

QUEEN ELIZABETH ELEMENTARY PAC MEETING

Thursday, May 29th, 2025, 5:30 pm – 6:30 pm

At School Library

MEETING MINUTES

(Co-Chairs: Linda Shen / Erica Tan)

- PAC Meeting called to order by Linda Shen.
- Welcome. With deep gratitude and respect, we are honoured to be learning and unlearning on the ancestral and unceded lands of the x^wməθk^wəyəm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) & səlilwətał (Tsleil-Waututh Nation). Introductions.
- Acceptance of Agenda and any amendments. Seconded by Cindy Ng, approved.
- Acceptance of the PAC Meeting minutes from February 20, 2025, as posted on the PAC website. Seconded by Cindy Ng, approved.
- Principal's Report (Mrs. Nancy Paget)
 - a) Mrs. Paget expressed thanks to the PAC executive team for their dedicated work this year.
 - b) Next week grade 4 to 7 students will participate in the district's Track & Field Mini Meet at Point Grey Secondary School.
 - c) Jump Rope for Heart fundraising event is in process in school. Students practices skipping rope during recess and lunch recess. So far \$600 has been raised. Event in June.
 - d) All portables will be removed from the gravel field – return to all weather field. Information in May newsletter.
 - e) Book Fair was a big success. Our teacher librarian Ms. Coughlan appreciated all the parent volunteers' support. This event raised about \$3,000 for the school to buy new books.
 - f) Grade K to 3 students will have a picnic at Chaldecott Park during school.
 - g) The Sports Day will be on June 20th and will finish by noon.
 - h) Next Tuesday and Wednesday, Ravens Rugby will come to school to give students some rugby training during the school time.
 - i) Summary of Learning – formerly Report Cards (student progress report) will be sent home on June 25th.
- Budget Update (Cindy Ng)
 - a) Budget update. Cindy presented the update forecast for this school year for both PAC's general account and Gaming account. It is a successful year.

After funding the purchase of 15 new laptops (\$15,262) and sponsoring various school events/activities (Pumpkin Patch in school, Saleema Noon body science education, Bollywood Dance, etc), we will still make a surplus of approximately \$6,000 in the general account. The main revenue of PAC comes from the gaming grant, hot lunch program, direct appeal and other fundraising events, like the Fall Dance Party. Gaming grant is a government grant that supports students' extra-curriculum activities. We received \$6,140 grant this year and spent \$8,610. The current balance \$815 will be carried forward to next year, after deducting expenses for the summer family picnic & carnival on June 20th, if any.

- b) 15 laptops purchased. PAC paid for the purchase of 15 new laptops. Up to now, the school has 30 laptops for a whole class to use. Mrs. Paget showed the parents the cart that stores the 30 laptops right inside the library and thanked PAC for the support.
- Events Update and Volunteer
 - a) QE Spring Purdys Chocolate Sale update. Thank you to all the parents and Mrs. Paget for their orders. The total sale exceeded \$2,000 and PAC received a cheque from Purdys for a donation of \$594, 25% of the sales. We plan to do another Purdys fundraising before Christmas this year and hopefully we will raise more as that is when people buy most chocolate.
 - b) Ravens Rugby after school program update. In the last PAC meeting, a parent recommended Ravens Rugby program and we said we were working on it. We are glad that it has worked out with the school and Ravens now comes to QE after school every Monday and the students have enjoyed the practice. We hope in the next term, we can arrange more after school activities like this.
 - c) Summer Family Picnic & Carnival, June 20th, 2025. PAC has booked eight inflatable game stations and a music DJ for the event. We have also arranged Subway sandwich pre-order through the hot lunch system to allow parents order and pay online and get the sandwiches at the event, if they don't want to bring their own food. Meanwhile, we have been contacting food trucks, including Japadog, but haven't received their documents for review yet. Will keep on working on that.

We decided that admission will be free to all QE families to show our appreciation for their great support. Cost of the inflatable game stations is \$1,100. Proceeds from the Holiday Bazaar was about \$2,100. We donated \$1,000 to BC Children's Hospital and used the remaining to fund this event.

The Sports Day will also be on June 20th. The inflatable game stations will arrive early, so students can enjoy playing on them in addition to other Sports Day activities in the morning, and once more after school from 3 to 6 pm during the Family Picnic & Carniva

- d) Teacher appreciation lunch, June 2025. Like last year, PAC will order catering lunch boxes for all teachers and staff to show our appreciation. Estimated cost is about \$700. It will be on June 27th, which is an administration day where no students will be in school, so teachers will enjoy a more relaxed lunch time. Mrs. Paget thanked PAC.
- e) Summer school garden watering, Jul, Aug 2025. Some classes planted some vegetables in the plant boxes, which will need to be watered during the summer. We have five parents signed up at the beginning of the year for the watering. Cindy mentioned she will talk with the QE Care teacher to let the children water it during the summer, so parents will not need to come. All agreed it was a good idea and children would enjoy doing it.
- f) Fall Dance Party and fundraising, Sept/Oct 2025. We have booked the popular music DJ, Rock'N'Beau for the Fall Dance Party on September 24th, 6 to 8 pm. If possible, we will combine it with a silent auction and raffle tickets sale for fundraising purpose. We encourage parents to talk with local businesses during the summer break to get vouchers for the silent auctions, including children art and sport programs, bakery, beauty saloon, restaurants, etc. We can also ask for donations from parents and let each class make a basket based on a certain theme. If time is too tight for September, we can do it in December.
- g) Hot lunch coordinators and event coordinators. Our long-time hot lunch coordinators Julia and Bishan will leave the school as their youngest child graduates. We are glad that Ashley Gibson and Wing Shen have taken on the role as the hot lunch coordinators for the next school year.

We plan to recruit four or five event coordinators to work with the PAC Co-chairs to plan and organize various events for the school next year. This year, all events were organized by the two Co-chairs and we hope more parents can join the core team so we can spread out the work. We may also have a coordinator for extracurricular activities, so we can make more activities available after school. We could also do some supermarket prepaid card sale and a spring plant sale next year.

- Traffic Safety Update. Traffic flow on the Camosun St. in the morning during the drop-off time has significantly improved since the eight Drop Off & Pick

Up curb signs were placed by PAC in February. Mrs. Paget recommended we arrange the parent traffic patrols back to duty for September as many new families would join school and might not be aware of the traffic rules, and then we could arrange random spot checks a couple of times a week.

- Other. Mrs. Paget recommended PAC to consider whether we still want to make donation to a charity from the Holiday Bazaar proceeds this December, or we just keep it all for the school to save some fundraising efforts, or alternatively to keep it till end of the school year and then decide whether to donate to charity. PAC agreed we would consider that.

PAC thanked Mrs. Paget for her great support this year and for always keeping our children safe and happy, while learning and behaving well at school.

- Next Meeting – September 2025
- Meeting Adjourned.

May 29, 2025

Queen Elizabeth Elementary
PAC Meeting Attendance

	Name	Child Grade	Child Division
1	JUN HYEOK LEE	G2	Div 12
2	MARK Wang	G2	DIV 12
3	Brian Russell	5	DIV 7
4	ANDREW WALLER.	G1.	DIV 11.
5	Nancy Paget	Principal	
6	Linda Shen (PAC Co chair)	5	5
7	Erica Tan (PAC Co chair)	5	5
8	Cindy Ng (treasurer)	3	10
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