**Westcot Parent Advisory Committee Meeting**

September 25, 2019 in the Library

760 Westcot Rd

West Vancouver, BC

9:00 a.m. – 9:47 a.m.

Meeting called by Hilary Pritchett

In Attendance: Hilary Pritchett Co-Chair, Clara Cheong Co-Chair, Alma Lizarraga Treasurer, Parisa Abdollahi Secretary, Shubha Krishnan DPAC Representative

Present: Cathie Ratz, Claudia Popovici, Shubha Krishnan, Holly Alexander, Catherine Ip, Kate Kate Clayden, Deni Day, Ghazaleh Bijan, Mohammad Javad Tavvaf, Venus Yan, Anita Lee, Babak Odjaghi

1. Call meeting to order: Meeting called to order at 9:00 a.m. by Hilary Pritchett
2. WPAC Executive Introduction: Hilary, Clara (Co-chairs), Parisa (Secretary), Alma (Treasurer), Emma (fun lunch coordinator), Shubha (DPAC rep) and Deni members at large, Holly past cochair.
3. Motion to approve the agenda: Shubha motioned, seconded by Claudia.
4. Principal’s Report: (see attachment)
5. Thank you’s

* Coffee Welcome
* Kindie Welcome
* Hot Lunch
* Fall Funfest

1. Enrolment and Staffing

* Divisions for 2019 – 2020 K – 7 straight grades Smooth transitions

1. New Facilities Updates for Summer 2019

* Courtyard refresh/driveway (sill waiting on painting and a few touch ups)

Please do not use the school driveway for drop off or pick up, this is staff parking entrance only. With many students near the entrance to the school it is unsafe to use the school driveway. Thank you.

* New flooring Rm 8 (hoping to address learning commons carpet next summer)
* Feature wall – new entry furniture (will arrive shortly. Thank you WPAC)
* Egress 3 primary classrooms (new concrete pads on outside doors)
* Learning stories – on website and displayed to those coming into the school
* Menstrual Products in 2 washrooms for students (Gr 7 girl feedback on placement, as mandated by govt)
* Rm 14 cupboards/sinks/shelving (continuing with modernization and upgrades, completed in 2 weeks)
* Physical Literacy/Movement Matters circuits (undercover/basketball court) A real hit with our students. Great for self-regulation.

1. Special Events/Sports

* Me to We (Tuesday) Gr 6/7 students. Great turn our
* Terry Fox Run Sept 19th 1:30 Thank you volunteers
* Elementary Band Registration Still Open Gr 6 brass wanted
* Choir Gr 4 – 7 Fridays (lunch)
* Cross Guards starting next week
* Cross Country I week left
* Service Leadership 6/7
* Caribou Math Grades 4 – 7 first test Oct 17th
* Basketball Gr 7 practices have begun
* Earthquake Drill October 17th

1. Next Year

* Kindie Registration October 15th at 8:00 a.m.
* 2 Kindie tours Sept 26 @9:30 a.m. and 1:30 p.m.

1. Framework for Enhancing Student Learning (steps to date)

* Will meaningful, authentic engagement with ADST models and projects provide a window into the development of core competencies.
* What does this look like?
* Next steps….

1. WE Board Meeting Presentation

* Sept 17th Westcot Learning Stories Making Learning Visible

1. World Teachers Day Lunch Friday Oct 4th Thank you
2. Treasurer’s Report: (see attachment)
   1. The 2019-2020 was issued and published10 days prior to the meeting and it was presented and opened for discussion during the meeting. The budget reflects total revenues of $183,585 and total expenses of $187,423 and an expected cash balance of $47,208. There are expenses in the budget that were carried forward from prior year.
   2. **Budget 2019/2020**. Alma presented proposed budget for the school year. Holly motioned to approve the budget; Claudia seconded the motion. Motion carried unanimously.

1. Committee Reports:
   1. DPAC Report:
      1. First DPAC meeting October 2nd.
   2. Volunteer Reports: Deni reported we had a record this year
2. Fundraiser Reports: Hillary
   1. Fall Family Funfest was a success and raised $1000.00 to contribute into the Terry Fox Foundation and Cops for Cancer.
   2. Terry Fox: $500
   3. Cops for Cancer: $500
3. Upcoming Events:
   1. Friday October 4th – World Teacher Day. WPAC budget of $700 for catered sandwiches and fruit platters for 47 teachers. Food would arrive by 11 am. Parents’ signup through SignUpGenius for treats including desserts, salads and flowers, as well as for volunteers.
   2. Scholastic Book Fair. Solmaz and Parisa will arrange with Deni to set up SignUpGenius for volunteers
   3. Holiday cards by kids. Theme discussed
4. New Business:
   1. Update WPAC website page: Keri and Parisa will work on it.
5. Meeting Adjourned at 9:47 a.m.

Next WPAC meeting: November 6th 2019 9 AM.

