

**Magee PAC Meeting  
11 October 2022  
-Summary-**

Position	Name	In Attendance
<b>PAC Co-Chairs</b>	Shannon Ezekiel Sarah Jordan	✓ ✓
<b>Treasurer</b>	Monica Tang	X
<b>Secretary</b>	Mira Laza	✓
<b>Member-at-Large</b>	Janice Bakas (Event/Hospitality Coordinator) Maria Hubinette (Past Co-Chair) Michelle Zhao (Chinese Parents Liaison & Translator) Sandra Cheng (Volunteer Coordinator & Fundraising) Stella Dyankova (Website Coordinator) Stephanie Burns	✓ ✓ On-line On-line ✓ ✓
<b>District Parent Advisory Council Rep</b>	Skye Richards	✓
<b>Number of Parents in Attendance (including Executive)</b>	45 parents (27 in person, 18 on-line)	
<b>GUESTS:</b> <b>Magee Principal</b> <b>Magee Gr 12 Counsellor</b> <b>SACY Program</b> <b>SACY Program</b> <b>Safe &amp; Caring Schools Program</b>	Dr. Andrew Schofield Danniel Lin Carmen Kaufman Ted Holkestad Niamh (Neeve) Ryan	✓ ✓ ✓ ✓ ✓

**PAC Meeting Facilitators:** Shannon Ezekiel  
Sarah Jordan

**Meeting start: 7:15pm**

<b>1. Welcome and Land Acknowledgement</b>		
<b>Shannon</b>	<ul style="list-style-type: none"> <li>Magee acknowledges that we are visitors to the traditional, ancestral and unceded territory of the Coast Salish peoples: s̓kwx̓wú7mesh (Squamish), sel̓l̓wítulh (Tsleil-Waututh), and xʷməθkʷəy̓əm (Musqueam) nations</li> </ul>	
<b>Polling/Icebreaker</b>	<ul style="list-style-type: none"> <li>Parents from each grade identified themselves by raise of hands</li> </ul>	
<b>2. Approval of Agenda and Minutes</b>		



many students, while others had very few... consequently, some students had to change classes after school started

- The school does not have any control over course names (Ex: AP European History)
- If enough students select/request a course (~27 people), then the school will offer it, otherwise it would not make financial sense (*Note*: 12 students are not enough for a course to be offered)... Similarly, there is a maximum cap on the number of students per class: 30 students for most of classes... 28 students for English, 26 students for Foods... Class composition is also important to balance (i.e students with special needs etc.)... semester system applies even more pressure on balancing classes and sorting them out...
- The school encourages and appreciates feedback from students, parents and PAC
- Other important themes at Magee are: reconciliation, respectful diversity and climate change

#### Q&A

- Q: Are there any activities aimed at welcoming and integrating Grade 8s into the school?
- A: Yes. *Grade 8 Show* on October 7<sup>th</sup> (Block 4), upcoming *Grade 8 BBQ* and other events...
  
- Q: Parents are concerned about the student safety at drop-off and pick-up
- A: Indeed, the school is concerned about students' safety, as well... parents had been advised in numerous occasions to drive carefully and respect rules and traffic signs around the school... also, the principal himself is often present in front of the school at drop-off and pick-up trying to encourage parents to follow the rules around the school... Nevertheless, the onus is on the parents to be responsible, dropping off in permitted areas, and making sure attention is paid to students walking/crossing the street... PLEASE, NO U-TURNS & UNNECESSARY STOPPING AT DROP-OFF/PICK-UP!
  
