



# WEST BAY ELEMENTARY

PARENT ADVISORY COUNCIL

## West Bay PAC Meeting Minutes-9:15am, Nov 22, 2023, Zoom Virtual Meeting

Neda Esmati	Hebe Zeng	Bill Auyang
Wei Wei Liu	Isabella Liu	Lorenza Sammarelli Kletas
Alex	Carrie Liu	Denise
Francisco Cebrian	Lily	Jim Chen
Bill Sun	Nikta Razavi	

### PAC Business

### Principal's Report (Scott Slater)

#### Presentation Learning in West Bay

- **Report Cards:**
  - Report cards are referred as "learning updates" for clarity.
  - Five updates annually: two informal (e.g., parent-teacher or student-led conferences) and three written (two during the year and a summary at the end).
  - The upcoming written update will be before winter break, marking the end of term 1.
- **Grading and Performance Descriptors:**
  - Four-point scale: Emerging, Developing, Proficient, and Extending.
  - "Emerging" indicates beginning understanding, "Developing" shows partial understanding, "Proficient" is the goal with complete understanding, and "Extending" represents sophistication and depth beyond grade level.
- **Student Self-Assessment and Core Competencies:**
  - Reflects on growth in core competencies: Communication, Thinking, Personal, and Social.
  - Ties with the IB's approaches to learning.
- **Report Card Format:**
  - Includes demographic information, teacher's overall comment, student's self-assessment, and assessments in various subjects (Literacy, Numeracy, Science, Social Studies, etc.).
  - Strength-based reporting, also highlighting areas for support and growth.
  - Each subject area will have a performance indicator.
- **Suggestions for Future Growth:**
  - Provided for all students, regardless of proficiency level.
  - Detailed suggestions in literacy and numeracy, and where relevant in other subjects.
- **Transdisciplinary Approach in IB Schools:**
  - Reports on subjects like Science, Social Studies, and Arts separately, though often taught integrated in units of inquiry.
- **Parental Feedback on Reports:**
  - Encouraged to provide feedback on report clarity and usefulness.
  - Reports should not contain surprises; concerns should be communicated beforehand.

### DPAC Report (Nikta Ardakani)

- **Virtual Meeting Overview**
  - Held on November 1st
  - Focus on inclusive and respectful environment.
- **Meeting Protocols and Rules**
  - Based on Roberts' Rules of Order.
  - Sign-in requirement for record-keeping.
  - Speaking limited to two minutes per person during new business Q&A (total 10 minutes).
  - Transparency and equal opportunity in discussions emphasized.
- **Communication and Record Keeping**
  - Official Westland School District Pack email encouraged for correspondence.
  - Website to have up-to-date information, including bylaws, constitutions, meeting agendas, and minutes.
  - PAC chairs to collaborate with admin for updates.
- **Financial Management**
  - Purchasing card (PC) for hot lunch purchases to save GST.
  - School district purchases eligible for GST rebate.
  - Requirement to keep seven years of bookkeeping records, many using QuickBooks.
  - Use of platforms like Lunch at Lunch and Cash Schools Cash Online for fundraising.
- **Transportation Initiative**
  - Travel mini-grant of about \$350 available for promoting active transportation to school.
- **Fessel Framework Overview**
  - Assistant Superintendent Liz Hill discussed the new framework for 2023-2027.
  - Focus on career development, intellectual development (numeracy), and human and social development.
  - Emphasis on transitions, numeracy competency, and sense of belonging.
- **Parent Involvement**
  - Importance of parent awareness and involvement in the framework.
  - Upcoming World Cafe event for PAC members to discuss various topics.

## Treasurer's Report (Bill Auyang on behalf of Kelly Chesko)

### Where we are now

- As of Oct 31, 2023 we have spent \$11,920.06 of the \$46,300 budget

### Fund Raising

- Back to school BBQ final numbers - we plan for a break even event so are happy that we had a small profit of \$273.83
- Our Autumn apple fundraiser brought in \$834. Thank you to all who purchased the delicious apples

### Projects/Items funded by the PAC in October

- \$821.43 for PE Equipment
- \$403.01 for Library Books
- Approved up to \$250 to be spent from the PAC contingency fund for Math Club supplies

### Trust Account/Gala Spend

Scott is ordering new rugs for teachers that have requested them with the remaining funds from our Gala last June

### Support staff Gifts

Still awaiting 4 divisions to submit funds. Seems lower this year but we will see once final numbers come in. It would be disappointing for support staff to receive less than last year so I am remaining hopeful.

### Thank you letter from a Scholarship Recipient

We have invested \$100k of the General Account funds into a 1 year cashable GIC to earn some interest as we don't expect to use those funds this year

## Other Events

- **Grant Fundraising Event:** Scheduled for December 1st, from 3:30 to 5:30 PM.
- **Hamper and gift wrapping on December 8th.**

## Election of two new members at large

Four candidates came forward for two members at large positions

- **Member at Large Candidates**
  - **Dani Renouf (elected)**
  - Lorenza Sammarelli Kletas (Kindergarten and Grd 2)
- **Kindergarten**
  - Li (Jim) Chen ( Kindergarten Parents of Jasper Chen)
  - Wei Wei Liu (Kindergarten)

There was a tie for the two Kindergarten Candidates and we the PAC will decide how to move forward

**Next Meeting: January 24<sup>th</sup> 7:00pm**