



West Bay PAC Meeting Minutes-7pm, January 16, 2025, Zoom Virtual Meeting

Kelly Chesko	Bill Auyang	Lily Cai
Emily Miller	Josette Calleja	Alexis Omichinski
Jenny Perez	Bill Sun	Lauren Buksevics
Laura Wilson		

January Agenda adopted by Alexis Omichinski and Lauren Buksevics
 October minutes adopted by Kelly Chesko and Lauren Buksevics

PAC Business

Chair’s Report (Kelly Chesko)

Year-End Highlights

- **Holiday Hampers**
 - Support families in need
 - **Donations:** Included grocery gift cards, essential items, and a variety of holiday gifts.
 - **Outcome:** Provided immediate relief and a sense of community support.
 - **Future Plan:** PAC will explore different contribution methods (e.g., easier drop-offs, streamlined purchasing options) to reduce complexity for both donors and recipients.
- **Craft Fair**
 - **Timing:** Held in late fall, with strong attendance from staff, families, and the wider community.
 - **Participant Highlights:** Included a range of homemade products (e.g., artisanal crafts, baked goods, and festive items).
 - **Community Engagement:** Enhanced the school’s sense of togetherness and provided a positive outlet after recent losses in the community.
 - **Financial Impact:** Vendor table fees went to support Grade 7 grad activities, with Grade 7 students assisting in fair setup and teardown.
 - **Feedback & Next Steps:** Families praised the fair’s organization; the PAC aims to replicate this successful format next year.
- **Support Staff Appreciation**
 - **Who’s Included:** All non-teaching school personnel (e.g., office administrators, educational assistants, janitorial staff).
 - **Gifts:** Gift cards and personalized holiday cards funded through a PAC initiative.
 - **Significance:** Recognized the vital contributions of every staff member; recipients expressed heartfelt gratitude.
 - **Annual Tradition:** The PAC plans to continue this practice to ensure all staff feel valued and appreciated.

Upcoming Events

- **Spring Fair** - Late May or early June (final date to be confirmed).
 - Major community-building event that also serves as a PAC fundraiser.
 - **Attractions:** Bouncy castles, games, popcorn, cotton candy, and vendor tables.
 - **Volunteer Needs:** Supervision of inflatables, concession stands, and general event support. The sign-up link is available in the school's weekly newsletter.
- **Professional Development Day (January 27)**
 - District-wide Pro-D with keynote speakers from the University of British Columbia.
 - **Key Focus Areas:**
 - Differentiation and inclusivity in the classroom.
 - Exploring effective educational resources for diverse learners.
 - **Workshops:** Teachers select breakout sessions aligned with their professional growth goals.
- **Lunar New Year Celebration (January 31)**
 - **Overview:** A parent-led initiative to celebrate the Lunar New Year and highlight cultural traditions.
 - **School Decor:** Families have contributed festive decorations throughout the school.
 - **Activities:** Students will learn about Lunar New Year customs through classroom discussions and possible cultural performances or displays.
 - **Volunteering:** This event's volunteer roster is currently filled; however, additional opportunities may be communicated if they arise.
- **Basketball Season**
 - **Teams:** Grade 7 basketball teams begin inter-school games.
 - **First Game:** Scheduled for the week of January 23; next matchup against Bowen Park.
 - **Volunteer Needs:** Parent drivers, scorekeeping, and general team support may be requested by coaches.
- **Norouz Festivities (Late February/Early March)**
 - **Cultural Focus:** Celebration of Persian New Year.
 - **Activities:** Displays, educational presentations, and student-led initiatives to learn about Norouz traditions.
 - **Call for Volunteers:** Parents interested in planning or assisting can sign up via the school's volunteer link.
- **Memory Book for Departing Staff Member** - A keepsake honoring Ms. Mimi Ross.
 - **Submission Deadline:** Final contributions and orders are due imminently (check the weekly newsletter for exact dates).
 - **How to Contribute:** Families can submit photos, messages, or well-wishes for inclusion.

