

# **Westwind Elementary PAC Meeting Minutes**

**November 26th, 2019**

9:00 am Multi-Purpose Room

## **Welcome and Introductions**

1. Approval of minutes – motion by Shelley seconded by Lisa. All in favour of yes.
2. Administrative Report – Welcome to Sandra Nixon. Welcome to Mike Charleton the District Administrator or Emergency Preparedness.
3. **Mike Charleton** - explaining our Emergency Preparedness

Richmond SD is cutting edge in terms of being ready for emergencies. District Administrator of Emergency Preparedness is a new position. He holds the role of Seismic Upgrade Liaison as well, both as a .5 position. There are currently 9 projects underway, seismically. Two more are in the PDR stage. By summer we should have 11 projects. Helps schools in our district to have a Plan for emergencies, all hazards approach. All school plans up to date, hold and secure, lock down. Help schools to stage the area. 6 drills per year. Makes sure schools are following mandate and observes drills to improve practices. District has a plan in place. Non school sites as well. Up to code. Supplying schools with supplies and taking over this responsibility and burden from PACs and Admins.

There are 10 major hazards. In Richmond only 4 are high risk.

1. High flood area, dykes and pumping systems. Dykes are to be 2.5 higher than any high water. Over last 5-6 yrs we've been improving the pumps. 5 hour window to get us to higher ground.
2. Storms and power outages.
3. Fire.

4. Earthquakes. We have an EQ everyday in BC. Most we don't feel. We have to make plans for EQ recovery.

All Hazards approach.

1. Evacuation – fire flood, gas leak.
2. Drop-cover-hold-on – explosion and earthquake.
3. Hold & secure /shelter in place – dangerous situation nearby area.  
(business as usual inside)
4. Lockdown – danger in same place.

Prepared BC website. Take a look.

Family Plan. Household preparedness guide. 12 very important steps. One tip is to have your vehicle gas tank at least half full. Have a family meeting place. Someone (designate someone other than yourself) in walking distance to pick up your children from school. The more you talk to them and have a family plan the calmer your children and you will be.

They teach the children at the Gr. 6 level to know the disaster plan and call them 'The Masters of Disasters'. The idea is that they pass the information along to their parents and siblings. Similar approach that is taken on recycling, have students teach at home. SEMP. Staff and students rehearse their training and learning by performing emergency drills. 6 x evac drill. 2 x drop/cover/hold-on drills. 2 x lockdown/hold secure. Additional personal safety lessons. Master of disaster program. Communication plan for an emergency. Earthquake Early Warning System (EEWS), specialized system that gives us some warning, 2-3 minutes of, tremors trigger a receptor and then a warning sounds in the schools. Collaborating with City of Richmond and RCMP.

Some talk on emergency supplies. Tarps, turn into make shift shelter for each division. 22 schools got containers this year, 22 last year.

Question from Judie about the EEWS that comes to schools. Will it be on the app. Short answer is no. Best way to communicate during a disaster is via text, not phone calls. Keep your texts short and simple. Mock disaster

exercises are being done to practice getting communication etc. – Mr. Charleton agreed this was a good suggestion (from Judie) for EEWS to be sounded through app as well.

Lisa question – Do we need to say who can pick up our kids (designated person in walking distance)? Answer is yes. Do we need to come straight here to get our kids? School is ready to care for our children for 72 hours. They are working on the family reunification process. We have many more resources working on the Emergency preparedness. Richmond is ahead of other districts. Not many have this position/person. Day Care programs (ie. Top Kids) are also included in the plans.

Placement of container. He has already met with the parent that does like the location. 6 main criteria for placement. Mr. Charleton says it is in the best sight possible. Easily accessible. Good distance away from school. Out of sightlines of playground. Some kids were playing behind container, addressing this with staff. Must be on hard flat surface, must be level for doors to open.

Thank you for your time. He tried to keep it brief.

4. **Sara Lai**– Hip Hop lessons are on Dec 4<sup>th</sup> – Dec 11<sup>th</sup>. Evening performance is at Steveston London in the “Shark Tank”, 6pm on Dec 11th. Afternoon performance 1:15 on 11<sup>th</sup> at Westwind. Tickets will need to be issued for both the Afternoon and the Evening performances.

5. **Sandra Nixon** – School Trustee

Elected trustees. Listen to parents, schools, boards. PAC Chairs talk to RPDA, also we can communicate with our Trustee, Liaison. Couple of things she wants to talk about. One was Emergency Preparedness, this was already well covered by Mike Charleton. Secondly, child care spaces, will there be funding from the district or the Province. Thirdly, Environmental concerns such as water bottles and juice boxes used at the school. Also, Boundary reviews and the recommendation around Westwind. Let’s Talk

website. Email Sandra Nixon for further feedback. Having meeting in December. Sandra will try to give us some clarity. Its still grey to many of us interpreting the changes that affect our School and catchment. Judie feels the walking/biking route to McMath is safer than the route to Steveston London. Brenda reminds us to use the Let's Talk website. Sandra said the feedback on website closed, deadline has passed so best to send an email to her directly.

