Oct 21, 2026

WPAC Meeting

Invited wsmxc@hotmail.com Cory Masters jessie_leecn@hotmail.com wongsarah@hotmail.com smartinez@wvschools.ca lillianyoyo@gmail.com lmorton@wvschools.ca payamsabz@gmail.com

Attachments WPAC Meeting

Meeting records Transcript

Summary

School updates and fundraising initiatives reviewed with vendor changes approved.

School Updates and Fundraising

Community updates highlighted new security policies and enrollment schedules. Fundraising efforts progressed with hoodie sales and holiday plant orders.

Hot Lunch Vendor Changes

Hot lunch coordinators working on replacing an alternative restaurant due to low order volume. Financial reports confirmed strong revenue progress toward targets.

Event Planning and Grants

Spring event planning advanced with secured vendor deposits. Traffic grants and committee structures were reviewed for future projects.

Decisions

Aligned

- **Locking all school doors during day** The school decided to lock all school doors at all times during the school day except for the front door following the lockdown drill.
- **Organizing cultural events under PAC umbrella** Cultural events like Nowruz and Lunar New Year must be organized and facilitated under the umbrella of the PAC, with funds collected through the PAC account.
- **Replacing taco hot lunch vendor** The PAC is planning to replace the taco hot lunch vendor with a Persian restaurant starting in January or March.

- **Changing Spring Fling event day** The Spring Fling event will be changed from Thursday May 27 to Wednesday, May 26.

Next steps

- ☐

[Stina Martinez] {Contact Organizers}: Contact previous cultural event organizers to obtain their contact information for the Parent Advisory Council.

- ☐

[The group] {Share Links}: Include the purchase link for extra hoodies in the weekly bulletin once they are in inventory.

- ☐

[The group] {Plan Ceremony}: Develop enhanced options for the grade 7 promotional ceremony to be held during school hours.

- ☐

[Nick Mao, M. Shokuienia] {Vet Vendor}: Review documentation for the new Persian restaurant vendor and conduct a kitchen visit to ensure health and safety compliance.

- ☐

[Nick Mao] {Notify Vendor}: Provide official notice to the taco vendor regarding the transition of hot lunch services.

- 

[Sarah Wong] {Book DJ}: Research and book a disc jockey for the Spring Fling event.

- 

[Sarah Wong, Sogol Zaimi] {Request Items}: Distribute silent auction request letters via email to potential donors.

- 

[The group] {Volunteer}: Contact Ms Kim to sign up for the book fair afternoon shifts.

Details

Stina Martinez - School Appreciations and Community Updates: Stina Martinez shared gratitude for the successful World Teachers Day lunch, children's art projects organized by Cory, Westcot sweatshirts, music and band t-shirts for Remembrance Day, classroom funds, and morning traffic support from Sarah (00:00:02).

Stina Martinez - Enrollment, Registration, and Teacher Candidates: Stina Martinez noted that kindergarten in-catchment registrations began last week, processed by Ms Satchell and Ms Fairfield, while grade seven registration for high school choices takes place in January, with out-of-district registration on January 15th. Additionally, five UBC teacher candidates have started in kindergarten, grade one, and grade three, participating in Thursdays-only visits and a two-week practicum starting October 26th before full practicums next year (00:00:56).

Stina Martinez - School Events, Drills, and Facility Security: Stina Martinez reported that the volleyball season is underway with games against Caulfield, an emergency earthquake drill was conducted with Shakeout BC following last week's lockdown drill, and school

security policy is changing to keep all exterior doors locked during the day except the front door (00:01:58). Furthermore, the grade four to seven choir will perform at the November 10th Remembrance Day assembly with Ms Ing, family teams will focus on physical literacy in November, and the book fair is scheduled for November 3rd through 5th, requiring volunteers coordinated by Ms Kim (00:03:03).

Stina Martinez - Musical Reveal and School Festival Literacy Focus: Stina Martinez announced a surprise assembly on Monday featuring a video reveal for the upcoming school musical. Additionally, the school is continuing its third year of the framework for enhancing student learning, maintaining a six-year literacy focus centered on reading, writing, UFLI in grades kindergarten to three, Matt Glover's work, and Adrienne Gear's teaching methods (00:04:02).

