



Queen Mary PAC Meeting Minutes (online Zoom Meeting)

Date: Tuesday, September 10, 2020.

Attendees: Megan Davies, Janine Kobylka, Julie Sutherland, Sian Dowle, Christine Darvell, Sasa Chambers, Bree Stanlake, Tracey Wood, Megan Stanlake, Bippan Dhillon

Queen Mary Staff

54 Queen Mary families joining via Zoom

Regrets:

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:** Golnar Khajavi
- **Seconded by:** Bree Stanlake
- **Unanimous approval – Motion carried.**

3. Approval of June 9 2020 Minutes

- **Moved by:** Nirvana Kiarostami
- **Seconded by:** Kuljit Sajjan
- **Unanimous approval – Motion carried.**

4. Introduction of 2020/2021 PAC Executive

- Chair – Janine Kobylka (elected)
- Vice Chair –
- Treasurer – Sasa Chambers (elected)
- Vice Treasurer – Bree Stanlake (nominated)
- Co-secretary – Sian Dowle (elected)
- Co-secretary – Christine Darvell (elected)
- DPAC Representative –
- Member at Large – Meghan Stanlake (elected)
- Member at Large – Julie Sutherland (elected)
- Member at Large – Tracey Wood (nominated)

5. Election of Executive Officers not elected at June AGM
MOTION: to approve Executive nominations as listed above (Bree & Tracey)
- **Moved by:** Merle Miedzygorski
 - **Seconded by:** Melea Burns
 - **Unanimous approval – Motion carried**
6. **Principal's Report – Megan Davies**
- **Welcome Back & Thank you for your ongoing support.**
 - **Introduction & Role**
 - 3rd year at QM (10th year as an administrator and 23rd year in education as an educator and admin combined)
 - Supportive Role – students, families and staff
 - 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
 - **2020-2021 School Start Up**
 - very unique
 - focus on health and safety, connection, communication and learning
 - staff are working hard to meet the challenging demands of students who are enrolled in Option 1 and, starting this week, Option 4
 - shifted our school organization to minimize contact amongst students and staff – through learning groups, through Resource and Prep Teacher support schedules and also through staggered recesses and lunches
 - continue to work with the VSB regarding protocols and procedures (VSB works closely with VCH, BCCDC, PHO)
 - **This year at QM**
 - 14 divisions
 - 290 students (320 students in Sept 2019)
 - 74% of our students have returned to in-person learning
 - Our hope is to have many Option 4 students return in October.
 - **Option 4 Learning**
 - Beginning this week
 - Updates to Teams Classrooms re key concepts in Literacy and Numeracy
 - Check In (90-120 min/week) from classroom teacher, resource teacher, student support worker or other QM Staff
 - Parent/Guardian/Caregiver is responsible for teaching at home
 - Opportunity for students to return in Oct, Nov and Jan
 - We hope for many students to return in October following Thanksgiving Weekend
 - An email/survey will be sent to Option 4 families requesting that they indicate their plan for October
 - Students who selected Option 4 but are not engaging in Option 4 learning will be de-registered
 - **Focus for Sept and Oct**
 - Continued focus on health and safety

- Building connection
- Balancing Option 1 and Option 4 expectations
- School Routines and Expectations (Code of Conduct)
- **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)
 - 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
 - Staff will be providing updates for students via Teams
 - Newsletter and updates sent as needed from the office – most recent newsletter on Sept. 18
- **Upcoming:**
 - Outlined in the newsletter that went home on Sept. 18th
 - Sept. 25 – Professional Day (QM focus on Teams Classrooms and meeting the needs of our learners)
 - Sept. 30 – Orange Shirt Day
 - Still to be determined – Terry Fox Run, Gardening projects