Judie has a suggestion for Child Care. Empty classroom, school closures. Empty schools should be used for daycare, keep school open. Sandra agreed.

6. **Alexandra (parent at school)**– Insurance for children and other financial concepts. Her colleague presents some information to us.

Financial Literacy. In ONT they have this on the curriculum. Making people aware of financial concepts. RESPs. He finds people don't understand RESPS or grants available. Teaching families about RESPS. Child Tax Benefit, he suggests putting these funds into RESP. Then the government grants add up as well. Most people only invest in Real Estate or worse, spend their money and have no savings. Teaching kids/families how to save money. Participating Whole Life Insurance plan. RESP can only be used for education. Not everyone will go to Post Secondary Education. Other ways to save for your children. Have a plan.

## 7. **Chair's Report** – Judie

- i. Road Safety. There was an incident where a boy on a bike was struck by a Van. Parents are driving too fast and the child on the bike did not shoulder check. Kids and parents need to be aware of safety. Ms. Latu said there was dash cam footage, boy on the bike had no helmet. Now boy is now wearing helmet and dismounting bike to cross the street. RCMP came and spoke to the students and this helps. Kelly suggested a sign that reminds you what speed you are going. Karhmen suggested a safety program. Ms. Latu agreed good

idea and mentioned we have done a safety program in the past. Hub cycling program. Will look into.

- ii. Gardening Grant update – Judie has looked into which Grants are available.

Canada Post Sig grant \$5000 deadline in March

Canadian Tire –

TD friends of Environment –

BC Hydro - \$2000

Workplace of Tomorrow

There are other grants whose deadlines have passed that we can do next year.

Playground Grant – Rick Hansen Grant \$20,000 in 2020. No deadline for that.

**8. Treasurer's Report** – Report prepared by Sarah, PAC Treasurer. Read by Laura PAC Secretary

Summary of October revenue and expenses for November PAC meeting.

Spreadsheet explanation. First column is actual revenue and expenses up until the end of October. Second column is the full year budget for the year approved at the AGM. Third column is the revised full year budget – explanations to follow. Fourth column is the difference between actual numbers and approved budget.

**Revenues**

*BC Gaming grant* of \$7.5 K was received. Last year's amount was \$9.4K. The amount is calculated as a \$ per student enrolled at the school in the previous year. This year is \$20 per student.

*Food Days* of \$5.3K is from munch a lunch and includes cash received for the term. Not all vendor costs are included in this number. This number represents approx. \$907 of net revenue.

*Other fundraisers* is the entertainment books, movie night and pub night. The total of \$6.3 K has some costs to come through in November. This figure will be approx. \$3K after subtracting all related costs.

The main items are:

Entertainment Books \$2.5K

Movie Night of \$0.9K

Pub Night \$1.1K

Grade 7 Fundraiser is pizza days and chocolate milk sale which have raised \$0.9K. This is only the first month of pizza days.

### **Expenses**

*Class Contingency and Literacy Support:* three teachers have asked for amounts to be reimbursed. They are aware of the amounts they have to spend and we will send a statement early next year.

*Special Events.* We have revised the budget that was approved at the AGM to reflect the items requested by the school at the last PAC meeting. The second column is the original budget approved at the AGM. The Third Column is the revised budget. You will see an increase in special events from \$8,000 to \$15,549. The actual amount spent on special events last year was \$4779. The amounts included in this year's proposed number are:

\$6000 kids in the Garden

\$1600 Live performances X 2

\$4250 Hip Hop lessons and Winter Performances

\$2824 Tennis lessons

\$875 Golf

### **Overall position**

We the proposed budget, we have total planned expenses of \$41,985. This will be funded by the gaming grant of \$7.5K, opening bank balance of \$18.3K and budgeted current year fundraising of \$16.2K. The expected surplus at the end of

the year is \$2.8 K compared to the budget approved at the AGM which showed \$2.9K.

9. **Fundraising** – (Prepared by Gina) read by Laura

We have had a successful year so far by exceeding our fundraising target of \$5000 and we have three more events to come next year.

10. **Dance** – Save the dates coming soon. Pub night was held at O'Hares for volunteers. Any sponsors welcome. Silent auction. Ms. Latu sent away for liquor license. Brenda suggested asking around in the village and give letter closer to event.

Karhmen has donation letters if anyone would like to take one.

11. **Lend a Hand** – help the homeless drive. Each div. has been given something to focus on. Half of the items collected will be donated to places in Richmond and the other half to Insight, on the downtown Eastside. Namita would like to do more for Richmond, just Richmond. She has been helping in our neighbourhood/ community and has had her eyes opened to the great needs in Richmond. St. Albans Church. Very big need there. Judie likes to help and support Insight. Socks are huge need. Trench foot. Each div. has a list, Dec 6. deadline. Namita has a list of where to drop in Richmond, she will determine greatest need.

12. **Other Business?** – None.

Adjourned – 10:40 am.