

Queen Mary PAC Meeting Minutes

Date: Tuesday September 10, 2013

Attendees: Kathy O'Sullivan, Rosemary Thomas, Maria King, Michael Atkinson, Ms. Wendie, Barbara Stokes, Kathy Findlay, Mahala McCullagh, Rebecca Anderson, Adina Trowhill, Heidi Harmer, Jeff Pedersen, Lori Matick, Lisa Meyer, Gary Lee, Pek Hooi Soh, Karen Hui Liu, Sian Dowle, Carly & Scott Trinder, Zahra Nasrian, Susana Tran, Jenny Lindstrom, Gurjit Cheema, Ai Ling Liu, Joanna Wong, Martha Capreal, Karen Nishi Rhianon Paterson, Shereen Kadies, Davina Bradshaw, Padmin Herath, Nuwan Kapu, Matthew Taylor, Paul Greig, Janine Kobylka, Judy Yeung, Anna Freschi, Ivo Yordanov, Jag Cheema, Pilar Ramos, Madhu Singh, Vicki Aneliunas, Patricia Tewfik, and Kristin Loheyde.

Meeting commenced: 7:00pm

No.	Item	Action/Details
1.	Approval of the Agenda	<ul style="list-style-type: none"> • Moved by: Rhianon Paterson • Seconded by: Jeff Pederson • Unanimous approval • Motion carried
2.	Approval of June 2013 Minutes	<ul style="list-style-type: none"> • Moved by: Adina • Seconded by: Lisa Meyer • Unanimous approval • Motion carried
3.	Principal's/ Vice-Principal's Report – Kathy O'Sullivan and Rosemary Thomas	<p>Kathy:</p> <ul style="list-style-type: none"> • Thank you to the PAC for welcoming parents old/new. • Kids are now in permanent classes, in 16 Divisions, with some smaller classes at Intermediate level. We may get families from other schools that are full. • Projected 393 students, actual at 373. • There are 5 "straight" classes: 2 K's, 2 – 1's, 1 – 5's. All remaining classes are split classes. • 2 Job postings – 2/3 & 6/7 (currently temporary teachers) • New staff: Rosemary Thomas – Vice Principal; Tanya Pawlikewich, sharing with Ms. Ugyan; Gavin Landreth, temporarily filling in for Kate Fielden (Intermediate); Ryan Landau, temporarily filling our 2/3 until position is filled. • Dana Aweida has moved from enrolling staff to non-enrolment teaching the Prep classes. • Parent involvement, in partnership with teachers, is key for the continued learning of our children. <p>Rosemary:</p> <ul style="list-style-type: none"> • Parents willing to drive children for field-trips need to complete a Volunteer Driver Registration and Approval Form, in the office. • 1st goal – Literacy, with a focus on writing. • 2nd goal – Aboriginal Cultural Enhancement. • Sept. 16th is first Pro-D day – staff focussing on Collaborative Inquiry Learning Teams, facilitated by Corine Clark.

		<ul style="list-style-type: none"> • School Events: <ul style="list-style-type: none"> ○ Cross-country – will begin at the end of September. ○ Terry Fox Run – Sept. 20th – around Trimble Park. ○ Volleyball (Sr. level) & Basketball (Sr. Boys) begin this term. ○ Strings – Thursdays (info from Emily Akeida) ○ Arts Umbrella – after school – info. To follow.
4.	Seismic Upgrade Report	<ul style="list-style-type: none"> • On target for portables to arrive in November to begin seismic upgrading. • Check website for more info on further PAC meetings for updates on seismic.
5.	Think & Eat Green @ Queen Mary – Heidi Harmer	<ul style="list-style-type: none"> • Program run through UBC, sharing ideas between schools, etc. • Nutrition, preparation, growing, where do scraps go, etc. • Project started in 2012/2013 school year. – with a Certificate! • Ms. Wendie – Summer Institute at UBC, Heidi, Michael, Maria & Wendie • Speakers included other schools who have been doing the project, UBC professors, VanTech has a farmer’s Market • Gathered more ideas for QM to begin using. • Thanks to PAC for Tim Hortons donation, and to Kathy & Rosemary for lunch for staff the first week! • Growing chefs, Project Chef – so many ideas to grow an orchard, etc. • Thanks to Maria for going to Institute conference 2 years ago and bringing the ideas to QM to get involved. Proposal was developed, and QM received \$1600 grant to get started! • Full cycle plan was needed to receive grant: growing food, nutrition, food prep, composting food waste. • Green Team inviting kids & parents to be involved to carry the project forward. • High School students can come present ideas & get kids motivated. • 15 schools are in the project, and now 24 high schools. • Ideas & areas of expertise sheet, submit to Heidi at heidi_harmer@hotmail.com • Starting with food preparation & nutrition this year. • Thanks to Kathy O’Sullivan with seismic experience supporting this initiative!
6.	Chair’s Report – Kathy Findlay	<ul style="list-style-type: none"> • Created a new website for the PAC. • Newsletter coming out in package going home with students • PAC meetings are for parents to present ideas and questions about the school and for teachers to have an opportunity to present to the PAC. • Website will have sign-up for volunteering, in addition to manual sign-up. • Volunteers always welcome. • Minutes & Agendas will be on website, as well as current month on PAC board outside office. • Trying to include more information in other languages.
7.	Treasurer’s Report - Adina Trowhill	<ul style="list-style-type: none"> • June & Summer reports on hand-out. • Not doing Grocery Certificates – too cumbersome, security issues. • Gaming Grant Application in, waiting for response. • Scholarship fund given out in June for a former QM student graduating from high school. • Website shows specific criteria that Gaming funds can be used for. • Ideas welcome for fundraisings.
8.	Call for Nominations of vacant positions as of June 11, 2013	<ul style="list-style-type: none"> • Member at Large: Lisa Meyer • DPAC/BCCPAC: Matthew Taylor • SPC Executive position: Lori Matick • SPC non-Exec position: Karen Nishi • SPC non-Exec position: Patricia Tewfik • SPC non-Exec Position: Gary Lee

