



Willoughby Elementary School PAC Meeting Minutes

Date: October 18, 2021

Executives		Administration:	
President	Janel Viaje <input checked="" type="checkbox"/>	Principal	Karin Muuren <input checked="" type="checkbox"/>
Vice President	Erika Mathews <input checked="" type="checkbox"/>	Vice Principal	Joel Olson <input checked="" type="checkbox"/>
Treasurer	Monica Johanson <input checked="" type="checkbox"/>		
Secretary	Natalie Maas <input checked="" type="checkbox"/>	Guests:	
DPAC	Thuy Ngo <input checked="" type="checkbox"/>		
Member at Large	Kara Eastgate <input checked="" type="checkbox"/>		
Member at Large	Marnie Gobin <input checked="" type="checkbox"/>		
Member at Large	Kara Hollis <input checked="" type="checkbox"/>		

14 in attendance. 12 Voting Members.

Quorum: Minimum of 6 voting members, minimum of 3 executive must be in attendance.

Quorum met? Yes.

The meeting was called to order by President J. Viaje at 7:03 PM.

1. Introductions, Land Acknowledgement– Janel Viaje

- Land Acknowledgement: We acknowledge that Willoughby Elementary resides on the traditional unceded territory of the Stó:lō, Kwantlen, Katzie, and Tsawwassen First Nations.
- Round table introductions
- Agenda: motion to pass -Thuy Ngo, Marnie Gobin 2nd, seconded by Marnie Gobin.

2. Principal’s Report – Karin Muuren

- Parent teacher conferences on Wednesday October 20 (late night until 7:30PM), and Thursday October 21 (until 4:30PM) - Early dismissal – 1:33 PM.
- We are all new in our roles this year – anything shared with the teachers to please go through Karin Muuren.

3. President’s Report – Janel Viaje

- Communications: We have continued use of the Facebook Page, but we recently created a Facebook group for all parents/guardians of Willoughby Elementary students. Some of the group features will be helpful for us to stay updated with events and announcements vs the page. Please feel welcomed to join the group and add other parents and answer ALL screening questions before being allowed entry to the group for safety reasons.
- Other updates will be deferred to the committee reports.

4. Vice President's Report - Erika Mathews

- Updates will be deferred to the committee reports and old/new business.
- Acknowledge awesome volunteers for 2 successful hot lunch events – thank you!
- PAC bulletin board is being updated and is in progress.

5. Treasurer's Report – Monica Johanson

- M. Johanson reviewed the loss/profit reporting for September 2021.
- Account balances as of September 30, 2021
- Gaming Account: \$20,458.89
 - No bank transactions in September
 - Gaming grant was deposited in October 2021
 - Motion to pass: Renee Rathjen, Marnie Gobin 2nd.
- General Account: \$22,113.75
 - There was an increase with the start of hot lunches, it grew almost \$5000.00
 - September bank transactions:
 - Hot lunch credit from 2020-2021 school year
 - Classroom enhancement
 - Welcome Back Tea - for next school year, we will propose increasing the budget for this event.
 - One cheque outstanding – it was returned.
 - Motion to pass: Kara Hollis, Thuy Ngo 2nd.
- Library has \$5000.00 budgeted and PAC were considering allocating some of this amount to the music room.
- Karin Muuren:
 - The music room is well stocked with excellent supply.
 - The Library is going to be restructured. Last week, a grant application was submitted to the school district for assistance for shelves and redesign
 - The library is in need of non fiction books, the current books are very old and books are expensive.
 - Items that would be nice to have for the school: 3D printer, dash robots (for coding), sphero balls, construction material (Lego/Kinex) for STEM.
- Renee Rathjen- In previous years, the \$5000.00 allotment comes from Entertainment Books sales allocated to the library.
- Plan to consult with admin and librarian to determine what the specific needs are.

6. Secretary's Report – Natalie Maas

- The PAC is making attempts to go green and limit the amount of paper waste at meetings. PAC agendas and minutes will be posted on the school website:
<https://willoughby.sd35.bc.ca/parent-community/pac/meeting-minutes/>
- September 2021 meeting minutes submitted for approval. Motion to pass Erika Mathews, Kara Eastgate 2nd.
- PAC meetings are held the third Monday of every month. PAC Meetings affected by holidays are February and April and will be held on February 28, 2022, and April 25, 2022. PAC AGM will be held on May 16, 2022.
- PAC Email: willoughbypac@gmail.com
- Hot Lunch email: hotlunchwilloughby@gmail.com
- Childcare provided on a trial basis in the music room. 3 children were cared for during this

meeting. Historically children are welcome and play quietly in the room. Decision made not to offer childcare at the next meetings, but children are welcome to come.

7. District Parent Advisory Committee (DPAC) Report – Thuy Ngo

- No DPAC update as the next meeting is on October 21, 2021
- Purpose of DPAC is to be the collective voice of parents at the school district. Advise school district on any matter in the district. Thuy represents Willoughby Elementary Parents and reports the district information back to the PAC.
- Question: Update on amendment at DPAC – no new information was received as the meeting is coming up this week. There will be more information to share at the November PAC meeting.

