



William Cook Elementary School Parent Advisory Council (PAC) **General Meeting Minutes / Notes**

Meeting Date: Wednesday, September 24th, 2025

Meeting Venue: William Cook Elementary School Library

Welcome and Introductions

The meeting was called to order at 3:00 PM

In attendance: Arthur L. (PAC Chair), Dickens CHEUNG (PAC Secretary), Meaghan + Amelia (Meaghan's daughter), Rachel, Robin, Crystal, Ms. Nona Navin (Principal), Mr. Brian Miller (Vice-Principal).

Regrets: Cecelia Chan (PAC Co-Chair), Emily Miura (PAC Treasurer)

The Agenda was approved and there were no Additions to the Agenda.

Administration Report by Ms. Nona Navin (Principal) and Mr. Brian Miller (Vice-Principal):

1. It has been a busy month with students settling into classes and routines.
2. **Staffing Updates:**
New staff welcomed: Ms. Bork aka Ms. Bee (Grade 5/6), Mr. Skara (Band, 3 days), Ms. Santos (Grade 1/2), Ms. Su (ELL/Resource), Ms. Domai (ELL/Resource), Ms. Li (Prep/ELL), Ms. Izumi (EA), Ms. Khanal (EA).
3. **Appreciation:** Gratitude expressed for community efforts in watering the garden, maintaining the school, and supporting hot lunches.
4. **Terry Fox Events:** Successful assemblies (split into two due to school size) and a Terry Fox Run with over 600 students participating safely.
5. **Literacy Focus:** School-wide emphasis on reading comprehension strategies with new reading assessments.
6. **Reporting Schedule:** There will be three written learning updates in December 2025, March 2026, and June 2026. Learning conferences scheduled for late October with early dismissal.
7. **Safety Drills:** First evacuation drill planned for September 29, 2025.
8. **Feeding Futures Program:** Ongoing snacks/lunch support, including Grab and Go breakfasts on Mondays and Fridays.

9. **Student and Family Affordability Fund:** Available to assist with school-related costs (e.g., supplies, fees, field trips). Families can contact Ms. Navin or Mr. Miller confidentially for support.

Additional Notes: Most updates will be shared via the Week At A Glance (WAAG) newsletter. No known funding cuts by the Richmond School District 38 at this time. Community fridge available.

Chairperson Report by Mr. Arthur Leung (Chairperson)

10. Introductions of PAC executives for 2025/2026 and school administration: Arthur Leung (Chairperson), Cecelia Chan (Co-Chair), Dickens CHEUNG (Secretary), Emily Miura (Treasurer), Ms. Nona Navin (Principal), Mr. Brian Miller (Vice-Principal).

11. **Gaming Fund Grant:** Not a guaranteed grant; PAC Treasurer must apply by March 31st fiscal year-end.

Treasurer Report by Mr. Arthur Leung (Chairperson), for Ms. Emily Miura (Treasurer)

12. **General Account (2025/2026 Proposed Budget):**

Balance: \$24,840.02 carried over from June 2025.

Estimated Income: \$13,200 (Pizza Days: \$7,200; Other hot lunches: \$4,800; Special fundraisers: \$1,200).

Total Balance: \$38,040.02 (estimated).

Expenses: \$27,677.64 (estimated), including:

Teacher subsidies: \$8,000 (32 Teachers/Relief Teachers), \$2,100 (14 Resource Teachers), \$950 (19 Education Assistants), \$150 (Library).

Events: \$2,725 (Sports Day, Grade 7 Graduation, Teacher Appreciation, Outdoor Education).

Miscellaneous: \$952.64 (MunchaLunch fee, bank charges, cheques, MacNeill Scholarship, Student Leadership).

School Enhancement: \$16,000 (Teacher Wish-list, iPad replacements, playground maintenance/accessibility upgrades).

Estimated Surplus: \$10,362.38 by school year-end.

13. **Gaming Account (2025/2026 Proposed Budget):**

Balance: \$1,466.30 carried over from June 2025.

Estimated Income: \$12,600 (Gaming Fund Grant).

Total Balance: \$14,066.30 (estimated).

Expenses: \$12,997.80 (estimated), including:

Field Trip Fund: \$10,890 (\$15 per student for 726 students).

Reader's Choice: \$2,000.

Miscellaneous: \$107.80 (BC Confederation of PACs membership fee, bank fees).

Estimated Surplus: \$1,068.50 by school year-end.

Fundraising and Events Report by Mr. Arthur Leung (Chairperson)

14. **Hot Lunches:** 25 hot lunches scheduled for the year (compared to 21 or 17 in prior years). Proceeds revised downward due to inflation and fewer orders. A new vendor, McDonald's, added on a trial basis. Volunteers urgently needed.

15. **Fundraising Initiatives:**

Sun-Oka Fruit Farms (Ambrosia and Honeycrisp apples) added as a new fundraiser by Dickens CHEUNG (PAC Secretary).

Arthur Leung (PAC Chair) is in discussions with BriteMinds Lab for a potential Bubble Tea fundraiser.

Our school received solicitation from another Subway location for fundraising.

16. **MacNeill Scholarship:** \$400 awarded to one graduating MacNeill Secondary student who graduated also from Cook Elementary.

17. **Playground Upgrade:** Desire to improve playground accessibility, but no dedicated fund yet due to high costs.

18. **Community Events:** Plans to organize more school community events.

Other Business Report by Mr. Arthur Leung (Chairperson)

19. **New Elementary School in Richmond:** A new elementary school on Odlin Crescent may impact certain Cook families who reside in the upcoming new catchment following catchment boundary re-drawing starting September 2026.

20. **Playground Extension:** PAC reached out to RDPA for resources and guidance on playground upgrades.

With no further business, the meeting was adjourned at 3:45 PM.

The next PAC Meeting of the 2025/2026 School Year is scheduled for Wednesday, December 17th, 2025 at 3:00PM in the William Cook Elementary School Library.