



Queen Mary PAC Meeting Minutes

Date: Tuesday, September 13th, 2016.

Attendees: Kathy O'Sullivan, Kathy Findlay, Jed Brezer, Sasa Chambers, Janine Kobylka, CJ Harmer, Judy Yeung, Rebecca Anderson, Evann Siebens, Merle Miedzygorski, Carly Trinder, Scott Trinder, Andy Lau, Venita Sahota, Sonny Sahota, Julia Tee, Lucy Wu, Li Pei, Ju Duo, Michael Stephen, Jane Malner, Christine Lee, Sophie Larouche, Camila Giffoui Melsmer, Heidi Li, Lilian Richards, Mike Richards, Kai Huang, Kang Shi, Jill Tracy, Maria Koebisch, Tracey Wood, Jens Lohser, Teshel Lei, Wu Fang, Nazy Alborz.

Regrets: Lisa Meyer

Meeting commenced: 6:43pm

Introduction of PAC Executive:

Chair – Kathy Findlay

Vice Chair – Jed Brezer

Treasurer – Sasa Chambers

Secretary – Janine Kobylka

DPAC Representative – CJ Harmer

Member at Large – Judy Yeung

Member at Large – Rebecca Anderson

Member at Large – Lisa Meyer

Member at Large – Evann Siebens

1. Approval of Agenda

- **Moved by:** Kathy Findlay
- **Seconded by:** Judy Yeung
- **Unanimous approval – Motion carried.**

2. Approval of June 14, 2016 Minutes

- **Moved by:** Kathy Findlay
- **Seconded by:** Scott Trinder
- **Unanimous approval – Motion carried.**

3. Seismic Update – Kathy O'Sullivan presented for Raymond Afan, VSB Project Manager

- Phase I complete – Red Heritage Building:
 - Building was gutted, all new plumbing, heating, structural engineering.
 - There were a number of unforeseen issues with a heritage site – had to go underground to support building.

- Phase II – Multi-purpose Room and Gym:
 - Hopefully, Phase II will be complete by the end of December, possibly sooner.
 - Multi-purpose room will house TASC (after-school care) and lunchroom. Room is large enough to accommodate all students.
 - Gym has large storage space for equipment, plus there will be two other storage areas.
 - Gym is highest seismic upgrade available – it can house the whole school plus other community members.
- Landscaping:
 - PAC has done a great job raising funds (\$235,000 over the last few years) for landscaping.
 - Trying to do landscaping while Heatherbrae is still here as it's cheaper with their equipment.
 - To date, they've completed the Spaceball/rope climber, the cement amphitheatre, and the curbing around the trees.
 - There will be more cement work and paving in Phase II, as well as picnic tables (delivered end of September), a 6-hoop basketball court, boulder amphitheatre, painted hopscotch and mathematical puzzles on blacktop, and a section for garden planting beds and composting.
- Playgrounds - Intermediate playground is in front of red building and primary playground is in back. It was far too expensive to move the playgrounds, so all students K-7 will be able to play where they want.
- Portables and temporary gym will be removed from site by end of December. Gravel field will be cleaned by VSB and Heatherbrae and will be available to be used again by students and the community soccer association.
- Many thanks to the PAC for all their hard work over the last 4 years.
- Project plans are located in school foyer if people are interested.

4. Presentation by SPUD, Emma Lee

- We already have two hot lunch programs on Wednesdays and Fridays and are considering a third (SPUD) once we have our new lunchroom.
- SPUD.ca is an online grocery delivery company with two programs for schools
 - i. “Smart Lunch” Program – testing out new menu. Will offer healthy combos of smoothies (\$3), wraps / sandwiches (\$3.50 - \$4), and sides / treats (\$1 - \$1.25). If PAC wants to make it a fundraiser, they will need to mark up prices.
 - ii. Produce Box Fundraising Program – families can purchase box of groceries from SPUD.ca and 25% of purchase price will be donated to the school.
- Kathy F. will post menus and info on PAC website under “news.”

5. Principal's Report – Kathy O'Sullivan

- School Opening:
 - The start to a new school year is a time for new beginnings, exciting possibilities and fresh perspectives.
 - A big thank-you to the members of the PAC for welcoming our new families and staff to Queen Mary.
 - We have worked hard to place students in classes. We moved students into their classes on Day 3 last Thursday, and welcomed 25 new students and their families from Norma Rose Point on Friday.
 - Teachers have been enthusiastic, upbeat about the new school year starting.