7. Chair's Report – Janine Kobylka

- **Thank you for attending**
 - Important to have opportunity for parents/school community to meet
- **Role of PAC**
 - Act as a voice for parents at schools, opportunity for parents/guardians to provide input on school programs, policies and activities
 - All parents/guardians of QM kids PAC members; entitled to attend meetings and vote
 - Principal a non-voting member - attends all PAC meetings and provides updates and info
 - PAC meetings usu. held 2nd Tuesday of month; all @ 7pm until further notice
 - PAC website (www.queenmarypac.com) regularly updated with relevant info and updates; important dates – Pro D days, early dismissals, events, holidays, PAC meetings etc.; also can sign up for PAC mailing list on website – get occasional emails with info and updates
 - Another role of PACs is fundraising: raise funds to support program enrichment and assist teachers where we can by providing additional tools and resources.
 - Two sources funds available: fundraising we do and Gaming grant from gov't
 - Fundraising opportunities this year somewhat limited as most of our regular fundraisers can't take place right now – will need to be creative; very open to suggestions from families
- **Events and Activities:**
 - All normal in-person events/activities on hold for now
 - Needed to postpone/cancel hot lunch, pizza night, lice screening program, book sale, craft and bake, choir etc. If policies/protocols change we will revisit.
 - Only thing on books is Saleema Noon in April – we'll see; may need to go online again like last spring
 - Even though not booking anything at this moment, still want to hear from families about their priorities for programming/use of funding; could potentially do online parent ed seminars

- Teachers, parents and students can apply to PAC for funding for specific school initiatives, e.g. artist in residence, author visits, gardening projects, songwriting with the kids etc.
- Information and application forms are on the website; applications reviewed by Exec and brought forward to next general PAC meeting for approval
- **Volunteering**
 - Will look different this year when parents can't go in school
 - Safe arrival being handled by office staff – huge thank you to Lisa and Erin!
 - Safe arrival number on front page of website – call if child will be late or absent
 - Class parents – still be good to have a class rep for each division; more communication coming directly from teachers now, but good to have someone compile a class list, send out occasional reminders, organize class volunteers if the need/opportunity arise; please approach your teacher if you're interested
 - Still looking to have a couple of Exec positions filled: Vice Chair and DPAC; ideally Vice Chair would be someone who learned the ropes this year and took over as Chair next year. Please contact me if you're interested. DPAC rep attends DPAC meetings once a month and reports back to the PAC – Bippan will give more info.
 - Difficult year but hoping to have lots of engagement from families – many Exec members are in their 2nd year of two-year terms and we need new people to step up and participate; please feel free to reach out to any exec members with questions, ideas, suggestions etc

8. Treasurer's Report – Sasa Chambers/Bree Stanlake

- 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.

9. DPAC Report – Bippan Dhillon

- DPAC is a collection of parents voted in by the PAC community. Their common goal is to support education for ALL children in Vancouver. They represent Vancouver parents through their participation in advisory committees and board meetings. They are actively engaging with parents so they can represent the diverse needs. DPAC has PAC liaisons for all schools, ours is Amanda Hillis. The standing committees are policy and governance, facilities planning, student learning and well-being, personnel, and finance. Advisory committees are emergency management, indigenous education, Information/Communication & Technology, Diversity, School Calendar, Special Education, & Sustainability. Ad hoc Committees are Administrative procedures and school naming. Parent representation is at every level at the VSB.
- **Suzanne Hoffman, Vancouver School Board Superintendent**, gave a district update. Restart and follow up to questions from the Town Hall.
Elementary focus is around 5 areas:
Planning – a lot of thoughtfulness, collaborative
Communicating – things are changing all the time, so they are trying to adapt and change and share what is coming out.
Mindfulness – health and safety has been top of mind

Managing – anxiety, fears, expectation of ourselves and others

Creating – a culture that is calm, feels safe while acknowledging the excitements kids have of returning to school.

- In elementary they have seen 20% opting for transition return. 3 sites had a 100% return. The learning from home model started this week. Overall, it's been positive. Many people are feeling relieved.
- Schools being encouraged to use outdoor spaces and learning from the land
- Schools are using Ministry density levels/guidelines within the buildings; will adapt accordingly as these change
- Resource support available at all schools
- Special Education – nothing has changed and same level of support is being provided.
- Federal Funding being released in September and in the Spring. Currently gathering information from stakeholders on how best to spend.
- COVID funding is being used for PPE and cleaning.

10. PIN money has been historically 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 fundraising season 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 Account.

- **Moved by:** Nirvana Kiarostami
- **Seconded by:** Julie Sutherland
- **Unanimous approval – Motion carried**

11. **Other Business**

- No other business or questions

12. **Adjourn**

- Meeting adjourned at 8:07pm