8. Committees:

- Spirit Wear – Thuy Ngo
 - Using Torque Branding. House team colour t-shirts, dry fit shirts and hoodies will be offered. Sizes offered youth and adult sizes
 - Sales to go out ASAP, and prior to the Fundschrift fundraiser.
 - Flyers going home – please allow 2 days for flyers to go home with children.
 - Teachers can also order Spirit Wear on Munchalunch.com
- Compassionate Support – Renee Rathjen
 - PAC has been providing extra snacks and water bottles
 - At Christmas – PAC gives 5 gift cards for families in need to Superstore/Walmart
 - Admin will identify the 5 families before the end of the Fundschrift fundraiser (November 10 deadline).
 - Firefighters provided 2 boxes of snacks
- Hot Lunch – Kara Eastgate
 - The first two hot lunch events went smoothly, working the kinds out to streamline the process.
 - Feedback from teachers – there is no specific eating time, lunch time is now instructional time. Some of the teachers are reading a story while the kids are eating, 30 mins play time outside. Some teachers have a break before lunch and some after lunch (while children are in Music, Library, PE). Teachers asking to make it once a month, twice a month is a bit much. PAC will adjust this for the New Year.
 - There were no order mistakes!
 - Volunteers to please exit the class and school once the delivery is complete
 - Milk cartons difficult to open
 - Apple sauce will be offered as a fruit option
- Gift Card Fundraiser – Marnie Gobin
 - Fundschrift – runs November 1-10.
 - Paper forms will go out to families to order gift cards in time for Christmas
 - Companies give a percentage of the amount sold to the PAC.
 - Fundraising efforts will go towards basketball hoops, boards, arms.
- Community Values Coupon Book – Kara Eastgate
 - Sold 404 books - profit of \$4860.00
 - \$5110.00 – in total with the credit from Dairy Queen.

- Neufeld Farm Market and Purdys Chocolatier Fundraiser - Kara Eastgate
 - November 12 - sales open (Neufeld will be sold on Munch A Lunch, and Purdy's will be on the Purdy's website with a link)
 - November 26 - sales close
 - December 9 - between 2:30-4:30 pick up in front of the school
- Question: what are we fundraising for?
 - "Outdoor enhancements"
 - Potential for fundraising for next 2-5 years for a potential playground upgrade?
 - Community building to work together for a new playground
 - We can look into this further – may have maintenance concerns to address, look into drainage, etc.
 - There are 5 playground companies approved by the school district.

9. Old Business:

- Gaga Ball Pit - Erika Mathews
 - Review of costs:
 - \$650.00 USD bracket kit
 - \$1368.00 USD rubber floor/rubberized play tiles from Habitat: \$3608 CAD/Rubber flooring from SwingTime: \$1770.00 for smaller diameter and \$2564.00 for larger diameter
 - Unknown is cost for laying wood chips or paving section of lawn for Gaga pit (quote is needed from School District Maintenance)
 - \$437.50 USD door kit
 - \$192.00 USD shipping
 - Unknown brokerage feeds
 - \$723.00 CAD lumber
 - \$385.00 CAD District Maintenance labor (approx. based on other school installations of Gaga ball pits)
 - K Muuren – maintenance does not recommend rubber tiles (kids pick up tiles and they disappear). School district recommends putting a slab down. A request will go in ASAP.
 - Allocate \$5500.00 to the Gaming budget for the Gaga Pit. Motion to pass Kara Eastgate, Thuy Ngo 2nd.

- Buddy Bench and Accessible Swing – Janel
 - Bench and swings are in!
 - K. Muuren – most teachers have showed a YouTube video and read the Buddy Bench book to the students.

- Maintenance Requests Outstanding – Karin Muuren
 - Lines repainted for 4-square and basketball court – requested with maintenance April 2021, will wait now until Spring when it is dry.
 - Maintenance sent the school prices:
 - 2 hoops, boards and arm extensions: \$1930.80+ tax
 - Wait times due to ordered parts
 - K Muuren will put the order in ASAP
 - Fundsript gift card fundraiser will go towards the basketball equipment.

- Amendment Proposal - Natalie Maas
 - On September 27, 2021, notice was given to amend the PAC Bylaw Section 5: Membership of a PAC. The amendment was read. Motion to pass K Eastgate, Kara Hollis 2nd.
 - All in favor: 11. All opposed: 0. All abstain: 1
 - Motion passed to amend PAC Bylaw Section 5: Membership as presented.
 - PAC will amend the bylaws, submit to DPAC and send to admin to have it posted on the website.

- Birthday Treasure Box - Erika Mathews
 - It is ready! Kara E helped to secure and print Dairy Queen mini blizzard coupons for all students. We have a treasure box to be kept in the main office (for now). K Muuren will arrange distributing for September and October birthdays in the coming weeks. Erika will ensure there are enough gift cards in the box each month. Extras are stored in the locked cupboard.

10. New Business:

- Library Enhancement Ideas - Karin Muuren
 - See above.
- Pancake Breakfast
 - Discussion of options for this year:
 - Hot lunch style is proving to be expensive
 - Caterer is as high as \$8.00 per person
 - Open discussion of other ideas (hot chocolate, cinnamon bun, candy cane, Santa visit, other)
 - Date confirmed: December 17th – also pajama day
 - Karin Muuren –There is a parent who would love to sponsor the event. Karin Muuren will reach out when the details are confirmed.

11. Open Discussion

- Karin Muuren – would the PAC assist with funding a security camera (approx. \$2000.00) for the Gaga Ball Pit?
 - PAC to consider.

Next Meeting: November 15, 2021 at 7:00 pm

Childcare will not be provided, but children are invited to attend with their parents

Meeting adjourned at: 8:07 PM

Respectfully submitted for approval at the next meeting by: Natalie Maas, PAC Secretary