



Queen Mary PAC Meeting Minutes (online Zoom Meeting)

Date: Tuesday, Sept 27th, 2022.

Attendees: Elyssa Derban, Emily Bobko, Janine Kobylka, Kuljit Sajjan, Laura Atkins, Yue Ma, *Queen Mary families joining via Zoom*

Regrets : Ze (Walker) Quan

Meeting commenced: 7:04 PM

1. Acknowledge the history of our community and neighborhood

2. A welcome to all new and returning staff

3. Approval of September 2022 Meeting Agenda

- **Moved by:** Christine Darvell
- **Seconded by:** Nirvana Kiarostami
- **Unanimous approval – Motion carried.**

4. Approval of Minutes-June 2022 Meeting

- **Moved by:** Oana Hyatt
- **Seconded by:** Kuljit Sajjan
- **Unanimous approval – Motion carried.**

5. PAC 101-Purpose introduction.

- PAC is the officially recognized collective voice of parents of their school.
- A PAC, through its elected officers, may advise the school board, the principal and staff on any matter relating to the education of the students and the school.
- PACS are forums within each school community to discuss matters affecting your school and the education of your children.
- All parents and guardians of students registered in the school are able to participate and are members of the PAC
- A PAC is an autonomous body and must abide by its Constitution and Bylaws and the School Act.

6. Introduction of PAC Executive and Nominations.

- Returning PAC Executive Members:
 - ✓ Laura Atkins (Vice Chair)
 - ✓ Jasmine Yue Ma (Secretary)
 - ✓ Walker Ze Quan (Treasurer);

- PAC Executive Nominations 2022/2023:
 - ✓ Chair - Laura Atkins
 - ✓ Vice Chair - open
 - ✓ Secretary- Jasmine Yue Ma
 - ✓ Treasurer - Emily Bobko
 - ✓ Member at Large - Walker Ze Quan
 - ✓ Member at Large – open
 - ✓ DPAC representative – Kuljit Sajjan

7. Principal's Report

- Highlights of PAC 101: The QM PAC constitution is well laid out. It is worth taking the time to read it through to understand your responsibilities and the role of PAC. Some important parts to highlight and be aware of the following:
 - ✓ Section V.6 meeting shall not be a forum to discuss individual school personnel, students, parents or other individual members of the community.
 - ✓ Section XIV.1 Code of Ethics - protecting confidentiality of people involved in PAC discussions
 - ✓ In addition, VSB policy defines the role of the principal at PAC is to support the work of PAC including how to find resources and engage the school.
- What's happening at school:
 - ✓ Most exciting: Terry Fox run. Whole school students and staff are in. It was an Inspiring and successful event to see.
 - ✓ Open house was a wonderful event
 - ✓ Orange shirt day: will organize an assembly to acknowledge.
 - ✓ Other events to expect: CSL, Halloween, cross-country and volleyball will come soon.

8. PAC Chair Report

- Orange shirt day: Thursday Sept. 29
- Room parents needed: Contact PAC
- Used book sale:
 - ✓ Donation's October 3-31 in the donation bin located in the main entrance foyer.
 - ✓ Book sale dates have changed. New dates are Thursday November 3 and Friday November 4
- Growing smiles - festive plant and wreath sale.
- Fundraisers:
 - ✓ Purdy's: link is on website.
 - ✓ Growing smiles plants: color around house.
 - ✓ Other ideas please contact.
- Lice screening service: 3 times a year before COVID. Small fee for family (\$15/person) for service.
- Body science education: being explored. Student needs this curriculum. There is a school program initiated by city of Vancouver. program required by the province of British Columbia.
- Beach cleanup: Saturday November 5 @ 10:30pm
- Holiday Hampers & Movie nights (indoors): Stay tuned!

