

**Westwind Elementary  
PAC Meeting Minutes  
Jan 13, 2021 6:30 on Zoom**

- 1. Approval of past meeting minutes.** Motion by Sarah, seconded by Shauna. All are in favour.

- 2. Chair's Report:**

Hot Lunches. We have had questions coming from parents why we are not doing hot lunches. One reason is that we need a parent volunteer to run the program. Drew has written to the PAC Chair at Homa to ask them how they are running Food Days/Hot Lunch during these times.

- 3. Introduction of our new Principal Catherine Ludwig.**

She has been at Blair Elementary for the past seven years, before that she was at Rideau. She has been a school administrator for the past 14 years and has carried out her entire career in the Richmond School District. She has a degree in Music and is the Richmond Summer Learning Fine Arts Program Administrator. She has twins who are sixteen years old and practices yoga daily.

- 4. Treasurer's Report:**

Fundraising has been going strong with the winter bundles on the run up to the holidays as well as the direct donation campaign. The Other Fundraisers figure of \$375 is the winter bundles. Once all amounts have cleared, this will total just over \$1,000. A huge thank you to the Kristi and the fundraising team, and for everyone that took part with winter bundle orders.

Donations have been strong with a total of \$4,500 received which compares to \$5,700 for the full year last year. Thank you to the generous families that have supported the donation campaign. If you haven't already received your donation receipt, we will be delivering the second batch in the next week or so to the addresses on the receipts.

On the expenses side teachers have been buying items for the classroom, primarily literacy support items. A couple of teachers have purchased plexi-glass desk barriers which has resulted in them going over their classroom contingency allocation. Where this is the case, I have used their field trip allocation. No individual teacher has used all of their allocation.

We used some of the PAC discretionary funds to buy drain-boards for the classrooms as well as for treats for students before winter break. We also bought treats for the teachers which will show up in the January numbers.

As at the end of December, we have an operating surplus. It is worth noting that we have spent \$3,000 of the gaming grant on the outdoor gardening program, this cheque hasn't yet cleared. We have \$4,000 left there to fund non-curriculum activities such as special events. We have \$2,600 left of funds raised this year to fund all other activities. We still have a further \$13,500 in the bank account after allocating \$15,000 for the playground fund.

## **Committee and Club Reports:**

### **5. Dance Committee**

John P. contacted the liquor board to inquire about if we do not use our liquor licence if we would lose it. He learned that we will not and it will not expire if we do not use.

### **6. Pink Shirt Day – February 24<sup>th</sup>.**

The shirts are not actually pink this year. It's a white T-shirt with a pink rainbow on it and says "Lift Each Other Up". You can purchase the T-shirts on the Cash On-line System. They will be sorted by Division then quarantined. Masks, toques, bracelets with the theme will also be available.

### **7. Playground Committee.**

Carolyn and Sara gathered all of the right people, City, School District Administrators, maintenance crew. There is room to the west, the hill can be moved. Goal posts can be removed. Additionally, we can possibly move the long jump to make room for more swings. Stakes in the ground are not put in anymore for safety reasons. Fundraising will need to be in affect. Anyone want to join them with ideas? Grant Applications, accessibility Grants exist. Corporate Sponsorship is an option. Where does the district stand on signage from Corporate Sponsorship? Carolyn answers that historically marketing to captive audiences (i.e. students) is not considered ethical. Sarah mentions that McKinney Elementary has a small sign and received corporate sponsorship. It is estimated that we will need at least \$ 80,000.

### **8. Gr. 7 Graduation**

Shauna and Jen will be doing two fundraisers to pay for hoodies & masks, and possibly something special at the end of the school year. The first is Mr. Cooper's Meat Pies. The second is Steveston Seafood House. They will give us 15% of all orders during a four-week period from take out orders. Order on-line for curbside pickup. There is a

prize basket and your name will be entered into the draw for every two pies you purchase.

## **9. Fundraising Committee**

Another sale in the Spring. It will be drive-thru pick up again. More ideas in February. This committee still needs volunteers to take over next year. Some ideas are Zoom Cooking classes, Two Rivers meat sales, Purdy's, Pasta, Mixology and West Coast Seeds.

## **10. Book Fair** – will go ahead Virtually February 22<sup>nd</sup> – March 1<sup>st</sup>.

## **11. Administrative Report.**

Carolyn: There is an administrator shuffle this year, mid-year. Thank you to Westwind parents for being such a strong and supportive PAC. It has been a pleasure getting to know all of us. Ms. Latu is going to be the principal at Cook Elementary, a large school with 23 division and 512 students.

Regarding the playground, she would like to allow students to give their input through the teachers. One Division has already given feedback.

The FSAs are approaching, the Foundation Skills Assessment for Gr. 4-7. They will be doing them from Feb 15 – Spring Break. BCTF usually sends a letter home asking parents to not allow the students to participate in them. Some, like the Fraser Institute, use the results to 'rank' schools. Carolyn thinks it an excellent tool, that can give parents a snapshot into how their child is doing in school. Westwind traditionally has lots of parents who chose to opt-out.

Another program that is going on, is the MDI scale, the middle years development instrument. It's a Social Emotional gage for Gr. 5 students, regarding their social-emotional thoughts in the school and community and their level of satisfaction. It's a major part of the Core Competency. Its an on-line survey.

Westwind will be a pilot school for a using a parent portal with MyEd BC. Parents can view the portal directly and see information on grades and attendance and other information, like IEPs and medical information. Moving toward report cards being on-line.

The Gr. 6/7 classes will be participating in a leadership workshop through Pinnacle Pursuits. Carolyn has arranged this fun company to come ad work with these classes because the Outdoor Ed program will be cancelled this year due to Covid. It's an experience, leadership and team building program to take place in February and March, students will reap benefits sooner and be ready for high school

Sara: City of Richmond has asked for submissions for locations around the City for a Mural. We though of the bare wall by the front of the school, where there are flowers and shrubs. We applied to the city and we got it. They went through the short-listed

artists, and along with the staff and students, they selected an Artist. An author illustrator and a partner will be doing our mural. They will be working with classes and creating a mural based on our ideas and executing in July.

Westwind in one of the first schools to get a lighting upgrade, LED lights inside and out. All lights will be brighter, some will have timers and be dimmable lights. It will start in February, after school when there are no students and will take 6 weeks. Conferences will be in the spring, via Zoom or a phone call. Might be Student Led. We also have Black Shirt Day coming up on Monday to show support for anti-racism efforts.

**Motion to Adjourn Sarah.** Seconded Gina. All present are in favour.