

## Meeting Minutes

Queen Mary Elementary School PAC Meeting  
September 26, 2023 · 7:00-8:30pm  
School Library

### Executive

Chair: Laura Atkins                      Non-voting Member: Elyssa Derban, Principal  
Vice Chair: Jasmine Ma  
Secretary: Sandra Nelson  
Treasurer: Raymond Wong

### In Attendance:

Holly Liu, Lavinia Liang, Yuanyuan Jiang, Nazy Alborz, Jing Chen, Ehsan Mozaffari Pour, Mina Ghafari, Mona Hassannia, Caroline Cheung, Mari Yasuda

### Meeting

1. Welcome and Land and Territory Acknowledgement (Laura)
2. How to forward a motion in person (Laura)
  - Laura will ask for someone to forward the motion
  - Someone can second the motion or second with discussion
  - Everyone in favor will raise hands
  - Majority will carry motion
3. Agenda Approval
  - Motion: Nazy
  - Second: Mona

**Carried**
4. June 2023 meeting minutes approval
  - Motion: Holly
  - Second: Raymond

**Carried**
5. What is a PAC? (Laura)
  - PAC has our own constitution and bylaws. For example, how often to meet – ours says 1 meeting every month and states who gets to vote
  - PAC is the voice of parents at each school
  - All parents at Queen Mary are automatically members of the school's PAC
  - The next higher level is the District PAC (DPAC) which is made up of parents elected by PACs with goal to support education of our children
  - BC Confederation of Parent Advisory Councils (BCCPAC) – we are a member - highest level of PAC community – the provincial voice of parents of children in BC public schools. Minister of education consults with BCCPAC on public education issues in province
6. PAC executive introduction (Laura)  
-Laura, Sandra, Raymond, Jasmine and (non-voting member) Elyssa

## 7. PAC open positions

- DPAC Rep – can attend DPAC meetings or read minutes and report to PAC
- Members at large
- Laura will need to scale back on time spent on PAC – scaling back in December

## 8. Principal's message (Elyssa Derban)

- her role is non-voting role and here to advise
- noted that PAC meetings are not for discussing personnel and students
  - Events so far this year at QM
    - Assemblies
      - Have had a Welcome assembly and Terry Fox assembly
    - Firedrill
      - Have had one already
    - Terry Fox Run was on Sept.21
  - Coming up
    - Cross country
      - K-7 – the only extra-curricular that involves younger students
      - M/W/F mornings for practices plus mini-meets
    - Orange shirt day
      - Saturday, Sept.30 is National day of Truth and Reconciliation
      - This week in classes teachers have been spending time talking about Indigenous people and harms that have been done
      - Friday, Sept.29 will be an assembly and children are encouraged to wear an orange shirt
      - The school has been given a lot of books by Indigenous writers about Indigenous topics and stories that teachers can access
  - Lunch update
    - Made changes from last year – this year having lunch in the multi-purpose room, except for Kindergarten, Grade 1 and Mrs.Miles' Grade 1-2 class
    - The children drop off their lunch bags in the multipurpose room before going outside for lunch play. They come off the field for lunch at 12:40 and the teachers take them back to their classes at 12:57.
    - Based on feedback have already made changes: Added an extra table
    - She is very impressed with the kids during mealtime
    - Some feedback about kids not finishing lunch in this set-up: she is hoping as the kids adjust that things will improve but will be reviewing hand-washing stations as that might be holding up some children, as well as meeting with the teachers to discuss
  - Hot lunch info
    - Trying to figure out how hot lunch will work given the change to the multi-purpose room
    - She is going to wait to a bit
    - She noted that there has also been a request for more than 1 day
  - Hiring teacher for Division 5
    - 13 divisions last year and now 14 divisions so need to hire another teacher
    - Fairly significant teacher shortage in Vancouver
    - District hires into a pool and she hires from the pool

- Have an amazing teacher on call that has committed to be here every day until teacher is hired
- FSA (Foundation Skills Assessment) information
  - FSA is for Grades 4 and 7
  - The FSA will occur in October and is provincial wide
  - Super intendent sent email to all parents
  - Has a numeracy section – online and paper based portions, and a literacy section with an online and paper based section (4 sections total)
  - Purpose is to get an idea of where students are at
  - Important at both school and district level: Informs instructional and planning cycles
  - Our participation rates are really low in Vancouver, so hard to act on the results
  - Also tells students where they are at, where they are going and how they will get there
  - Assessed in a 1-4 scale, same as report cards, so in a familiar format for the results
  - Encouraging students to participate
  - Results are not shared with the classroom, but teachers may look at if they want, so there is privacy
  - Done on site
  - Each section is about 45 minutes to 1 hour

#### 9. Overview of PAC Calendar and Events (Laura)

- Laura has put in all events she is aware of into the PAC website calendar, but will add more as they come up
- Orange shirt day – Friday, Sept.29 – can find some at London Drugs or Sport Chek, etc
- Movie night – coming up
- Lice advice – volunteer coordinator is Jing Chen – a flyer will come home on how to sign your kids up. This year no cash accept -only online payment via the PAC website
- Beach clean-up – after Halloween sometime. She will post soon. Use a service provided by city of Vancouver and they drop off the equipment we need
- Saleema Noon parent/caregiver seminar – body science education – motion below
- Kenneth Oppel author visit for intermediate grades
- Holiday craft and games fair
- Holiday sing-a-long
- Used Book Sale – might not happen this year as no volunteer to coordinate yet. Benefits the library; PAC puts on. PAC collects books from families, sorts and set up, kids come during class and afterwards to buy. Afterwards have to load up books and donate.

