



WEST BAY ELEMENTARY

PARENT ADVISORY COUNCIL

West Bay PAC Meeting Minutes-7pm, Feb 6, 2025, Zoom Virtual Meeting

Neda Esmati	Payam Pournazari	Lily Cai
Scott Slater	Jenny Perez	Alexis Omichinski
Bill Sun	Bill Auyang	

February Agenda adopted
January minutes adopted

PAC Business

Chair's Report (Neda Esmati)

Lunar New Year Celebrations:

- Organized a comprehensive event including a morning presentation, assembly, and breakout sessions in the library and gym.
- Highlighted strong student leadership, with students sharing elements of their culture and engaging even those without a direct cultural connection.
- Received commendations for the efforts of the Lunar New Year committee and support from key organizers.

Popcorn Fundraising for Graduates:

- Conducted the second popcorn fundraising event aimed at supporting graduating students.
- Leveraged social media channels (e.g., park sharing) to boost participation and community engagement.

Volunteer Shortages for Hot Lunch Services:

- Experienced a significant drop in parent volunteer participation over the past three weeks.
- Reliance on emergency staff to cover hot lunch duties has been noted, emphasizing the critical need for more volunteer support.
- A call for additional volunteers was made, directing interested parties to contact the volunteer coordinator via email.
- Urgent need for additional volunteers due to recent low parent participation.
- Interested parties should contact the school at volunteer.w@gmail.com to join the volunteer list.
- Coordinator Role:
 - A dedicated hot lunch coordinator/volunteer coordinator position is open for the next school year, as the current coordinator (Maryam) is departing.
 - The coordinator will receive training and support to ensure smooth operations.

Spring Fair Support:

- Volunteers are also sought for the upcoming spring fair, with sign-ups coordinated by Jeannie to manage event logistics effectively.

Enhancing After-School Programs:

- Consideration of new initiatives, such as a "lights up" musical program and yoga sessions, to provide inclusive activities for both boys and girls.
- Pack representative Candice is available to assist with these extra-curricular programs, indicating ongoing efforts to diversify and enrich after-school offerings.

Upcoming Events

Four-Day Long Weekend Celebrations:

- A weekend that includes Family Day and Valentine's Day celebrations, along with a dedicated reading break.
- Designed as an opportunity for family engagement and community-wide downtime.

Mother Tongue Language Day:

- An event to celebrate cultural and linguistic diversity at West Bay.
- Activities include inviting staff and families to share stories and traditions in their native languages, supporting the IB PYP program's emphasis on intercultural understanding.

Pink Shirt Day:

- Scheduled for February 26, this day focuses on promoting a positive, inclusive school culture through the symbol of wearing pink.

Basketball Tournaments:

- Girls' Basketball: February 20 at Westlake Secondary, from 1:00 PM to 4:00 PM.
- Boys' Basketball: February 27 at Best Van Secondary, also from 1:00 PM to 4:00 PM.
- These events aim to boost school spirit and community engagement through sports.

The Norus/Lunar New Year Event:

- Set for March 6, this event is open to all members of the community—even those who do not traditionally celebrate Lunar New Year—highlighting the school's inclusive approach.
- Additional volunteer support is encouraged to ensure a successful celebration.

Spring Break & End-of-Term:

- The school year concludes on March 14, with spring break extending until March 31.
- These dates mark a period of transition and rest, setting the stage for the next term's activities.

Additional After-School Initiatives:

- Discussions are underway to expand after-school programs (e.g., "Lights Up" events, yoga sessions) that cater to both boys and girls, aiming to enhance extracurricular engagement and overall student development.

Principal's Report (Scott Slater)

FSA Assessments**FSA Framework & Purpose:**

- The FSA (Foundational Skills Assessment) is administered to Grade 4 and 7 students across BC, assessing literacy (reading and writing) and numeracy skills with a standardized format.
- The assessment helps gauge cumulative learning outcomes from early in the school year (administered in October/November) rather than a snapshot of current Grade 4 curriculum achievements.

