



Queen Mary PAC Meeting Minutes (online Zoom Meeting)

Date: Tuesday, September 21, 2021.

Attendees: Megan Davies, Janine Kobyłka, Carlie Condon, Walker Quan, Sheri Jamali, Molly Johnson

Queen Mary Staff

48 Queen Mary families joining via Zoom

Regrets: Julie Sutherland, Sila Sahin

Meeting commenced: 7:01 PM

1. Staff Introduction – Megan Davies

- Queen Mary staff joined the PAC meeting, with each teacher introducing themselves.
- The PAC thanks them for taking the time to join us.

2. Approval of Agenda

- **Moved by:** Mitchell Edger
- **Seconded by:** Allisa Kim
- **Unanimous approval – Motion carried.**

3. Approval of Minutes

- **Moved by:** Molly Johnson
- **Seconded by:** Kuljit Sajjan
- **Unanimous approval – Motion carried.**

4. Introduction of 2020/2021 PAC Executive

- Chair – Julie Lewis Sutherland (elected)
- Vice Chair – open
- Treasurer – Ze (Walker) Quan (elected)
- Secretary - open
- DPAC Representative – Scherazade (Sheri) Jamali (nominated)
- Member at Large – Sila Sahin
- Member at Large – Molly Johnson
- Past President (ex-officio) - Janine Kobyłka
- School Principal (ex-officio) - Megan Davies

5. Election of Executive Officers not elected at June AGM

MOTION: to approve Executive nominations as listed above (Sheri Jamali)

- **Moved by:** Christine Darvell
- **Seconded by:** Nazy Alborz
- **Unanimous approval – Motion carried**

6. Principal's Report – Megan Davies

Welcome Back & Thank you for your ongoing support.

Introduction & Role

- 4th year at QM (11th year as an administrator and 24th year in education)
- Experience of working as a P or VP at 4 different elementary schools in Vancouver – and 6 schools in Surrey at the elementary and secondary levels – either as a teacher or VP)
- Supportive Role – students, staff and families
- Working with the PAC – liaison between staff and families, help to facilitate initiatives, look for ways that I can support parents/guardians and caregivers and students

2021-2022 School Start Up

- Smooth start up
- Put students into classes on Day 1
- Thank you to staff and families for their support, flexibility and trust
- Continued focus on health and safety, connection, communication, trauma informed practice, social emotional learning and curricular learning
- All students attending in person
- Reminder to families about drop off and pick up – please follow parking and driving regulations and, whenever possible, park 1-3 blocks away and walk to Queen Mary (school will be connecting with the city regarding parking and driving infractions).

This year at QM

- 13 divisions
- 291 students (290 students in Sept 2020)
- Shifts in staffing – while enrollment remained, school community shifted slightly with regards to English Language Learners, International Students, Students with Designations (consequent decrease in QM's allocation of support staff)

Focus for Sept and Oct

- Continued focus on health and safety – frequent hand washing, maximizing distance, minimizing contact
- Return to some routines and offerings from previous years – moving ahead at the speed of trust (some things that we have the 'go ahead' for, we aren't returning to just yet – for example full school in person assemblies/gatherings and hot lunch)
- Cross Country, Classroom Gardener
- School-wide focus – school routines and expectations, code of conduct goal setting - 1 Promise (read aloud at our Welcome Back assembly about the school year, goals, intentions, Terry Fox, Orange Shirt Day/Week, Truth and Reconciliation, Gratitude in Oct around Thanksgiving and peace and remembrance closer to Remembrance Day)
- Looking ahead to slowly return to more in person opportunities

Communication with families

- Emails from the school and staff typically come through MyEd or Outlook
- Hotmail has been blocking some emails from the VSB's information system (MyEdBC) – or the emails automatically go to junk mail. Please consider changing the email address that you have on file if both primary and secondary email addresses are hotmail accounts
- Please communicate with staff via email or by calling the school
- School will communicate with families only when directed by VCH/VSB with regards to Covid
- Newsletter and updates sent as needed from the office – most recent newsletter on Sept. 14

Upcoming:

Outlined in the newsletter that went home on Sept. 14th

Sept. 23 – Terry Fox Run (various times and locations)

Sept. 24 – Professional Day (Continued focus on Anti-Racism from Sept. 7th)

Sept. 29 – Orange Shirt Day (learning about Orange Shirt Day and Reconciliation is ongoing)

Sept. 30 – Nat'l Day for Truth and Reconciliation

Late Oct/early Nov – Foundation Skills Assessments (Grade 4 & 7) – Reading, Writing, Numeracy