After-School Programs

- **Current Offerings:**
 - *Kung Fu (Mondays):* A structured martial-arts program emphasizing discipline and physical fitness.
 - *Stemoji (Thursdays):* A STEM-focused class often in high demand; staffing shortages limit adding a second weekly session.
- **Space Constraints:**
 - *Limited Facilities:* Gym availability varies due to sports practices, staff meetings, and school events.
 - *Classroom Restrictions:* Teacher classrooms and the Learning Commons are generally off-limits for external programs, except for long-established providers with district clearance.
- **Future Expansion:**
 - *Potential New Day:* School leadership is exploring adding at least one additional day of after-school activities for next year.
 - *Vetting Requirements:* All proposed programs must be reviewed and approved by the school district before implementation.
- **Daily Childcare Alternative:**
 - *Saplings:* Recommended for families seeking consistent daily after-school care beyond the limited-enrollment enrichment classes.

- **Parental Involvement:**

- *Program Suggestions:* Families are encouraged to contact the PAC with recommendations for vetted after-school activities.
- *Volunteer Opportunities:* Sign-up links are included in the school's weekly newsletter for parents interested in supporting or staffing programs.

Principal's Report (Emily Miller)

December Highlights

- **Holiday Giving:** Successful effort to provide gift baskets and grocery gift cards to local families in need, supported by both parents and staff.
- **Craft Fair:**
 - High attendance from parents, staff, and the broader community.
 - Positive feedback on organization and a strong community atmosphere.
 - All vendor tables sold out, with proceeds supporting Grade 7 grad activities.
- **K–7 Holiday Singalong:**
 - Involved band, strings, and choir performances.
 - Primary students shared holiday songs; Grade 7s performed a piece on the periodic table of elements.
 - School-wide celebration created a sense of togetherness before the winter break.

January Developments

- **Grade 7 Orientation at Rockridge:**
 - Students visited their feeder high school to learn about programs and campus life.
 - Included a halftime basketball show and information sessions for parents and students.
- **Staff Parent Presentation (Jan 10):**
 - Focused on literacy, numeracy, and the responsible introduction of AI in classrooms.
 - Additional details shared by Mr. Slater, the IB Coordinator, and ELL staff.
- **Showcasing Teaching & Learning:**
 - District Social Media/Communications Lead visited West Bay to gather video footage and drone shots for a new "Welcome to West Bay" video (replacing the older, mask-era footage).
 - Goal is to highlight current teaching methods, school culture, and community activities.
- **Basketball Season Kickoff:**
 - Practices ongoing; first Grade 7 game scheduled for the following week against Bowen Park.
- **Professional Development Day (Jan 27):**
 - District-wide keynote speakers from UBC (experts in educational technology and open educational resources).
 - Focus on differentiation, inclusivity, and innovative teaching methods.
 - Teachers choose specific workshops aligned with their professional growth plans.
- **Lunar New Year Celebration (Jan 31):**
 - School hallways decorated; family volunteers leading activities and cultural demonstrations.
 - Emphasis on community building and honoring cultural diversity.

Leadership Focus

- **Year 2 of Leadership Goal:**
 - School-wide framework to strengthen student leadership using the IB Learner Profile.
 - Monthly emphasis on a specific learner profile trait (e.g., communicator, risk-taker, caring).
- **Learner Profile Integration:**
 - Morning announcements, hallway displays, and monthly multi-age "den" group meetings reinforce each trait.
 - Students reflect on their progress at month's end ("Drop Everything & Reflect" time).
- **Conflict Resolution & Peer Mediators:**
 - Collaboration with North Shore Restorative Justice to train peer mediators in Grades 5 and 6.
 - Providing consistent language and strategies for conflict resolution school-wide.
- **Student-Led Initiatives:**
 - "Leadership Board" outside the office recognizes students exemplifying learner profile

attributes.

- Plans for a Student Council to give students more voice in school decisions.
- Encouragement of student clubs (e.g., Crochet Club, reading buddy initiatives).

