



West Bay PAC Meeting Minutes-7pm, Apr 9, 2024, Zoom Virtual Meeting

Neda Esmati	Kelly Chesko	Sandra Tanaka
Scott Slater	Isabella Liu	Alexis Omichinski
Ausi	Carrie Liu	Denise
Nikta Razavi	Azadeh Alimadad	Hebe Zeng
Nasim Vafai	Sahar Mehrabadi	

April Agenda adopted by Kelly Chesko and Alexis Omichinski
January and February minutes adopted by Sahar Mehrabadi and Kelly Chesko

PAC Business

Chair's Report (Neda Esmati)

- Installation of a hot kitchen microwave and purchase of two speakers for school events.
- Finalization and order of two benches for principals Judy Duncan and Kim Bramblett, with installation scheduled for late September to early October, costing about \$1000 each.
- Successful Easter chocolate fundraising by grade sevens raising approximately \$783 for a sister school.
- Nowruz celebration was held on March 13th. We would like to thank everyone that made it happen. It was very educational and well-executed.
- Upcoming Events
 - Grade Seven car wash fundraiser scheduled for April 20th at Hollyburn Funeral Home.
 - A showcase event for grades 1 to 3 to display singing talents, limited to two family members per participant due to space constraints.
- Call for volunteers and nominations for new executive positions on the PAC, with details to be released the following day.
- Notices of two existing executive members transitioning out of their current roles, opening up positions for new participants.

Principal's Report (Scott Slater)

- **School District Budget Overview:**
 - Total budget approximately \$90 million, divided into three main areas:
 - Operating Expenses: Driven by student numbers, approximately \$86 million.
 - Capital Budget: Used for infrastructure improvements; includes a significant upcoming facelift for West Bay school.
 - Special Purpose Funds: Allocated for specific initiatives like mental health and food sustainability.
- **Expenditure Prioritization:**

- About 80% of the budget goes to salaries and staff-related expenses.
- Remaining funds are tightly controlled, focusing on minimal service and supply costs due to rising inflation and operational costs.
- **Parent Advisory Council (PAC) Contributions:**
 - PAC funding supplements areas not covered by the district budget, such as classroom furnishings and equipment, enhancing learning environments.
- **Upcoming School Events and Initiatives:**
 - Various events planned, including tennis for all grades, a spring fair, and concerts, with limited ticket availability due to space constraints.
 - Introduction of sustainable initiatives like school gardens.
 - Continued emphasis on community involvement and support from families.
- **End of Year Planning:**
 - Discussions about the term 3 summary of learning, which replaces traditional report cards with a more comprehensive reflection on student growth throughout the year.

Treasurer's Report (Kelly Chesko)

Current Account Balance

We have spent approximate \$24,000 of our \$53,600 budget as of March 26/24

Total Funds Available: Approximately \$73,000 before deductions.

Outstanding Checks: These are checks that have been written but not yet cashed or cleared by the bank, reducing the available balance to about \$37,000.

Gaming Account: Holds about \$3,400, typically used for designated purposes as per gaming or lottery regulations.

Investment Account: An account where funds are invested, with a balance update provided as of the last statement.

West Bay Trust Account: An account specifically for the West Bay community, with a current balance reported.

Expenses Funded

- We finally received an updated trust account statement dated March 15/24 so the figures above reflect the balance as of that date. This includes most but not all of the classroom carpets, we still have a couple more to go through the trust account.

- \$2200.00 was taken from the Grad Legacy Funds from last year to buy a volleyball net, new stands and equipment. Thank you to the Grade 7s from last year for fundraising extra and providing this gift to the school.

- \$176.46 for new Library books

- \$346.75 which is the remainder of our parent education budget was used for the Sharon

Selby Parent education event. The remaining funds to pay for the event were collected via ticket sales on Munch-A-Lunch and cash sales at the time of the event and from parents of Cypress Park.

- \$212.79 for New Pots and Pans for Kitchen as the pots and pans currently cannot be used as they are not induction ready
- New microwave and installation for kitchen. Microwave is broken, so it costs less to buy a new one and install it than to repair the current one. Funds for this are coming from the PAC trust account as we have funds left over from the kitchen renovation that are sitting there unused so this will not affect our budget for the year.
- \$2295.20 was paid to Tennis XL Agency for the tennis program for all grades in June
- \$1000 was used to fund the Nowruz Celebration

Raising Funds for School Activities (Cultural Celebrations/Grad 7 Grad)

It was brought up at the DPAC meeting that for best practices and transparency any additional funds raised by parents for school activities need to be held in trust by the PAC if all the funds are not spent that year. Any funds left over from Lunar New Year, Nowruz and Grad 7 Grad events need to be sent via interac e-transfer to the PAC Treasurer and the funds will be noted in the books and held in trust for the following year's celebrations.

2024/25 Budget

Neda and I worked on the budget and met with Principal Slater to ensure the items we changed, added or lowered will meet the school's needs for next year. This is the final budget we will vote in at the May meeting.

Treasurer for the 2024/25 School Year

I would like to pass on the treasurer role to another parent with account experience. I plan to stay on the PAC Executive for one more year to help transition the new Treasurer and help the PAC Chair. My oldest child will be in grade 7 next year and I plan to spend more time helping with grad fundraising

DPAC Report (Nikta Ardakani)

- **Parent Education Event:**
 - Held on March 15th with a developmental psychologist from the Yale Child Study Center.
 - Topic focused on fostering peer relationships among students.
 - High attendance with 280 people, recording and slides available online.
- **Feeding Futures Program:**
 - Addresses food security within the school district through six initiatives:
 - Secondary Connect program.
 - K-3 Universal SNAP program.
 - District Food Security Plan.
 - Inglewood Foods program.
 - Culturally sensitive programs for Indigenous students.

- Inclusive access points for students with medical, behavioral, or dietary needs.
- **FESSEL Framework for Enhancing Student Learning:**
 - A three-year initiative focusing on:
 - Career Development: Enhancing transitions at key educational stages.
 - Intellectual Development: Strengthening numeracy competencies.
 - Human and Social Development: Fostering a sense of belonging and identity among students.
- **Drug and Alcohol Prevention:**
 - Presentation by Nicole Kennedy from the Foundry and Vancouver Coastal Health.
 - Discussed the importance of addressing vaping among students entering high school.
- **Volunteer Recruitment for Spring Fair:**
 - Request for about 30 volunteers to ensure the event's success.
 - The event will feature food, games, and family-oriented activities.
- **Miscellaneous:**
 - Upcoming changes to meeting schedules.
 - Continued engagement and appreciation expressed for community and school district staff involvement.