



Willoughby Elementary School PAC Meeting Minutes

Date: November 15, 2021

Via Zoom

The meeting was called to order by President J. Viaje at 7:07 pm.

Executives		Administration:	
President	Janel Viaje <input checked="" type="checkbox"/>	Principal	Karin Muuren <input checked="" type="checkbox"/>
Vice President	Erika Mathews <input checked="" type="checkbox"/>		
Treasurer	Monica Johanson <input checked="" type="checkbox"/>		
Secretary	Natalie Maas <input checked="" type="checkbox"/>	Guests:	
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"/>		

14 in attendance. 13 Voting Members.

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

Quorum met? Yes.

1. Introductions, Land Acknowledgement– Janel Viaje

- Land Acknowledgement: We acknowledge that Willoughby Elementary resides on the traditional unceded territory of the Matsqui, Kwantlen, Katzie, and Semiahmoo First Nations.
- Round table introductions

2. Principal’s Report – Karin Muuren

- Maintenance:
 - Gaga Ball pit base has been prepared - thank you maintenance! As soon as the gravel settles, the cement will be poured.
 - Nature Park - rotten tree stumps were replaced, and new tree stumps were put in.
- Nov 12 - Design and Assessment Day - teachers spent the morning with Speech & Language Pathologists, focusing on Phonological awareness and the School Psychologist. The afternoon was spent working on report cards which will be published December 10.

- The Christmas concert this year will be similar to last year due to COVID and the fact that we are not allowed having large assemblies. Each class will perform a song and it will be recorded. It will be published on Teams in class specific channels.

3. President's Report – Janel Viaje

- Purdy's and Neufeld Farm Market fundraisers - we need to promote it; the deadline is November 26.
- Facebook group is up and running, spread the word, please invite parents at Willoughby Elementary to join the group

4. Vice President's Report - Erika Mathews

- The bulletin board is officially completed. A big thank you to Thuy Quon for her creativity! Information is updated weekly, or as needed
- Volunteers:
 - We will continue to thank volunteers with a monthly prize draw for all who helped during the month.
 - Michelle won movie passes for her family in October.
 - We hope to continue to build an amazing parent team of volunteers, and to ensure that our appreciation is expressed through emails, in-person, and prize draws.

5. Treasurer's Report – Monica Johanson

- M. Johanson reviewed the loss/profit reporting for October 2021.
- Account balances as of October 31, 2021:
 - Gaming Account: \$31,052.94
 - 2 bank transactions totaling \$65.95 for birthday treats
 - Erika Mathews motioned to approve the Gaming Account Profit/ Loss reporting for the period ending September 2021 as presented. Seconded by Thuy Quon. All in favor. Motion passed to approve the Gaming Account as presented.
 - General Account: \$32,114.20
 - Bank transitions: \$42.49 chocolate for teachers, \$60.00 for childminding for September and October PAC meetings, \$3556.89 Hot Lunch expenses, \$7,040.00 Coupon Books, \$36.27 PAC bulletin board
 - Erika Mathews motioned to approve the General account Profit/ Loss reporting for the period ending October 2021 as presented. Seconded by Kara Hollis. All in favor. Motion passed to approve the General account as presented.

6. Secretary's Report – Natalie Maas

- PAC agendas and minutes are posted on the school website.
- October 2021 meeting minutes submitted for approval. Kara Hollis moved to approve the minutes as presented, seconded by Thuy Quon. All in favor. Motion passed to approve the October 2021 meeting minutes as presented.
- PAC meetings are held the third Monday of every month. There will be no PAC Meeting in December or March. PAC Meetings affected by the holidays are February and April and will be held on February 28, 2022, and April 25, 2022.
- PAC Facebook Page and Group: Willoughby Elementary Parents Page and Group - please join!

- PAC Email: willoughbypac@gmail.com
- Hot Lunch email: hotlunchwilloughby@gmail.com

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

- All parents are welcome to attend the DPAC meetings - more information on langleydpac.ca

