**DANIEL WOOWARD ELEMENTARY**

**PARENT ADVISORY COUNCIL MEETING**

Date: Tuesday, April 30, 2024

Time: 6:30pm

Location: Woodward Elementary School  
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**ATTENDEES:**

Mr. Sala (Principal), Gina M (Chair), Lori T (Treasurer & Secretary)  
Catherine C, Cindy K, Chris M, Joanne W, Kevin L, Cindy H

**REGRETS :** Maggie Z

**AGENDA ITEMS:**

* Meeting called to order at 6:40pm
* Principal’s Report
  + School Trustee Liaison – Ken Hamaguchi
    - Upcoming initiatives for School District 38: School expansion – Potential new school in the next 5 years if land is available
  + School Spirit Days
    - Twins and Matching Day – April 24th – a big success!
    - Final Spirit Day theme is ‘Rainbow Day’, Wednesday, June 3rd
  + 2nd Written Learning Update
    - Published on MyEd on April 26th
    - Parent scan: How is it going with accessing reports?
      * Feedback from parents is that most classes have been using this method of reporting in recent years so we’re used to it
      * For those who need printed reports, they can request it through their teachers
  + Exploitation and Consent Education
    - April 11th presentation for gr. 6/7 students
    - The district is liaising with the [Exploitation Education Institute](https://exploitationeducation.org/high-school-grade-8-12) (EEI) to deliver presentations to all elementary schools
    - A presentation geared towards parents throughout the district is in the planning stages
  + Outdoor Education and Track and Field
    - May 6 – Sasamat Outdoor Center, Full day Outdoor Ed (Gr. 5 – 7)
    - May 13 – Minoru Track – Parents welcome to cheer students on!
  + Sports Day
    - Ribbon order $168 – thank you, PAC!
  + ‘Concert in the Park’ and Parent Appreciation combination event
    - Wednesday, June 12th, 1 pm, all parents invited
    - 1 pm – Band and Music Concert
    - 2 pm - Parent appreciation and mingle with staff
  + Graduation
    - Friday, June 21st
    - Parent grad committee – set date with Mr. Sala for first meeting in May
    - PAC has approved funding to be used for grad:
      * $450 Dinner Subsidy ($30 x 15 students)
      * $400 Decoration Expense
  + School Story – Information posted on Woodward webpage
    - FESL – Framework for Enhancing Student Learning
    - Shared results of Question #1: Can you name 2 people in the building who care about you and believe in you?
      * 88% yes
    - Food security/financial support available – reach out to the school if support is needed
  + Wildcats Wear Clothing
    - We still have items in stock. Please see Ms. Keung.
* Treasurer’s Report
  + BC Community Gaming Grant for PAC – Lori applied on April 18, 2024 for the next school year. Application must be done between April 1 and June 30 each year ($20/student). We will be notified of the results by September/October 2024

**FEBRUARY 2024 – GENERAL ACCOUNT - UPDATE**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cash Out** |  |  |  |
|  |  |  |  |
| Feb 29 | Kevin Lee (Hot Lunch sale items) | $65.07 |  |
|  |  |  |  |
| **Balance as of Mar 31, 2024** | |  | **$15,321.94** |

**MARCH 2024 - GENERAL ACCOUNT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cash Balance Forward Mar 1, 2024** | |  | $15,321.94 |
|  |  |  |  |
| **Cash In** |  |  |  |
|  |  |  |  |
| Mar 21 | April Pizza Hut Hot Lunch pre-orders | $1,023.00 |  |
| Mar 31 | Interest | $0.00 |  |
|  |  |  |  |
| **Total Cash In** |  |  | $1,023.00 |
|  |  |  |  |
| **Cash Out** |  |  |  |
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|  |  |  |  |
| **Total Cash Out** |  |  | $0.00 |
|  |  |  |  |
| **Balance as of Mar 31, 2024** | |  | **$16,344.94** |

**MARCH 2024 – GAMING ACCOUNT**

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| --- | --- | --- | --- |
| **Cash Balance Forward Mar 1, 2024** | |  | $11,580.72 |
|  |  |  |  |
| **Cash In** |  |  |  |
|  |  |  |  |
| Mar 31 | Interest | $0.00 |  |
|  |  |  |  |
| **Total Cash In** |  |  | $0.00 |
|  |  |  |  |
| **Cash Out** |  |  |  |
| Mar 8 | Semihamoo Fish & Game Club (Div 2 & 3 field trip) | $200.00 |  |
| Mar 8 | Thirdwave Bus Services (Div 2 & 3 field trip) | $588.00 |  |
|  |  |  |  |
| **Total Cash Out** |  |  | -$788.00 |
|  |  |  |  |
| **Balance as of Mar 31, 2024** | |  | **$10,792.72** |