- Q: Are there any info sessions planned for Grade 12s (Re: application to postsecondary institutions or other)? Is there any information available for new Grade 12 students coming from other provinces/countries?
- A: Yes... Information related to postsecondary applications is posted on Grade 12 Teams. Also, a

	<p>call-out to parents for dry- grad will be put forward soon.</p> <ul style="list-style-type: none"> <li>● Q: Magee used to have 2 vice principals (VP) until last year, when due to a sharp reduction in student enrollment numbers one VP position was cut. Since the number of students had unexpectedly increased again to ~1,000 in September 2022, would it be possible to get back the second VP position?</li> <li>● A: This would be possible in principle, but definitely not this year</li> </ul>	
<p>Mr Dannel Lin, <b>Gr 12 Counsellor</b></p>	<ul style="list-style-type: none"> <li>● Presently, about a quarter of Semester 1 has already passed</li> <li>● Interim reports will be provided soon to students and parents, in different forms: direct discussion, email, letter etc. related mostly to student work habits and other comments</li> <li>● Course changes for Semester 1 would be very difficult to make at this point time... form to be signed by student, parent, counsellor and admin ... it is preferable that students keep the courses that they presently have</li> <li>● Postsecondary institutions are starting to visit secondary schools... students can ask questions</li> <li>● New information is constantly published on Gr 12 TEAMS regarding scholarships, academic visits to the school etc.</li> <li>● This info is not always sent to parents, as well... need a certain level of accountability and motivation from students...</li> <li>● U Vic will visit Magee on Friday, October 14<sup>th</sup> at noon... Grades 11 and 12 are invited...</li> <li>● For students from other provinces/countries, please do reach out to school counsellors to confirm graduation requirements</li> <li>● Grade 8 BBQ is scheduled for October 25 during FIT and Block 2... organized by Peer Counselling... celebration of Grade 8 students built in Magee culture</li> </ul> <p><b>Q&amp;A</b></p> <ul style="list-style-type: none"> <li>● Q: Grade 11 parent asked about sports/academic scholarship... are there any opportunities at Magee for visits from schools abroad?</li> <li>● A: All postsecondary information had been posted so far for Grade 12 students only, as many of these opportunities are specifically directed to them (i.e. students cannot sign up for these events earlier than Grade 12)... Info about Career Fare event at West Point Grey Academy was posted for Grade 12</li> </ul>	

	<p>only... Upcoming sessions talking about postsecondary opportunities for Grade 11 and 12 Magee students will be scheduled during FIT time... For BC, deadline Dec 1 (earliest), for US Nov 1 (for most schools)...</p> <ul style="list-style-type: none"> <li>● Q: Would it be possible to add Grade 11 students to Grade 12 TEAMS, so that they receive relevant postsecondary information at the same time?</li> <li>● A: Counsellors will do their best to coordinate future postsecondary info to go forward to Grade 11, as well</li> </ul>	
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**5. PAC Exec Updates**

<p><b>Treasurer,</b>          Monica Tang  <i>(Report submitted prior to the meeting)</i></p>	<p><b>Year end 2021-2022</b></p> <ul style="list-style-type: none"> <li>● All payments due to reimburse the school for costs carried in the last academic year have been paid.</li> <li>● Total: \$26,266.03</li> <li>● \$21,427.00 (from the gaming grant)</li> <li>● \$4,839.03 (from direct donations).</li> <li>● All gaming grant money has been spent within the 3 year timeline requirement.</li> </ul> <p><b>Current year 2022-2023</b>          Account balances as of October 7th, 2022:</p> <ul style="list-style-type: none"> <li>● Vancity Gaming Acct: \$18,520 (\$20 x 926 students)</li> <li>● Vancity General Acct: \$2,950.78</li> <li>● PAC Direct donations: \$9,628.55             <ul style="list-style-type: none"> <li>● Carryover from last year: \$5,438.55</li> <li>● New donations: \$4,190 (\$2,240 online + \$1,950 school office).</li> </ul> </li> <li>● Gaming grant report for 2021-2022 has been submitted.</li> <li>● Presently PAC has access to \$31,099.33 in revenue (note there are still two outstanding cheques to clear totalling \$328).</li> </ul> <p><u>Treasurer's Comments:</u></p> <ul style="list-style-type: none"> <li>● At this time we are in a decent position for our current year because we have not incurred any expenses. The big expense transfer happens at the end of the school year.</li> <li>● However, we have only hit <b>49%</b> of our direct donation goal for the year (\$4190 of \$8500). Our current comfortable financial position is entirely due to carryover donations (\$5,438.55) from the last couple of years. This occurred as a result of COVID and less expenditures being possible due to reduced extra-curricular programming--however these will</li> </ul>	
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**Youth Stream:**

