

Willoughby Elementary PAC



Willoughby Elementary School APPROVED PAC Meeting Minutes

Date: September 27, 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:	Chantele Hubbs (DPAC) <input checked="" type="checkbox"/>
DPAC	Thuy Ngo Quon <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"/>		

23 in attendance. 20 Voting Members.

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

Quorum met? Yes

1. Welcome – Janel Viaje

- J. Viaje called the meeting to order at 7:05 pm.
- Round table introductions
- Natalie Maas motioned to adopt the agenda as presented. Seconded by Monica Johanson. All in favor. Motion passed to approve the agenda as presented.

2. Principal's Report – Karin Muuren

- Welcome back, and welcome to new families
- Enrollment for Willoughby Elementary is 433 students.
- Willoughby opened a new division for Grade 4/5. Because of sibling considerations, not all could be accommodated at Willoughby Elementary, and are now attending Lynn Fripps Elementary. A new teacher was hired on Thursday September 23, 2021. The posting closed last Tuesday, and teachers have 48 hours to accept the position.

- Verification forms went home with students today – please fill them out and return them to the school by October 1, 2021.
 - September 30, 2021 – Orange Shirt Day – this will be celebrated at the school on September 29, 2021. Quite a few things are planned – shirts with feathers will be put on the fence to acknowledge this day.
 - October 4-8, 2021 – Terry Fox Week. October 7 is the Terry Fox run. Student photos are October 8, 2021.
 - School Cash Online is now open for the Terry Fox run. Families can give \$2.00 or whatever amount they wish. K. Muuren will let the school know how much is raised.
 - October 22, 2021 – Pro D Day – teachers will have an opportunity to further their knowledge.
 - Communication request – if the PAC has anything to be placed in the newsletter, to please have it to K. Muuren by Wednesday at noon. This week, the newsletter will go out on Wednesday.
 - Due to the pandemic, events such as a Halloween Dance will be postponed.
3. President’s Report – Janel Viaje
- Thank you all for being here today, thank you for those who attended the welcome tea, and for those who signed up to volunteer.
 - Welcome the new families!
 - The agenda is full tonight, we will move along in a timely manner
4. Vice President’s Report - Erika Mathews
- Welcome Tea debrief:
 - Previous years PAC was unable to host a welcome event due to the pandemic
 - It was held outside this year – we recognize a lot of faces from the event
 - Attendees on the Grade 1-5 Welcome: 40 – 50
 - Attendees on the Kindergarten Welcome: 20-30
 - Notes are kept for making this a success next year as well
 - Volunteer sign ups - Many people signed up to help – thank you!
5. Treasurer’s Report – Monica Johanson
- M. Johanson reviewed the loss/profit reporting for June, July and August 2021.
 - Account balances as of August 31, 2021
 - Gaming Account: \$20,458.89
 - No bank transactions over the summer
 - E. Mathews motioned to approve the Gaming Account Profit/ Loss reporting for period ending August 2021 as presented. Seconded by M. Gobin. All in favor. Motion passed to approve the Gaming Account as presented.
 - General Account: \$17,937.13
 - June/July/August bank transactions:
 - Munch a Lunch credits due to hot lunch cancellations as a result of the pandemic returned
 - Munch a Lunch annual fee

- \$5000.00 donation to Donna Gabriel Robins Elementary PAC
- Classroom enhancement
- Year end thank you gifts for staff
- E. Mathews motioned to approve the General account Profit/ Loss reporting for period ending August 2021 as presented. Seconded by M. Gobin. All in favor. Motion passed to approve the General account as presented.

6. Secretary's Report – Natalie Maas

- June 2021 meeting minutes submitted for approval. Correction to J. Viaje's spelling of her name. M. Johanson moved to approve the minutes as amended, seconded by E. Mathews. All in favor. Motion passed to approve the June 2021 meeting minutes as amended.
- PAC Facebook Page: Willoughby Elementary Parents Page - please join!
- PAC Email: willoughbypac@gmail.com
- Hot Lunch email: hotlunchwilloughby@gmail.com
- Childcare provided on a trial basis in the music room. Thank you for signing your children in and out. 5 children were cared for during this meeting.