**APRIL 2024 - GENERAL ACCOUNT**

|  |  |  |  |
| --- | --- | --- | --- |
| **Cash Balance Forward Apr 1, 2024** | |  | $16,344.94 |
|  |  |  |  |
| **Cash In** |  |  |  |
|  |  |  |  |
| Apr 17 | April 5 Hot Lunch – Day of sales | $287.90 |  |
| Apr 27 | Donation towards Spring Fair (Bhullar family) | $300.00 |  |
| Apr 30 | Interest | $0.00 |  |
|  |  |  |  |
| **Total Cash In** |  |  | $587.90 |
|  |  |  |  |
| **Cash Out** |  |  |  |
|  |  |  |  |
| Apr 5 | Pizza Hut Hot Lunch | $791.80 |  |
| Apr 8 | Gina Mahil (Hot Lunch Sale Items) | $101.01 |  |
| Apr 8 | Hei Man Chan (Hot Lunch Sale Items) | $122.21 |  |
| Apr 8 | Lori Takenaka (Jan/Feb PAC Meeting Child-Minding) | $32.00 |  |
| Apr 8 | Lori Takenaka (Gaming License – Spring Fair) | $25.00 |  |
| Apr 27 | Lori Takenaka (Purchased Best Buy GC on behalf of Bhullar Family) | $300.00 |  |
|  |  |  |  |
| **Total Cash Out** |  |  | -$1,372.02 |
|  |  |  |  |
| **Balance as of Apr 30, 2024** | |  | **$15,560.82** |

**APRIL 2024 - GAMING ACCOUNT**

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| --- | --- | --- | --- |
| **Cash Balance Forward Apr 1, 2024** | |  | $10,792.72 |
|  |  |  |  |
| **Cash In** |  |  |  |
|  |  |  |  |
| Apr 30 | Interest | $0.00 |  |
|  |  |  |  |
| **Total Cash In** |  |  | $0.00 |
|  |  |  |  |
| **Cash Out** |  |  |  |
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| Apr 4 | City of Richmond (Div 4 skating field trip) | $62.40 |  |
| Apr 9 | Lynn Canyon Ecology Centre (Div 1 field trip) | $183.00 |  |
| Apr 9 | Thirdwave Bus Services (Div 1 field trip) | $617.40 |  |
| Apr 10 | Woodward Elementary (Outdoor Education) | $750.00 |  |
| Apr 23 | Dan Bar-el (Author Visit) | $472.50 |  |
| Apr 24 | Centaur Awards Inc. (Sports Day ribbons) | $186.76 |  |
|  |  |  |  |
| **Total Cash Out** |  |  | -$2,272.06 |
|  |  |  |  |
| **Balance as of Apr 30, 2024** | |  | **$8,520.66** |

* Old Business
  + Succession planning for Executive Roles for 2024/25
    - Duties of Executive Roles explained: Chair, Co-chair, Secretary, Treasurer
    - Feedback – We should remind Woodward Community of what the PAC supports (e.g. hot lunch, spring fair, field trips, etc.)
  + Sports Day June 7: Pizza hut lunch with bubble tea and concession
    - Bubble tea @ Bubble Waffle. Bubble Waffle will charge $5.25 so we will mark up to $6.00. Only large size available.
  + Spring Fair – Friday, May 31st
    - Raffle tickets printed – will be distributed to kids by the end of the week
    - Over $5,000 in raffle prize donations
    - McNair has been contacted for volunteers
    - Sustainable items are coming in, will send reminder emails.
    - Food – Catherine will complete Foodsafe course.
      * Gina motioned for Catherine to complete Foodsafe course and PAC will reimburse it (approximately $100). Lori seconded the motion.
      * Food items to sell at Spring Fair: samosas, pizza, freezies, water, bubly
    - Cake walk – Have items donated in the morning – will send out notice for donation
      * Mr. Sala will have a room dedicated for winners to store their cakes during the Spring Fair
    - Do we need a Spring Fair zoom meeting?
      * No zoom meeting needed at this time
    - Welcome to Kindergarten will take place May 28th so Mr. Sala will promote at the event
* New Business
  + PAC Meeting Child-Minding amount
    - Historically we pay $8/volunteer since 2016/2017 school year. Minimum wage at the time was $10.85/hr
    - Perhaps we should consider $15/volunteer with minimum wage currently at $17.40.
    - Hopefully this will encourage more volunteers
    - Lori motioned to increase amount to $15/volunteer effective next PAC meeting. Kevin seconded the motion
* Open floor
  + No Items

**Meeting Adjourned** – 8:23pm

**Next Meeting Date**: Monday, June 17, 2024 - AGM