

WESTWOOD PAC MEETING MINUTES

Monday, 9 Sep 2019 @ 6.30PM

PAC Executive Attendees as Reflected:

Principal: Bryn Williams

Chair/President: Raquel Cooper

Vice – Chair: Darla Tinderland

Treasurer: Jenn Jarvis

DPAC Representative: Hadar Hamid

Secretary: Wati Khalil

Co- Secretary: Vanessa Janusz

Member at Large: Olesya Gagnon

Member at Large: Claire Arkwright

Member at Large: Yung Le (Absent)

Other Parent Attendees:

Lee-Ann Frances Bates, Melissa Lowe and Wang Jian Quan

Meeting Commenced: 6.35 PM

Meeting Adjourned: 8:00PM

Approving June 3, 2019 meetings minutes - approved

Approving Sep 9, 2019 meeting agenda - approved

PRINCIPAL'S REPORT (Bryn Williams aka BW)

- Start Smart was shortened as the staffing for Westwood has been stabilized. Families who has concerns about class assignments and new timings should not hesitate to speak with BW.
- Pictures were taken but will not be circulated; these will just be shown at the year end at the presentation for the whole school.
- Hopefully teachers will get on to Fresh Grade for the benefit for all families, but some teachers choose not to use Fresh Grade
- Construction at the school will start at 7am, and there are proper signages and areas cordoned off for the safety of the children while at school.
- Some families are concern about the new timings at school. New timings are to incorporate supervised lunch in the classes.
- Monitors will continue have the opportunity to carry out their roles in different aspects around the school.
- Playground upgrade is still in the pipeline; the district is still waiting for the quotes for the project. BW will stay on top of this project to get it done.
- Music instruments were purchased over the summer by Mrs. Rowe. PAC needs to vote on the amount of nearly \$2000; and revert to what can be used from the PAC account.
- Classroom funds- each class gets \$400 for bus/event/activity and \$200 for in classroom supplies. Teachers are advised to use these funds well before the end of the school year in June 2020 so as to ensure that the school utilizes its grants completely and not reflect too much of a surplus at the end of the school year.
- For 2019/2020; the school has 11 divisions with 208 students plus potential International students (about 7) to join the school.

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PRESIDENT'S REPORT (Chair: Raquel & Vice Chair: Darla)

- Welcome New PAC Members
- Correspondence- BCTF Parent Info session. A possibility for Pink Shirt Day to have an Antibully theme at the Parent Info Session for this event.
- Saleema Noon (SN), Body Science Workshop – during school hours and the teachers are on board with the date. Parents session will be held before the student session. SN have January dates available. SN will most likely group the Grades according age-appropriate content focus. 21 Jan is for Parents info session and 23 Jan is for student. Need to get BW to approve the dates (i.e. check with the teachers that it does not clash with class activities etc.)
- Form Grade 5 Committee for 2019/20 needs to be communicated. Their tasks include ordering Hoodies, PAC financial support, planning for end of year event. Grade 5 families should be informed and communicated that the G5 comm is separate from PAC. The teachers are also involved in the planning of the ceremony and trip. The dates for these needs to be decided and locked in as a Cultus Lake gets booked up fast. The end product of the hoodies and t-shirt NEEDS to be double checked that the design & colour matches the original design & colour submitted.
- From PAC – Raq/ Jenn/ Claire/Hadar/Melissa will be part of the Grade 5 Comm. \$3700 was spent on the ceremony last year, although the budget was \$2300 – The school had a surplus, so the amount spent was acceptable.
- Spirit Wear /PAC / Staff shirts- sample sizes will arrive soon at the school. Also, to consider Western Athletic for other items (water bottle, caps..etc.). To consider a theme for each year to promote families to buy every year.
- Upcoming Events
 - Terry Fox Run – September 26th, 2019. Water to be supplied by PAC. Volunteers needed for the stops along the running routes and the Teachers will communicate about the number of volunteers needed. No juice boxes for this event and for all future school events.
 - Halloween Dance – October 25th; Form committee and start planning. Can volunteer in different areas below:
 - Concession-Jenn/Olesya/Vanessa (Logistics/ Buying supplies)
 - AVA- Jerry to Co-DJ/ J – Lianne (Potentially could loan some sound and AV equipment and maybe DJ as well. Need to confirm on this)
 - Cotton Candy Kids – has been booked
 - Decoration – Darla/Sarah/ Raq (Hadar- Maybe) – No hay for this year as it was hard to store and remove them.

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- Flyers to go out as soon as possible (eta 20th Sep)
- Welcome back to school Community Event – Walk to School Week for first week of Oct (30Sep-4Oct). PAC need to ask BW if any of these dates are possible. Request donations from Cobbs and Starbucks. Vanessa will ask Starbucks for donation.
- Fruit and Veggie Tray – September 25th (Wati/ Raq/ Lianne)
- Fundraising (previously agreed programmes to continue)
 - Fundraising donation letter – to be sent out in November 2019. A discussion is needed as to what we are fundraising for. This will be discussed at the next board meeting.
 - Personalized Art - start early so that the teachers are not too loaded with the year-end activities, and possibility of parent participation for this fundraising.
- To consider donation of items and put it together in a basket and at the end Raffle it off at say the Xmas concert. Before doing this, we need to confirm that there will be a Xmas concert in Dec 2019.
 - Cobs Bread – ongoing at Oxford and Sunwood Sq.
- Alternative Fundraising Events: (to table for now and discussed again at the next meeting; bring ideas for Oct PAC meeting)
 - Epicure Selections – 40% of sales goes towards PAC
 - Fundraiser that ties into waste free lunches i.e.) reusable containers, water bottles etc.
- Safety at Home Course – at school on the Pro D day on 29 Nov (TBC) with BW.
- Hot Lunch Co Coordinator- part of the PAC exec. BW will send out email about this position and FB will also have post on this

TREASURER REPORT (Jennifer)

- Account Balances:
 - Gaming =\$ \$3002
 - Community=\$15 528.03
 - School A/C=\$610.38

HOT LUNCH REPORT (Treasurer: Jennifer)

- Jenn can do forms and the hot lunches in Sep and Oct. Would like someone to do the role.

DPAC REP REPORT (Hadar)

- DPAC Report – none at the moment as the SD43 have not had their initial meeting

SECRETARIES REPORT (Leelawati Khalil & Vanessa Janusz)

- **see correspondence note from President's Update

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Coming up on the Calendar Sep & Oct 2019:

- September, 25/ 27 – Fruit and Veggie Tray
- Friday, September 20th Non-Instructional Day – No Classes
- Thursday, September 26th Terry Fox Run
- Monday, September 30th Orange Shirt Day
- October 11th -Hot Lunch and Fruit and Veggie Tray
- Monday, October 7th PAC Meeting
- Monday, October 14th Thanksgiving – School Closed
- Tuesday, October 15th School Photo Day
- Thursday, October 17th The Great British Columbia Shake Out (Drop, Cover & Hold On)
- Friday, October 25th Non-Instructional Day – No Classes
- Friday, October 25th PAC Halloween Dance