**DANIEL WOOWARD ELEMENTARY**

**PARENT ADVISORY COUNCIL MEETING**

Date: Monday, May 5, 2025

Time: 6:30pm

Location: Woodward Elementary School  
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**ATTENDEES:**

Mr. Sala (Principal), Kevin L (Co-Chair), Cindy K (Treasurer), Lori T (Secretary), Robyn M, Catherine C, Cindy H, Joanne W

Regrets: Gina M (Chair)

**AGENDA ITEMS:**

* Meeting called to order at 6:38pm
* Principal’s Report
  + School Spirit Days
    - Jersey Spirit Day – Wednesday April 30 – big success!
    - Career Day – Thursday, May 29
  + 2nd Written Learning Update
    - Published on MyEd on Tuesday, April 29th
    - Parents are encouraged to review and discuss the reports with your children and to reach out to the office if you cannot access the reports
    - Feedback from PAC attendees about accessing the reports:
      * Challenge to access due to password reset not working
      * Access on mobile devices is not easy to navigate
      * Unable to view past reports
      * Andrei will do a scan with the parents and if need be, the school might need to go back to printing the reports
  + Upcoming Events
    - Tuesday, May 6 – Music in Our Schools – Divs. 1 & 2 at Gateway Theatre
    - Monday, May 12 - Track and Field at Minoru (Grades 4 – 7) - Parents are welcome to cheer students on!
    - Tuesday, May 27 – Welcome to Kindergarten 9 – 10 am
  + School Story (FESL – Framework for Enhancing Student Learning)
    - School Website update (latest ‘Action’ post [HERE](https://woodward.sd38.bc.ca/our-school-story-developing-growth-mindset/news/2025/03/growing-emotional-literacy-and-collecting))
    - Growth Mindset Student survey –student voice leads us to next steps
      * Focus on strategies to extend past fixed mindset
    - Evidence post is pending
  + Spring Term Dates:
    - Friday, May 16 – Non-Instructional Day (no school) – Indigenous learning
    - Monday, May 19 – Victoria Day (no school)
    - Friday, May 30 – Spring Fair
    - Friday, June 6 – Sports Day
      * Early dismissal – 1:45pm
      * Ribbon order $240 – thank you, PAC!
    - Wednesday, June 11 – Outdoor Learning Day – Indigenous learning outside (am)
      * 1 pm – Concert in the Park
      * 2 pm - Parent appreciation and mingle with staff
    - Friday, June 20 – Grade 7 Graduation
      * 10:30am - Assembly
      * Parent grad committee – First meeting on Tuesday, May 13 @ 3pm with Mr. Sala
    - Thursday, June 26 – Last day of school
    - Friday, June 27 – Non-Instructional Day (no school)
* Treasurer’s Report
  + April 2025 financials distributed and reviewed
  + Kevin – He observed other schools typically have higher funds (probably due to a lot more kids), but also a lot more in and out of funds. Currently our main source of fundraising is through the Spring Fair, which happens once a year. We should focus on other fundraising opportunities throughout the year. Consider this for next school year.
* Old Business
  + Richmond Community Celebration Grant Approved
    - $800 June – December 2025 must be used. Use in the next school year.
  + School wide program ($2000 subsidy)
    - Use amount towards iLumiDance – write cheque to Woodward
    - Andrei to confirm how much money it cost
  + Hot lunch & concession review
    - Sushi Lover – very good. Delivery on time. Organized well. But not as popular as Pizza Hut
    - Pizza Hut delivery last time – had an issue. Mix up. Delivery guy wanted to take pizza away. He came 45mins earlier and Catherine wasn’t there yet. Different pizza hut branch b/c our original branch their kitchen wasn’t working.
    - Look at Boston Pizza
    - Andrei feedback from staff – staff thought it was great for amount of food
    - Concession was huge – major hit. Teachers were happy no frozen items. Or do it seasonal (sports day and spring fair). Consider limiting amount purchased (e.g. $5 max then reline up) so that we can ensure enough inventory for all divisions. Look at how best to make lineups go faster and shorter. Maybe use the 2nd concession window or have a separate table to sell things
  + Grad Committee
    - Grade 7 Graduation Gowns – We currently have 18 at the school and we have 21 graduates. Can the PAC help fund the purchase of additional gowns?
      * It was suggested that we should have a total of 25 gowns in case next year we have additional graduates, so purchase 7 new gowns
      * It was mentioned some existing gowns are not working properly, so it’s best that they get replaced
      * Approximate cost for new gowns: $25.99/gown + 12% tax + $35 shipping costs
      * MOTION: Lori – Lori to review existing gowns and determine how many gowns need to be replaced. Lori will let PAC executives know how many gowns are needed (e.g. 7 new gowns + # of gowns to be replaced) and will order them.
      * SECOND: Kevin
      * APPROVED: No objections
    - Grade 7 Grad Dinner Subsidy – PAC had approved subsidy for 19 students (19 students x $40/student = $760) at the start of the school year. We currently have 21 graduates. Can the PAC increase the subsidy to 21 graduates?
      * MOTION: Lori – Increase subsidy from 19 students to 21 students, so from $760 to $840
      * SECOND: Kevin
      * APPROVED: No objections
    - Teachers have started to scan what theme and grad celebration activities the Grade 7’s would like
      * Lori will reach out to Grade 7 teachers to inquire what theme and activities have been suggested.
      * Andrei will be meeting on May 13th @ 3pm with grad parent committee
  + Spring Fair
    - Sustainable prizes – Robyn and Arlene are leading this
      * We usually budget $300-$400 to buy items to supplement (e.g. blow ups, bracelets, squishy’s, slime, bouncing balls, gum, candy)
      * Robyn will set up front display case next Wednesday, May 14
      * Robyn will review the collected prizes and if we don’t have enough by May 16th, Robyn to reach out to PAC to discuss the purchase of additional items
    - Raffle Tickets
      * Gina printed and stapled and tickets were handed out last week
      * Gina showed Kevin and Cindy on how this is administered.
    - Volunteers
      * Gina emailed McNair (Chris and Kevin were cc’d).
      * Currently we have 12 volunteers, but we usually will get more closer to the date
      * Can reach out to parents if we find we don’t have enough
    - Game cards
      * Game cards are under the stage in a plastic box. Kevin will take inventory to see if we need to print more.
    - Games
      * Cake walk replacement game needs to be chosen
        + Andrei shared a list of alternate games ideas
        + PAC agreed to go with Bake Sale Bingo as the replacement game