9. Treasurer's Report

- Introduce general and gaming account
- Financial Statement Summary
 - ✓ May Financial Statement: general account: donation into general in May and write cheques which were not cashed. General account balance: \$5656.14; Gaming Account Balance: \$4449.15. Total: \$10105.29.
 - ✓ June Financial Statement: Movie night expenses (written cheques) were paid. May's cheques were cashed. General Account Balance: \$4008.18; Gaming Account Balance: \$1018.12; Total: \$5026.30.
 - ✓ July & August: No special changes. August General Account Balance: \$4008.28; Gaming Account Balance: \$998.17; Total: \$5006.30.
- Movie, Music and Games night:
 - ✓ The PAC worked very hard to host a fantastic event. Thank you to everyone who showed up and a special thank you to all of the volunteers. The June PAC meeting approved funding from both private donors and the gaming account for this event. Four generous families donated a total of \$ 1,940 to support the movie event. The PAC approved \$3500 from the gaming account to cover the cost of pizza, prizes and games.
 - ✓ The original ask assumed the event would host about 225 people. However, 450 people signed up for Pizza and Movies. A few issues arose at this point. The DPAC is aware of these events and has offered advice and guidance.
 - ✓ The budget was exceeded. Money to pay for the overage was removed from both PAC bank accounts in June without PAC approval (gaming and general accounts) The money was returned to the PAC general account which exceeded the total amount taken (without authorization).
 - ✓ Solutions: 1. Return \$271.71 to the gaming account. Only \$3,500 was approved. 2. Ample time to plan events so people do not feel like they need to make quick decisions. 3. If it is not possible to adhere to the approved budget then a meeting needs to be called to discuss other options (including increasing the budget). 4. No check may be signed by the person to whom it is written. This would require amending the PAC bylaws.
 - ✓ Comments/Concerns:
 - Comments (Janine): Petty cash amount of \$200 can be approved by the PAC executive. Any amount above \$200 must be voted on and approved at a scheduled general PAC meeting before any cheque is issued or any money leaves the PAC accounts
 - Questions (from parents): How the money went back to gaming account?
Answer:
The person who removed the unauthorized money from the PAC accounts repaid this amount to the PAC plus some extra money. These cheques were money spent on the party that exceeded the \$5000 budget (\$1500 from donations and \$3500 from the gaming account). Although this money was spent on the party, the person who wrote the unauthorized checks and then

repaid the money does not want to be reimbursed. This person did not wait for the PAC meeting to seek approval to reimburse the party budget overage.

10. Motion to approve : election of executive officers

- **Nominations 2022/2023**
 - ✓ Chair - Laura Atkins Vice Chair - open Secretary- Jasmine Yue Ma
 - ✓ Treasurer - Emily Bobko
 - ✓ Member at Large - Walker Ze Quan
 - ✓ Member at Large – open
 - ✓ DPAC representative – Kuljit Sajjan
- **Moved by:** Janine Kobyłka
- **Seconded by:** Oana Hyatt, Maria Koebisch, Alisa, Christine
- **Unanimous approval – Motion carried.**

11. Motion to approve: Classroom support fund. Motion to approve \$100/teacher as well as \$200 combined for resource teachers. A total of \$1500 in 2 instalments from General Account.

- **Moved by:** Maria Koebisch
- **Seconded by:** Janine Kobyłka, Alisa, Melissa & Damine
- **Unanimous approval – Motion carried.**

12. DPAC REPORT

- Vancouver School Trustees election: Oct 15. Anyone who is interested can participate. Google “City of Vancouver “election. Early voting is also possible, listed on the City of Vancouver website. There are 9 School Trustees to be elected. 31 Candidates are running for those positions.
- The DPAC is hosting an all-candidates forum on Oct 6 to help people decide who to vote for, with the goal to encourage people to vote, and be informed, since these school trustees will form the Vancouver School Board!
- There was a discussion at the DPAC regarding how the VSB can have more accurate forecasting for the school year, since there was such a delay in getting children assigned to their new classrooms this year; could they have better predicted the volume of new students before the first day of school?
- There is a new K-12 Music Working Group, so far there are 13 choirs across the schools ... more on this to come
- Q&A:
Q: Is it appropriate to put DPAC information on PAC website?
A: Need to check. Used to post regularly. Another way to get information.

13. Motion to remove old signing authority and add new ones. Remove Ze Quan and Julie and add Laura Atkins and Emily Bobko as signatories for the two PAC bank accounts at HSBC.

- **Moved by:** Kuljit Sajjan
- **Seconded by:** Christine Darvell
- **Unanimous approval – Motion carried.**

14. Questions/Other businesses

- School Streets
 - ✓ A City of Vancouver transportation program. 1 block from school. 2 parents volunteer in the morning and 2 in the afternoon. Parents have to park away. Hope PAC advertise and organized volunteer parents. Program is running a pilot now.
 - ✓ Some parents are interested and form a group. October Newsletter will include this topic.

- Cross Country program: Will start in Oct.
- Leadership program: good opportunity for kids to take on leadership.
- September: No right to write cheques before leader changes.
- Q&A:
 - ✓ For new families, the PAC website is a great place to find out info. Just wondering if there is someone who manages updating this or if there is any help needed? It's super helpful to keep up to date with what's happening!
 - ✓ Help is needed. Right now, Laura's husband is working on it. Mellissa would like to help.

15. Adjourn

- Meeting adjourned 8:10pm