



**Willoughby Elementary School PAC Meeting Minutes FINAL**

Date: February 28, 2022

The meeting was called to order by President J. Viaje at 7:03 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"/>	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 Quon <input checked="" type="checkbox"/>		
Member at Large	Kara Eastgate <input checked="" type="checkbox"/>		
Member at Large	Marnie Gobin		
Member at Large	Kara Hollis <input checked="" type="checkbox"/>		

11 in attendance. 9 Voting Members.

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

Quorum met? Yes.

1. Introductions, Land Acknowledgement– J Viaje

- Land Acknowledgement: We acknowledge that Willoughby Elementary resides on the traditional unceded territory of the Stó:lō, Kwantlen, Katzie, and Tsawwassen First Nations.

2. Principal's Report – K Muuren

- It is a busy term, teachers are finished with their report cards, they are doing the final edits. Report cards are being published on March 4, 2022.
- COVID-19 Rapid antigen tests - arrived today from the government. They need to be sorted to distribute them to parents. The school cannot hand them out to the students. Distribution plans to be announced.
- The student learning survey is going to take place after Spring Break.

- District numeracy assessment - grade 3, district writing assessment -grade 5, will be after Spring Break.
  - Gaga Ball pit is installed! Staff were made aware last week, so they can familiarize themselves with the rules of the Gaga Ball Pit.
3. President's Report – J Viaje
- The AGM is happening in May 2022 for PAC executive elections for the next school year.
  - We need a nominations committee - 2 people are required - we will form this committee at the April PAC meeting.
4. Secretary's Report - N Maas
- The January 2022 meeting minutes submitted for approval.
  - T Quon moved to approve the minutes as presented, seconded by R Rathjen. Motion passed to approve the January 2022 meeting minutes as presented.
  - PAC meetings are held the third Monday of every month. PAC Meetings affected by The Easter holiday is April and will be held on April 25, 2022. May 16, 2022 is the AGM.
5. Treasurer's Report - M Johanson
- M Johanson shared the Zoom screen with the budgets.
  - The PAC financial accounts were reviewed for both the General and Gaming accounts for January 2022.
  - January 2022 -T Quon motioned to approve the Gaming and General Account Profit/Loss reporting as presented. Seconded by R Rathjen. All in favor. Motion passed to approve the Gaming and General Account as presented.
6. District Parent Advisory Committee (DPAC) Report – T. Quon
- January
    - Asset Committee motion: to purchase 3 20x20 tents as part of a district wide shared asset purchase
    - DPAC Exec Succession planning 2022-2023: Vice President 1&2, Secretary, Member at Large roles
    - Scholarships: 4 scholarships and 1 trade scholarship available. \$500.00 each, deadline is April 21, 2022. <http://langleydpac.ca/scholarships/>. Please spread the word that this is open & available for students!
  - February
    - Emergency Response update - Willoughby is up to date.
    - Hot lunch is back! Rapid tests are making its way to our school. 5 tests per student.
    - Guest Speaker Michelle Goetz (Family Smart): Family Smart has free support for any parent or caregiver who has mental health or drug concerns with

their children. No diagnosis is needed. [Michelle.goetz@familysmart.ca](mailto:Michelle.goetz@familysmart.ca),  
[www.familysmart.ca](http://www.familysmart.ca)

- Scholarship Committee reminder: applications are now open, and none have been received yet. <http://langleydpac.ca/scholarships/>
- Implementation of Motion (October 2021 Motion): To advocate the district for less/no tax receipts/donations fees. The Meeting was held February 18, 2022 and an update will be provided soon.
- Approval of the purchase of 3 tents: The tents will be housed at a local high school who have agreed to store them. They will coordinate the lending of the tents and will likely be a first come first serve basis. T Quon will ask DPAC if Willoughby can store a tent.
- Langley Parents Supports Foundry Campaign: Langley DPAC has voted to spend \$1000.00 for this campaign. TOL will match dollar for dollar. The goal is \$10,000.00. Will have naming rights within the foundry office. The donation link is: <https://app.simplyk.io/en/team/982714f7-d03f-4258-9ca8-da11f1e49687>. PAC will add this in the PAC newsletter and conduct a vote at the April 25, 2022 PAC meeting if Willoughby PAC will contribute to this campaign.

