

Richmond Secondary School Parents Advisory Council (PAC)

Mar 11th 2026 6:30pm – 7:45pm Meeting Minutes

Attendees: Ms. Kwon (Principal), Jenny and Stephanie (Dry After Graduation coordinators), Angela Huang (PAC Chair), Linda Yang (PAC secretary), 15~ parents

1. Land acknowledgement and Welcome—Angela Huang

2. Parents' Guide to Emergency Preparedness—Ms Kwon

- May refer to the school website <https://rhs.sd38.bc.ca/parents/parents-guide-emergency-preparedness> and PDF <https://rhs.sd38.bc.ca/files/rhs/2026/02/A%20Parent-Guardian%20Guide%20to%20Emergency%20Preparedness.pdf>
- Key points of emergency event and response:
 - i. During after-school hour events, such as DAG night, inform Fire department there is event with high occupancy because Emergency response triage base on occupancy levels.
 - ii. **Terms are explained: Drop-cover-hold on** (used during earthquake); **Evacuation** (everyone needs to leave the building); **Shelter-in-place** (activated by principal when a situation outside of the school is deemed unsafe); **Hold and Secure** (activated by RCMP and principal. Students can go back to class and continue learning); **Lockdown** (Everyone needs to find a nearest safe room to lock themselves. No time to go back to their own classes).
- School practices certain times of emergency drills each year.
- Parents are encouraged to keep contacts up to date and Opt-in School Messenger SMS/Text Messaging from district to receive information during emergency. Please do not attempt to contact the school during emergency.
- In case you are at field trip during school lock down, off-site gathering place for our school is Brighthouse elementary school.
- To maintain the safety of school community, encourage everyone to report if there is outsider entering school property.

3. School update—Ms Kwon

- 2nd term learning update will be up on the April 9th and parent-teacher conferences will take place the following week.
- The school is expecting PLT survey result from the district

4. DAG update—DAG Coordinator Jenny

- More parent volunteers are needed. Interested parents may contact **Stephanie Ho and Jenny Mata** at rhsdag2026@gmail.com

5. Fundraising Event Planning and Brainstorming—Angela Huang

- Overview of Proposed May Fundraising concepts
 - i. Trunk sale
 - ii. Car wash
 - iii. Gym sale

6. Meeting Wrap up—Angela Huang

- Meeting adjourned at 7:45pm
- Next PAC meeting will be on Apr 8th at 6:30pm