7. District Parent Advisory Committee (DPAC) Report – T. Quon

- We have access to the Langley DPAC zoom license however we need to request far in advance at zoomrequest@langleydpac.ca
- PAC events will not require a proof of vaccination – sign into the school and wear masks
- DPAC minutes and information can be found: <http://langleydpac.ca/>
- October 12, 2021: 7:00pm-8:30pm– Last White Hatter – Parent Education “The Dark and Dangerous Side of the Online World”. Register online here: <https://linktr.ee/LangleyDPAC>
- At the September 23, 2021 DPAC meeting, a motion was brought forward that DPAC will be voting on at the October 21, 2021 meeting. We will review the motion and rationale, and as a PAC we will vote on how we wish T. Quon to vote on our behalf at the DPAC meeting.
 - **Motion:** I Caroline Proffit, DPAC Rep for Langley Fundamental Elementary School motions to have DPAC advocate for the SD35 school district to accept, hold and disperse tax receipt-able donations on behalf of PAC fundraising efforts without charging any fees or additional costs.
 - **Rationale:** Schools benefit greatly from the funds provided by PACs for discretionary expenditures (from technology to classroom expenses etc). It will be easier to raise funds if donors know that 100% of their donation is going to the intended destination (whichever school's PAC). Also, PACs will also have more money to give to their schools if the 5% “administration fee” for issuing tax receipts is eliminated. Langley School District as well as the Langley School District Foundation are separate registered charities with CRA. Langley and Burnaby are the only School Districts in the province (out of 60 School Districts) that currently charge for any issuance of tax receipts. Ours currently is fed through the Foundation, and not directly the School District. There are half a dozen other school districts that use Foundations to support their school

districts, but again, none of them take a “cut” or fee off of donations presented for schools.

- Discussion:
 - The 5% fee only applies to donors who wish to be provided with a tax receipt. Regular PAC fundraising (such as hot lunch, or coupon books) is not subject to this fee.
 - Willoughby has not recently (within the past 4 years) been in a situation when a donor donated a large sum and wished for a tax receipt.
 - There may not be enough information from the rationale to make a vote.
 - Voting towards this motion does not mean that the motion will go through, it means that if the motion is carried, that the DPAC would advocate on behalf of PACs.
- Vote:
 - 18 for
 - 0 against
 - 2 abstained
- T. Quon will vote on the Willoughby PAC’s behalf on October 21, 2021.

8. Committees:

- Spirit Wear – T. Quon
 - Students are arranged into 4 colour teams. Certain days in the year, students wear their team colour shirts (red, green, yellow, light blue). We used to have orange, but we swapped it out to acknowledge Orange Shirt Day. On spirit days such as crazy hair day, mustache day, etc. kids can dress up and earn points for their colour team.
 - Teachers will send home a list of what colour each child is assigned to.
 - Spirit wear orders are voluntary.
 - Cost has increased slightly with inflation this year. Last year, shirts were \$10, the more we buy, the lower the cost.
 - Will include a size chart.
 - Spirit Wear orders will be done through Munch A Lunch
- Compassionate Support – Renee Rathjen, Miranda Estere, Leah Cross
 - There are some families that the PAC supports with providing snacks and lunches
 - There is a box in the office with water bottles, snacks
 - The committee buys hot lunch for those who are in need of assistance
- Hot Lunch – Kara Eastgate
 - Hot lunch is back!
 - October 1, 2021 – first hot lunch date, approximately 300 orders. 5 PAC exec and 5 volunteers will help deliver hot lunch to each child.
 - October 15, 2021 – second hot lunch date. Will rotate volunteers as needed.

- Thank for all of those who signed up to be volunteers!
- K. Muuren – some classes eat at 11:30, others at 12:30 – she will send out a form to let PAC know what time each class eats lunch. PAC volunteers will deliver food to the children in their classes. Eating time is now part of instructional time. PAC requests names on each desk so volunteers know where each order should be delivered to.
- Milk deliveries – will be delivered on Thursdays. With this week being a holiday, it will be delivered on Wednesday.
- Gift Card Fundraiser – Marnie Gobin, Renee Rathjen, Natalie Maas
 - Fundscrip
 - 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.
- Community Values Coupon Book – Kara Eastgate
 - \$30.00 each
 - 1 book has been given to each child. If your family does not wish to participate, families must return the book.
 - October 4 is the cut off – books will be delivered to the students that week.

9. Old Business:

- Tree Update:
 - History: At the September 2020 PAC meeting, it was discussed that parents would like to see trees planted on the school property. This opened a large can of worms, research and information was gathered. Grants were explored, requirements from the School District, work with landscape companies to get many quotes (which came in high - \$21,000.00 for example). The previous librarian Ms. Weber wanted to help and get involved – advice was to purchase mature trees. The goal was to plant trees around the perimeter of the school to provide shade, privacy, greenery.
 - K. Muuren – acting as the middle person contacted the School District Maintenance – they are union based. The school had to send the district a plan of the school grounds where the trees will be planted. Planting time is September-October. K. Muuren submitted the request in the summer. Willoughby Elementary is on the waitlist for maintenance as Donna Gabriel Robins Elementary has been prioritized for maintenance work. For each event that occurs in the year, the children can be involved in the planting. Port Kells Nursery can assist.
 - Question: How long will Willoughby Elementary be operating for?
 - K. Muuren – there is so much development, there are no plans to close the school.
 - Question: Are there plans to upgrade the school?
 - K. Muuren – not as far as we are aware.
 - Question: Will there be any shade or shelter in the school grounds?
 - K. Muuren – we have an extreme amount of graffiti. For the first 2 weeks of school, graffiti occurred daily.