#### 7. Committees:

- Spirit Wear: Pink Shirt day. Grand total: \$1055.00, profit: \$446.70
- Compassionate Support – R Rathjen
  - A parent just donated some fruit bars and cutlery.
  - Every day, several children are coming to ask for snacks.
- Hot Lunch – K Eastgate
  - March 7, 2022: Subway Hot Lunch: 220 orders were received so far. Orders close tonight for Subway.
  - PAC will still support students who cannot afford hot lunch.
  - PAC will switch yogurt cups for yogurt tubes.
- Fundraisers
  - January Republica Coffee: \$1220.00 in orders and \$305.00 profit.
  - March: Neufeld Farms and Purdy's Chocolates - ordering opens March 7, 2022 and closes March 26, 2022. Delivery will be April 7, 2022 at 2:30 pm. Neufeld's is switching to ordering through their website.
  - May - Growing Smiles Flowers through DeVry Greenhouses:
    - Spring: the perfect fundraiser for Mother's day
    - PAC has the ability to set the prices, with DeVry's recommendations
    - PAC can create 'deals' and coupons if we wish (ie. buy 3 get 1 free/buy early and save, etc).
    - PAC sets up a website through DeVry for sales - DeVry covers ordering fees
    - There is a minimum order amount to receive free shipping - \$1000.00 wholesale.
    - Hanging baskets, patio planters, annuals, veggies, succulents, etc.  
<https://www.growingsmilesfundraising.com/spring>
    - Tentative timeline:

- April 7- April 20 fundraiser open
- May 4: order delivered (no time frame specified)
- May 5: families pick up

8. Old Business:

- Scholastic Book Fair - volunteers are still needed for March 7-11. Please email [willoughbypac@gmail.com](mailto:willoughbypac@gmail.com) if you are interested in volunteering to help.
- Gaga Ball Pit Update: See Principal's report.
- Maintenance Update: Willoughby Elementary exterior will be painted in the summer.
- Learning Commons: PAC will provide \$5000.00 to the Learning Commons.
- Playground discussion: The field belongs to Willoughby Elementary, the school can do what it wishes with the space. Langley Environmental Partners may get involved for tree planting and K Muuren hopes to see the trees planted this year.
- Planter boxes and playground drainage: no update, maintenance will let the school know when it is time.
- Request from the staff for the PAC to fund a Letter Press. A complete set is approximately \$730.00. The teachers will all be able to use it. PAC will vote at the April 25 PAC meeting if PAC will fund it.

9. New Business:

- Sport Equipment: PAC will purchase equipment from the Gaming account.
- 100 Year Celebration: Date and details to be determined. Willoughby has a time capsule in the foyer which may be opened. No financial requests from the PAC to support.
- Blessing Ceremony for the outdoor learning structure: Tentatively booked for April 22 or 29 at approx 1:00 pm. Staff has 2 committees to discuss what this will look like. The students and staff will be involved. Invitations will go to Mrs. Kelly's family, First Nations, School District, and Developers. K Muuren wishes to make a bookmark of the structure for each student, and perhaps a fruit from Save on Foods or Hakam's Independent Grocer.
- Year-End BBQ: Budget is \$650 - previously there were hot dogs, chips, juice, some games with prizes. A tentative date is June 24, 2022. Realtor Dan Friesen is keen to sponsor an event. PAC looking for volunteers for the planning committee.
- Staff Appreciation Lunch: Lunch is very short. Pizza always is appreciated and works well. K Muuren will choose a date and let PAC know.

10. Open Discussion

11. Next Meeting: April 25, 2022 at 7:00 pm - Willoughby Elementary Library.

Meeting adjourned at: 8:16PM

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