**DANIEL WOOWARD ELEMENTARY**

**PARENT ADVISORY COUNCIL MEETING**

Date: Monday, September 26, 2022

Time: 6:30pm

Location: Zoom Videoconference Call

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**ATTENDEES:**

Mr. Zarchikoff (Principal), Gina M (Co-chair), Lori T (Treasurer), Rav R (Secretary) Lisa W, Ever C, Chris M, Aileen, Anna, Nancy, Saleheh, Jocelyn

**REGRETS :**

Pooja K (Co-chair)

**AGENDA ITEMS**

* Meeting called to order at 6:32pm
* Introductions – introducing Principal, PAC Executive and parents in attendance

**Principal’s Report**

* Year off to a good start
* Planning for Truth and Reconciliation, Thanksgiving and Halloween
* Great staff secured in all positions – new and experienced teachers
* Hoping to fill all Education Assistant positions
* Many applicants wanting to work part-time, including at district level
* Planning for number of fieldtrips – teachers inquiring about PAC support
* Limited fundraising opportunities due to COVID-19
* October will bring FREE bike safety program – Divisions 1 and 2
* Nice to see fieldtrips and other activities returning including for leadership opportunities
* School has implemented student leadership announcements in the morning as well as other opportunities geared towards leadership development in all students
* Polling station for upcoming Civic Election, Saturday, Oct 15 – no impact on school

**Treasurer’s Report**

* Reviewing financials for June, July & August
  + Revenue – June had some fundraising from Family Photo Night
  + Expenses - Classroom allotments and field trip subsidies
* General Account at start of September –$17,466.07
* Gaming Account start of September – $3437.67
* Though accounts may seem healthy, funds are allocated to specified activities therefore fundraising will be important
* Reviewed PAC approved expenditures from 2021/2022 – line by line review
* Historically we have allocated funds to Student Leadership Council for Play and Eat – PAC used to partially subsidize the program that allowed students to come to school early (8:00am) Mondays and Wednesdays and have breakfast and play – teacher that led the program is no longer at the school so no further action at this time
* Fieldtrip subsidy has historically been $30 per student which is quite high as it began at $0 per student – PAC could afford to provide this as long as we continue to fundraiseCelebrating graduates-typically $30 per student is allocated to Grade 7 graduation
* Scholarship applications – e.g. McNair scholarship
* During COVID we were unable to really fundraise, especially in Gaming account
* October waiting for approval of Gaming Grant which is approximately $2500
* We will need to review and determine what we can approve going forward
  + Most things can come out of General Account
  + Specified list of activities of what is approved to come out of Gaming Grant
* Reiterating to make sure we do not spend more than what we have in our account
* What are our priorities and how do we want to allocate?
* Principal – priorities would be Field Trips and Library Learning – things that impact all students
* Field trip requests for subsidy are higher than current Gaming Account balance
* Reviewed and approved expenditures for 2022/2023 – line by line review:
  + **MOTION:** Gina – to approve $30 per student for field trip subsidy – Divisions 1-6
  + **SECOND**: Lisa

No objections – all approved

* + **MOTION:** Gina – to approve $500 for Library Author Visit
  + **SECOND**: Lisa

No objections – all approved

* + **MOTION**: Gina – reduce Classroom Teacher Expense subsidy for Divisions 1-6 to $125.00 and Library Resource subsidy to $125.00 and leaving Learning Resource Subsidy as is
  + **SECOND** – Lori

No objections – all approved

* School Agendas – never really a budget approved; due to fundraising PAC was able to subsidize, however due to increasing population and costs, recommending creating a ‘cap’ on the budget for going forward to reflect the ‘unknown variable’ of number of students and rising costs. Mr. Z confirmed school agendas starting next year will be included as part of school fees. PAC will pay for 2022/2023 school year agendas
  + **MOTION** – Gina to approve the invoice (over $900) of this year’s agendas to be taken from General Account
  + **SECOND** – Lisa

No objections – all approved

* Woodward Christmas Family Fund – PAC is not aware of who families are and are identified through the discretion of administration to provide gift cards, community resources etc.

Last year, school was able to subsidize this fund – Mr. Z confirmed he will look at options and community resources so school can support this year

* Music Instruments Repairs/year – Mr. Z confirmed school has budget for this and can be removed from PAC line item
* Christmas baskets – historically PAC organized gift baskets for each class/teacher. Student families donate items (approximately $10 per item) and PAC would create the baskets for raffle ticket sales/fundraising in advance of Christmas Concert. Winners announced at the concert with students, PAC and parents involved
* Wait and see on Camp Jubilee until further updates on fundraising and Mr. Z to give update at next meeting after meeting with teachers
  + **MOTION** – Gina to approve the $480 for Grade 7 dinner subsidy and $400 for Grade 7 graduation decoration subsidy and update to come on which account money will be allocated from
  + **SECOND** – Chris

No objections – all approved

* + **MOTION** – Gina to approve $250 for McNair Scholarship
  + **SECOND** – Chris

No objections – all approved

**New Business**

* Hot Lunch – vendor that would deliver to school during COVID was Pizza Hut as parents were not permitted into school during this time
* Determining what the options are for this year’s hot lunch options
* Recommending individual orders and pre-packaged for handling and efficiency
* Goal to do 1 hot lunch run by PAC prior to Christmas – Gina wanting to wait for approval and list to email parents for callout for parent volunteers
* Fundraising options for Holiday Baskets, Spring Fair etc. – requirement for parent volunteers for all fundraising opportunities
* E.g. 400-500 people come to Spring Fair event – we need more parents/people to volunteer
* Holiday Basket Raffle will require Gaming License application – we will move forward with this and Gina to supply letter for Mr. Z. to provide to parents

**Open Floor (Misc. Items)**

* Other fundraising options – Gift Card fundraising – generating revenue in a simpler way
* Lori will explore and follow up
* Meeting Adjourned: 7:47pm