Andrei will confirm with Mr. Lim to see if he is willing to lead this game station

Andrei will speak with Ms. Keung to create game cards and to make it Woodward themed

* + - * Kevin is planning on creating 2 new games and will send photos to PAC Executives this week
      * Prize wheel prizes – in the past we have given Freezies as prizes or game room tickets
        + Need to determine what is the prize (e.g. small Freezies) and quantity needed
      * Signs needed to be made for all new games:
        + Bake Sale Bingo
        + Kevin’s 2 new games
    - Concession – Catherine is leading this
      * Gina provided Catherine with Yummy Pizza contact
      * Reviewed concession items from last year to determine what we want to bring back. Anything new?
        + Pizza – Approximately 3 whole pizzas left over last year and ran out of cheese pizza. Aim to have more cheese pizzas this year
        + Samosas – Not as popular last year. Will not bring back this year
        + Booster juice – Left overs last year. Will not bring back this year
        + Bottled water – Left overs last year, but they will last so it’s okay to have extra
        + Freezies – 4 Costco boxes (70 each) – Sold out
        + Popcorn – Andrei to see if there are any popcorn allergies in the school.

Popcorn machine – Maybe invest in buying one, which can be used for other activities (e.g. Movie day)

Popcorn bags needed if we offer popcorn

* + - Class baskets
      * Gina assembled the baskets. Photos sent to the teachers and Andrei
* Open floor
  + AGM – Voting of new PAC Executives:
    - Kevin to send out PAC Executives roles and responsibilities prior to the AGM meeting

**Meeting Adjourned** – 8:13pm

**Next Meeting Date**: Monday, June 16, 2025 – AGM (in person meeting)