7. Chair's Report – Janine Kobyłka on behalf of Julie Lewis Sutherland

- **Thank you for attending**
 - Important to have opportunity for parents/school community to meet
- **What is a PAC?**
 - A parent Advisory Council (PAC) is the Ministry of Education's officially recognized voice of parents at schools, providing an opportunity for parents and guardians to advise on school programs, policies, plans, and activities.
- **Who are members?**
 - All parents and guardians of children in our school are automatically members of the Parent Advisory Council and are entitled to attend meetings and vote.
 - The principal or vice principal will be a member (ex officio) of the Parent Advisory Council.
 - A teacher representative will be appointed and may also attend the meetings to provide information, answer questions, and discuss all school matters and parental concerns, except personnel.
- **Where can you get involved?**
 - Throughout the year, the teen Mary PAC coordinates a variety of fundraising opportunities that are designed to raise funds to benefit the Queen Mary community, while providing fun, engaging opportunities for the community to get together. Here are some examples of how we get involved:
 - BACK TO SCHOOL - Pizza Night, Coffee Chats
 - ENRICHMENT - Classroom Gardener, Babysitter / First Aid
 - TEACHER SUPPORT - Class Supplies, Field Trips
 - SCHOOL SUPPORT - Library Fundraiser, Direct Drive
 - SEMINARS - Raising Kids in a Digital World, Saleema Noon's Body Science
 - SISTER SCHOOL - Holiday Hampers for Families
 - HOLIDAY FUNDRAISERS - Purdy's Chocolates, Wreaths and Poinsettias
 - HOLIDAY FUN - Craft and Bake Sale, Holiday Singalong
 - AWARENESS - Pink Shirt Day
 - SOCIAL/COMMUNITY - School Dance, Bike-to-School Week
 - SCHOLARSHIP - 12th Grade Queen Mary Alumni Scholarship
 - END-OF-YEAR - Sports Day Support, 7th Grade Grad Support

- **Immediate Need: Classroom Parent**
 - Please consider being the classroom parent for your child's division. Approach your teacher if you're interested
 - Queen Mary PAC is 100% run and supported by parent and family volunteers. We encourage you to join in!
- **How Will We Communicate?**
 - Email Updates and Reminders - You must sign-up to receive email communication.
 - PAC Website - Visit for the latest information www.queenmarypac.com
 - PAC Meetings (Monthly) - Generally occur on second Tuesday of the month, currently virtually via Zoom, at 7pm
 - Newsletters (Quarterly) - Information and updates will be sent home quarterly.
- **Queen Mary T-shirts Coming Soon!**
 - Email notification when shirts are available for order
 - Ordering will be on www.queenmarypac.com
 - Adult and youth sizes will be available
 - \$15-20 per shirt

8. Treasurer's Report – Walker Quan

- Presented August financials. It has been a quiet summer and we have no commitments coming out of the accounts at present.
- PAC holds two accounts: A General account which is no restrictive on spending and a Gaming account which our government grants are paid into. Spending in this account has strict rules; it cannot be used for curricular purposes.

• **Outstanding Financial Requests**

1. PIN Money for Teachers

Account: General

\$100 Per Resource Group

- 13 Divisions
- 2 Resource Teachers
- 1 Teacher Librarian

\$1,600 Request

MOTION: to approve \$100.00 of PIN money for each of the 16 classroom/resource groups from our General Funds Account.

- **Moved by:** Sandra Nelson
- **Seconded by:** Christine Darvell
- **Unanimous approval – Motion carried**

2. Website Redesign

Account: General

\$25.84 hover.com, Domain Renewal (1 year)

\$461.20 wix.com, Web Hosting (2 years)

\$42.14 wix.com, Graphics

\$529.18 Request

MOTION: to approve \$529.18 for website redesign from our General Funds Account.

- **Moved by:** Sian Dowell
- **Seconded by:** Alison Faber

- **Unanimous approval – Motion carried**

3. Bank Signatories Transfer

MOTION: to remove Janine Kobyłka, Sasa Chambers, Bree Stanlake, Christine Darvell as bank signatories and add Julie Lewis Sutherland and Ze (Walker) Quan

- **Moved by:** Sandra Nelson
- **Seconded by:** Christine Darvell
- **Unanimous approval – Motion carried**

9. DPAC Report:

- DPAC meeting has not yet taken place yet.
- September DPAC Meeting - September 23, 2021 - 7pm Online via Zoom
- October DPAC Meeting - October 28, 2021 - Online via Zoom
- Meeting Registration, Agendas, Minutes - <http://vancouverdpac.org/2021-2022-school-year>
- News From District and Province PACs - to receive addition information, you can sign-up for updates with:
 - BC Confederation of Parent Advisory Councils bccpac.bc.ca
 - Vancouver School District Parent Advisory Council vancouverdpac.org

10. Other Business and Questions:

- Inclement weather procedures? Children are encouraged to be outside when it is safe.
- Parents express gratitude for early classroom placement
- What are the COVID reporting procedures? School respects privacy and follows the VSB guidelines on reporting.
- Will the crosswalk be patrolled this year? COVID precautions prevent regular safety patrol duties. Parents are welcome to organize themselves.
- What is the best way for parents to communicate with teachers? Is there an app? No app for communication. Call the office and leave a message or use email.
- What is the ESL support this year? Two teachers supporting intermediate grades, one teacher supporting primary grades.
- Will extra classes happen after school? Not currently due to COVID precautions. Possibly after Winter Break.
- Will school sports happen this year? Yes. Cross Country is underway in amended form. Volleyball and basketball are approved to go ahead but there may not be inter-school games.
- How does PAC money work? Gaming versus General Fund explanation.

11. Adjourn

Meeting Adjourned at 8:20pm