- Magee rep:  
*Ted Holkestad*  
[tholkestad@vsb.bc.ca](mailto:tholkestad@vsb.bc.ca)  
604-349-0106  
Available: Friday (in class or individually)  
(Ted is a SACY youth resource for 3 schools)
- Plans to organize *Capacity Café* at Magee in the near future – evening gathering where youth from other schools talk to parents at Magee about their life experience as teens.

**Parent Stream:**

- Magee rep:  
*Carmen Kaufmann*  
[ckaufmann@vsb.bc.ca](mailto:ckaufmann@vsb.bc.ca)  
604-690-9261  
Available: by phone/email  
(Carmen is a SACY parent coordinator for 8 schools)
- Helps parents keep the communication open and maintain the connection with their teens... if a teen uses any substance, the question is why they need it? How can we help teens to find other resources to cope with their problems, other than substances?... strives to offer 1:1 support to parents...
- Helps improve negotiation skills between parent and teen
- Suggested ways for parents to support their teens:
  - Stay calm and patient
  - Listen with an open mind and heart
  - Be responsive, rather than reactive: BREATH
  - Provide appropriate limits, boundaries & freedom depending on the age and maturity of the child
  - Support passions and hobbies
  - Work on creating rules together
  - Be affectionate
  - Get to know your child's friends without judgement
  - Connect with other parents
  - Self-care
  - Have fun with your teen
  - Family mealtime
  - Become a LEADER of the family, not a BOSS
- Other support and resources:
  - Parenting your Teen-: A Primer for Parents

	<p><a href="https://mentalhealthliteracy.org/product/parenting-your-teen/">https://mentalhealthliteracy.org/product/parenting-your-teen/</a></p> <ul style="list-style-type: none"> <li>o Mentalhealthliteracy.org</li> <li>o Kelymentalhealth.ca</li> <li>o Familysmart.ca</li> <li>o Your child's school counselor</li> </ul> <p><b>Q&amp;A</b></p> <ul style="list-style-type: none"> <li>● Q: Is somebody always available at the school for our kids?</li> <li>● A: Ted (SACY) is available at Magee on Fridays and Neeve (SCS) is available at Magee on Mondays &amp; Wednesdays</li> </ul>	
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**7. Discussion on Parent Needs/Requests/Engagement for 2022-2023**

	<ul style="list-style-type: none"> <li>● PAC would like to hear from parents in terms of their interests for parent education and social opportunities... Please fill the forms or speak up 😊</li> <li>● Grateful to be present at the social last week... more social experiences with Grade groups would be welcome</li> <li>● Parent <u>social opportunities</u> (i.e. walking, biking, visiting each other...)</li> <li>● Create <u>new traditions</u>... grade socials or other events hosted by senior classes for younger students (i.e. hikes, bike rides, team sports, dinner etc.)</li> <li>● Gr 12 parents would be interested in events related to <u>preparation for postsecondary education</u> (i.e. applications, deadlines etc.)</li> <li>● PAC could organize postsecondary meetings, inviting local universities, gap-year folks etc. to talk with parents and students</li> <li>● Parents are grateful to teachers and counsellors who are very dedicated to their craft, but do not have the resources to organize this type of events. Therefore, <b>PAC would get involved in hosting a postsecondary event a.s.a.p</b></li> <li>● Q: Can parents get info regarding the postsecondary event hosted on October 6<sup>th</sup> by West Point Grey Academy?</li> <li>● A1: Unfortunately, Magee no longer has a postsecondary dedicated Career Counsellor, therefore it is hard for the school to follow up with</li> </ul>	
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	<p>all postsecondary events that are happening around town</p> <ul style="list-style-type: none"><li>● A2: Magee PAC encourages all parents to participate in the upcoming Vancouver civic elections and VOTE for those school trustee candidates who will support increased funding and new resources for public schools</li><li>● Q: When would parents prefer to meet and socialize... daytime, evening or weekends?</li><li>● A: All of the above would work for different parent groups</li></ul>	
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**GOOD NIGHT AND THANK YOU FOR BEING HERE!**