Stina Martinez - Staff Professional Development and Video Policy Reminders: Stina Martinez highlighted that staff professional development days focus on Adrienne Gear's book "Thinking deeply" to align with district goals for student future readiness, and thanked the WPAC for purchasing RAZ kids for primary classes (00:05:02). Furthermore, Stina Martinez reminded families of district photography and privacy guidelines prohibiting photos or videos of other children on school grounds without explicit consent, advising parents to be present without filming or to frame shots tightly around their own children (00:06:04).

Cory Masters - District Advisory Council Best Practices Session: Cory Masters reported on attending a DAC best practices session with Payam Sabzmeydani and Stina Martinez, which aimed to align PAC activities with district guidelines and foster collaboration across schools (00:07:09).

Cory Masters - Cultural Events and PAC Governance: Cory Masters stated that cultural events like Nowruz and Lunar New Year must now be organized and facilitated under the PAC umbrella to ensure visibility, accountability, and centralized fund management, with interested community members instructed to contact Stina Martinez or Rochelle Satchell to connect with PAC leadership (00:08:15).

Cory Masters - Grade Seven Promotional Ceremonies and Celebrations: Cory Masters explained that grade seven promotion celebrations will continue to be organized by Westcot in collaboration with St. David's Church, while out-of-school parent-led events will no longer have school involvement or affiliation and must be organized independently like private birthday parties (00:10:09). The school is also exploring options to enhance traditional promotional ceremonies during the school day (00:11:16).

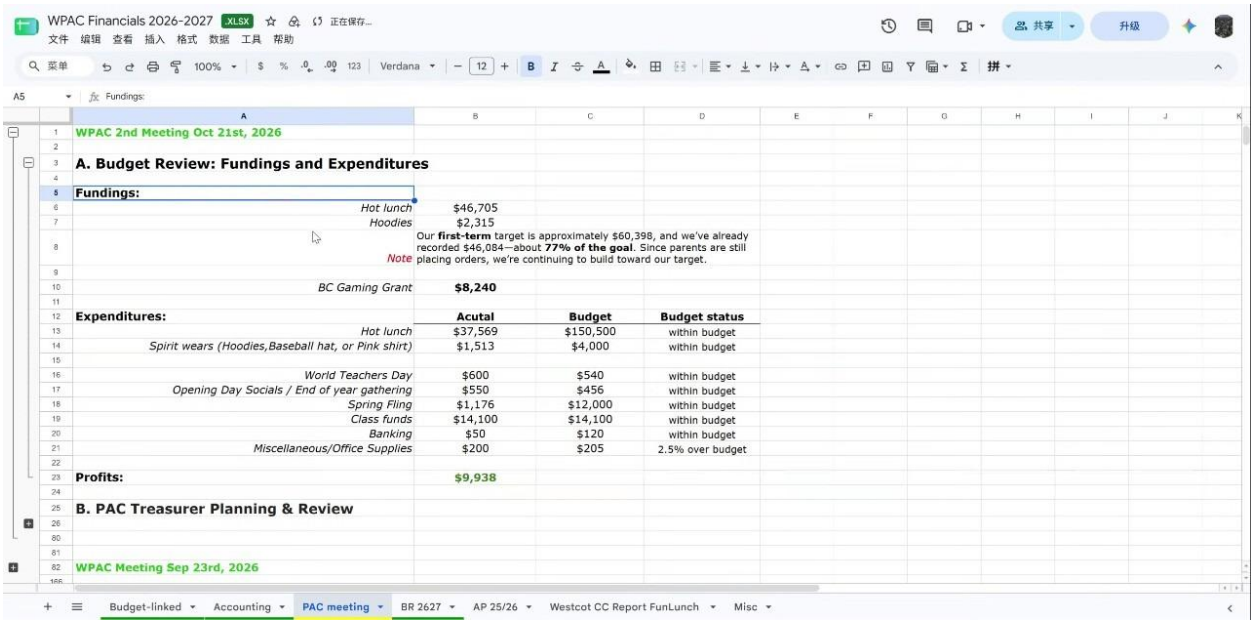
Cory Masters - Hoodie Fundraiser and Growing Smiles Plant Campaign: Cory Masters provided fundraising updates, noting that pre-orders for Westcot hoodies have closed with distribution expected within two weeks and limited extra quantities to be sold via weekly bulletins, while the Growing Smiles holiday plant fundraiser has reached 27 of its 125-plant goal ahead of the November 9th ordering deadline and November 26th pickup (00:12:06).

