

WESTWOOD PAC MEETING MINUTES

Monday, October 1, 2018 @ 7PM

PAC Executive Attendees:

Raquel Cooper - Chair/President

Tammy Ellis - Past Chair

Hadar Hamid - DPAC Representative

Darla Tinderland, - Vice - Chair

Vanessa Janusz - Secretary

Principal - Bryn Williams

Other Parent Attendees: Sara Parvaneh, Sara Di Giusto, Olesya Gagnon, Shani Boyda, Rochelle Drefko, Hossein Salehi, Babyta Oliver, Leelawati Khalil,

Regrets: Jenn Jarvis - Treasurer

Meeting Adjourned: 9:00PM

Approving last meetings minutes - Approved

- time change for Halloween dance - now 6:30PM

Approving agenda - Approved

Principal Report: Bryn Williams

- Parking Update - going much better, still need to be an area of focus
 - Will look into options for marking off parking
 - Darla will check in with city to see if they already have plans to repaint crosswalks
- Teachers' wish list update:
 - Lego Club - need to know how many pieces we need to supply
 - Board Game Club - review in the spring.
 - Several submissions to be reviewed and determine what PAC will contribute
 - Keeva Planks also available for student use
 - Mr. Williams will look into the cost of the items on teacher's wish list and will advise PAC
- Self-Help Matching Grant for playground amenities
 - Westwood's application was approved.
 - Letter of approval of \$5500 from city and PAC will match
 - City will provide 75% upfront and remaining 25% will be paid at completion
 - Playground committee would be helpful to be a liaison for the city. Discuss at next month meeting.

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- Cash and Cheque handling - Mr Williams is looking to limit the amount of cash and cheque handling by teachers.
 - Will be piloting e-transfer option with the hoodie orders.
- Need to confirm if Jenn will be at the next staff meeting
- Will confirm with all teachers if they will be participating in the art fundraising project
- Next month review emergency kits with Mr. Williams

President Report: Raquel Cooper - Chair and Darla Tinderland - Vice Chair:

- Correspondence - reviewed and distributed
- Vote for Secretary position - Wati voted in as Secretary via secret ballot. Vanessa moving to Co-Secretary.
- Vote for Member(s) at Large / Parent Communications Co Coordinator - move to next meeting if nominations come forward
- October 16th - Individual Student Photo Day – Volunteers Needed - Tammy volunteered and will see if she can get other parent volunteers.
- Halloween Dance – Friday, October 26; 6:30pm-8:30pm (doors to open at 6:00pm)
 - Gym is available for set up on Friday at 3pm and Thursday, after school hours. Clarify with Mr. Williams when we have access
 - Flyers for RSVP / decoration donation / volunteers
 - Update from committees
 - Concession Committee - Add Olesya Gagnon to committee
 - Tammy Ordered the Cotton Candy Kids. We'll have a variety/selection of candy, chips, drinks & pizza. The plan is to give out Glow Bracelets and a Treat (instead of a goodie bag). Will do Count the Candy Contest again
 - For the second flyer that goes out – please mention pizza, snacks & drinks will be available to purchase
 - A/V Committee – Equipment is being ordered this week
 - Decoration Committee - use last year's supply and ask for donations. Add Sarah, Shani to committee
 - Confirm that teachers will participate in Halloween decorating crafts with students? An email has gone out to teachers and we have received some response
 - Halloween Dance Committee Meeting. TBD?
 - No stage this year due to safety concerns
 - Middle School aged siblings of kids that will be attending can offer to volunteer to earn hours.

Fundraising Events:

- Fundraising donation letter – confirmed to be sent out in early November - need to list fundraising initiatives in letter

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- Confirm with Mr Williams if we are providing funds for iPads and Library funds next meeting.
- Epicure Selections
 - Epicure Rep will donate net commission to PAC. Voted passed. Raquel will collect further details.
- Excel Martial Arts
 - A representative from EMA is happy to attend a future PAC meeting. Raquel will reach out.
- Art Fundraiser Update - See Principal's report
- Cobs Bread Update (Darla)
 - Oxford and Sunwood Square locations - 5% back to the school. Notice to parents once contract is signed.
- Stay Safe Workshop by On the Go First Aid: We will go ahead with is as an educational event rather than a fundraiser. Darla will look into the details
- Sexual Education: PAC is interested in bringing Saleema Noon workshop to the school as an evening event. Tammy will get in touch with Bryn

Past Chair Report: Tammy Ellis

- School Shirts: School Shirts and Staff Shirts will be Navy Blue. PAC shirts; Royal Blue colour with PAC written on the back. Regular PAC volunteers can order their own shirts and PAC will have a dozen available for other volunteers to borrow. Sizes are in the lobby
- Purdy's Fundraiser: 25% back to school, min. of \$1000 order required. We skip Christmas fundraiser due to other events on the calendar. Darla will look into Valentine and Easter Fundraiser

Treasurer Report: Jenn Jarvis

- Gaming account \$3,893.90
 - Confirmed \$4,848 from Gaming Grant
- Community Account \$10,673.30
 - Poco matching grant -\$5,500
- Community Account Committed \$5,173.30
- PAC online \$4723.50
- Hot Lunch - October 12, 2018 (Hot Dogs)
 - Need Volunteers
 - 2 new Yogurt Flavours added
 - Hot Lunch Schedule for November /December to be finalized – options: Pizza, Subway, Chilli
day with alternate option
 - Nov 8 – Pizza Hut (Vote Passed)
 - Nov 29 – Chili & Grilled Cheese (potential)

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- Dec 14 – Pasta & Meatballs (potential)
 - Those two options need to be reconsidered if homemade since there is opposition to home made food served for hot lunch

DPAC Report: Hadar Hamid: DPA 101 on Oct 03 – Find out if there is info regarding accessibility to Cash Online

Secretary Report: Vanessa Janusz

Leelawati Khalil voted in as Secretary. Will review roles at next meeting to confirm tasks and responsibilities.

Agenda Items for Next Meeting:

- 50/50 at the skating night - are we going to go ahead with this?
- Review emergency kits with Mr. Williams

Coming up on the Calendar:

October 8 - Thanksgiving Holiday - School Closed

October 12 – first hot lunch of the year - hot dogs with fruit & veggies

October 16 - Individual Student Photo Day

Oct 19 - Pro D Day

October 26 – PAC Halloween Dance

November 5 - PAC Meeting

November 9 - Non Instructional Day

November 12 - Remembrance Day Observed - No Class

November 20 - 22 - Book Fair

November 21 - Student Led Conferences

November 30 - Non Instructional Day - No Class