**Meeting adjourned: 8:31PM**

## Appendix 1

### **NOTICE OF MEETING – MAGEE PAC GENERAL MEETING**

Date of Meeting: Tuesday, October 11, 2022

Time: 7:00 – 8:30 PM

Location: Magee + Zoom (NOTE - virtual component will be limited to listening to updates only)

#### 2022-2023 Magee Secondary Executive Members

<b>Position</b>	<b>Name</b>
<b>PAC Co-Chairs</b>	Shannon Ezekiel Sarah Jordan
<b>Treasurer</b>	Monica Tang
<b>Secretary</b>	Mira Laza
<b>Members-at-Large</b>	Janice Bakas (Event/Hospitality Coordinator) Maria Hubinette (Past Co-Chair) Michelle Zhao (Chinese Parents Liaison & Translator) Sandra Cheng (Volunteer Coordinator & Fundraising) Stella Dyankova (Website Coordinator) Stephanie Burns
<b>District Parent Advisory Council</b>	Skye Richards (Past Co-Chair)

### **AGENDA**

**7:00 pm - 7:15 pm - Refreshments / parent social**  
**(optional) 7:15 pm - 8:30 pm - PAC meeting**

1. Land acknowledgement (1 min)
2. Approval of agenda and minutes (4 mins)
3. Icebreaker (5 mins)
4. Intro of PAC exec (10 mins)
5. School staff updates - Dr. Schofield and counsellors (20 mins)
6. PAC exec updates Q&A (10 mins)
7. SACY (Supporting And Connecting Youth) update (10 mins)
8. Discussion on parent needs/requests/engagement for 2022/2023 (15 mins)
  - Parent education
  - Parent socials
  - Other needs/requests from the parent community?
    - Student safety/traffic at pick-up/drop-off

Appendix 2

**Magee PAC Meeting  
12 April 2022 by Zoom  
-Summary-**

Position	Name	In Attendance
PAC Co-Chairs	Skye Richards Maria Hubinette	✓ ✓
Treasurer	Monica Tang (MT)	✓
Secretary	Mira Laza	✓
Fundraising	Sandra Cheng	✓
Member-at-Large	Shannon Ezekiel (SE) Raine Liu (RL) Sarah Jordan (SJ) Ruby Lilagan Peras (RLP)	✓ ✓ ✓ ✓
District Parent Advisory Council Rep	TBD	
Number of Parents in Attendance (including Executive)	19	at start
GUESTS: Magee Principal PAC Liaison Magee Counsellor	Dr. Andrew Schofield Ms Susan Pearson Mr. George Kanavos	✓ ✓ ✓

PAC Meeting Facilitators: Skye Richards  
Maria Hubinette

Meeting start: **7:02pm**

<b>8. Welcome and Land Acknowledgement</b>		
Skye Richards	<ul style="list-style-type: none"> <li>Magee acknowledges that we are visitors to the traditional, ancestral and unceded territory of the Coast Salish peoples: sk̓wx̓wú7mesh (Squamish), sel̓l̓witulh (Tsleil-Waututh), and x̣ẉṃəθḳẉəỵəm (Musqueam) nations</li> <li>Listen to Stolo Anthem</li> </ul>	
<b>9. Parent Poll Ice Breaker</b>		
	<ul style="list-style-type: none"> <li>85% participation in the poll</li> </ul>	
<b>10. Approval of Agenda and Minutes</b>		
Magee PAC Meeting Agenda, 12 Apr 2022	<ul style="list-style-type: none"> <li>Review of Agenda (See Appendix 1 enclosed)</li> <li>Call for additions to agenda: -Parent teacher interviews info during Q&amp;A with Principal Schofield</li> </ul>	<b>MOTION:</b> To approve the agenda of Magee PAC Meeting, 12 Apr 2022

