

# WESTWOOD PAC MEETING MINUTES

Monday 28 Sep 2020 @ 6.30PM

Pac Meeting via Zoom

## Attendees as Reflected:

Principal: Bryn Williams

## Executives:

Chair/President: Raquel Cooper

Vice – Chair: Darla Tinderland

Treasurer: Jenn Jarvis

DPAC Representative: Hadar Hamid

Secretary: Wati Khalil

Co- Secretary: Vanessa Janusz (Absent)

Member at Large: Olesya Gagnon (Absent)

## \*Other Parent Attendees:

Meg

Debbie Bigattini

Brittany Anderson

Farid

Asifa Hussain

Neda

Sali

Jean Lomas

Yiying Wang

Deanna Mazur

Mahdi

*\*Full Names not captured for some attendees*

Meeting Commenced: 6.30 PM

Meeting Adjourned: 7:55PM

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Approving 17 June 2020 meetings minutes - approved

Approving 28 Sep meeting agenda – approved

## PRINCIPAL'S REPORT (Bryn Williams aka BW)

- Delay in starting classes. 1 learning group = 1 class dropped. Some families, moved out of the catchment. This meant that the school had to reorganize and lost some staff particularly Ms. Fu (Librarian) & Mrs Rowe (Music) from last year. School year started with librarian & music teacher Ruby Seigh, who was lost due to staff organization. Mr. Armstrong is here for 4 days and will cover music. Mrs McClardy is here on Friday's to cover the library blocks who is also a Counselor which is useful. The library has not been set up yet, and it will probably be a roving library type of system. The books will be trolleyed to the classrooms, and then there will be a signing out and returning system. Upon the return of the books, they have to be sanitized and clean before going out again. Public Health School COVI-19 protocols does not recommend keeping the books in "quarantine" for 3 days as the Public Library system practices.
- Learning groups are set up so that students have friends that they know for the foreseeable school year although this may change if there is a need to shift students or teachers. There is 1 teacher per classroom plus if needed an Education

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Assistant for Student Services. If staff outside of an assigned cohort enter a class, they have to wear a mask & sanitize/wash their hands. BW washes his hands a lot and makes it a point to demonstrate to the students that washing hands are important and keeping up with daily good hand hygiene.