9.	MOTION to remove/add signatories from the three PAC bank accounts.	<ul style="list-style-type: none"> • MOTION: to remove Joanna Doray and John Puddifoot as signatories from the three PAC bank accounts, and to add Kathy Findlay and Mahala McCullagh, retaining Adina Trowhill & Rebecca Anderson. • Moved by: Kathy Findlay • Seconded by: Rhianon Paterson • Unanimous approval • Motion carried
10.	MOTION to approve PIN money equal to \$100 per classroom.	<ul style="list-style-type: none"> • MOTION that the PAC approve an amount of PIN money equal to \$100 per classroom, resource, librarian to be made available now out of “general funds” and that we also commit a percentage of the profit from the Christmas Bake & Craft sale to ensure that we are able to provide the teachers in total, with the same amount of PIN money that they received last year from the PAC. • Moved by: Kathy Findlay • Seconded by: Adina Trowhill • Unanimous approval • Motion carried
11.	Lice Screening Program & Parent Seminar – Vicky Aneliunas	<ul style="list-style-type: none"> • Lice Screening to be provided to those children given consent, three times per year for a cost of \$10 per child. • To be done either in the classroom or the gym. • Parent seminar Sept. 25th @ 7pm. • Information on Seminar in package going home this week.
12.	Hot Lunch Update & MOTION for approval – Kathy Findlay	<ul style="list-style-type: none"> • MOTION: that the fundraising proceeds from the Hot Lunch program for the 2013/2014 school year be directed to the school for the purchase of the Smart Boards currently committed to by Kathy O’Sullivan. • Tabled for this term. • Currently program is provided by New York Foods, until December. • NY Foods does all the work, volunteers assist on Lunch day. • Proceeds help to purchase technical equipment needed for the school • Earned approx. \$6,000 last year, purchasing 2 SmartBoards. • Teachers putting together a wish-list for this year. • Contact Lori Matick or Rebecca Anderson if you are able to volunteer.
13.	Parent and Student Seminars 2013/2014 – Kathy Findlay	<ul style="list-style-type: none"> • Planning at least 4 parent seminars: <ul style="list-style-type: none"> • Lice Screening • “I Girls” Seminar • Sex Education– parent sessions to learn what will be presented to students • Shane Green – Police Liaison – Drug Awareness • VSB topics available: Bullying, Child Abuse Prev., Diversity, Social/Emotional Learning • Any further ideas would be welcome.
14.	Sports Day Financial Summary – Kathy Findlay	<ul style="list-style-type: none"> • 66 Volunteers last year, went smoothly! • Net gain of \$570.
15.	New Business	<ul style="list-style-type: none"> • Question was raised about whether there is a Grade 7 Camp this year? <ul style="list-style-type: none"> • Still to be planned. • Last year they went to Camp Sasamat • PAC meetings will all be evening times at 7pm.
16.	Adjourn	<p>Moved to adjourn: Jeff Pedersen Seconded: Anna Kemp</p> <ul style="list-style-type: none"> • Meeting adjourned 8:00pm.

Profit and Loss Statement for Sports Day

Revenue from Lunch Order Forms

Lunch Form Revenue First Wave	\$1,895.75
Lunch Form Revenue Second Wave	\$159.55
TOTAL REVENUE	\$2,055.30

Cost of Lunch and Student Wide Snack

Mava Foods	-\$1,778.50
Mava Foods Kickback Cheque (mailed to QMPAC)	\$153.55
Dairyland - milk	-\$191.62
Juice Boxes Required for Lunch Orders	-\$32.91
20 Watermelons (0.50/lbs)	-\$150.00
TOTAL COST OF LUNCH ORDER AND SNACK	-\$1,999.48
NET PROFIT ON LUNCH	\$55.82

Revenue from Concession

331.35

Cost of Concession Items

Juice Boxes (4 cases includes \$8.00 enviro fee and \$3.20 enviro fee) less the 89 used for the lunches	26.25
Napkins	8.99
Weiners (5 Harvest packs gluten free 18 per)	49.95
Bottled Water	11.90
Chips	37.50
Balloon Shop	48.83
24 Aluminum Pans	40.05
7 dozen hot dog buns	17.43
Fruit for Kebobs (8 boxes strawberries, 4 cantaloupe, 4 honey dew, 3 pineapples)	60.23
Bean around the world coffee	48.25
Veggie Dogs	12.58
TOTAL COST OF CONCESSION ITEMS	361.96
NET PROFIT ON CONCESSION	-30.61
DONATIONS FROM PARENTS	544.87
TOTAL PROFIT FOR SPORTS DAY	570.08

Bank Reconciliation

Deposit 1	Funds received for sports day orders	1,895.75
	Funds received for sports day orders - second wave (less	
Deposit 2	the two stale dated cheques)	146.55
Deposit 3	Cash received for two stale dated cheques	13.00
Deposit 4	Concession Deposit	331.35
Deposit 5	Cheque from Mava Foods	153.55
	Issued to Kathy Findlay for Mava Foods and Dairyland	
Cheque	Receipt	1,970.12
	Net Cash to the Bank	570.08