



MINUTES

Willoughby Elementary School PAC Meeting

April 19, 2021

The meeting was called to order by President C. Bennett at 7:03 pm.

12 in attendance. 9 Voting Members.

Principal's Report

P. Giovani reiterated that the school administration take direction from Fraser Health and can only disclose COVID-19 exposure information as instructed. Please carefully read the information in the letters that are sent out.

The school has room for thirty more students, so parents with children on the waitlist will be getting calls to fill those spots for next year. There will likely be over 400 students at Willoughby in September.

P. Giovani and K. Muuren are working on staffing for both schools for next year.

P. Giovani inquired about a deadline for teachers to submit receipts to PAC for reimbursement. PAC Exec will discuss and provide a date.

Class photos will be taken next Thursday with safety protocols in place. Students will be allowed to remove masks, if they are comfortable doing so, but will not be required or requested to remove masks.

President's Report

Deferred to Committee Reports

Treasurer's Report

The PAC Financial Accounts were reviewed for both the General & Gaming Accounts for February and March 2021.

General Account & Gaming Account

- February and March 2021 – motion to pass R. Rathjen, L. McDonald 2nd.

Secretary's Report

The February Meeting Minutes were submitted for approval

- Motion to pass R. Rathjen, C. Sellers 2nd

District PAC (DPAC) Representative Report

Deferred

Committee Reports

- Compassionate Support
 - R. Rathjen reported that bottled water has been replenished (fountains remain closed) and there is plenty of food for students who need it.
 - P. Giovani noted that there were no pressing needs at the moment.
- Staff Appreciation
 - C. Bennett will purchase individually wrapped snacks, treats, coffee, tea, etc. to stock the staff room and office during the week of May 3rd (Teacher Appreciation Week).

Old Business

- Tree Grants
 - No update. K. Muuren will call maintenance again this week.
- Playground Updates
 - C. Bennett found an approved vendor for the Buddy Bench and accessible swings that was approximately \$1000 cheaper than the other quotes received.
 - K. Muuren has submitted to the District Purchasing Department.
 - The school will pay for installation. It is hoped that everything will be installed by September 2021.
- Parking Appreciation
 - M. Gobin delivered a thank you/welcome gift basket to the new Pastor and family of the church that allows parents to use their parking lot at drop off and pick up.
 - PAC thanked M. Gobin for putting everything together and One Stop Fundraising for donating a Community Values Coupon Book and DQ voucher.
- Republica Coffee Fundraiser
 - 175 pounds of coffee was sold for a profit of \$875.

New Business

- Munch-A-Lunch Refunds
 - There are approximately \$3700 in credits from last year.
 - Parents will be emailed with the option to donate their credits to PAC, request a refund or carry forward their credits to next year (if they are remaining at Willoughby).
 - A deadline to respond by May 14th was decided. Any credits remaining will be considered a donation.
- The Annual General Meeting (AGM) was called for May 17, 2021 at 7:00pm via Zoom. Nominations for next year's PAC Executive can be submitted to willoughbypac@gmail.com and positions will be elected via a Zoom poll.
 - C. Sellers and B. Sinclair will form the Nomination Committee and conduct the election.
 - L. McDonald will send P. Giovani the nomination forms to send to parents.
- Donation to Donna Gabriel Robins PAC
 - Deferred to May PAC Meeting

Open Discussion

- C. Bennett discussed ideas for the Grade 5 Farewell. There are 71 Grade 5's moving to middle school this year. Traditionally, PAC has provided a cake, but will not be doing so due to the pandemic. Other options will be researched.
- C. Bennett will contact Party Perfect to inquire about a refund of our \$300 credit for Fun Fair that was cancelled last year.

- P. Giovanni thanked PAC and all families for their continuing efforts to keep students and staff safe during the pandemic. PAC also thanked P. Giovanni and staff for how safe our school has been throughout this year. It has been a long, difficult year, but also a very successful one at Willoughby!

Next Meeting

The AGM will take place on Monday, May 17, 2021 at 7:00 pm through Zoom.

The meeting was adjourned at 7:41 pm.

Respectfully submitted for approval at the next meeting by: L. McDonald, PAC Secretary