#### 10. Future event ideas (Laura)

- community service night – have food, etc
- talent show

#### 11. Room parents (Laura)

- on Monday, Oct.2 having a zoom meeting where Laura will be talking about room parent role, including role for December craft and games fair

#### 12. Overview of PAC fundraisers (Laura)

- -Purdy's winter chocolate sale – we get 25% of sales back to us – already online ready to order

- Growing Smiles
  - In the winter and last year did spring for the first time. Needs volunteers requires coordinator and moving of the plants
  - Caroline Cheung volunteered to help
- the Used Book Sale (benefitting the library)
- Direct Drive 2023/2024 – focus on this in October meeting
- Some of the fun events are fundraisers too
- Ongoing year-round fundraisers – details can be found on PAC website
  - Mabel’s Labels: they make labels for clothing, sports gear, lunch gear, household items. Free shipping. QM receives 20% on every purchase
  - Cobs on W Broadway: mention that you would like your purchase to support QM as you are paying and they will donate 5% back to our school
  - Stong’s grocery store on Dunbar: order groceries online for delivery or pick-up and choose QM during check-out and they will donate 4% back to our school
  - FundScrip – purchase gift cards/cards for your own every day use and QM will receive a donation back to our school. Over 230 retailers participating

### 13. Treasurer Report (Raymond)

- we have \$10627.42 in general account
- gaming account almost depleted from last year
- Laura noted that for small things up to \$200 the PAC exec can approve ourselves ie photocopying but everything beyond \$200 needs to be posted ahead of PAC meeting and approved at PAC meeting
- Last year at beginning of year we had \$5464 in general account and this year we have \$10627.42, so a good healthy account to start off the year

### 14. Motions for Approval (all from the PAC general account)

1. Approve \$2,700.00 for the teacher support fund (\$150 per teacher)
  - For things not supplied by VSB
  - last year was \$100/teacher at the beginning of the year but this year we have more money
  - includes 4 resource teachers
    - Motion: Jasmine Ma
    - Seconded: Mona Hassannia

**Carried**
  
2. Approve up to \$240 for zoom membership (200\$ membership plus taxes and fees)
  - not exact price as need to see final number after taxes
    - Motion: Mari Yasuda
    - Seconded: Holly Liu

**Carried**
  
3. Approve \$1,575.00 for Saleema Noon (includes parent information session via zoom and body science program at Queen Mary) (Proposed Parent information session - Wednesday November 8)
  - Curriculum is a 2 year curriculum from Saleema Noon. Idea is that if we do it now (November) we can postpone for 2 years. The same content is in grade 4 as in grade 5, for example, so that’s why we have it every 2 years typically

- Teachers felt that fall would be a good time to have the sessions this year
- Question from PAC member: Is there other providers? Elyssa answered: Yes, but such great success and content meets curricular guidelines. Teachers would need to look at content of other providers. If we want to explore other provider would need to allow time to do that. Teachers could also provide the teaching. Saleema noon has been used around school districts for a very long time
- Options Education is another provider
- Last year paid for from gaming grant
- Discussion brought up from PAC member: since only 6 months ago is this too soon and could we use the money for something else? ie keyboard typing, cooking class
- Vote on motion:
  - Motion: Caroline
  - Seconded: Raymond

**Carried** 11 for, 2 against

→ **ACTION ITEM:** PAC Exec and Elyssa will look into Project Chef cooking class

→ **ACTION ITEM:** PAC Exec and Elyssa will explore other body science educators as possibilities for future years

4. Approve \$425.25 for Movie License renewal
  - a family purchased this for last year
  - Laura would like to have movie nights for a small fee plus a big year end event
  - use ACF (has Pixar and Disney movies)
    - Motion: Nazy
    - Seconded: Jing Chen

**Carried**

5. Approve up to \$400 for Author visit for primary grades, Jeff Chiba Stearns <https://www.meditatingbunny.com/about-jeff>
  - have dedicated funds that was voted on last year to have author Kenneth Opal for the older grades
  - For spring
  - Question asked by PAC member whether authors can sign books and sell books) – we aren't sure
    - Motion: Jasmine Ma
    - Seconded: Holly Liu

**Carried**

→ **ACTION ITEM:** talk to Ms.Lam about whether author can sign books and sell books

#### 15. Other Business

- None