- Question: Graffiti is concerning, but could be put on any existing structure. Is this a reason not to move ahead with school improvements?
 - K. Muuren – No, we can still move forward with improvements. The school is working with police and installing cameras and signage in hopes to improve the situation. Willoughby Elementary is on the list to be painted next.
- Maintenance: basketball hoops/backboards, painting lines on playground (hopscotch, foursquare, basketball court):
 - K. Murren - During the summer, maintenance lowered the hoops. It is promised maintenance will come to us and complete these requests.
- Gaga Ball Pit – E. Mathews:
 - Google Coach Cliff's Gaga Ball Pits. A large octagon structure where kids use soft balls, similar to dodge balls. Many Willoughby schools installed one or two on their property. All prices listed in USD.
 - Lumber increased in prices, needed to find a location, project was paused. Lumber prices went down slightly, but Coach Cliff's prices have gone up. At our June 2021 PAC meeting, P. Giovani indicated it cannot go on any paved areas (noise, logistically, safety). We will need to purchase a rubber mat so that it doesn't turn into a mud pit.
 - \$4480.00 total (includes accessible door, rubber mat, maintenance fees and labour). Brokerage fees are unknown.
 - Location: there is the new portable on the field is by itself, we can place it next to this portable. It won't be on the soccer field, or the track.
 - K Muuren will see if she can source rubber mat that is a better price.
 - October 18, 2021 PAC meeting – we will vote on the budget allocation for the Gaga Ball Pit.
- Buddy Bench and Accessible Swing:
 - K. Murren - These are both located at the school board, we are waiting for maintenance to install them.
- Painting of the school:
 - Willoughby Elementary is next on the list to be painted.

10. New Business:


- Blessing ceremony for outdoor classroom (in memory of Mrs. Kelly): due to the pandemic, we will be aiming for Spring.
- Birthday treat box
 - Prior to the pandemic, one parent would bake cupcakes for the month's birthday.
 - Consider – box with stickers, non perishables. Class to make a card and sign it.

- K Muuren – teachers expressed concerns re prizes – plastic will land in the landfill. Teachers celebrate birthdays in their classrooms.
- Consider – Dairy Queen dilly bar coupons – will confirm and bring back to October 18, 2021 PAC Meeting (and keep in mind the September birthdays that have already occurred).
- Notice of Constitution and Bylaws Amendment proposal: Bylaw section 5: Membership in a PAC (see attached for proposed bylaw amendment). There will be a vote on this amendment at the October 18, 2021 PAC meeting.
- Vacancy for Member at Large: Appointment of Kara Hollis

11. Business tabled for discussion on October 18, 2021:

- Event: Willoughby's 100 years celebration
- Library enhancement ideas

Next Meeting: October 18, 2021 at 7:00 pm
Childcare will be available in the music room.

Meeting adjourned at: 8:34 pm  Respectfully submitted for approval at the next meeting by:
Natalie Maas, PAC Secretary

Amendment Proposal ^{SEP} Bylaw Section 5: Membership in a PAC

Current Wording	Proposed Amendment	If Adopted, will read
<p>5. Membership:</p> <p>5.1. All parent/guardian(s) as defined in section 13) of students registered at Willoughby Elementary School are voting members of the PAC.</p> <p>5.2. Administration and Staff (teaching and non-teaching) of Willoughby Elementary School may be non-voting members of PAC.</p> <p>5.3. Members of the Willoughby Elementary School community, who are not parent/guardians of students registered, may be invited by the PAC and/or Executive Member to become non-voting members of the Council.</p> <p>5.4. No member of the executive shall be an employee or an elected official of any school district or of the Ministry of Education.</p>	<p>Delete and replace:</p> <p>5.2. Administration and Staff (teaching and non-teaching) of Willoughby Elementary School may be non-voting members guests of PAC.</p> <p>Delete and replace:</p> <p>5.3. Members of the Willoughby Elementary School community, who are not parent/guardians of students registered, may be invited by the PAC and/or Executive Member to become non-voting members guests of the Council.</p> <p>Delete:</p> <p>5.4. No member of the executive shall be an employee or an elected official of any school district or of the Ministry of Education.</p> <p>Replace with new:</p> <p>5.4 A PAC executive who is also an employee of the school district will be asked to recuse themselves from any perceived conflict of interest.</p>	<p>5.1. All parent/guardian(s) as defined in section 13) of students registered at Willoughby Elementary School are voting members of the PAC.</p> <p>5.2. Administration and Staff (teaching and non-teaching) of Willoughby Elementary School may be guests of PAC.</p> <p>5.3. Members of the Willoughby Elementary School community, who are not parent/guardians of students registered, may be invited by the PAC and/or Executive Member to become guests of the Council.</p> <p>5.4 A PAC executive who is also an employee of the school district will be asked to recuse themselves from any perceived conflict of interest.</p>