- We have appreciated how expedient you have been in returning all the forms that were recently sent.
- School Organization:
 - Last Year Sept. 2015 – 337 students enrolled.
 - For the 2016-2017 school year, our school projection was down one division and we needed to organize with 14 divisions. The first week of school we realized that Norma Rose Point did not have room for their in-catchment families and many of our surrounding schools were accepting them in. We needed to add a division to accommodate the new students from Norma Rose.
 - Our current enrollment is 347 students in 14 divisions.
 - We had a few students and families moving in and out of Queen Mary over the summer.
 - We have 66 new students to Queen Mary, including our new kindergarten students. We welcome 26 International students, some of whom were here last year. We have approximately 66 students who are English Language Learners.
 - Teachers have been very supportive of our first week back. They have very carefully looked at the best placements for students and tried to accommodate teacher recommendations, resource team recommendations, including students with special needs and learning challenges, balance of female/male ratios, student friendships, parent requests, leaders, and English Language Learners.
 - With that in mind, we also need to consider staffing ratios and the Ministry requirements for class size and composition.
 - We worked through the challenges that placement posed in June and in September.
- New Staff and Staff Changes:
 - At the Grade 4 level, Ms. Seda is a Teacher On Call (T.O.C) for the newly added division. A job posting has gone out and hopefully a permanent teacher will be hired by the end of September. Ms. Seda will work closely with the other Grade 4 and 5 teachers.
 - Alicia Schouten will be working with Margo Hrennikoff until December while Joanne Lloyd is on leave.
 - Our Teacher Librarian, Sandra Hedley retired. We have hired a new Teacher Librarian, Kathy Lam, who will not be starting at Queen Mary until 2017 as she is on maternity leave. Joyce Chong is currently our temporary Teacher Librarian.
 - Charmaine Ho in Grade 6/7 is expecting. A T.O.C. will replace her when she goes on maternity leave.
 - SSWs – Thomas Tower joins us in the afternoons.
- School Day – Our new online payment system has been undergoing some changes this summer with their staff. We are continuing and in our third year with School Day. We hope that all parents will be able to pay for fees, agenda, and field trips with this program. So far it has been very successful and 2/3 of our school community has signed up.
- The New BC Curriculum will be fully implemented this year from K to 9. Please see the Ministry website about our new curriculum and the core competencies. It is an exciting time for teachers and students.
- Upcoming Events and Highlights from Week 1:
 - Cross Country – will begin soon. Mr. Atkinson will be sending a notice home about practices. There are three mini meets: Camosun Park, Jericho West and Trout Lake City Finals 1:00-3:00. There was an organizational meeting this afternoon for the district so stay tuned. Parent volunteers will be required.

- Terry Fox Run – next Friday, September 23rd. Parent volunteers will be required.
- Student Leadership Opportunities – Ms. Charmaine Ho is sponsoring the Leadership Team, which consists of grade 6/7 students.
 - Some areas of leadership: PA Announcers, Primary Teacher Helpers, Event and Advertiser Leaders, and Global and Community Fundraiser Event Organizers.
 - The first event for some leaders will be to attend the Me To We Day on October 21st.
- School Activity Programs / Performances:
 - Throughout the year, Kirby Rae will be teaching classes Zumba so they can lead our Friday Fitness Days.
 - November and January – Holman Wang will be working with all the students K to 7 – focus on writing and illustrating work through felting.
 - Project Chef will be with us during the third term of school for a residency program for K to 7.
- Future plans – two author visits
- School Growth Plan – School Goals are: Literacy, Building Community and Aboriginal Cultural Enhancement:
 - Literacy: To improve student learning and acquisition of literacy skills with a focus on communicating information.
 - Building Community: To build community by caring for the environment, solving problems, valuing diversity and building relationships.
 - Aboriginal Enhancement: To increase knowledge, awareness, acceptance, empathy, and appreciation of Aboriginal histories, traditions, cultures and contributions among all students.
- Hot Lunch Program – We have two hot lunch programs – New York Foods and C'est Mon Café
- Community Afterschool Programs at QM this year – please see the PAC website for more details on these programs:
 - Young Rembrandts
 - Mad Science
 - Lego Robotics
- Parent Involvement – The partnership with students, families and the school staff continues to be very important. It is evident at Queen Mary the dedication and expertise that you as parents bring to our school. We have always been committed to these partnerships. Your involvement and participation leads to success for your own child as well as our student body.
- As a collective group, we continue to strive to fulfill our school mission: Our mission is to build a respectful community of lifelong learners. We work towards becoming caring, accomplished and cooperative citizens. We aim to provide an enriched environment in which children are encouraged to think, question, create and wonder.