Attachment 1. Principal’s Report

**WPAC Updates – Principal Report**

**Sept. 25th, 2019**

**Thank you**

* **Coffee Welcome**
* **Kindie Welcome**
* **Hot Lunch**
* **Fall FunFest**

**Enrolment and Staffing**

* **Divisions for 2019 – 2020 K – 7 straight grades Smooth transitions**

**New Facilities Updates for Summer 2019**

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**Next Year**

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**Framework for Enhancing Student Learning (steps to date)**

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* **What does this look like?**
* **Next steps….**

**WE Board Meeting Presentation**

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**World Teachers Day Lunch Friday Oct 4th Thank you**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **WESTCOT PARENT ADVISORY COUNCIL** | | | | | | | | | |
| **2019/2020 DRAFT BUDGET** | | | | | | | | | |
| **DRAFT BUDGET** | | | **NOTES** | | | | **LAST YEAR-2018/2019** | | |
| **2019/2020** | | | **ACTUAL** | | | | **BUDGET** | | |
| **FUND SOURCES** | | | | | | | | | |
| Programs: | | | | | | | | | |
| Fun Lunch | 170,000.00 | | | 163,146.50 | | 115,000.00 | | | As per today, our order revenue is similar to what we had last year |
| Emergency Planning | | 500.00 | | | 603.00 | | | 500.00 | |
| Events (net): | | | | | | | | | |
| Spring Plant Sale | | 400.00 | | | 435.58 | | | 500.00 | |
| Created by Kids | | 2,500.00 | | | 2,663.99 | | | 1,500.00 | |
| Westcot Fall FunFest | 1,000.00 | | | - | | 1,000.00 | | | Revenue = Expense as whatever extra we have will be donated. |
| Misc. Fundraisers | | - | | | 19,219.00 | | | 100.00 | |
| Other: | | | | | | | | | |
| BC Gaming Commission | | 9,000.00 | | | 9,408.00 | | | 7,080.00 | |
| SD 45 Board Contribution | | 180.00 | | | 184.98 | | | 180.00 | |
| Interest | | 5.00 | | | 210.61 | | | 5.00 | |
| Tax Rebates | | - | | | - | | | 500.00 | |
| Total Revenues | | **183,585.00** | | | **195,871.66** | | | **126,365.00** | |
| **EXPENDITURES** | | | | | | | | | |
| WPAC Sponsored Events/Programs: | | | | | | | | | |
| Fun Lunch | | 130,000.00 | | | 122,883.52 | | | 100,000.00 | |
| Kitchen Fund (supplies, etc.) | | 250.00 | | | 95.97 | | | 250.00 | |
| Educational Speakers - Parents | | - | | | - | | | 1,500.00 | |
| World Teacher Day | | 700.00 | | | 676.95 | | | 700.00 | |
| Staff Appreciation Luncheon | | 850.00 | | | 829.67 | | | 700.00 | |
| Opening Day Socials | | 250.00 | | | 215.03 | | | 300.00 | |
| WPAC Approved Social(s) | | 300.00 | | | - | | | 300.00 | |
| Charitable Donation | | 1,000.00 | | | - | | | 1,000.00 | |
| Garden Supplies For Courtyard | | 500.00 | | | - | | | 500.00 | |
| Staff Retirement Gifts | | 300.00 | | | - | | | 300.00 | |
| Staff Xmas Gifts | | 100.00 | | | - | | | 100.00 | |
| School Sponsored Events/Programs: | | | | | | | | | |
| Sports Day | | 600.00 | | | 588.89 | | | 600.00 | |
| Grade 7 Promotion Ceremony | | 600.00 | | | 287.59 | | | 600.00 | |
| Educational Programs - Students | | 7,000.00 | | | 6,270.75 | | | 7,000.00 | |
| Fine Arts Performances | | 3,000.00 | | | 2,506.50 | | | 3,000.00 | |
| Kay Meek Musical Production (every 3rd yr) | | 4,000.00 | | | - | | | - | |
| School Allocated Funds: | | | | | | | | | |
| Classroom Funds ($400x 16 div+Music, LA & ESL) | | 8,000.00 | | | 7,600.00 | | | 7,600.00 | |
| Principal's Discretionary Fund | | 2,300.00 | | | 2,222.50 | | | 1,900.00 | |
| Library Fund | | 1,000.00 | | | 1,000.00 | | | 1,000.00 | |
| P.E. Equipment Fund | | 500.00 | | | 500.00 | | | 500.00 | |
| WPAC Administration: | | | | | | | | | |
| Photocopying | | 250.00 | | | 126.03 | | | 250.00 | |
| WPAC Meetings | | - | | | - | | | 150.00 | |
| BCCPAC Membership | | 75.00 | | | 75.00 | | | 75.00 | |
| BCCPAC Conference | 850.00 | | | - | | 850.00 | | | I don’t think we will use this line item, what are your thoughts? |
| Banking | | 75.00 | | | 52.50 | | | 75.00 | |
| Postage | | 25.00 | | | - | | | 25.00 | |
| Stripe Fees | | 5,000.00 | | | 4,855.71 | | | 5,000.00 | |
| Miscellaneous/Supplies | | 500.00 | | | 518.38 | | | 300.00 | |
| Removed Line Items | | | - | | | | - | | |
| Special Items: | | | | | | | | | |
| School and Classroom Modernization | 16,000.00 | | | 4,665.16 | | 10,810.39 | | | This amount include the $6,000 left over from last year. |
| Emergency Planning | | 500.00 | | | 409.44 | | | 603.00 | |
| Special Projects | 2,898.72 | | | 15,994.28 | | 18,993.00 | | | This amount is what is left over from the ipads fundraising last winter. |
| Total Expenditures | | **187,423.72** | | | **172,373.87** | | | **164,981.39** | |
| **PROJECTED SURPLUS (DEFICIT)** | | **-3,838.72** | | | **23,497.79** | | | **-38,616.39** | |
| **STATEMENT OF CASH** | | | | | | | | | |
| **2019/2020** | | | | | **2018/2019** | | | | |
| **Cash Balance, Beginning of Year** | | | | | | | | | |
| Chequing | | | 37,262.96 | | | | 23,698.65 | | |
| Gaming Account | | | 4,336.17 | | | | 3,040.42 | | |