

Minutes of Westwind Elementary School PAC

Held in Westwind Elementary School Library, November 21, 2017

1. Welcome

Kelly Booth, Chair, welcomed those present. Meeting called to order at 6:00pm.
Quorum present.

PAC 101 Conversation

- Westwind's Constitution is posted on Westwind website
- if you are motioning or seconding please keep hand up so Jen Wittenberg can get the name to put in minutes.
- Games Day has now been given \$500 to put towards purchasing new games and then in the Spring, they will be given another \$500 for the outdoor games.
- Try to have a committees do a write up and have it printed out at the meetings rather than talk in order to keep the meetings shorter.

2. Approval of minutes of meeting October 7, 2017.

Moved by Kelly Booth that the minutes of the October 7, 2017 meeting be approved. **CARRIED** (Aranda)

3. Reports

3.1 Treasurer's Report - see attached submitted by Hanif Hamir. **Moved** by Kelly Booth that the Month End report be approved as circulated. **CARRIED** (Lara and Chris)

3.2 Principal's Report

- Thank you for the supply cart. They have been filled and are ready for the teacher's to use.
- With leftover money from the Scholastic sales the K's received a new carpet and earphones were purchased for the learning centre.
- Wondering if a BGLTQ - get real - 1 hour work shop - interactive Feb 5-9th - is this something that parents would be interested in for children.
- There seems to be a consensus that a new photography company should be used for next year and that it should be in mid October. Mrs. Latu will check with other Admin to find another recommendation
- FSA's completed and it has been noted that as a school there can be more work done on writing. This focus will be taken back to the staff to discuss.
- December 15th will be the Winter Concert. There will be lessons all week and the performance will be that evening. Mrs. Latu is looking into whether it is possible to have a mini dress rehearsal in the afternoon so that other parents/kids can participate if they are unable to attend the evening performance.
- Holiday raffle will be happening again. Hannah is going to be taking it on. They will be using tickets this year instead of pieces of paper.

3.3 Fundraising Committee

- Winter Wonderland Bundle was extended to November 22, 2017. Delivery of the Poinsettias/Wreaths & Pasta will be December 7, 2017.
- Winter Wonderland Breakfast - 60 tickets have been sold so far, the grade 1 and 2's are making centre pieces. Volunteers are still needed for the day of to help. They have reached out to McMath for some student help.
- Lend a Hand - December 2nd they will be packing the backpacks with all the donated items.
- Garden Club - pumpkin smash was a big success. They are going to be working on a courtyard cleanup. They are still looking for more information on a fence and water source for the garden. Ms. Latu will put the request into the school board again as it seems to have been overlooked.

3.4 RDPA Committee

- The Richmond School District does not have any policy or plans to supply elementary schools with defibrillators but they do have them in the high schools.
- Traffic & Safety coordinator is meeting with the City and District so if Westwind has any specific requests we need to get that in ASAP (example: signs indicating school zone speed limit be moved further down the street and thus increasing school zone area).
- RDPA is supporting a collaboration between ICBC and Richmond School District in their efforts to bring back "Traffic Safety Week" (usually in March but more specific information will be given in the New Year)

4. New Business

4.1 Electronic Sign at front of school

- Kelly Booth is proposing that the PAC purchase an LED sign - very simple and plain, encased in a frame with school logo - changed wirelessly. Purchased for the purpose of announcements, emergencies etc.
- Mrs. Latu and Kelly met with head electrician for the school board to find out costs. To buy the sign separately is between \$2,000-\$3,000 US. We are looking at one in the \$2,000 range. The estimate is to be around \$8,000 CDN. The cost would be for the sign and the materials. Labour to install the sign and build it would be free from the school board. The sign would be built during the year and installed in the summer and revealed at the start of next year.
- Kelly would like to earmark \$8,000 to put toward the sign.
- THOUGHTS/COMMENTS REGARDING THE SIGN
 - 1 parent would prefer to put the money toward the kids rather than toward a sign.
 - "Is there a need for this? Aren't we reaching enough people through Facebook, emails etc."
 - "How is this a benefit?" "Wouldn't it create more congestion at the drop off area?"
 - "Is there a concern about vandalism?"

- It has been decided to table this discussion until the next meeting and start a discussion in the Facebook group regarding whether this is a need for more communication.