6. Chair's Report – Kathy Findlay/Jed Brezer

- The Greater Vancouver Lice Clinic will come to screen students three times during the school year.
- PAC has organized a Backpack Program for our sister school on Vancouver's east side. We're looking to collect as many new or good-condition used backpacks as we can by Friday to donate to our sister school. PAC will be adding some school supplies to the backpacks.

- Upcoming Extracurricular Activities:
 - Grade 4 and 7 camp - Grade 4s will go to camp in October, Grade 7s in April.
 - Teacher Appreciation lunch in April
 - Holiday Craft and Bake Sale first Friday of December – very popular event with lots of engagement from students and parents.
 - Always looking for volunteers. Let PAC know if you have interest/availability.
- Safe Arrival Program is run by parent volunteers from 9:00-10:15am M-F. If student is absent/late without notifying school, safe arrival will call home to make sure student is safe.
 - We still need volunteers for Monday, Tuesday, and Wednesday. Parents can buddy-up so that they only have to do one day every other week. Mahala trains new volunteers.
- Judy has organized all volunteers required for hot-lunch programs until Christmas.
- Notice going home to new families with information on Earthquake kits for their children. If you have previously put together an earthquake kit for your child, it will be used again this year.
- Strings Club:
 - VSB strings program was cancelled.
 - Lisa Meyer has organized an extracurricular Strings Club for students in Grades 4-7. This club is parent-organized, i.e. not operated by Queen Mary.
 - Club is starting in October and lessons will take place before school.
 - There will be an opportunity for students to do 1 or 2 performances.
- There will be a book sale on November 3rd and 4th to raise funds for the library.
- Teachers and parents can apply to PAC for funding for specific school initiatives. Information and application are on the website.

7. PIN money has historically been provided to classroom and resource teachers during the year so that they can purchase consumables for their classrooms. We typically provide a portion at the beginning of the year and then the balance in January provided our holiday season fundraising goes well. Receipts are submitted to the principal for reimbursement from the PIN fund.

MOTION: to approve \$100.00 of PIN money for each of the 19 classroom/resource groups from our general funds.

- **Moved by:** Kathy Findlay
- **Seconded by:** Evann Siebens
- **Unanimous approval – Motion carried**

8. Treasurer’s Report – Sasa Chambers

- School has two accounts: General and Gaming.
 - We need gaming account in order to get gaming grant money from the government. Funds from gaming account can’t be spent on curriculum-related items.
 - Combined total for both accounts at end of August: \$25,602.05, most in general account.
 - \$25,000 came out of gaming account at the end of last school year for playground equipment.

- Sasa has applied for this year's gaming grant – grant based on total number of students enrolled.

9. MOTION: to approve a \$661.62 expenditure from our general funds account for the PAC Safe Arrival annual phone bill.

- **Moved by:** Kathy Findlay
- **Seconded by:** Rebecca Anderson
- **Unanimous approval – Motion carried**

10. MOTION: to remove Mahala McCullagh and Rebecca Anderson and add Jed Brezer and Janine Kobyłka as signatories for the two PAC bank accounts at HSBC.

- **Moved by:** Christine Lee
- **Seconded by:** Sasa Chambers
- **Unanimous approval – Motion carried**

11. Greenscaping Update and Donor Wall

- We need lots of plant/flower bulbs for the greenscaping project. If anyone has any connections at a greenhouse company/nursery and could get bulbs donated/discounted, please let us know.
- TEGS (Think Eat Green at School) and Green Team did a lot to help with the greenscaping project.
 - Focus of TEGS and Green Team is learning about and taking care of the environment, thinking “green,” eating healthy and local, gardening etc.
- Many donors contributed to the greenscaping project.
 - Plans for donor wall haven't been finalized but we're looking to do a wall of tree(s), and recognize donors with their names on the trunk or leaves of the tree(s), depending on level of donation. Trying to make it artistic.

12. Adjourn

- Meeting adjourned at 7:40pm