

WESTWOOD PAC MEETING MINUTES

Monday, 8 April, 2019 @ 7PM

PAC Executive Attendees As Reflected:

Chair/President: Raquel Cooper

Vice – Chair: Darla Tinderland

Treasurer: Jenn Jarvis

Past Chair: Tammy Ellis (Not Present)

DPAC Representative: Hadar Hamid

Secretary: Wati Khalil

Co- Secretary: Vanessa Janusz

Member at Large: Sara Parvaneh

Principal: Bryn Williams

Other Parent Attendees: Sara Parvaneh, Sara Di Giusto, Olesya Gagnon, Claire Arkwright, Maryanne M Kidd, Yung Le

Meeting Commenced: 7.00PM

Meeting Adjourned: 9:09PM

Approving Feb 4 2019 meetings minutes - Approved

Approving Apr 8, 2019 Meeting agenda - Approved

Principal Report: Bryn Williams (aka BW)

- Thursday 18 Apr- Jump For the Heart event – no juice boxes, just water bottles and kids encouraged to fill their water bottles. For future PAC events, prefer no juice boxes. So, in the long term to phase out the juice boxes. Can potentially look into milk cartons for hot lunches.
- Calling out to Grade 5 parents volunteers for Cultus Lake event (24 June) and G5 Graduation (26 June). Teachers looking for support from parents for both events. BW will be emailing parents to inform them of this.
- Tuesday 9 April - Maple Creek Middle School Admin to visit Westwood at 1.15pm regarding Grade 5s going on to Maple Creek.
- Friday 12 April -Terry Fox walk to start in the afternoon. Students and teachers will walk the route which Terry Fox took to train when he ran the Marathon of Hope.
- The school will hand out water bottles to students who do not have them, and they will only be handed out on a reward system. This is to encourage using refilling at school.
- 24 Apr – Administrative Assistants Day
- 24 Apr – Maple Creek Visit Student Services / Teachers (only for Grade 5s)
- 25 Apr – invitation for PAC to the celebration of French Immersion in Westwood.
- 26 Apr – Pro D day. A 4-day week & 3-day week because of Easter weekend
- 29 Apr – Kilometer Club starts
- 30 Apr - BC Lions presentation starts at 11am
- 30 Apr – Maple Creek Play at Maple Creek at 12.45pm
- 1 May- EPRA/CBA proposed date
- 10 May – French Imm Welcome to K – need PAC to help on this day
- 28 May – English Welcome to K – need PAC to help on this day

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- 14 June - Smaller freezies for the Activity Day
- 17 April – Como Lake Relay
- 17 April – Maple Creek Parent Night at 6.30pm
- Permits still in process for the additions to the school. Sep 2020 to be in operation for 6 new classes. Parking lots will be at the back where the forest area is.
- Music room heating is inconsistent. When Ms. Rowe needs it, she will inform the school admin and the heating will be adjusted.
- 9 English Divisions & 3 French Imm Classes for 2019.
- Playground improvement- still to hear from the City about labour costs so that PAC is able to allocate the money.
- Stationary Trolley (@\$760) in the library given by SD43 needs to be filled with supplies (e.g. glue guns, glitter glue etc.). Estimated \$450 for the supplies. PAC to purchase supplies with refillable. SD43 gave \$4000 for chairs, big screen TV, bean bags and other things to furnish the library learning space.
- School need IPAD covers which are more durable PAC will cover the costs
- Field trips – Div 5 is going to Evergreen, Div 2 & 3 is going on a TBD field trip. PAC can cover the costs of the buses for the field trips, and no costs venues for schools. \$5000 is allocated for school buses for field trips. Potential overnight field trip for the Grade 5 next year. Will require additional conversation and planning with Gr 5 parents in 2019/20 school year. To start planning and fund raising at the beginning of the school year.
- \$8000 from the Gaming Grant– to be spent by the end of the school year. It must be spent on items that can benefit the whole school.
- BW to send the message to the teachers so that the Gaming grant can be exhausted by the end of the school year. Any expenditures to be approved by PAC.
- Apple Store at Coq Ctr offers programs for elementary students to learn coding, programming. This is to be considered as a field trip option.
- To add the word ECOLE in front of the Westwood Elementary. BW to look into the costs of painting and adding the word Ecole.
- Options to spend GG & Raffle (\$1500): playground, Audio Visual equipment, Grade 5 and then open it to teachers requests for classroom
- 18 June- Spring Concert according Divisions
- 5 June-Staff Appreciation – lunch time buffet (TBC)
- 21 May – Parent Appreciation at 9.30am
- 6 June – Grade 6 for a Day