Cory Masters - Playground Upgrade Initiative and Committee Formation: Cory Masters announced the launch of a project to upgrade the kindergarten playground at the top of the school, inviting parents to join a playground committee to help design the space, provide community feedback, and collaborate with district playground and safety professionals (00:13:53).

Nick Mao and M. Shokuienia - Hot Lunch Vendor Update and Menu Changes: Nick Mao and M. Shokuienia reported healthy hot lunch order numbers exceeding 100 for four days a week, while noting that Cornelia Fine Tacos averages only 50 to 60 orders. Consequently, they plan to replace the taco vendor with an Iranian restaurant - Parse restaurant, aiming to introduce new menu items by January or March after verifying safety and paperwork, and providing a two-month grace period notice to the current vendor (00:15:56).

Nick Mao, M. Shokuienia, and Payam Sabzmeydani - Hot Lunch Menu Stability and Pizza Vendor Discussion: Nick Mao and M. Shokuienia confirmed that Wednesday and Friday vendors will remain unchanged due to stable demand, while discussing parent feedback regarding Fresh Slice Pizza compared to the long-standing Boston Pizza vendor (00:19:46). Payam Sabzmeydani suggested potentially polling parents on switching pizza vendors if pricing and fit are verified (00:20:58).

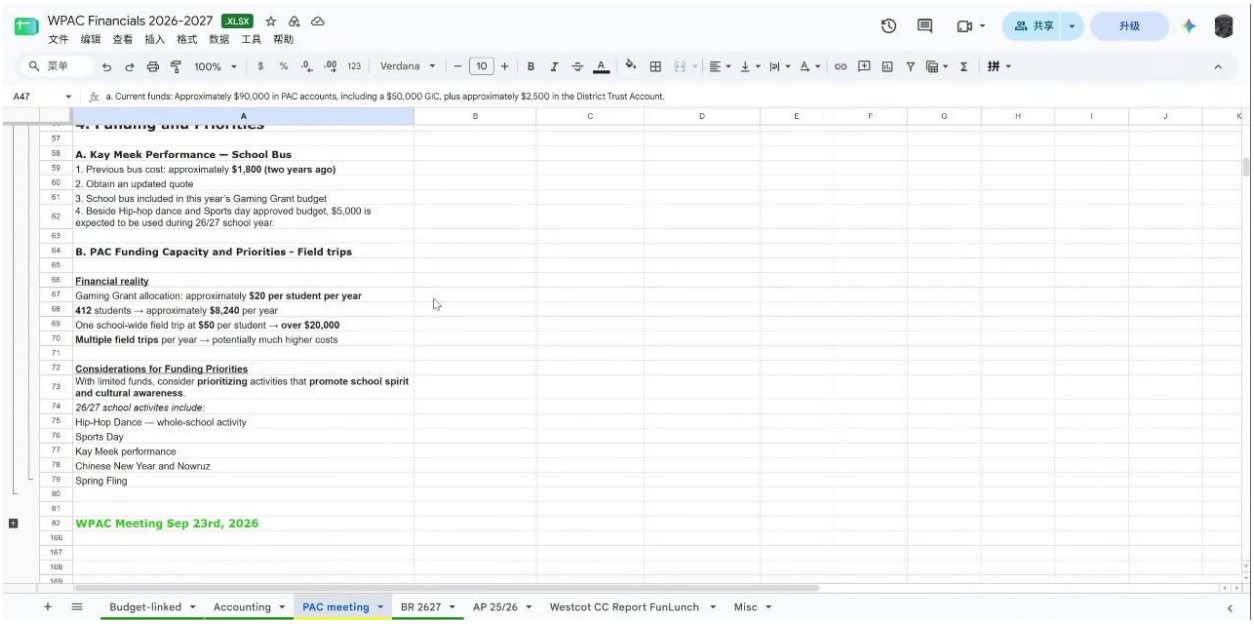
Juan Wang - Budget Review and Financial Status: Juan Wang presented the budget review, showing hot lunch revenues at $46,000 and hoodie sales at $2,315 toward a $60,000 first-term target (77% achieved), alongside an October gaming grant receipt of $6,240, hot lunch expenses of $30,000, hoodie costs of $1,500, World Teachers Day expenses of $540, opening courtyard coffee at $456, and a spring fling deposit of $1,176 (00:23:10). Juan Wang also outlined district treasurer training guidelines regarding committee fundraising, surplus carryovers, and funding resources for larger projects like playground upgrades using existing PAC funds, student cash online cheque writing campaigns, CRA tax receipts, district support from Mark Son, trust accounts holding $2,500 in tax rebates, and external matching grants up to $10,000 (00:24:59).



