

Westwind PAC Meeting Minutes

September 23, 2020

6:30 p.m. Zoom

1. Introductions and Welcome.

2. Motion to Approve Minutes. Gina moves, Sarah seconds.

3. Chair's Report – Drew:

We have had a safe and happy start to the school year and a lot of programs are on hold. That being said we still need some new faces. Does anyone have a virtual/on-line fundraising idea? Please reach out to one of us, we would love to hear from you. It's a great way to meet new people and to support the community. For the Munch-a-Lunch program, we need a 'committee chair in waiting'. MAL is a hot lunch program. Jenn (who has run the program the past few years) has secured some great local vendors. It generates a lot of money and supports local businesses. This program is not running right now due to health and safety concerns of the pandemic.

4. Treasurer's Report – Sarah:

First, we review the Year End Numbers dated August for 2019/2020. See attached.

Revenue

Each year the PAC can apply for a gaming grant from the BC Gaming Commission. The amount varies but is typically around \$20 per student. This past year it was \$7,460. The money is intended to enhance extracurricular opportunities. It cannot be used for items that are used to deliver curriculum. This year we used it for the winter hip hop classes and concert as well as various field trips and in school performances.

Each year a group of parents run a book fair in partnership with Scholastic. Funds raised are used in the library for book purchases and visiting authors.

We have an amount of approx. \$1K that wasn't spent last year as a result of the school closure.

Food Days is the munch a lunch hot lunch program which netted \$3K. That was approx. \$31.5K in revenues. A big thank you to Jen and all of the volunteers that helped with this fantastic program.

The parent dance was a great event again this year and the committee did an awesome job. The event netted over \$10,300.

Other fundraisers included selling entertainment books, the ever-popular pub night social, movie nights and winter bundle sales. Many thanks to the fundraising committee for running these events that do some much for the school community. These events raised approx. \$5,800.

Direct donations from our generous families totaled \$5,700.

The grade 7 fundraiser this past year was primarily pizza days which raised \$15,800. After costs, the grade 7 families had \$5,700 which was spent on graduation related items as the outdoor education program was cancelled.

Next, we look at the Budget for the year ahead 2020/2021. See Budget provided.

2020/2021 Budget

SUMMARY

Spreadsheet shows last year's numbers as well as the budget for this year.

Budgeted revenue is \$23K and is lower than last year due to the Covid-19 impact on fundraisers.

Overall expenses are budgeted to be higher by approx \$4K as we expect to have expenses of a full school year which was not the case last year.

Expenses are expected to exceed revenues by approx \$10K. The intention is to finance this using our surplus from last year.

DETAILS

Revenue

We have applied for the gaming grant again and expect to hear in October if it has been awarded. It is normally calculated at around \$20 / student and spent on extracurricular opportunities.

Book Fair: Unfortunately, Scholastic has had to cancel the book fair this year. Maybe a virtual bookfair option will become available at some point but at this point we are not budgeting anything here.

Food days: This is the hot lunch program run through Munch a Lunch. At this point we are not intending on running this program but will continue to reassess. If you are interested in getting involved with this program, either liaising with the food providers or helping to distribute the food at the school please do let one of us know. It's a great way to meet other parents and contribute to the school community.

Parent dance: Budgeted 50% of last year's amount. We will revisit this number as we move forward.

Other fundraisers: This is a tricky number to budget this year. We are planning to go ahead with Winter Bundles again. At this point we can't plan for a pub night or movie nights. We are for sure looking for some creative ideas for fundraising. If you have ideas that you would like to share or run with please do reach out.

Donations: Budgeted a drop to \$3K to reflect economic climate

Expenses

Classroom allocations are calculated on a consistent basis with previous years. Classroom contingency and literacy support are both \$125/division with field trips calculated as \$12 per student.

School programs: We are budgeting \$3K for the kids in the garden program which includes the \$3K credit note from last year.

The school is working with the parties involved to determine viability of still running tennis lessons, golf and live performances which total \$5K. A further \$300 is to replace certain learning lab materials.

The viability of the grade 7 outdoor program is uncertain at this point but the grade 7 families are working through their plan for the year.

PE and recess sports equipment includes \$800 for new nets for the basketball court.

Student programs: We are hoping that student programs will go ahead this year as planned.

Other: Parent Ed will presumably go ahead as will parent education in some form.

