget can help seek training provided by the VSB
- Requests for volunteers could be sent out through the Class Parent Representatives (translated message important to reach the parent community); may be better uptake from smaller groups
- Support provided to create this committee; probably need 2 volunteers each morning and 2 after school during pick-up.
- Volunteers should be parents and not students given safety issues
- Suggestion to create a survey that could be shared to each class for students to take home to parents to fill out together and sign at bottom; survey could have questions like “which of these actions is not allowed?”
 - Will need to be translated and could be shared via Class Parent Representatives
 - Support and interest in trying this out
 - Questions could be generated by each class to get kids included
- Bishan and Juli to connect on some potential next steps to get this going

8. Extracurricular Update (Sports and Non-Sports) (C. Pomponio)

a. Currently running

- Library Monitors – Mr. Dykstra
- Lunch Leaders – Ms. Mac, Ms. Choi, Ms. Empey, Ms. Collis, Ms. Spicer, Ms. Miller

b. Upcoming extra-curricular activities (January)

- Games/Chess club – Ms. Mac and Ms. Miller
- Writer’s club – Ms. Mac - writing prompts, stories, presentations
- Eco/Outdoor Club - Ms. Mac and perhaps Ms. Empey – running eco initiatives in the school – teaching about recycling, presentations at assembly, Bog Info
- Drama Club – Ms. Mac and Ms. Miller
- Student Leadership – Ms. Paget, Ms. Mac, Ms. Miller
- Reading Club - Ms. Miller and Ms. Spicer
- Community Art Club – Ms. Choi

c. Sports update

- **Volleyball:** Senior Boys – 2nd in zone; 4th in Tournament – coaches Ms. Empey, Ms. Whitehead -teacher support. Senior Girls – 1st in zone; 3rd in Tournament – coach

– Ms. Steele, parent volunteers Mr. Tian and Mr. Van Vliet. Thank you to the support provided

- **Basketball:** Registered two teams - a boys' and a girls' team; Coaches Ms. Empey and Ms. Steele; they will reach out if they would like volunteers
- d. Questions/Comments: Some parents expressed thanks for adding extracurricular activity to the newsletter. Some parents raised question on the volleyball form as it had no box to indicate able to help with coaching, only boxes for scorekeeping and refereeing so what if a parent wants to help coach how can that be communicated? How does a parent figure out how else they may volunteer especially when things are happening so late? How can the process be improved? Some parents asked whether teacher's know there are volunteers interested in helping out with coaching etc. for sport teams because that might make a difference in a teachers willingness to sponsor something.
- Answers: the forms were sent out close to the start of the season as there were some unexpected challenges but expect going forward will be smoother and with enough notification; if teachers choose to sponsor an event/sport then they create the forms to be filled out and includes boxes they are seeking support for. The Principal signs off on these to be sure all information is included and then the forms are sent out with the kids. The athletic committee has clearly requested numerous times for any teacher sponsors for sports teams but there has been no uptake for some of these things; it has been communicated to all teachers that there is a willing number of parent volunteers to help with sports teams.

9. Next Meeting – February 2024 – exact date TBD

10. Meeting Adjourned. 6:45pm

Attendees:

Nancy Paget (Principal)

Cindy Choi (Grade 7 Teacher)

Chelsea Miller (Grade 5/6 Teacher)

Sandra Spicer (Grade 5/6 Teacher)

C. Pomponio (Teacher)

B. MacDonald (Teacher)

Juli Carrillo

Harper Hadden

Domina Edwards

Andy Reynolds

Duncan Gibson

Beth Hirsh

Lisa Jones

Claire McClean

Sepi Shams

Julia Whyte

Mark van Vliet

Morgan van Vliet

Nicole Russel

Dufee Li am

Jennifer Kroeker

Mirela Andronescu

Cody Gilleland

Jane Gilleland

Katie Berezowskyj

Qian Chu

Wang Dan