**DANIEL WOOWARD ELEMENTARY**

**PARENT ADVISORY COUNCIL MEETING**

Date: Monday, November 27, 2023

Time: 6:30pm

Location: Woodward Elementary School  
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**ATTENDEES:**

Mr. Hurst (Principal), Gina M (Chair), Lori T (Treasurer), Rav R (Secretary)   
Kevin, Cindy, Catherine, Joanne

**REGRETS :** None

**AGENDA ITEMS:**

* Meeting called to order at 6:36pm

**Treasurer’s Report**

**GENERAL ACCOUNT**

**Cash Balance Forward Nov 1, 2023 $14,681.37**

**Cash In**

Nov 5 Oct Hot Lunch Day of Sales $232.10  
Nov 23 Sushi Lovers Hot Lunch pre-orders $821.00  
Nov 30 Interest $0.00 $ 0.00  
  
**Total Cash In $ 1,053.10**

**Cash Out**

Nov 1 1434 Hot Lunch Sale Items $331.87  
 - milk, candies, snacks (Gina Mahil)   
Nov 24 1435 Sushi Lovers Hot Lunch 11/24/23 $622.07

**Total Cash Out - $ 953.94  
  
Balance as of Nov 30, 2023 $ 14,780.53**

**GAMING GRANT**

**Cash Balance Forward Nov 1, 2023 $13,580.72**

**Cash In**Nov 30 Interest $ 0.00

**Total Cash In** $ 0.00

**Cash Out**

**Total Cash Out**  $ 0.00  
 **Balance as of Nov 30, 2023**  **$13,580.72**

**Principal’s Report  
  
Emergency Preparedness Training Last Monday at our Pro-D Day**

* All Woodward staff attended this initial training – follow up in the New Year with mock earthquake / emergency drill where we imagine students and staff are required to be outside for a while and then reunited with parents from outside after a period of time.
* Students and staff reminded to bring proper clothing to keep them safe and warm for an extended time in all weather conditions.

**Sushi Day And Snack Sale Was Very Popular With Our Students**

* Thanks again to Parent Volunteers for making it happen!

**Wildcats Wear Clothing Order Is Under Way**

* Wildcats Clothing Orders are available until December 8th
* Samples for sizing available at the front office
  + Parents can check out the samples before and after school
* Expect to have clothing items delivered by the end of January

**FSAs for Grades 4 and 7 Students Completed**

* Annual assessment of Literacy and Numeracy for all Gr 4 and 7 students in BC completed and marked by the District Team last week.
* Results and booklets going home next week

**Running Club Continuing**

* Running Club continuing Tuesdays and Thursdays
* Wristbands and other acknowledgements for achieving km levels

**Communication of School Closures Due to Snow**

* If it was deemed to be unsafe for schools to be open in Richmond, parents would be notified via email by 7:15 am on the morning of the closure
* The school closure announcement would also be posted on the District SD38 and school website

**Flu/ Cold Season Is Upon Us**

* Increased absences at this time
* Students (and staff) asked to stay home when sick
* There are no specific COVID advisories from VCH at this time
  + Family members can come to school if symptom-free

**Budget Wish List**

* Following up on the discussion during our last PAC Meeting, the Sound system is on our staff’s Wish List.
* If PAC wanted to purchase, this would be greatly appreciated.

**“Hip Hop for the Holidays” Concert Friday December 8 at 1:45 pm**

* We are excited to welcome Jay from Jess Dance Studios to Woodward from December 4to 8
  + 4 Hip Hop Dance lessons for all classes on each day from Monday to Thursday next week
  + Rehearsals Friday morning and A Community Concert Friday Afternoon
* Jess Dance Studio and their dance instructor, Jay, have been very well received at other schools.
* He taught our kids some dance moves – kids loved him!
* Sorry for short notice – but his availability is limited
* In Sept. PAC had budgeted $2,000 for a school wide event so it was agreed the PAC would support this event with $2,000.
* **ACTION:** approve $2000.00 from Gaming Account to Jess Dance Studios for holiday performance by students
  + - **MOTION:** Gina
    - **SECOND:** Kevin

**Holiday Breakfast – Thursday, December 14**

* Needed to change the date from December 15 to December 14 due to Sea Dome event (see the next item on this report)
* Additive approach to the Holidays
* Diwali, Hanukkah, Christmas, New Year and Lunar New Year celebrations

**Ocean-Wise Sea Dome Experience Coming to Woodward – Friday, December 15**

* Woodward’s gym will be transformed into an Oceanic Sea Dome
* Hands-on learning experiences for all of our students K to 7 through the day
* Free of charge!

**Staff Appreciation Brunch - December 20**

* Format – time?
* Anything I can share?
  + Gina to update in Outstanding and New Business

**Pajama and Movie Day - Friday, December 22**

* PJs, teddy bears and cuddly toys, pillows and blankets on the last day of school before the Winter Break
* Movie time in the gym
* Popcorn bags and sodas?
  + Gina to follow up for volunteers

**Term 2 Written Reports Home - Friday, December 22**

* It has been an awesome term of learning here at Woodward
* Thanks to PAC and all parents for supporting their children and us

**Outstanding Business**

Sound system update/status?

* **ACTION:** to approve up to $2000 towards purchase of sound system from General Account
  + **MOTION:** Lori
  + **SECOND:** Gina

**Events Update**

**Family Photo Night** – 9 families registered (min was 15) but they made an exception for us this one time. PAC fundraising $225 if all families showed up.

**Holiday Breakfast – Thursday December 14**  - 9am - 11am

* + - * Gym is set up with tables, chairs, crayons and paper tablecloths (grade 7 class usually sets up after school the previous day).
      * School pays for all the breakfast items (waffles, syrup, butter, oranges)
      * PAC needs two sets of volunteers 2-3 people from 7:30-9am to heat up the waffles. 10-12 volunteers from 9-10am to distribute waffles, syrup and butter).
      * Photographer? Santa? In previous years a parent or teacher has taken photos of each child with Santa (optional) on the stage or in the library.   
        The photos are printed and given to each child.
        + Principal Hurst will follow up

**Staff Appreciation** – Wednesday, December 20 - all day

* An email will go out to all parents the week of December 4th letting them know about the staff appreciation event. Google doc will be included to sign up for items.
* Printed letter will also go home with students the week of December 11th reminding them about the event.
* The staff room is set up after school by 1-2 PAC volunteers on Dec 19 with tables and holiday décor.
* 2-3 PAC volunteers will be at the school from 8-9am on Dec 20 to collect food/drink items that families bring in and they will put them in the staff room for the staff to enjoy all day.   
  Gina will send out Google document for parents to sign up for food items
* Dec 22 PAC volunteers will put away the holiday décor.

**New Business**

* Hot lunch vendor suggestions for January – June
  + - Explore other vendors such as Subway
* Spring Fair
  + - Date? Last year it was May 26
    - Do we need to update/build/buy new games?

**Committees Required:**

* + - * Raffle Prize Coordinator – position starts early January
      * Prize Room Coordinator – position starts after Spring Break
      * Volunteer Coordinator – position starts in April
      * Food Coordinator – position starts in April (Rav)
      * Recommendation to have special WebEx meeting for Spring Fair information and planning session
      * Recommendation to send reminder to parents that PAC minutes can be found on website subsequent to PAC meeting

Meeting Adjourned – 8:15pm

**Next Meeting Date**: Monday, January 29, 2024