WPAC Financials 2026-2027 XLSX

WPAC 2nd Meeting Oct 21st, 2026				
A. Budget Review: Fundings and Expenditures				
Fundings:				
Hot lunch	$46,705			
Hoodies	$2,315			
Note	Our **first-term** target is approximately $60,398, and we've already recorded $46,084—about **77% of the goal**. Since parents are still placing orders, we're continuing to build toward our target.			
BC Gaming Grant	**$8,240**			
Expenditures:	**Acutal**	**Budget**	**Budget status**	
Hot lunch	$37,569	$150,500	within budget	
Spirit wears (Hoodies,Baseball hat, or Pink shirt)	$1,513	$4,000	within budget	
World Teachers Day	$600	$540	within budget	
Opening Day Socials / End of year gathering	$550	$456	within budget	
Spring Fling	$1,176	$12,000	within budget	
Class funds	$14,100	$14,100	within budget	
Banking	$50	$120	within budget	
Miscellaneous/Office Supplies	$200	$205	2.5% over budget	
Profits:	**$9,938**			
B. PAC Treasurer Planning & Review				
WPAC Meeting Sep 23rd, 2026				

Juan Wang and Cory Masters - Gaming Grant and Bus Transportation Discussion: Juan Wang and Cory Masters discussed gaming grant allocations for bus transportation and field trips, with Cory Masters and Payam Sabzmeydani coordinating with Stina Martinez on available options (00:28:52).



Jessie Li and Tina Z - DPAC Updates and Traffic Grants: Jessie Li and Tina Z reported on the recent DPAC meeting, highlighting the recommendation to use district PAC email accounts, the availability of a $300 traffic grant applied for by Cory Masters, a traffic director for site concerns, and parent education sessions available via school cash online covering technology, screen time, AI, and social media safety (00:29:38). They also noted district enrollment figures of approximately 7,200 students with 80 to 85 percent in public schools, and that all teaching positions were filled before the school year began (00:32:24).

Sarah Wong and Sogol Zaimi - Spring Fling Event Planning: Sarah Wong and Sogol Zaimi announced that the Spring Fling will take place on Wednesday, May 26th—shifted from Thursday to accommodate a recommended vendor offering inflatables with greater variety and at a 50% lower cost—for which deposits have been paid. Sarah Wong added that they will begin looking into a DJ recommended by Stina in November, and that silent auction request letters written by Stina are currently being emailed out (00:33:30).

Payam Sabzmeydani, Sarah Wong, and Cory Masters - Communication Channels and Upcoming Meeting Details: Payam Sabzmeydani, Sarah Wong, and Cory Masters discussed whether to use the official PAC email address or a custom Spring Fling Gmail account for silent auction outreach, deciding to review the options internally (00:34:41). Cory Masters concluded the meeting by announcing that the next PAC meeting in

November will be held virtually at 7:00 PM as an evening trial to accommodate working parents, and noted that Ms Kim is seeking two volunteers for the afternoon book fair shift from 2:50 PM to 4:30 PM (00:35:37).

You should review Gemini's notes to make sure they're accurate. Get tips and learn how Gemini takes notes

*How is the quality of **these specific notes?** Take a short survey to let us know your feedback, including how helpful the notes were for your needs.*