- Daily Health Check- some issues have come up on this at the start of the school. So, the Daily Health Check has been revised to omit a couple of pieces like sniffles. But the emphasis is that if a child is ill, they are to remain at home until they are better before returning to school.
- Use of the School Gym- each class is allowed to use the School Gym. There is a separate entrance and exit door. The children are allowed to make use of the gym equipment and after the class gym session is over, the equipment is cleaned and sanitized before the next class uses it. BW also iterates that the school is doing more cleaning than necessary and for now this is acceptable.
- Visitors at the school are not allowed without an appointment via BW. All visitors must enter with a mask and sanitize their hands. Fill out their details at the door and indicate who they are meeting at the school for the purpose of contact tracing.
- The new school wing is having that last "deficiency walkabout" on Wednesday to identify problems on the extension and fix them. Once that has been completed, BW would like to show the Westwood School Community the new school extension virtually. The extension to the new school flows seamlessly with the existing part. There are a few features which BW would like to share (e.g. the lights, the air system) with the Westwood School Community. BW hopes to do this by the end of the school week before Thanksgiving long weekend. With the new extension there was some leftover money which was used for the planters and play area outside the new kindergarten fenced area. This area has plans to be painted and decorated. The cement area outside the new class will have things that is painted on the ground where the children can use and when COVID is no longer an issue hopefully a sensory path to walk around.
- For those of with G4 kids, the FSA (Foundation Skills Assessment) that is scheduled start on 5 Oct 2020 will be postponed until January 2021 so that schools can focus on providing the children a safe learning environment and through the trauma informed learning and not be tested. There will still be the Gifted Testing for the Grade 4s in December 2022 as they were not tested in Grade 3 last year and in Spring 2021 the Grade 3s will be tested.
- 1701 Funding Model- This is the actual funding that the school gets for the actual classes set. Each class has a funding model based on the right number of students, designations, EAL, Indigenous Learners.etc. The Student Support Teachers have been doing a lot paperwork to assess the English Language learner on how much funding is needed for that learning piece in the class.
- French Immersion – Westwood now has 5 FRIMM teachers and 4 classes: Mme Cosma (K), Mme Austin et Mme Kirby (K), Mme Pesa (Gr 1), M Franke (Gr. 2)
- Playground Improvements– there is a further delay to get this started. As the property inspections are focusing on the COVID safety aspects of schools (e.g. sinks outside the school). All schools will have this moving forward. Hoping that once all this is completed BW hopes to push for the completion of the playground.
- School supplies Fees- the school purchases for G1 to G5 (K classes do their own) and then send a figure out to parents (around \$30 to \$40). Looking from last year's figure it ranged from \$50 to \$80. Buying in bulk gives the teacher what they actually want so that everyone has supplies which are uniform.
- How many students registered for Sep 2020: 225
- Halloween – BW may be open to Halloween decoration outside the school (e.g. under the covered area) but not in the hallways, as there is no walking about in the school unless they are going to the bathroom or gym. BW is considering a virtual Halloween Costume Show. Each class does their own Halloween Costume video piece and BW will put it together with video montage to be sent to the school community.
- Playground Improvement Grant – the City has been quite accommodating with the playground improvement completion date since the Grant was awarded. The timeline of 18 months completion has not been met as it has already been 24+ months since Westwood was awarded the Grant. Raquel confirmed that the communication to the City of Port Coquitlam about the delay has been communicated. The money has already been set aside, but it is uncertain as to whether or not the remaining 25% of the grant money will be accorded to Westwood.
- 12 Divisions all together. Class breakdown for 8 English program classes: 2 Gr 4/5, 1 Gr 3/4, 1 Gr 2/3, 2 Gr 1/2, 1 K/Gr 1, 1 K

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- Parking Loop is still currently closed for drop offs and pickups. Cars tend to park at the available lot near the day care which is acceptable.
- Bike Week is a bit different from the past Bike Weeks
- Mahdi's Question – about Day care group crossing over to Westwood students. Westwood's learning groups are all smaller than the 60 recommended by the PHO. The Daycare have their own recommended protocols to follow. Although we are close to the Daycare, we are managing the spacing and protocols accordingly to school requirements.
- BW leaves the meeting and Darla takes over as Zoom host.

