**DANIEL WOOWARD ELEMENTARY**

**PARENT ADVISORY COUNCIL MEETING – AGM**

Date: Monday, June 16, 2025

Time: 6:30pm

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

**ATTENDEES:**

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

**AGENDA ITEMS:**

* Meeting called to order at 6:37pm
* Principal’s Report
  + Spring Fair – It was another successful event. Thank you to all who helped out for the event. Special thanks to Gina for her leadership and mentorship for this event over the years.
  + Kindergarten
    - Welcome To Kindergarten took place on May 27th. We look forward to meeting our new young friends in September!
    - Kindergarten Gradual Entry – September, first two weeks, Kindergarten parents to receive information next week
  + June is Indigenous Heritage Month. Saturday, June 21st is Indigenous People’s Day
    - Outdoor Learning Day/Concert in the Park/Parent-Caregiver Appreciation was great. This was our 2nd annual event. Purpose is to put the focus on learning about Indigenous ways of being as a whole school – setting us up for further learning in classes throughout the month
    - Thank you, family members, for coming to our afternoon events!
  + Graduation - Friday, June 20th @ 10:30 am
    - All parents and family members are welcome!
  + Staffing 2025/26
    - Gr. 6/7 position filled
    - Mr. Bains returning as continuing in Prep Relief/ELL/LRT position
    - Gr. 5/6 position still unfilled
  + Dates to Note:
    - Wednesday, June 25th @ 1 pm - Farewell and Recognitions Assembly
      * PAC Executive – invitation to please attend
      * Parents and family members are welcome!
    - Thursday, June 26th - Last Day of School (full day/regular dismissal)
      * Reports will be published on Wednesday, June 25th
      * School will still be open the following week (except for Canada Day, Tuesday, July 1st) in case families need to reach out for assistance
    - September 2 – 5, 2025 - First Week of School
      * Tuesday, 9 – 10 am (Gr. 1 – 7), Wed – Fri (full day)
      * Kindergarten’s Gradual Entry schedule to be sent to families
  + School Story (FESL – Framework for Enhancing Student Learning)
    - School Website update (latest ‘Action’ post [here](https://woodward.sd38.bc.ca/school-learning-story/news/2025/06/outdoor-learning-day-2025)) – about outdoor learning day
    - Evidence of learning post pending
  + Cargo Container and Rainbow/Progressive Crosswalk Share
    - Project completed, anti-graffiti coating to be applied
* Treasurer’s Report
  + May and June 2025 financials distributed and reviewed
  + 2025 Spring Fair Financial Summary distributed and reviewed
    - We raised the highest revenue for any Spring Fair that Woodward has done!
* Old Business
  + Spring Fair Recap
    - Very successful and well attended event. Thank you to all who helped out.
    - Prize room:
      * Busy with lots of helpers the evening before to help set up, but on day of there wasn’t enough volunteers in prize room. Consider having shifts (e.g. time slots) so volunteers can still enjoy the event
      * Leftover prizes were either donated or stored back in the school closet
    - Concession:
      * Lots of pizza leftover. Consider more snacks and less pizza
      * Freezer stopped working, possibly due to plugging in popcorn machine the evening before. Freezer now has frost built up, so will need to be emptied and unplugged to defrost completely
      * Popcorn machine was a hit and was sold out at the end. Consider purchasing a popcorn machine next year as it can be used for multiple events.
      * Future consideration – cotton candy as that worked well for a previous Spring Fair
    - Games:
      * New Bake Sale Bingo game worked well
      * Will need to order more game cards next year

* New Business:
  + Richmond Community Celebration Grant – How to use the funds?
    - $805 received and must be used by December 2025
    - Consider using during Meet the Staff event on Thursday, September 18th
  + McNair Scholarship Process:
    - 2024/2025 recipient announced. Will wait for them to show proof of post-secondary enrollment, then write cheque for $500
  + RDPA Year End Dinner Insights:
    - Kevin and Cindy attended and enjoyed the event. Food was great and opportunity for networking was invaluable. Connected with other elementary and high school PAC executives.
    - One notable difference for fundraisers is that most PACs earn money from hot lunches and don’t do big fundraising events (e.g. Spring Fair); whereas at Woodward, Spring Fair is our primary fundraising event
    - Cindy is now connected to a RDPA Whatsapp group for information/resource sharing
    - School trustees are available to help provide guidance (e.g. legal issues, conflict with school staff)
* Voting of New Executives for 2025/2026
  + Chair: Kevin L
    - MOTION: Gina – Kevin L to be Chair for 2025/2026 school term
    - SECOND: Catherine
    - APPROVED: No objections
  + Secretary – Vacant
    - Will need to vote in September 2025
  + Treasurer – Cindy K
    - MOTION: Gina – Cindy K to be Treasurer for 2025/2026 school term
    - SECOND: Cindy H
    - APPROVED: No objections
* Open floor (misc. items)
  + Cindy K – Teachers, students and parents used to use e-portfolios to see all the great work students have been doing. Are they still doing that?
    - Andrei: Since MyEdBC portal launched, use of e-portfolios has more or less stopped

**Meeting Adjourned** – 7:54pm

**Next Meeting Date**: Monday, September 29, 2025 (in person meeting)