**DANIEL WOOWARD ELEMENTARY**

**PARENT ADVISORY COUNCIL MEETING**

Date: Monday, January 29, 2024

Time: 6:30pm

Location: Woodward Elementary School  
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**ATTENDEES:**

Mr. Sala (Principal), Gina M (Chair), Lori T (Treasurer)  
Maggie Z, Catherine C, Cindy K, Chris M, Joanne W, Tommy C, Kevin L, Cindy H, Sarah M, Vahideh R

**REGRETS :** None

**AGENDA ITEMS:**

* Meeting called to order at 6:38pm
* Introductions
* Vote in new Secretary
  + **MOTION:** Gina – Vote in Maggie Zhong as new Secretary
  + **SECOND**: Cindy H

No objections – all in favour

* Treasurer’s Report

**DECEMBER 2023 - GENERAL ACCOUNT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cash Balance Forward Dec 1, 2023** | |  | $14,780.53 |
|  |  |  |  |
| **Cash In** |  |  |  |
|  |  |  |  |
| Dec 7 | Nov Hot Lunch Day of Sales | $180.90 |  |
| Dec 7 | Donation from Nan Li | $25.00 |  |
| Dec 20 | Family Photo Day Fundraising | $200.00 |  |
| Nov 30 | Interest | $0.00 |  |
|  |  |  |  |
| **Total Cash In** |  |  | $405.90 |
|  |  |  |  |
| **Cash Out** |  |  |  |
|  |  |  |  |
| Dec 1 | 1436 Hot Lunch Sale Items – milk (Gina Mahil) | $100.57 |  |
| Dec 8 | 1437 Oct/Nov PAC Meeting Child-Minding (Lori Takenaka) | $24.00 |  |
|  |  |  |  |
| **Total Cash Out** |  |  | -$124.57 |
|  |  |  |  |
| **Balance as of Dec 31, 2023** | |  | **$15,061.86** |

**DECEMBER 2023 - GAMING ACCOUNT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cash Balance Forward Dec 1, 2023** | |  | $13,580.72 |
|  |  |  |  |
| **Cash In** |  |  |  |
|  |  |  |  |
| Dec 31 | Interest | $0.00 |  |
|  |  |  |  |
| **Total Cash In** |  |  | $0.00 |
|  |  |  |  |
| **Cash Out** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Cash Out** |  |  | $0.00 |
|  |  |  |  |
| **Balance as of Dec 31, 2023** | |  | **$13,580.72** |

**JANUARY 2024 - GENERAL ACCOUNT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cash Balance Forward Dec 1, 2023** | |  | $15,061.86 |
|  |  |  |  |
| **Cash In** |  |  |  |
|  |  |  |  |
| Nov 30 | Interest | $0.00 |  |
|  |  |  |  |
| **Total Cash In** |  |  | $0.00 |
|  |  |  |  |
| **Cash Out** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Cash Out** |  |  | $0.00 |
|  |  |  |  |
| **Balance as of Dec 31, 2023** | |  | **$15,061.86** |

**JANUARY 2024 - GAMING ACCOUNT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cash Balance Forward Dec 1, 2023** | |  | $13,580.72 |
|  |  |  |  |
| **Cash In** |  |  |  |
|  |  |  |  |
| Dec 31 | Interest | $0.00 |  |
|  |  |  |  |
| **Total Cash In** |  |  | $0.00 |
|  |  |  |  |
| **Cash Out** |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Total Cash Out** |  |  | $0.00 |
|  |  |  |  |
| **Balance as of Dec 31, 2023** | |  | **$13,580.72** |

* Principal’s Report
  + Introduction – Mr. Sala
  + School Spirit Days
    - Fabulous Hat and Hair Day
    - Pink Shirt Day – February 28
  + Hot Lunch
    - Feb 9 – Lunar New Year lunch organized by Mr. Lim – thank you for supporting!
  + Emergency Preparedness Training follow up
    - School has a container of emergency equipment (e.g. first aid, food, water)
  + Wildcats Wear Clothing Order update
    - Distribution to start later in the school week!
    - Will look to see if there is an opportunity to place another order. If so, will include details in the Woodward newsletter
  + Sports
    - Running Club
    - Basketball – games started
  + Budget Wish List
    - Elevate Disc Sports – Frisbee program costs $2300 – Can the PAC support this?
      * PAC typically supports 1 school wide-program and this year we already supported the Just Dance Hip Hop event
      * Mr. Sala to see if the Woodward community funds can support
    - Author visit – PAC already motioned $500 at beginning of school year
  + Learning Updates Term 2
    - Parent/Teacher Conferences March 6 & 7 (early dismissal 1:45 pm)
    - Written Learning Update #2 in April
* Outstanding Business
  + Sound system update/status?
    - Mr. Hurst found an old sound system and had it cleaned/fixed for free. But it could use new speakers, which would cost $1200
    - Mr. Sala said General Currie has a portable sound system that is on wheels and has Bluetooth capability. Approximately $3500
    - Mr. Sala suggested that instead of purchasing new speakers it would be best to invest in a new portable system and was hoping the PAC can support. Mr. Sala to provide a quote and PAC will review.
  + Events:
    - December School Wide Just Dance Hip Hop event
      * Great turn out from families to watch the performance
    - December 14th Holiday Pancake Breakfast 9-11am
      * Record amount of parent volunteers
      * Santa photos didn’t get printed. Gina will follow up with the teachers
    - December 20th Staff Appreciation
      * Staff were very appreciative, lots of food that lasted for days!
* New Business
  + PAC Meeting formats – in person/online
    - PAC agreed to continue with in person meetings
  + Succession planning for executive roles for 2024/25
    - Gina & Lori announced they will step down from chair and treasurer roles after this school year. This will give an opportunity for new parents to step up next year while they are there to support for one year.
    - PAC to brainstorm on how to encourage participation
    - Job descriptions will be sent out to parents
  + Hot lunch:
    - Munchalunch online ordering
      * Cost is $300/year. In addition, parents need to pay 2.9% + $0.30 transaction fee extra per order. Best to do a bulk order to decrease transaction fees (e.g. 3 months of hot lunch in 1 order)
      * 2022-2023 we made roughly $400, so PAC agreed it was not enough profit to use Munchalunch
    - February 6th CNY lunch – Bamboo Express
      * Mr. Lim is organizing it. PAC will support to help the day of
    - Feedback from Mr. Sala – Freezies at lunch aren’t ideal because kids don’t have time to finish it in time. Maybe limit freezies to only Sports Day and/or have do a freezies/ice cream sandwich fundraiser sale after school
    - March or April hot lunch?
      * Catherine offered to help with Hot Lunch. Gina and Catherine will discuss vendors and dates.
  + Spring Fair
    - Date: This year will be Friday, May 31st
      * Welcome to Kindergarten will take place May 28 so Mr. Sala to promote at the event
    - Leaders and volunteers needed:
      * Concession – Cindy K and husband will lead
        + Catherine and Joanne will help
        + Someone will need to get Food Safe. Catherine will consider and confirm next month
      * Raffle Prizes – Gina will lead to get prizes
        + Gina to send letter to Mr. Sala to sign. Send letter to all parents to help distribute for more prizes
      * Sustainable prizes – Need leader still
        + Cindy K, Maggie and Cindy H said they will help
      * Volunteers – Need leader still
      * Suggest using google doc for parents to sign up
* Open floor
  + Question – during Covid, we received videos of what was happening at the school and it was helpful for parents Is this something that can be done?
    - Mr. Sala will look into options for sharing content with families

**Meeting Adjourned** – 8:23pm

**Next Meeting Date**: Monday, February 26, 2024