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PAC General Meeting

Date: October 22, 2024

Location: Virtual – Google Meeting

Present: Janice Phillips and Flora Yuen (Co-Chairs), Tammy Clarke (Secretary), Sara Mahgoub (Treasurer), Lindsay Calder (Communications), Shanna Herrick (Member at Large), Jana Hrubá (Member at Large), Sarah Hughes (Member at Large), Sarah McKinney (Member at Large), Helen Chambers (Vice Principal), Leila Sadeghi, Jacqui Bird, Josephine Chan, Ben Gibbs, Rebecca Jackson, Annaliza Obra, Amir B (Guest)

Regrets: Lee Ann Denham (Member at Large), Hannah Stephens (Member at Large), Ashley Klyne-MacDonald (DPAC), Sanj Johal (Principal)

Called to Order: quorum established, meeting called to order at 7:01 PM

Land Acknowledgement: Tammy

Introduction: Janice

Motion: to adopt the minutes of the September 25, 2024 General Meeting – approved by Sarah Hughes, seconded by Janice. Motion carried.

Agenda: Janice

1. Admin Report – Helen Chambers, Vice Principal
 - a. Helen started by extending thanks to the PAC for planning and hosting the Pancake Breakfast noting that events like these fit in with our school goal of community.
 - b. Sanj presented to the staff on bias, was very well received. Next staff collab on October 30, 2024 will be working on writing strategies for the school goal of increasing student engagement.
 - c. Hallowe'en Parade – referenced the communication from the District and a reminder regarding appropriate costumes.
 - d. Outdoor school – Grade 6's will be going Nov. 4-7. Division 3 teacher Rachel will accompany the group along with an EA. Sanj will visit for a day as well.
 - e. October 23 is the day classes will visit Greenwood Park to plant trees. This is connected to our school goal of belonging – to school and place. Ms. Kennedy is organizing this event.
 - f. Remembrance Day assembly is Nov. 7th.

- g. 3-way goal setting conferences will be coming up next month - early dismissals week of Nov. 18th - Monday, Tuesday, and Wednesday to accomplish the meetings. Joint meetings of 15 minutes with the student, parent/guardian, and teacher. This is where the student sets a goal that they work on all year.
- h. Entry/Exit plan for students – currently most students come in through the front door when the bell goes and it's a lot of congestion. A more orderly entry/exit will set the tone for learning for the day and will support a calmer environment and emergency procedures. Sanj and Helen will figure out meeting spots and will present a plan at the November staff meeting. Roll out will follow after staff input.

2. Call for Class Reps

Janice advised several classes still need a parent/guardian Class Rep – this is a key role connecting the parents/guardians with the classroom and classroom teacher. The main objective is to connect parents/guardians should they need that and to support the teacher. Usually this will also involve coordinating teacher/EA gifts. It is also a great way to get involved with the class and to meet other parents. Email or flag down Janice or Flora to put your name forward.

3. Upcoming PAC Events

- a. Adults Night Out Nov. 23 – a gathering at House of Funk (Queensbury family owned) with food by Indian Fusion (also Queensbury Family owned). Intention is to get the people involved in our students' every day lives mixing and mingling.
- b. Hot chocolate morning Dec. 18 – join the PAC for hot chocolate in the week leading into Winter Break.
- c. Upcoming Fundraisers – Moja Coffee, Purdy's, Apples part 2. Also, the Grade 7's will be doing a Neufeld's fundraiser.

4. Staff Wishlist

Every May the staff get together in specific teams (primary, intermediate, LS, library) and identify key things needed in school – as an example, butterfly/ladybug kits, leveled readers, etc. This year the goal has been set at \$10,000 for the wishlist.

5. Queensbury SWAG

Sarah Hughes noted in the past Queensbury had sweaters/shirts for purchase and was wondering about setting this up as a budget item. Helen advised Sanj is supportive of this initiative and has a contact, Get Bold.

Action – Sarah to take lead on this initiative regarding timing, etc.

6. PAC Budget 2024/25

Flora advised that the budget document will be added to the PAC website and Janice will promote it to the files on FreshSchools as well. Per the prior meeting, Sara will be taking over as Treasurer. Some notes on the budget - fundraising may not make as much money as previously and as a goal, this is more of a bonus then our sole focus as a PAC, which is community building through events such as the barbecue, pancake breakfast, adults night, etc. The main fundraiser is the fun lunch program. Overall, the budget looks very similar to prior years.

a. Other notes on the budget:

- Growing smiles – returns were small for the amount of effort.
- Chess club – tried but couldn't accommodate us this year. On the list to bring them back at some point but now they are full.
- Apples, coffee & spirit wear
- GardenWorks fundraiser – may be an option – this would likely be a gift card fundraiser where part of the gift card comes back to the school.
- Queensbury Garden program - trying to continue with the garden program – EGP isn't offering school program this year. Exploring other options but they may be more expensive. Will also be applying for grants.
- Other programs PAC would like to sponsor:
 - stay at home and babysitting courses
 - safe and active school travel program – this is a week in the spring to encourage walking, biking, transit – requires parents to step up to participate.
 - Classes still get \$300/division plus ELL, library, music.

Budget vote – approved unanimously – budget passed.

Action – Budget to be promoted to PAC website and FreshSchools.

7. Farsi After School Language Program

Leila introduced Amir to present an after school program to learn Farsi language. This is an after school program that started in 2018 to bring Farsi as an option to schools as a second language. Farsi 11 is now offered in W. Van Secondary and Carson Graham will put it in their course catalogue for next year. Locally, the after school program started at Cleveland and is now in multiple schools – Boundary, Carisbrooke, Canyon Heights, Braemar, West Van community center, St. Catherine's church near Highlands. The program is once/week for 10 sessions each term and is open for K-7, with 2-3 teachers depending on needs. This is a 2nd language course open to all abilities. Cost is \$330 – this includes rentals, insurance, teachers salary. The class is 2 hrs/week. Payment plans are available. Need a minimum of 5 students to run the program, ideally at least 10.

Leila offered to connect with any parents who want to join. As a teacher in the program she can answer any questions and see how many kids maybe interested. The benefit to parents is kids from the same school can learn together and parents/caregivers don't need to take their child to another location.

Amir advised that if there are any questions from school admin, they can connect with admin at other schools.

Action – Janice/Flora to review with Sanj and Helen.

Response – this would fall under PAC purview and would require a Parent Leader to coordinate any after school programs (Farsi language program, Lights Up Musical Theatre, etc.). Any parents wanting to spearhead an after school program should reach out to Janice or Flora.

8. Head Lice Policy

Jana noted that head lice is going around and wanted to know what parents can expect in terms of notification or other policies (no notification was received).

Action – Helen will take this away to look into.

Response – PAC was notified that the procedure is if a teacher is notified of lice in the classroom, admin will be notified and a letter will be sent to the families of that class.

9. Refreshing Resources in Schools

Tammy wanted to know in the case of outdated resources (atlases, text books, etc) what is involved in the classroom teacher obtaining updated class sets. Helen advised that primary/intermediate teams are given a budget to refresh items noting that in the case of atlases and textbooks, class sets can be very expensive to replace. Teachers try to prioritise and help from the district is available. If there are any concerns, they can be raised to Sanj or Helen.

Meeting Adjourned: 8:00 PM

Next General Meeting: December 3, 2024 – virtual meeting, 7:00 PM