5. Fundraising Committee: - Gina & Kristy are present

They are stepping back but will still do the Winter Bundles. They used to have everything delivered to the school and picked up at the school by parents. They are asking how we can facilitate the pick up under Covid constraints. Can we have a Drive-Thru to pick up our purchases, similar to other drive thrus that were done for the Welcome to K, the gr. 7 grad? They will go ahead with putting on this fundraiser.

A Shred- a Thon is suggested by a parent. Also drive-thru style.

6. Gr. 7 Grad Committee: - Jenn & Shauna

Jenn asks if they should be fundraising for Outdoor Ed. Will it go ahead this year? If it does not, their Fundraising target is lower. They will fundraise for hoodies & annuals instead. They are looking for ideas. In the past the Outdoor Ed program was funded by the Pizza Days fundraiser, which is not going ahead this year due to Health and Safety Concerns. Drew will pass along an idea. We have lead on a possible Hand Sanitizer fundraiser.

John – A parent suggests doing an on-line 50/50 draw. He also suggests a silent auction on-line.

7. Other Business

A parent has brought forward to the PAC executive a question/concern about our school procedures around snack time. Some other schools snack inside then wash their hands before playing outside. At Westwind the children eat their snacks outdoors during play time. Hands are washed before going outside to snack/play and are washed again when they come inside after the outside

playtime. In the Covid environment would it be beneficial to reconsider our procedure?

Ms. Latu responds that is it the teacher's choice if they want the kids to eat their snack in the classroom before heading outside. She has checked with the Superintendent of Health and Safety and our way is within the guidelines.

Jamie – Do the teachers have any additional needs in the classroom? Is there a way to help provide additional needs to teachers? Drew responds in saying that this is something the PAC Exec have been thinking about and discussing. We met the four of us and put forth an offer to the school to hear requests that staff may have. Anything we provide must be approved by the district Health and Safety. Staff have been brainstorming. Some requests are extra door mats and mats in the sink area.

Parent question – What percentage of Westwind students are currenting doing transitional learning. Admin answers that 17% of students (families) have chosen transitional learning.

8. Administrative Report.

Carolyn Latu:

Ms. Latu thanks the PAC for our service. Ms. Mazzone has retired after 29 years with the district. New welcome Ms. Pawers who job shares with Ms. Chies. Other new teacher Welcomes are Mr. Shackles, Ms. Hulme, Mr. Kirby. We have 1.5 EAs. Ms. Bolden ½ time & Ms. Thompson. From District staff, Ms. Lakakas leads the transitional learning team. Ms. Abrams our music teacher got a full-time position elsewhere so has left Westwind. We now have Ms. Lam for music for the 1st term only, 5 days per week. She will go to other schools for 2nd and 3rd term. She will teach Ukulele to divisions 1- 10, and Rhythm and Beat Unit for divisions 11-16. To sum up we have 7 new staff members. At the end of October, we say goodbye to Garmy our main noon- hour supervisor. We are looking for another parent to become the noon hour supervisor.

Sara Lai:

The transitional learning option started last Monday. Ms. P is doing K/1/, Ms. Nunn is doing gr. 2/3, Ms. Lakakas gr. 4/5 and Mr. Shakles gr. 6/7.

Curriculum is based on their strengths. The district has come up with some extra materials. They also do check-in with families, check-ins with peers. There are four set dates/opportunities to re-enter onsite school. Families are to provide notice 1 week in advance if they plan to re-enter.

Our school has two different schedules for two groupings of the cohorts. Cohorts (no larger than 60 including staff and students) are designed by peer groups this term. The average size of the cohorts is 48. The largest cohort consists of the two K and one k/1 classes, but it is still less than 60.

Today was wet. Thank you for dressing appropriately. Lots of fresh air.

We will have a Pro-D Day this Friday. It will be the first time some of the staff will meet each other, as cohort separation has prevented them from meeting prior to now. Other coming events are Orange shirt Day, Pumpkin Carving. Pumpkin carving event will be modified and done in cohorts.

Questions?

Jenn – How is wet clothing dealt with? What is the school's procedure?

We are not using the lockers, too much cross contamination and too difficult to clean the inside of the lockers. So where do we hang wet coats? Can we put hooks on the outside of lockers? We are getting an electrostatic sprayer for quick surface disinfection. Also getting hooks to hang on the outside of the lockers so we can hang backpacks on hooks or wet coats on rainy days. We want to get the backpacks off the grounds as they are a potential tripping hazard.

Next PAC Meeting, Wednesday October 21st, 6:30 pm via Zoom.

Motion to adjourn Jenn, Jamie 2nds. 7:35 pm.