<p><b>Minutes from PAC Meeting, 8 Feb 2022</b></p>	<ul style="list-style-type: none"> <li>● Review of Minutes (See Appendix 2 attached) by Maria Hubinette</li> <li>● Discussion?... Lions' Cafe on March 11 POSTPONED</li> </ul>	<p>First: Skye Second: Mira Vote (Zoom Polling): None opposed MOTION CARRIED</p> <p><b>MOTION:</b> To approve the minutes of Magee PAC Meeting, 8 Feb, 2022</p> <p>First: <b>Mira</b> Second: <b>Shannon</b> Vote (Zoom Polling): None opposed MOTION CARRIED</p>
<p><b>11. Magee PAC Website Virtual Tour</b></p>		
<p>Skye</p>	<ul style="list-style-type: none"> <li>● Home page... PAC Executive... Agenda and Minutes</li> <li>● Need more volunteers</li> <li>● Resources... Topics for April: Earth Day, Perfectionism, etc</li> <li>● Events: Lions' Café</li> <li>● Fundraising and Donation... Direct Donations, FlipGive, Return It</li> <li>● Use PAC email for communications</li> </ul>	
<p><b>12. Theme: Earth Month and Earth Day - April 22</b></p>		
	<ul style="list-style-type: none"> <li>● Watched video on YouTube</li> <li>● 22 Apr 1970 – First Earth Day</li> <li>● Tseil-Waututh Nation organized meeting this weekend Re: Pipeline</li> <li>● Environmental Education in Mali video</li> <li>● Interactive conversation in <i>menti.com</i> on climate-sensitive education, sustainability, transportation, ranking potential climate actions etc.</li> </ul>	
<p><b>13. Treasurer Report</b></p>		
<p>Monica Tang</p>	<p>Account Balances as of March 31, 2022</p>	

	<ul style="list-style-type: none"> <li>● Vancity Gaming Acct: \$21,502.00</li> <li>● Vancity General Acct: \$944.90</li> <li>● PAC Direct donations: \$14,297.36*</li> </ul> <p>*\$8535.00 was raised via direct donations since Sep 2021</p> <ul style="list-style-type: none"> <li>● Total cash position: \$36,744.26</li> <li>● Total liabilities to date to be reimbursed to Magee by June 30th: \$16,647.66</li> </ul>	
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**14. Dry Grad Update & Call for Volunteers – Dry Grad Committee**

<p>Maria Hubinette Lisa Romalis</p>	<ul style="list-style-type: none"> <li>● Dry Grad is a school-sponsored (alcohol- and drug-free) event</li> <li>● <b>Saturday, June 18th</b> evening and overnight (no in-and-out privileges)</li> <li>● Performances, food, games, photo booth, dancing etc</li> <li>● Need 100+ volunteers on that night for the event to run <ul style="list-style-type: none"> <li>● Parents sign up in shifts of a few hours</li> <li>● A great opportunity for grade 11 parents to see what to expect next year: <ul style="list-style-type: none"> <li>▪ Group A: 8:00 p.m. to 11:00 p.m. *Almost full*</li> <li>▪ Group B: 10:30 p.m. to 1:30 a.m.</li> <li>▪ Group C: 1:00 a.m. to 4:00 a.m.</li> <li>▪ Group D: 3:30 a.m. to 6:30 a.m.</li> </ul> </li> </ul> </li> <li>● For more information Contact: <a href="mailto:mageedrygrad2022@gmail.com">mageedrygrad2022@gmail.com</a> or call Susan at 778 846 5959 or Liz at 604 818 7735.</li> <li>● SJ: Add this info to next Newsletter</li> <li>● SE: Present in the past... Nice social event for parents, as well</li> <li>● SR: The party is on a separate night than the convocation</li> </ul>	
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**15. School Reports**