Structure & Components:

- **Literacy:**
 - Consists of 30 reading comprehension questions (including multiple choice and short-answer formats) and an integrated writing response, with scores reflecting both components.
 - For Grade 4, average literacy scores are highlighted at 29.7 overall, with on-track students averaging 27.4, indicating room for improvement in students not in the extending category.
 - In Grade 7, approximately 96% of students are either on track or extending, with a robust average writing score of 3.08 out of 4.
- **Numeracy:**
 - Features 30 multiple-choice questions and three multi-part (two to three-part) questions, designed to test both fundamental and applied problem-solving skills.
 - Grade 4 students achieved an average raw score of 31.9 (out of a possible 42) with a noted multiple choice accuracy of around 73% and a high performance on long-answer questions (79.5%).
 - In Grade 7, numeracy performance is similarly strong with 98% of students in the on track

or extending categories, and an average score of 27 out of 31.

Interpretation & Usage:

- The assessment results are dissected into performance categories—on track, extending, and emerging—to identify individual student needs and to tailor targeted interventions.
- Teachers review individual assessment booklets alongside raw scores to align instructional strategies and provide support, particularly for the few students falling into the emerging category.
- While the FSA data serves as a baseline for literacy and numeracy instruction, it is not directly used for overall school rankings or comparisons, as factors such as student diversity and exemption rates can influence scores.

Data Comparison & Challenges:

- Comparisons across cohorts (e.g., Grade 4 versus Grade 7) are approached cautiously due to variations in test formats and cohort differences over time.
- Recent modifications in assessment measures have also complicated direct comparisons with previous years, prompting a focus on individual growth trajectories rather than aggregate rankings.

Strategic Implications:

- The FSA insights are integral to ongoing curriculum adjustments and professional development initiatives, with a view toward fostering measurable student growth from September to June.
- Overall, the assessment data underpins the school's commitment to continuous improvement in educational outcomes, aligning closely with broader strategic goals in instructional quality and student achievement.

IB Fee

- **Fee Increase Details:**
 - Subject to board approval, the IB fee is set to rise to \$550 per student.
 - This represents approximately a \$10 increase per installment, given the current payment schedule of \$5 installments.
- **Allocation of Funds:**
 - The majority of the fee supports staffing and professional development.
 - Increased staffing costs include enhanced salaries for the IB coordinator, physical literacy teacher, and music teacher—funds which enable classroom teachers to collaborate more effectively with IB coordinators.
- **Evaluation Costs & Process:**
 - A significant portion of the funds, around \$4,500, is dedicated to the mandatory IB evaluation that occurs every five years.
 - This evaluation, conducted by the IB organization, assesses the school's performance and informs strategic planning for future improvements.
 - Additional administrative expenses are incurred for local IB organizational requirements.
- **Context & Rationale:**
 - The fee adjustment reflects not only rising costs due to salary increases from recent collective agreements but also the school's commitment to maintaining high standards through regular, rigorous evaluations.
 - This strategic investment is aimed at sustaining quality education and supporting continuous professional growth among staff.

These measures ensure that the school remains competitive and compliant with IB standards while fostering a robust learning environment for students.

Treasurer's Report (Isabella Liu)

Budget Overview:

- Total budget is set at \$52,000, with \$15,000 already expended as of February 2.
- Current balances include an \$89,000 PAC account and a combined total across all accounts of \$205,000.

Expense Breakdown (January–Early February):

- **Physical Education Equipment:** \$350
- **Cultural Performances:** \$45
- **W Van Scholarship Program:** \$500
- **Crochet Club Contribution:** \$175

Trust Account Details:

- Additional outlay of \$1,700 on stone reading rocks from the Trust account.
- Received approximately \$6,000 in donations in honor of Miss Ross.

Pending and Clarification Items:

- Vendor checks for the hot lunch program have not yet cleared.
- There is a clarification regarding the scholarship disbursement for West Bay students, noting that the amount is \$500 lower than the standard, ensuring transparency on this adjustment.