**DANIEL WOOWARD ELEMENTARY**

**PARENT ADVISORY COUNCIL MEETING**

Date: Monday, January 20, 2025

Time: 6:30pm

Location: Teams Link  
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**ATTENDEES:**

Mr. Sala (Principal), Kevin L (Co-Chair), Cindy K (Treasurer), Lori T (Secretary), Cindy H, Victor J, Chris M,

Regrets: Gina M (Chair)

**AGENDA ITEMS:**

* Meeting called to order at 6:33pm
* Principal’s Report
  + Winter Concert
    - Thank you for your support!
  + Communicating Student Learning
    - First Learning Update published Thursday, December 19
    - Parent-Teacher Conferences – 3rd Learning Update
      * Early Dismissal dates: Wednesday, February 19 and Thursday, February 20 @ 1:45 pm
    - 2nd Term Reports/Learning Update published on Friday, April 25
  + Pro D Days (Term 2) – Monday, January 27 and Friday, February 14
  + Family Literacy Day and Week
    - Monday, January 27 is Family Literacy Day
    - January 27 – 31 is Family Literacy Week – Invitation for families to come read with their children in the Library from Tuesday to Friday from 8:20 – 8:40 next week
      * Enter through back door (Div. 1 and 2 entry/exit)
  + Basketball
    - Basketball Season, schedule will be sent out
    - Athletics inclusion – ‘Open’ team practice and game(s)
      * Boys team, girls team and open team (boys and girls mixed) from grades 5 – 7.
    - McNair Tournament Monday, March 10 and Tuesday, March 11
      * Please note time: 9 am to 4 pm (it will be during school day, which is set by McNair)
  + Personal Device policy
    - Personal Device policy applies to School-sponsored events that take place afterschool (e.g. basketball, etc.)
      * This means that personal devices are not to be used inside the school. Kids can use their personal devices outside of the school. Students are allowed to use the school phone if needed.
  + School Story Update – Growth Mindset
    - See school website, which was also sent in the latest WAAG: <https://woodward.sd38.bc.ca/our-school-story>
    - Specific focus on improving literacy skills schoolwide.
  + Performances
    - Dancers of Damelahamid
      * Kidd and Woodward Elementary schools have decided to partner with each other so that both schools can provide students with more opportunities to experience fine arts performances
    - Otusan – Friday, February 21 (Divs. 4 – 7) @ Gateway Theatre
    - iLumiDance – Wednesday, March 5 @ 1:15pm – with Kidd Elementary joining us
  + SFAF – Supports for families (food security, grocery cards, etc.)
    - Andrei asked if we have done food bank collection at Woodward before?
      * Woodward may have done it in the past, but definitely not in recent years. PAC is in support of a collection in the future and hopefully it can be done on an annual basis
* Treasurer’s Report
  + Update on finances
    - Dec 2024 financials distributed and reviewed
* Old Business
  + Art Card fundraiser revenue - $426.37
    - All classes participated: Ms. Cupiol (1 order), Mx. Draskic (8), Ms. Leung (7), Mr. Lim (9), Mr. Nakashima (8), Ms. Simonenko (8), Mr. Yodogawa (10)
    - Art Card fundraiser was well received and can be done anytime of the year (e.g. thank you cards).
  + December 20 Holiday breakfast review
    - Well received and was so fun with Santa making an appearance with Mrs. Claus
  + Andrei suggested we explore ways to involve parents/families for future events
* New Business
  + 2025 Richmond Community Celebration Grant Program
    - This program is designed to provide funding (up to $2,000) to host free public events that connect and build community in Richmond
    - Applications are being accepted now until Sunday, February 9
    - Funds must be used between June and December 2025
    - Refund cheque to be written to the City of Richmond should there be more than $50 of grand funding leftover
    - PAC agreed for Kevin to proceed with completing the application.
  + Grade 7 Graduation
    - Date will be on Friday, June 20
    - Details to be confirmed closer to date, but tentatively:
      * Most likely will follow a similar structure like last year (start assembly around 10:30am)
      * Andrei will meet with teachers to discuss plans on that day
      * Andrei will meet with Grade 7 parents
    - Lori asked if the Woodward gym could be used outside of school hours (e.g. evening)
      * Andrei suspects it shouldn’t be a problem, but will look into and let Lori and Gina know.
    - Grade 7 Grad Committee will need to be formed.
  + Hot Lunch dates
    - Chinese New Year hot lunch – Friday, January 31
    - Another tentative date for hot lunch – Friday, March 14
    - Just a reminder that cheques are not accepted. Cash only for hot lunch
  + Spring Fair:
    - Timeline – Spring Fair 2025 Work Back Calendar:
      * May 30: Spring Fair
      * May 29: Set up prize room library & games in gym
      * May 13 week: Set up office display case
      * May 6 – May 27: Sell raffle tickets
      * April 22 – May 3: Print and staple raffle tickets
        + Gaming license number must be printed on the raffle tickets
      * April 15 – May 17: Collect sustainable prizes for game room
      * April 10: Apply for gaming license
      * April 8: Deadline for raffle prizes
        + A list of all prizes must be submitted when applying for gaming license
      * April 1: Deadline for raffle prize basket items
      * March 10 week: Flyer for raffle basket items and collecting of sustainable prizes for game room to be sent out prior to Spring break.
      * January 30 – April 8: Raffle prize acquisition
    - Committees
      * List of Spring Fair Committees and responsibilities was sent out today by Andrei. We are looking for volunteers to take the lead on each committee:
        + Raffle Donation Committee
        + Sustainable Prizes Committee
        + Concession Committee
        + Volunteer Committee
      * Anyone interested and/or have any questions, please contact the PAC at [woodwardpac@gmail.com](mailto:woodwardpac@gmail.com)
      * Kevin suggested another meeting be set up to discuss Spring Fair and committees.
    - New games
      * Kevin plans to build 5 – 7 new games
      * PAC can also consider purchasing new games
      * Further discussion to be had about the Cakewalk game
    - New ideas?
      * Should anyone have any new ideas, please contact the PAC at [woodwardpac@gmail.com](mailto:woodwardpac@gmail.com)
* Open floor
  + No new items

**Meeting Adjourned** – 7:48pm

**Next Meeting Date**: Monday, February 24, 2025 @ 6:30pm (Woodward Elementary School)