



Willoughby Elementary School PAC Meeting Minutes APPROVED

Date: June 20, 2022

The meeting was called to order by President J. Viaje at 7:05 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 type="checkbox"/>		
Secretary	Natalie Maas <input checked="" type="checkbox"/>	Guests:	
DPAC	Thuy Ngo Quon <input 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"/>		

10 in attendance. 8 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

We acknowledge that Willoughby Elementary resides on the traditional unceded territories of the Matsqui, Kwantlen, Katzie, and Semiahmoo First Nations.

2. Principal’s Report – K. Muuren

- 100 Day Celebration was a big success – the children had a lot of fun.
- Consider planning a 105-year celebration in a few years.
- The school exterior is currently being painted!
- The flower boxes in the parking lot will be removed and will be rebuilt with new plants.
- Report cards will be published June 29, 2022.
- There are 18 staff leaving Willoughby Elementary School. Most of the staff positions have been filled. The next posting round is in August.
- Sports Day was a big success – it was so nice for the families to be able to join us. The children had a great time. The concession was successful.

3. President's Report – J. Viaje

- Thank you for everyone's amazing work this year helping PAC and school initiatives. We could not have done it without all of you who volunteered your time and effort. Thank you to the PAC executive team: Erika, Natalie, Monica, Kara E, Thuy, Marnie and Kara H. Thank you to all of the volunteers: Renae, Rhiannon, Beth, Susan, Michelle, Analisa, Katerina, April, Amanda, Genessa, Jordon, Domi, Candice, Freda, Josephine, Olga, Ohykung, Sampson, Leah, Laima, Christie, Ariel, Shirley, Enice, Jian, Judy, and Alejandra.
- This year has been a fun challenge with many of our team new to executive roles, and some COVID-19 restrictions in place but we made it all work! It was lovely working with the admin.
- We hope to have a "normal" year next year and enjoy a full swing of events.
- Congratulations and welcome to the new executive team for next school year. We are excited to welcome Analisa and Sarah!

4. Treasurers Report – J. Viaje for M. Johanson

- Cheque signers changed with Van City Bank – change from M. Johanson to K. Eastgate in August.
- The PAC Financial Account reports for both the General and Gaming Accounts for May 2022 will be deferred to the September 19, 2022 PAC meeting as M. Johanson was unable to attend the meeting today.

5. Secretary's Report – N. Maas

- The May 2022 meeting minutes were submitted for approval.
 - Motion to pass M. Gobin, K. Hollis, 2nd.
- 2022-2023 PAC Meeting Dates:
 - 3rd Monday of every month at 7:00 pm in the Learning Commons. Exceptions: February due to Family Day, and there will be no meetings in December or March. September 19, October 17, November 21, January 16, February 27, April 17, May 15 (Annual General Meeting), June 19.

6. DPAC Report – N. Maas for T. Quon

- SD 35 is making the move in hopes of creating compassionate classroom communities for a safe place for students and teachers. Ukeru is the Japanese word "to accept" or "to receive". It is a way of understanding what trauma-informed classroom/schools look and feel like. It is a philosophical shift from control to comfort. It involves training that will strengthen relationships with students and staff, and involves conflict resolution. Ukeru provides skills that can help staff:
 - Understand trauma and its effects on the brain and behavior
 - Protect themselves and others when someone becomes aggressive
 - Protect those who engage in dangerous or self-injurious behaviour
 - Minimize the use of restraints and seclusion
- Willoughby staff will receive training in the first term.
- For more information, visit <http://langleydpac.ca>

7. Committee Reports

a. Spirit Wear

- Nothing new to report.

b. Compassionate Support

- The school supplies are fully stocked.

c. Hot Lunch

- Dates for 2022-2023 will be approved by K. Murren and K. Eastgate will book vendors.
- Munch a Lunch Credits – Approximately \$1000.00 in credits remain which will be rolled over to next year for returning families to use on Munch a Lunch purchases.

d. Sports Day/Freezies June 17

- See Principal's report.

8. Old Business

a. Tree Planting Project

Grants/Donations:

- \$2000- PAC applied for and received a \$2000 Sustainability grant from the Township of Langley
- \$1000- Langley School District Foundation donated \$1000
- \$1000- TD Bank \$1000 scholarship (arranged by LSDF)
- \$1000- Developers will both donate a tree (Karin to confirm)
- \$3000- Additional grant money available through past grants to our school, amount towards tree planting project TBD
- \$1000- Contribution from PAC TBD
- Note: 10% admin fee on amounts held by LSDF

Updates:

- Cedar Rim Nursery will provide trees (mature 'grade B' trees for \$120-\$150 per tree, retail coast \$299-\$499). Free delivery. A variety of Maple and Oak trees will be selected (also may consider green Beech)
- K. Muuren is waiting for confirmation of planting and summer watering/gator bag costs from Maintenance
- Planting will happen late October
- LSDF has set up an online donation page for us to use to gather addition donations: all will receive a tax receipt
- We will create 1 or 2 lawn sign boards to thank all contributors (will be printed at Walnut Grove High School print shop)
- With the above costs in mind, we hope to plant 20+ trees, most will line the property along with east and south sides (along 208 St and at the Willoughby Town Centre)
- M. Gobin will assist E Mathews with fundraising

b. Year-End cards

- J. Viaje will write cards for departing staff

9. New Business

a. PAC website

- PAC would like to investigate creating a website for PAC use
- 2 quotes received:
 - o 1 - \$500 plus Squarespace monthly fee (\$14.00/month) and purchase URL approximately \$20.00. Squarespace is user friendly, but more costly. Slightly more room for additional pages, features etc on the website.
 - o 2 – Purchase URL for \$20.00 and hosting service is approximately \$100.00/year. Wordpress is slightly less user friendly, but \$0 set up costs for PAC. Parent L. Figueiredo will set up the website for the PAC.