Numeracy & Literacy

- Numeracy Approach:
 - Emphasizes real-world application (practical math) integrated with academic skills.
 - Teachers use hands-on strategies and visual tools (e.g., “learning pit” metaphor) to encourage perseverance and problem-solving.
- Literacy Instruction:
 - Anchored in the “Science of Reading,” covering five pillars: phonemic awareness, phonics, fluency, vocabulary, and comprehension.
 - Ongoing data collection and assessments guide targeted interventions.
 - Collaboration between teachers, ELL specialists, and learning support to advance student reading levels.
 - Strong home-school partnership encouraged (e.g., reading at home, using first-language literacy to bolster English skills).

Generative AI

- Gradual, Targeted Use:
 - Teachers use AI (e.g., Magic School AI) to adapt reading levels, create writing prompts, and streamline feedback.
 - Primarily in Grades 6–7 for specific academic tasks (e.g., text-leveling, brainstorming, editing).
- District Guidelines:
 - Emphasize responsible use, academic integrity, and foundational skill-building prior to AI reliance.
 - Visual aids in intermediate classrooms detail how and when AI can be used (e.g., “brainstorm,” “editor,” “research assistant”).
- Teacher Training & Oversight:
 - Staff exploring AI for lesson enhancement, communicating with parents about its purpose and scope.
 - Focus on student data privacy, safety, and ethical technology usage.

Treasurer's Report (Isabella Liu)

- **Overall Budget and Spending**
 - Total budget for the year: **CAD 52,000**
 - Amount spent to date: **~CAD 14,000**
 - Primary expenses funded since November include back-to-school event costs, hot lunch payments, and club supplies.
- **General Account**
 - Current balance: **~CAD 64,823**
 - After subtracting **outstanding checks**, the adjusted balance is **~CAD 50,800**
 - Most revenue comes from hot lunch proceeds and PAC-led fundraising events.
- **Gaming Account**
 - Balance: **~CAD 7,146**
 - Funded by a **provincial grant** (CAD 20 per student), used for **specifically approved expenses** (e.g., extracurricular activities, student enrichment).
 - Subject to **annual government reporting**; cannot be merged with the general account.
- **Trust Account and Investments**
 - The **Trust Account** recently covered purchases such as **reading rods** for classroom support. This reduced its balance below the last reported figure.
 - A **PAC GIC investment** was renewed; the GIC helps maintain stable funds and offset inflation.
- **Recent Expenditures**
 - **Hot Lunch Vendor Costs**
 - Payments to vendors (e.g., Panago Pizza) form a recurring expense, billed by term or quarter.
 - **Emergency Supplies**
 - Replenishment of items in the outdoor storage bin to keep emergency kits up to date.
 - **Decorations Day**
 - Funding for craft materials used by buddy classes to create holiday decorations.
 - **Back-to-School BBQ Invoice**
 - Settlement of the **Veers Burgers** catering invoice, delayed from September.
 - **Crochet Club**
 - **CAD 500** allocated to purchase yarn and materials for the Grades 5–6 club, promoting creativity and fine motor skills.

If you have any questions or would like additional breakdowns (e.g., per-event revenue or detailed monthly statements), please contact the PAC Treasurer.

DPAC Report

AI in Education

- **Augmenting, Not Replacing:** DPAC discussions emphasized AI as a support tool rather than a standalone solution, reinforcing core skills and critical thinking.
- **Teacher Oversight:** Educators are encouraged to guide AI usage, ensuring it aligns with curricular goals and academic integrity standards.
- **Skill-Building Focus:** AI applications should help students refine problem-solving and research capabilities, rather than simply automating tasks.

Physical Literacy and Well-Being

- **Key to Student Development:** District-wide recognition that regular physical activity underpins mental, social, and academic growth.
- **Making Movement Matter:** This initiative integrates movement into daily classroom routines, encouraging active learning and fostering student engagement.
- **Community Collaboration:** Parents, teachers, and district staff are urged to collaborate in supporting physical literacy at home and in school to create a holistic environment for student success.

Community Engagement

- **Collective Effort:** DPAC highlighted the importance of active parent and community involvement to sustain and enhance both AI integration and physical literacy programs.
- **Resource Sharing:** Schools and district committees will continue to provide updates, best practices, and training opportunities to keep parents informed.

The next PAC meeting is scheduled for **Feb 13th at 7:00 PM**