8. Committees:

- Spirit Wear – Items have been ordered; we should receive the items on November 23rd. Once received, volunteers will sort and organize the shirts, and then get them out to the students.
 - PAC will sell shirts and hoodies for those who weren't able to order them at a table in front of the school, date to be determined once the product arrives.
- Pink Shirt Day - February 23, 2022. We wear pink shirts to show that we believe in inclusion and for anti-bullying. The tradition at Willoughby Elementary is for Grade 5's to design the shirt, teachers choose a design, PAC print the shirt and offer it to families to purchase for their children. Committee formed to assist with this project. Torque Branding will be the supplier. Joel Olson will facilitate the design - aiming to have that by the beginning of December.
- Compassionate Support
 - PAC is providing snacks several times a week for children who are in need, the snack supply is looking good, most children have lunches they need
- Hot Lunch
 - Session 1:
 - \$16,216.00 in sales, 1515 orders, profits approximately \$3300
 - Next lunch - November 26
 - Thank you to all the volunteers!
 - Question: Will decreasing to once per month affect the PAC budget?
 - Janel - It would decrease the income by approximately half
 - Karin Muuren -Thank you to Kara for her organization! It requires a lot of organization for PAC and teachers. K Muuren will go back to the teachers on Nov 18 to discuss the menu and offering hot lunch twice a month. Eating time is instructional time, so timing of delivery is important. We will tell the teachers the messy items (fruit cups) will be removed.
 - Erika can help on November 26 with the first hot lunch pick up (so the second group's order stays warm)
- Gift Card Fundraiser
 - Fundscrip - power outage today, so volunteers couldn't count the orders. Will do the data entry tomorrow November 16. There were less orders than last year.
 - Gift cards should arrive at the end of November, volunteers will sort them and get them out to students to bring home.
- Neufeld Farm Market and Purdy's Chocolatier Fundraiser
 - Sales open (Neufeld will be sold on Munch A Lunch, and Purdy's will be on the Purdy's website with a link)
 - Neufeld Farm sales close November 26
 - Purdy's Chocolate sale close November 21 *note there was an error on the date printed on the flyer - PAC will ask admin to email families letting them know of the date change and will post on Facebook.

- December 7- between 2:30-4:30 pick up of both Purdy's and Neufeld's in front of the school
- February - Republica Coffee - Erika Mathews, Kara Eastgate, Marnie Gobin
- March - Purdy's/Neufeld Farms - to be determined
- May - Darvonda Nursery - to be determined
- Scholastic Book Fair
 - Week before Spring Break
 - In person aligned with Parent Teacher Conferences
 - PAC will assist with volunteers

9. Old Business:

- Gaga Ball Pit - System from Coach Cliff was delivered to Maintenance on November 5.
 - M Johnson will donate rules printed on aluminum
 - E Mathews to email Gaga Pitt rules to K Muuren to distribute to teachers who are interested
- Maintenance Update
 - K Muuren - Last Wednesday maintenance came to Willoughby Elementary and will come to paint the basketball court, 4 square and hopscotch lines when the rain has stopped – possibly after the winter.
 - 4 security cameras were installed (1 in the courtyard behind the gym, 2 on the corners by the staff room, 1 on the portable facing the outdoor structure) to help with minimizing graffiti around the school.
- Learning Commons Enhancement
 - Mrs. Weber has itemized a list which K Muuren will share with PAC
 - 3D printer - \$2720.00
 - Keva planks with storage - \$369.99
 - Ozobot - \$175.00, 8 sets - \$1400.00
 - Makey Makey - \$49.95 (10 sets) - \$490.95
 - Other
 - iPad microphones - \$12.99 (10) - \$129.99
 - Podcasting microphone - \$168.99
 - Popsicle sticks, cotton balls, rubber bands - items students can use to create
 - Willoughby Elementary currently has 3 dash robots (coding), Lego.
 - Question - Would some of the \$5000.00 PAC allocated to Learning Commons be put towards books?
 - K Muuren - There is a need for intermediate books.
 - PAC will review the list and get back to K Muuren/Mrs. Weber.
 - Rhiannon Peck (previous Willoughby Parent and PAC member) would like to donate to the school in the form of fidget toys.
 - K Muuren - they could go to the resource room or learning commons- Thank you.
- December 17 Event
 - Pajama day. Santa is coming in the morning from 9:30-11:30! PAC volunteers will hand out goody bags with oranges and candy canes. Santa is double vaccinated, has a criminal record check, and will wear a mask.
 - We need help:

- to source oranges, candy canes and bags, help assemble bags.
- K Muuren will approach a family who wanted to donate towards school events if they wish to donate towards this event.

10. New Business:

- Playground discussion
 - Pictures were shown of the current playground, field, baseball diamonds, nature playground.
 - Parts of the playground were installed 10 years ago, some structures such as the swing sets, and monkey bars (South) have been there a very long time. There are three programs running out of the school which use the playground.
 - K Muuren has put a request to maintenance to see if one of the baseball diamonds is a potential location for a grade 4 / 5 playground.
 - Rearranging current structures could be tricky - they are all installed on cement blocks.
 - Questions for consideration: what is the playground history, who are the key stakeholders, is there an interest from Willoughby families to enhance the playground, is this something PAC wishes to engage in in 2-5 years?
 - K Muuren will discuss with staff, and we can consider forming a playground committee to have further discussions.
- Ground's drainage, specifically the field - K Muuren brought this up to maintenance. For consideration.
- Planter boxes - K Muuren brought this up to maintenance for future plans.

11. Open Discussion

Next Meeting: January 17, 2022 at 7:00 pm

Location TBD (Zoom or School Library)

Meeting adjourned at: 8:20 PM

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