- Consensus to use option 2 and L. Figueiredo will work with J. Viaje to create the website.
- b. Welcome Tea**
 - Date: September 7
 - J. Viaje will coordinate this event
- c. Spirit Wear Committee (September 2022)**
 - K. Eastgate and E. Mathews will coordinate Spirit Wear.
- d. Year End Report/Accomplishments**
 - E. Mathews presented a year end report of PAC accomplishments. See attached.

10. Open Discussion

- 2022-2023 PAC event dates – Admin will attempt to look at dates from September to December 2023.
- 2023 – Aim to have a Fun Fair / Spring Fling May 26, 2023.
- iPads – The PAC will provide \$3000.00 from the General Budget “Tech” line for iPads for next school year.
- GaGa Balls – K. Muuren will order additional balls for next year.
- PAC will coordinate class outdoor equipment for 4 new divisions in September.

11. Next Meeting: September 19, 2022 at 7:00 pm in the Learning Commons

12. Meeting Adjourned at 8:25 pm.

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



Overview of PAC Accomplishments 2021-2022

Branding

New branding for letterhead, Facebook messages, etc (new fonts, new look)

New PAC flyer, new fundraising flyers

Newsletter: updated look and content for monthly email to parents

New Facebook Page (and continuing Group)

Meetings went paperless in October (scan QR code to access agenda and budget)

Events

Welcome Back Tea

Tues Sept 7 and Thurs Sept 9

- Over 80 parents attended
- Recruited new volunteers
- Created welcoming, community atmosphere
- Budget for the event: \$200. Total spent: \$386.40

Holiday Treats

- Santa visited each classroom on December 17
- Arbuthnot family donated candy canes and oranges (topped up by donation from Save-On Foods)
- PAC purchased little treat bags
- Budget for event: \$650. Total spent: \$262.97

Sports Day/Freezies

- June 17, PAC provided Freezies to students on their Sports Day
- Also ran a concession for parents (coffee, water, donuts, pizza). Very well received.

School Enhancements

Buddy Bench (planned in 2020-21 school year, installed 2021)

Basketball backboards, rims, and nets (nets lowered)

Awaiting invoice

Gaga ball pit	\$1583.03 spent so far, \$5000 budgeted
Sport balls for each classroom	\$300 spent, \$1000 budgeted

Fundraising

Profit:

Community Values Coupon Books (Sept)	\$4836
Spirit wear, team colour shirts for students (Oct)	\$1384 (plus \$810)
FundScript Gift Card fundraiser (Nov, distributed Dec)	\$1600
Purdy's and Neufeld Farms (Nov, distributed Dec)	\$705 and \$503
Pink shirts (Jan, distributed Feb)	\$446
Republica Coffee (Feb, distributed Mar)	\$340
Purdy's and Neufeld Farms (Mar, distributed Apr)	\$446 and \$283
Growing Smiles (Apr, cancelled)	\$0
Mabels labels (ongoing)	\$72.54 (\$61.89 received)
Cobs (ongoing)	\$TBC
FlipGive (ongoing)	\$6

Hot Lunches

Oct 1 – Panago and TCBY	Mar 7 – Subway
Oct 15 – White Spot	Apr 8 – Panago Pizza
Nov 5 – Subway and Cobs Bread	Apr 22 – Pita Pit and Frostings Cupcakes
Nov 26 – Taco Del Mar	May 6 – White Spot
Dec 10 – Pita Pit and Frostings Cupcakes	Jun 17 – Panago Pizza and TCBY

\$25,367 in sales (as of June 20). Our profit is 20-30%.

Other

Staff Appreciation Lunch

- May 3
- Ordered pizza, cupcakes, veggie platter for staff
- Very appreciated by all staff

Library Enhancements

- \$5000 to the library for big upgrades to technology, including 3D printer

Classroom Enhancements

- Up to \$125 to each teacher

Birthday treats for students

- DQ mini Blizzard, donated by DQ (we paid for cost of printing)

Paperless Meetings

- Agendas, etc available via QR code

Bulletin Board

- Board inside school updated with PAC new branding

Parent Volunteers

- Collected names and contact information at Welcome Tea and monthly PAC meetings
- Wonderful group of parents and families to help with hot lunches, events, etc
- Introduced volunteer appreciation: random prize winner picked each month (prizes were donated items from vendors)

Updated PAC Constitution & Bylaws

- Membership inclusion (section 5) updated
- Also created PAC Executive voting procedures outline

Full details of financials related to events, fundraising, and initiatives, plus details on yearly expenditures available on the PAC Budget.