<p><b>Principal's Report</b> Dr. Andrew Schofield</p>	<ul style="list-style-type: none"> <li>● Parent Teacher conferences... <ul style="list-style-type: none"> <li>● Apologies for not giving more advanced notice... expanding registration for parents</li> <li>● Online</li> </ul> </li> <li>● Articulation Gr 7 to Gr 8 had started: <ul style="list-style-type: none"> <li>● Improve the link between Gr 7 and Gr 8 teachers ... Apr 19</li> <li>● Gr 7 students will visit Magee...</li> </ul> </li> <li>● 921 students expected next year: 117 international students. Any number below 900 (students)... affect the possibility of offering courses... too many</li> </ul>	
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	<p>secondary schools... should be a smaller number, so that more courses are offered to the students</p> <ul style="list-style-type: none"> <li>• First Gr 12 assembly... concern as administrator: have we prepared the students for the upcoming climate change? Need to give the kids skills to face the reality. Humanity's defining moment... critical thinking skills, building around the deeper understanding of the history... DO MORE, but keep optimism up</li> <li>• Appreciate support from teachers, counsellors especially around, anxiety, social issues... keep dialogue open: thanks to all parents and PAC</li> </ul> <p><b>Q&amp;A</b></p> <ul style="list-style-type: none"> <li>• Q: Semester system?</li> <li>• A: Most probably yes.</li> <li>• LR: Many thanks from parents for great leadership</li> <li>• Prank on Apr 1<sup>st</sup>... Anonymous student feedback (John Smith): need more Science and Math books... the bathroom doors that are sticking need fixing etc....</li> <li>• It's great that kids feel safe to approach Principal with this type of issues, even if as a anonymous prank on April Fools Day.</li> <li>• Q: Prom?</li> <li>• A: Alcohol issue concern... other schools organize off campus events. Magee usually organizes Dry Grad as sanctioned by school, but not an outside event. Parents can be involved in an outside event, but school does not bare liability</li> </ul>	
<p><b>Learning Center News</b> Ms. Susan Pearson</p>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
<p><b>Counselling Team Update on Legacy Gift Student Input</b> Mr. George Kanavos</p>	<ul style="list-style-type: none"> <li>• New Gr 8 event... couple of hours, fun event, biking etc.</li> <li>• Crystal and Chris Sparrow will carve a new House Post... input from students welcome</li> </ul>	
<p><b>16. PAC Social Events and Opportunities</b></p>		
<p><b>Lion's Lot Cafe</b></p>	<ul style="list-style-type: none"> <li>• April 22, 2022</li> <li>• Just stop and grab a coffee if you cannot stay</li> </ul>	
<p><b>Other Suggestions</b></p>	<ul style="list-style-type: none"> <li>• Walking groups, cycling etc</li> <li>• Open to any suggestions... email PAC with ideas, questions etc.</li> </ul>	
<p><b>17. Next Meeting and Succession Planning</b></p>		
	<ul style="list-style-type: none"> <li>• Next AGM meeting: June 14, 2022</li> <li>• Voting for Gaming Grant (GG) and Direct Donation (DD) funding</li> </ul>	

	<ul style="list-style-type: none"><li>• Voting next school year's PAC Executive... <i>PAC cannot operate and cannot receive a Gaming Grant (~\$20 000/yr) without a core Executive (chair, treasurer, secretary)</i></li><li>• Maria and Skye will stay in PAC Exec as Past Chairs... Looking for a Chair or Co-Chairs</li><li>• New potential PAC member: Janice Bakas... would like to help with Teacher Appreciation Luncheon... Andrew to provide the date</li></ul>	
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**GOOD NIGHT AND THANK YOU FOR BEING HERE!**