## PRESIDENT'S REPORT (Chair: Raquel & Vice Chair: Darla)

- Correspondence: Wati to arrange with Ms. Monkman when and how to check mail.  
Addendum: Wati spoke to Ms. Monkmann. To any PAC executive who needs to access any mail, will need to arrange with Ms. Monkman via phone call or email. She will put all the mail in a basket and leave it at the main school entrance at the arranged time. As Secretary I will do it every Tuesday and Thursday and message all PAC executives if mail requires immediate attention.
- Grade 5 Committee: Raise hand via Zoom participant option if you are a G5 parent. Role of the Committee is to plan with staff and execute the year end leaving event and field trip for Grade 5 (if allowed due to Covid protocols). The biggest job is the hoodie order. Committee works closely with Mr Williams and G 5 teachers. After a show of hands via zoom, the Grade 5 Committee members are : Hadar Hamid & Brittany Anderson (Milo's mom). Chairperson advised that the orders were delayed last year, and it would be best to start with the hoodie order as soon as possible. G5 Kids vote on template and all kids need sign the template design, orders go home, sample sizing perhaps should not be done this year as per COVID protocols. Raquel to provide Hadar with information from last year and the updated order information from Western Athletics. Brittany to also liaise with her contact regarding prices and feasibility to supply to Westwood.
- AGM/Elections 2020/21 vote to defer to November 2020. Quorum met by show of digital hands raised via Zoom participants option.
- We have at least 5 current executive PAC members and need a few more to come forward.
- PAC Meeting dates for 2020/21: agreed via digital show of hands, to schedule meetings to skip October, proceed with Nov 2nd, Dec 7th, Jan 11<sup>th</sup>, Feb 1<sup>st</sup>, Mar 1<sup>st</sup> (tentative), Apr 12, May 3rd (AGM), June 7<sup>th</sup>. Require 6 minimum meetings to be held during the year.
- Fundraising
  - Donation letter request will be sent end of October, early November.
  - PAC hot lunches are large resource of fundraising and is temporarily suspended.
  - Cobbs fundraising: We participate with 2 Cobbs locations Oxford Sq. & Sunwood Sq. Oxford Sq. wants to attend a future PAC meeting. The Cobbs fund raising is minimum effort and easy to run. The financial returns are not high but still decent. The amount raised from this are : Sunwood =\$92.83; Oxford=\$43. When purchasing from Cobbs at these locations, tell them it is for Westwood before the sale is finalized. 5% of sales goes back to school.
  - Westwood Logo Masks: Parent(s) have requested masks with Westwood logo. Darla to look into which company to use and the type product they offer. We believe each student should have been supplied with 2 masks as per MOE promise, Raquel/Darla will ask BW to confirm. Brittany may be able to get masks at low cost and apply logo with her cricut maker.
  - Raffle: generates a lot of money but it was a lot work the last time Westwood carried out (e.g. collecting ALL raffle tickets, plus the prizes to collect.) So, for now we Raffle as a fundraiser will not be considered.
  - Tutoring service – donations to go back to PAC. We will have to check with BW if this can be done.
  - Spirit Wear – Raquel to look into it and have others help with implementing. Tie it into a Spirit week a few times a year, with possible food drive.
  - Need to raise money for other items and need to be specific when applying for the grant as donations. BW prefer in-class learning activities vs sports items.
  - Walmart Grant deadline is every quarter.
- Bike to School Week: promoting bike, walk & scoot to School till Friday 2 Oct.

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- PAC executives need to figure out how to use Poll function in a virtual meeting.
- A suggestion to have a Treat Day (e.g. movie in class), this would need to be implemented by staff.
- Correction to Agenda, Thanksgiving is on 12th Oct. Terry Fox Run will not involve PAC involvement this year.

## TREASURER REPORT (Jennifer)

### Account Balances: Sep 2020

- Gaming: \$1,762.31.
- Operating: \$12,701.82
- School: \$1,031.61
- 2020/2021 budget.
  - After review of the budget presented, it was approved with no changes. Quorum met by show of digital hands raised via Zoom participants option.

## HOT LUNCH REPORT COMMITTEE

- Hot Lunch / Fruit Veggie Trays - suspended further notice, re evaluate in January 2021.
- Fruit and Vegetable Trays: As PAC are not permitted to be in the school at this time, we will advise BW that PAC can fund for the Fruit and Vegetable trays, but staff would have to prepare and distribute to classes.

## DPAC REP REPORT (Hadar)

- DPAC Report – Nothing to report

## SECRETARIES REPORT (Leelawati Khalil & Vanessa Janusz)

- Nothing to report

## Coming up on the Calendar October & November 2020

- PAC meetings-to be scheduled first Monday of each calendar month as this coincides with the school's staff meeting. If the first Monday falls on a statutory holiday, then the meeting will take place on the second Monday.
- 30 Sep 2020 – Orange Shirt Day & Terry Fox Run
- 12 Oct 2020 – Thanksgiving Day (school is not in session)
- 15 Oct 2020 – BC Great Shake Out & School Portrait Day
- 23 Oct 2020 – Provincial Pro-D day (school is not in session)
- 2 Nov 2020 – November PAC AGM/Elections meeting. (TBC)

PAC meeting adjourned at 7.55pm.

***Note: Voting process was done via Zoom by raising hand option – icon on Zoom titled 'Participants', there is an option to raise or lower hand for each member.***