**DANIEL WOOWARD ELEMENTARY**

**PARENT ADVISORY COUNCIL AGM**

Date: Monday June 17, 2024

Time: 6:34pm

Location: Daniel Woodward Library

**ATTENDEES:**

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

**AGENDA ITEMS**

1. Call meeting to order
2. Principal’s Report

**Administrator’s Report**

**Woodward Elementary School PAC Meeting - Monday, June 17, 2024**

**Welcome to Kindergarten – May 28th**

* We had very positive feedback. Excited about our new group of Ks coming in.

**Kindergarten Gradual Entry –** September, first two weeks

* K parents to receive information next week

**Summary of Learning**

* Published on MyEd on **June 26th**
* Any parent feedback regarding accessing reports on MyEd?

**Outdoor Learning Day/‘Concert in the Park’/and Parent Appreciation**

* We may repeat annually
* Increase the focus on Indigenous principles of learning in our preparations

**Graduation**

* Friday, June 21st**,** 10:30 am– all parents and family members are welcome

**Staffing 2024/25**

* Ms. Krawchuk’s temporary contract ending
* No other known changes at this time

**Farewell and Recognitions Assembly** – Wednesday, June 26th at 1 pm

* PAC Executive – invitation to please attend (Catherine too!)
* Parents and family members are welcome

**Last Day of School** – Thursday, June 27th, full day/regular dismissal

**First Week of School** – September 3 – 6, 2024

* Tuesday, 9 – 10 am
* Wednesday – Friday, full days

1. Treasurer’s Report

**WOODWARD ELEMENTARY SCHOOL PAC GENERAL ACCOUNT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Cash Balance Forward Mar 1, 2024** | | |  | | $15,560.82 |
| **Cash in** |  | |  |  |
| May 10 | Kevin Lee (Hot Lunch Sale Items Overpaid) | | $11.13 |  |
| May 16 | Kevin & Cindy Lee (Spring Fair food sponsors) | | $200.00 |  |
| May 23 | Sports Day Pizza Hut & Bubble Tea Hot Lunch preorders | | $1,810.00 |  |
| May 31 | Interest | | $0.00 |  |
| **Total Cash In** | | |  | $2,021.13 |
| **Cash Out** |  |  | |  |
| May 1 | | 1446 Gina Mahil (Raffle tickets printing) | | $117.58 |  |
| May 13 | | 1447 Ashley Cupiol (Div 4 Classroom Teacher Expense Subsidy) | | $125.00 |  |
| May 13 | | 1448 Jake Loewen (Div 1 Classroom Teacher Expense Subsidy) | | $125.00 |  |
| May 16 | | 1449 Hei Man Chan (Foodsafe Level 1) | | $88.00 |  |
| May 22 | | 1450 Bonnie Leung (Div 3 Classroom Teacher Expense Subsidy) | | $125.00 |  |
| May 22 | | 1451 Lori Takenaka (Candy for Spring Fair prizes) | | $67.62 |  |
| May 23 | | 1452 Cindy Kwan (Spring Fair freezies) | | $67.16 |  |
| May 29 | | Cash float for Spring Fair (Re: May 31) | | $700.00 |  |
| May 31 | | 1453 Macrenz Food Ltd (Booster Juice for Spring Fair) | | $236.25 |  |
| May 31 | | 1454 Theepan & Tharsan Ventures Inc. (Pizza for Spring Fair) | | $341.25 |  |
| May 31 | | 1455 Hei Man Chan (Spring Fair Concession items) | | $138.01 |  |
|  |  |  | |  |
| **Total Cash Out** |  |  | | -$2,130.87 |
|  |  |  | |  |
| **Balance as of May 31, 2024** | |  | | **$15,451.08** |