**Meeting adjourned: 8:51PM**

## Appendix 3

### Magee PAC Executive Summary of Roles & Responsibilities

#### Executive

<b>Role</b>	<b>Responsibilities</b>	<b>2022-2023</b>
Co-chairs	<ul style="list-style-type: none"><li>● Call and chair general and executive meetings</li><li>● Create agenda and track action items</li><li>● Hold regular meetings with school administration</li><li>● Act as official spokesperson(s) for the PAC</li><li>● Is a signing officer for the PAC accounts</li><li>● Connect with PAC regularly</li><li>● Be familiar and follow PAC's governance rules</li><li>● Submit annual report to the PAC</li></ul>	Shannon & Sarah
Chair Advisors	<ul style="list-style-type: none"><li>● Provide advice and guidance to co-chairs</li><li>● Enable transition of knowledge and best practices of PAC operations throughout 2022-2023 school year</li></ul>	Skye & Maria
Treasurer	<ul style="list-style-type: none"><li>● Keep financial records</li><li>● Report financials to the PAC on regular intervals, see monthly example and annual report</li><li>● Submits BC Gaming Grant application for following year between April 1 and June 30 @ \$20/student based on current year</li><li>● Notifies PAC when GG comes is received (end of September)</li><li>● Creates tables with accurate accounting of PAC monies</li><li>● Ensure that any GG funding is used up within a three year maximum timeline</li><li>● Requests information from school accountant and monitors general account</li><li>● Is one of the signatories for financial transactions</li></ul>	Monica
Backup treasurer	<ul style="list-style-type: none"><li>● Learn treasurer role</li><li>● Assist treasurer as required</li></ul>	Vacant
Secretary	<ul style="list-style-type: none"><li>● Takes minutes for general and executive meetings</li><li>● Posts draft meeting into slack and in the "In-Progress" PAC Google Folder for review</li><li>● Transfers files and maintains a organized Google Drive</li><li>● Discusses and informs executive on any structural changes to the storage of PAC recorded information</li><li>● Tracks ACTION ITEMS and helps facilitate completion by managing the status of those items</li></ul>	Mira
Backup secretary	<ul style="list-style-type: none"><li>● Learn secretary role</li><li>● Assist secretary as required</li></ul>	Vacant





DPAC rep	<ul style="list-style-type: none"> <li>● Attend DPAC meetings and bring back any pertinent information to Magee PAC</li> <li>● Represent Magee PAC at DPAC</li> </ul>	Skye
Communications lead	<ul style="list-style-type: none"> <li>● Facilitates communication from PAC to Magee parent community</li> <li>● Writes announcements for inclusion in principal's Magee newsletters</li> <li>● Facilitates informal communication amongst parent community via chat groups</li> </ul>	Vacant
Fundraising lead	<ul style="list-style-type: none"> <li>● Leads and coordinates PAC fundraising efforts</li> </ul>	Sandra
Volunteer lead	<ul style="list-style-type: none"> <li>● Follows-up with parents who express interest in volunteering with PAC</li> <li>● Compiles list of parent volunteers</li> </ul>	Sandra
Event/hospitality coordinator	<ul style="list-style-type: none"> <li>● Coordinates food/drinks for PAC meetings and events</li> </ul>	Janice
Parent education lead	<ul style="list-style-type: none"> <li>● Coordinates parent education events</li> </ul>	Vacant
Website coordinator	<ul style="list-style-type: none"> <li>● Magee PAC website updates</li> </ul>	Stella
Chinese Parents Liaison & Translator	<ul style="list-style-type: none"> <li>● Provides Chinese translation at meetings as required</li> <li>● Translates documents to parents as required</li> <li>● Assist with engaging with parents in Chinese</li> </ul>	Michelle Zhao

**Non-executive:**

Grad committee lead	<ul style="list-style-type: none"> <li>● Organizes dry grad event</li> </ul>	
Teacher appreciation luncheon lead	<ul style="list-style-type: none"> <li>● Organizes teacher appreciation lunch</li> </ul>	Janice