4.2 **Purchase of iPads for Teacher's use within the classroom**

- Admin had previously requested money to purchase 20 iPads for use within the classrooms to facilitate the ministry's redesigned curriculum. These will be used within the classroom by the teachers to record student work and then can be reported back to the parents. There is a hope for more interaction with students and parents.
- The iPads would come directly from Apple and go to the tech department at the School Board to be set up and then to the school.
- Question brought forth - "when we (PAC) buy things for the school/classroom, what happens when/if the teacher leaves? Do the items stay in the classroom?"
 - Mrs. Latu confirms that yes, the items stay at the school and this has been discussed during staff meetings.
- Treasurer (Hanif) feels comfortable approving half the budget.
 - Hanif asks for a motion to approve \$5,000 for the Administrative iPad request. Melissa Woolford seconds the motion. All in Favour with No Objections. Motion is carried/approved.

5 **Other Business**

- Digital Citizenship - refresher is probably a good idea. Maybe this can be mentioned to Deepani.
- Laura Grant is gathering more information about possibly bringing I Girl/I Guy to Westwind.
- Most Likely to Succeed - Mrs. Latu/Mrs. Widdess is looking into possibly buying the rights to do a screening at the school.

6 **Date and Time of Next Meeting**

The next meeting will be held on January 16, 2018 at 9am in the Multipurpose room

7 **Meeting adjourned at 7:14pm**

Any general questions/concerns can be directed to westwindpacchair@live.com

**Westwind Parent Advisory Council
Bank Reconciliation
OCTOBER 31, 2017**

SURPLUS/DEFICIT **33,899.66**

Balance per Bank Statement OCTOBER 31, 2017

Chequing Account	\$	30,745.23
Chequing Account (Gaming)		4,170.49
Westwind - paypal deposits only		0.00

Total		34,915.72
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Less: Outstanding Cheques

#2240		1071.15
#2242		264.80

1,335.95

Add: Outstanding Deposits

	26-Oct	319.00
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319.00

Adjusted Bank Balance - OCTOBER 31, 2017

33,898.77

Difference

0.89

**Westwind Parent Advisory Council
Revenue and Expense Statement
BUDGET 2017/2018**

OPERATIONS FUNDING			
	2017/2018	2017/2018	2017/2018
	Actual	Budget	Variance
REVENUE			
BC Gaming Grant	8,100	8,500	(400)
Book Fair	1,307	0	1,307
Food Days/Sports Day	1,630	1,000	630
Parents Dance	0	5,000	(5,000)
Other Fundraisers	8,260	2,000	6,260
Donations	0	3,000	(3,000)
GR7 Fundraiser	-1,802	11,000	(12,802)
Opening Bank Balance	17,245	17,245	0
TOTAL REVENUE	34,740	47,745	-13,005
EXPENSES			
<u>CLASSROOM ALLOCATION</u>			
Class Contingency	96	1,870	(1,774)
Literacy Support	225	1,870	(1,645)
Field Trips	0	4,692	(4,692)
Resource Teachers' contingency	63	300	(237)
SUBTOTAL	383	8,732	(8349)
<u>SCHOOL PROGRAMS</u>			
Special events	0	4,000	(4,000)
Music program	0	700	(700)
Grade 7 Outdoor Education	0	11,500	(11,500)
PE and recess sports equipment	0	500	(500)
Subtotal	0	16,700	-16,700
<u>Student programs</u>			
Environmental Initiative Fund	79	1,500	(1,421)
Drug Abuse Resistance Education	0	500	(500)
Lend A Hand Club	0	500	(500)
Leadership	0	1,000	(1,000)
Subtotal	79	3,500	(3,421)
<u>Other</u>			
BCCPAC Membership & Conferences	0	350	(350)
Parent Education	0	1,000	(1,000)
Scholarship Fund (McMath & London)	0	400	(400)
PAC Discretionary Funds	0	1,000	(1,000)
PAC General Expenses	378	900	(522)
Subtotal	378	3,650	(3,272)
TOTAL EXPENSES	840	32,582	-31,742
NET OPERATING PROFIT/(DEFICIT)	33,899.66	15,163	18,737

Bank Balance for Monthend \$ 34,915.72