

Westview School Parent Advisory Council (PAC) Meeting Minutes

Date: January 17, 2024

Location: In Person @ Art Room, Online via Zoom

Attendees: Stephanie Ash, Katarina Semancikova, Kristen Knox, Cindy Ure, Tiffany Walters, Amanda Verge, Waleed Najmeddine (Principal), James Sedgwick (Vice Principal)

Call to Order: 7:04pm

1. Introductions & Welcome
2. Principal's Message
 - ECDP to Gr 6 Enrollment: 343
 - Extracurricular activities in full swing following winter break
 - OurSchool Grade 4-6 Survey Results
 - Reviewed with PAC
 - Results are also being reviewed with students and teachers as well as student Lighthouse team
 - Results support 2023-2024 school goal re: supporting mental health
 - Alberta Grade 4-6 surveys coming up
 - Codes sent in the mail
 - Please participate to ensure the most valid results
 - WITS Program
 - [WITS Programs](#)
 - RCMP member visits to Gr 1-3 upcoming
 - Parent Teacher Interviews upcoming mid-Feb
3. Old Business
 - Meeting Minutes Approval
 - Katarina moved to approve the minutes from the November 15, 2023 meeting. Stephanie seconded. Carried.
 - Networks Meeting
 - No Westview representative at the most recent Networks meeting
 - Agenda & Minutes link [Networks Committee | Fort McMurray Public School Division](#)
4. New Business
 - Guest Speaker: Allan Kallal, Associate Superintendent of Business & Finance
 - Financial Controls for School Societies
 - Key points include:

- Ensure key PAC/WSPA positions are filled with reliable personnel with diverse skill sets (eg: finance, legal, etc.)
- PAC/WSPA goals must be are aligned with school goals
- Recommendation is to create a multi year spend plan, aligned with overall goals and a multi year fundraising plan
- Ensure adequate financial controls such as always multiple approvals required for spend
- Consider risk management in all decisions (events, spend, finances, materials, etc.)
- Be creative to increase PAC/WSPA participation.
Suggestion that including students may be an effective way to increase parent participation.
- School Council Resource Guide
 - Available to those needing more information on roles and purpose of Parent Association and Parent Advisory Councils

Next meeting is set for March 6, 2024 at 7:00pm (in person & online).

Katarina motioned to adjourn the meeting at 7:56pm. Seconded by Cindy. Carried.