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

- Correspondence – only fundraising flyers & rental for Bouncy Castle
- Playground Improvement Planning – waiting for City to come back with Labour costs
- Family Movie Night – March 1st. Update: Profit \$188.08 & 89 Westwood students attended
- Pink Shirt Day Orders– update 68 students orders, Bake sale covered cost of shirts for students
- Pink Shirt Day Bake sale – Profit \$278.
- Jump Rope for Heart - April 18th (No Juice boxes to be supplied by PAC, 2 flats of water will be supplied)

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- Pink Shirt Day Orders– update 68 students orders, \$204 out the PAC funds
- Pink Shirt Day Bake sale – Profit \$278.
- Jump Rope for Heart - April 18th (No Juice boxes to be supplied by PAC)
- Welcome to Kindergarten Orientation – May 10th & May 28th , 2019 (need PAC reps in attendance)
- Staff Appreciation Day – 5 June (TBC) theme chosen as Hawaiian, high tea. Flyers and emails to be sent to parents for donations to go towards the catering of the food for the event. If it is a pot luck from families, volunteers will be needed to coordinate the food options. Food options to cover all the allergens and respective dietary needs from the staff. Next meeting to determine the logistics and planning for the event.
- Activity Day – June 14th: Jenn to book BBQ & treats – frozen yoghurt. Volunteers needed for Event.
- PAC Executive Elections / AGM - May 6th- to start advertising for nominations for next year
- Sex Education Sessions – need to send information to parents
 - May 27th (Parent session) – 6.30pm.
 - May 30th (Student & Parent session-split between Primaries and Intermediates) – 6.30pm
- Traffic lighting / pedestrian crossings initiative with City of Port Coquitlam – PAC attended the Council meeting 2 weeks ago, the City is considering to improve the area towards the school at the Maple Creek Middle School forested area.
- Administration Prof Day -24 April – to get a gift card for Ms. Monkmann
- Grade 5 Leaving Event and Cultus Lake trip – BW will send email to parents of Grade 5 to contribute their support for the events. Some Grade 5 parents would like to contribute or have their input for the planning of the Grade 5 events. The committee that was appointed according to the Sep 2018 minutes has not had any meetings for the planning of these events. . Raquel to mention to BW about the Grade 5 communication to parents.

PAST CHAIR REPORT (Tammy)

- 2nd order of Westwood Spirit Wear – update 24 orders Profit-\$61.30

TREASURER REPORT (Jennifer)

- **Account Balances:**
 - Gaming =\$8213.22
 - Community=\$18633.63
 - School A/C=\$1925.65
 - Total A/Cs = \$20 087.80
 - o/s (\$434.70)
 - (\$8250.00)
- Science Alive – book for school next year. Booking opens in Nov 2019 for the 2019/2020 school year. Budget for the June meeting.

HOT LUNCH REPORT (Treasurer: Jennifer)

- Hot Lunch April – not happening due to availability of dates
- Vegetable/Fruit Tray – 17 April

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- Hot Lunch for 3 May – Panago Pizza
- Como Lake Relay on 17 April – PAC to supply fruits (e.g. mandarins)

DPAC REP REPORT (Hadar)

- Flyers on Safety on Transit to put on the PAC board
- Parking lot & speed are issues which are a common problem for a lot of schools
- Funding model from Ministry Of Education. Asking PAC, DPAC and Parents to familiarize themselves with the changes in the budget. A lot of changes will be affected in the Special Needs education.
- 3 Tuesdays (2nd, 9th & 23rd April) for the Budget presentation at Winslow Ctr, Coquitlam

SECRETARIES REPORT (Leelawati Khalil & Vanessa Janusz)

**see correspondence note from President's Update

Coming up on the Calendar Apr & May 2019:

- April 1st – School re opens after Spring Break
- April 17th – Como Lake Relay
- April 18th – Jump Rope for Heart
- April 19th – Good Friday, school closed
- April 22nd – Easter Monday, school closed
- April 24th – Administrative Professionals' Day
- April 26th – Non Instructional day, no classes
- May 3rd – Cultural Performance
- May 6th – PAC Elections and AGM
- May 10th & 27th - Kindergarten Orientation
- May 17th – School Based Non Instructional Day, no classes
- May 20th – Victoria Day Holiday, school closed
- May 27th – Sex Education Sessions (Parents)
- May 30th – Sex Education Sessions (Students)