**WOODWARD ELEMENTARY SCHOOL PAC GENERAL ACCOUNT**

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| --- | --- | --- | --- |
| **Cash Balance Forward June 1, 2024** | |  | $15,451.08 |
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| **Cash In** |  |  |  |
| Jun 1 | Cash float for Spring Fair (Re: May 31) | $700.00 |  |
| Jun 1 | Spring Fair Concession Sales (May 31) | $933.75 |  |
| Jun 1 | Spring Fair Game Card Sales (May 26) | $1,045.00 |  |
| Jun 7 | Sports Day Hot Lunch day of sales (Jun 7) | $265.25 |  |
|  | Spring Fair Game Rentals to Mountain View Montessori School | $150.00 |  |
| Jun 30 | Interest | $0.00 |  |
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| **Total Cash In** |  |  | $3,094.00 |
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| **Cash Out** |  |  |  |
| Jun 2 | 1456 Gina Mahil (Spring Fair game & incentive prizes, games, samosas) | $1,121.60 |  |
| Jun 7 | 1457 LCL Enterprises Ltd. (Bubble Waffle - Sports Day) | $682.50 |  |
| Jun 7 | 1458 Pizza Hut (Sports Day) | $871.38 |  |
| Jun 7 | 1459 Ted Lim (Div 5 Classroom Teacher Expense Subsidy) | $125.00 |  |
| Jun 7 | 1460 Olena Simonenko (Div 7 Classroom Teacher Expense Subsidy) | $122.48 |  |
| Jun 10 | 1461 Mika Sato (Library Expense Subsidy) | $102.95 |  |
| Jun 10 | 1462 Haruka Higo (Div 6 Classroom Teacher Expense Subsidy) | $125.00 |  |
| Jun 13 | 1463 Mark Yodogawa (Div 2 Classroom Teacher Expense Subsidy) | $125.00 |  |
| Jun 14 | 1464 Spring Fair Ice cream & pizza parties (Gina Mahil) | $236.05 |  |
|  | Apr & Jun PAC Meeting Child-Minding (Lori Takenaka) | $46.00 |  |
|  |  |  |  |
| **Total Cash Out** |  |  | -$3,557.96 |
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| **Balance as of Jun 30, 2024** | |  | **$14,987.12** |

**WOODWARD ELEMENTARY SCHOOL PAC GAMING ACCOUNT**

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| **Cash Balance Forward Jun 1, 2024** | |  | $8,520.66. |
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| **Cash In** |  |  |  |
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| May 10 | Spring Fair Raffle Ticket Sales (Re: May 31) | $1,297.35 |  |
| May 16 | Spring Fair Raffle Ticket Sales (Re: May 31) | $1,403.00 |  |
| May 17 | Spring Fair Raffle Ticket Sales (Re: May 31) | $1,126.00 |  |
| May 23 | Spring Fair Raffle Ticket Sales (Re: May 31) | $645.00 |  |
| May 24 | Spring Fair Raffle Ticket Sales (Re: May 31) | $1,349.00 |  |
| May 30 | Spring Fair Raffle Ticket Sales (Re: May 31) | $2,938.65 |  |
| May 31 | Interest | $0.00 |  |
|  |  |  |  |
| **Total Cash In** |  |  | $8,759.15 |
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| **Cash Out** |  |  |  |
|  | 411 VOID |  |  |
| May 8 | 412 Thirdwave Bus Services (Div 4 & 7 Field trip to Gateway Theatre) | $411.60 |  |
| May 10 | 413 Thirdwave Bus Services (Div 5 Field trip to Granville Island) | $462.00 |  |
| May 13 | 414 School District #38 (Div 4 & 7 Field trip to Gateway Theatre) | $259.00 |  |
| May 21 | 415 Centaur Awards Inc. (Sports Day ribbons) | $14.79 |  |
|  |  |  |  |
| **Total Cash Out** |  |  | -$1,147.39 |
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| **Balance as of May 31, 2024** | |  | **$16,132.42** |

**WOODWARD ELEMENTARY SCHOOL PAC GAMING ACCOUNT**

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| **Cash Balance Forward Jun 1, 2024** | |  | $16,132.42 |
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| **Cash In** |  |  |  |
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| Jun 1 | Spring Fair Raffle Ticket Sales (Re: May 31) | $190.00 |  |
| Jun 30 | Interest | $0.00 |  |
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| **Total Cash In** |  |  | $190.00 |
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| **Cash Out** |  |  |  |
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| Jun 5 | 416 Woodward Elementary (Div 6 Field trip bus to London Farm) | $410.00 |  |
| Jun 14 | 417 City of Richmond (Div 6 Field trip to London Farm) | $100.00 |  |
| Jun 17 | 418 The City of Richmond Britannia Shipyards (Div. 3 field trip) | $160.00 |  |
|  | Grade 7 Grad Subsidy/Decor | $850.00 |  |
|  |  |  |  |
| **Total Cash Out** |  |  | -$1,520.00 |
|  |  |  |  |
| **Balance as of Jun 30, 2024** | |  | **$14,802.42** |

1. Old Business:
   1. Spring Fair Recap

-Spring Fair fundraiser success:

* Raffle Ticket Sales = $8,949.15
* Raffle Ticket Profit = $7,902.92
* Spring Fair Profit =$8,777.38

-Consider increasing game card prices or adding outdoor component for future spring fairs

- Consider adding new games

1. Voting of New Executives for 2024/2025

* Chair – Gina Mahil
* Co-Chair – Kevin Lee
* Secretary - Vacant
* Treasurer – Cindy Kwan

1. Open floor (misc. items)

-Important to remind the school about the role of the PAC and the various initiatives that they help support (e.g. School fundraising and field trips). Send an email to parents outlining the new PAC executive roles and notifying the vacant secretary position.

1. Meeting Adjourned 7:47pm