

Westwind PAC Meeting Minutes

November 28, 2023 @ 6:30pm via Teams

Meeting called to order: 6:34pm

Welcome!

1. Approval of the Minutes from last PAC Meeting (October 2023): motion to approve moved Gina, seconded Rachel, PASSED.
2. Chair's Report
 - **Community successes:** Pub night, Remembrance Day assembly, Winter Bundle ordering – thank you!
 - **Fundraising Letter** went out last week. Donations over \$25 are eligible for a tax receipt!
 - **Pizza days & munch-a-lunch need volunteers!** There hasn't been enough support, so please come and help if you are able (or tell your friends).
 - **Budget context:**
 - PAC Exec is proposing that we allocate \$2K to support the dance instruction for the holiday concert. In years past, this has come out of the special events budget. We want to put this forward to a vote since this particular expense wasn't outlined in the budget proposed at the AGM.
 - Munch-a-lunch hot lunch revenue goes toward general PAC fundraising.
 - Pizza Days raise money specifically for Grade 6/7 Outdoor Education (which happens every 2 years) and for Grade 7 farewell activities at the end of the year. Historically, this has been a net zero fundraising category – all money in was spent every year. Now that outdoor education happens every 2 years, this will change in the budget so that we are raising \$4000 this year for outdoor education, then the remainder of this year's fundraising will go towards Grade 7 farewell activities. Next year, we will aim to raise another \$4000 towards outdoor education, then raise funds for the next group of Grade 7's.
3. Treasurer's Report
 - Presentation of October financial report.
 - Presentation of revised budget based on admin updates/requests. *Susan gave a heads up that new requests will be coming in to support the Library LES Pilot Grant Renovation.*
 - **Motion** to allocate \$2000 from Special Events towards the 2023 holiday concert hip hop lessons - moved Jamie, seconded Lorri, PASSED
 - **Motion** to accept the revised budget based on changes & requests from WW administration – moved Jamie, seconded Gina, PASSED

4. Club & Committee Updates

Fundraising Committee (Joe, Shizuka)

- **Pub Night** was held at The Buck and Ear in October – good turnout!
- [Sandra Steier Photography](#) offered in-studio family photo sessions in November. Thanks Sandra!
- **Winter Bundle** ran from November 3 – November 20th. Pick-up for Purdy's chocolates and plants will take place Friday, December 8th from 2:45pm to 4pm at the school. Thanks for organizing Kristy!
- **Movie night** coming up on Thursday, Nov. 30! Doors @ 6:30pm, movie @ 7pm, \$5 at the door & snacks for sale. Proceeds will go towards covering half of the license costs (\$660, shared by the school), then to general PAC fundraising.
- **Holiday raffle donations** can be dropped off now at the office up until December 18th. Raffle tickets will be on sale via Munch-a-lunch for \$1 per ticket from December 1-17, then draws will begin on the 18th!

Munch-a-lunch (Jessica)

- The program needs **volunteers** every other Friday at 11am in the room formerly known as the computer lab, across from the library. Please join!
- Jessica can be contacted via email at jesswchan22@gmail.com.
- Some parents have entered the wrong divisions for their kids in Munch-a-lunch, so please make sure you **enter information correctly**.
- If your child is away, you can email Jessica to arrange meal pick-up, or you can pick up at lunch or the next day. **Please note that lunches will not be kept over a weekend.**

Parent Dance (Rupi & Kharmen)

No updates.

Pizza Days (Jessica)

- This program needs **volunteers** every other Thursday at 11am in the room formerly known as the computer lab, across from the library. Please join!
- Jessica can be contacted via email at jesswchan22@gmail.com.

Grade 7 Farewell Committee

No updates.

Playground Committee (Lisa, Jamie, Rochelle)

- Prep is happening now & installation is scheduled to begin the week of Dec.18th.

Parent Education Committee – still looking for volunteers

Lend a Hand Committee – still looking for volunteers

Yearbook Committee – still looking for volunteers

If you're eager to volunteer, check the Westwind PAC facebook page or email drew.savage@shaw.ca and he will put you in touch with the right people!

5. Other Business N/A

6. Administrative Report

- **Four new EAs** have been hired so we are now fully staffed for the first time this year!
- Div. 11 has had a very unusual start to the year... but now there is a **finalized job-share** partner for Thursdays/Fridays.
- An additional **Learning Enhancement Teacher** has been allocated 3 days a week.
- **Hip Hop lessons** are happening from Dec.11-14 for every division. By the end of the week, they'll be ready to present! There will be 2 afternoon performances happening **Monday, December 18 & Tuesday, December 19 at 1:30pm (doors at 1pm)**. Dates will be divided based on even/odd division numbers, but it's flexible - come when it works for you!
- FSAs for Grades 4 & 7 have concluded. This does not count towards report cards, but it does provide a snapshot for the school & the province on how the students are doing, which can inform teaching.
- Congrats to Ms. Nunn on receiving the LES Pilot Grant to fund a **renovation of the Westwind Library Learning Commons!** Work is scheduled to start over the winter break, and will hopefully wind up sometime in late January/early February. The school is hoping the PAC can contribute towards some of the costs not covered by the grant or the school (the fun stuff, like beanbag chairs!). This will be discussed in the new year!
- **Saleema Noon** sessions will be happening in April – there will be a parent session online on April 22, then the student sessions will happen April 24/25.
- **Reporting timeline change:** the second-term report will be sent out in April (not before Spring Break), then there will be a year-end summary sent out in June.

7. Adjournment

Motion to adjourn: moved Gina, seconded Shizuka. PASSED. Adjourned: 7:41 pm.

Thanks to all in attendance!

Next meeting will be Tuesday, January 16th @ 6:30 via TEAMS.