



Willoughby Elementary School PAC Meeting Minutes APPROVED

Date: September 20, 2022

The meeting was called to order by President J. Viaje at 7:09 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	Kara Eastgate <input checked="" type="checkbox"/>		
Secretary	Natalie Maas <input checked="" type="checkbox"/>	Guests:	
DPAC	Monica Johanson <input type="checkbox"/>		
Member at Large	Sarah Georgetti <input checked="" type="checkbox"/>		
Member at Large	Marnie Gobin <input checked="" type="checkbox"/>		
Member at Large	Analisa Talaban <input type="checkbox"/>		

13 in attendance. 11 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, ancestral, and unceded territory of the Matsqui, Kwantlen, Katzie, and Semiahmoo First Nations.

2. Principal's Report – K. Muuren

- Welcome back, and welcome to new families!
- Enrollment for Willoughby Elementary is 546 students and climbing - last year there were 437 students at this time.
- Last week the school was informed that there will be another division: this involves a lot of work. The remaining students will be going to Lynn Fripps Elementary. Our school is full with 8 portables on the site. Today, the job posting has closed for the new division - there will be someone hired soon.
- Verification forms will be sent home soon to all the families - please fill them out.

- Friday September 23 - School improvement Day - students not in session
- September 22 - Terry Fox Run and Meet the Teacher night.
- Student photos was very early this year - a new company was used
- Sept 29 - WES will recognize Orange Shirt Day
- Sept 30 - Truth and Reconciliation Day - no school
- Meet the teacher - families come to the gym, teachers are introduced, then parents go to the classes. If families have more than 1 student, they will switch classes when the bell rings. Kindergarten families do not have to attend as they already met the teachers. Children are welcome to attend.

3. President's Report – J. Viaje

- Thank you to all of those that attended the Welcome Tea and for those that volunteered. It was lovely meeting new parents! 31 parents signed up to be volunteers - thank you!
- PAC stands for the Parent Advisory Council. All parents and guardians at Willoughby Elementary are members of the PAC. What do we do? Working alongside the school we organize events, hot lunches, fundraisers, and special projects. We are the volunteers behind the initiatives. Examples of items and events we have funded and/or organized are hot lunches, new iPads for classroom use, field trips, playground equipment, in-line skating, musical equipment, cultural events and other fun events like pancake breakfast, Halloween Dance, movie days, welcome back events and more. It's a great way to meet other parents and learn more about the school and its amazing staff. Being positively involved in our children's school life can also help their school success. It's so nice for our children to see us actively participating in their school environment.
- During PAC meetings we discuss many things. Executive members and the principal give updates and information about the school and PAC-related topics. An agenda is created for items that need to be discussed in meetings. We follow the Willoughby Elementary School's PAC constitution and bylaws, and Robert's Rules of Order guide us in our decision-making so that it's fair for everyone. Parents can bring their ideas, questions, and concerns to meetings, and parents are able to vote on decisions. If you feel that there are discussions that are hard to follow or want to clarify, please do not hesitate to speak up or approach me or one of the PAC executives before or after the meeting.
- We have a full agenda tonight. We would love to have time at the end for open discussion as needed. For other specific items that are not relevant to tonight's meeting, please feel free to approach Janel after the meeting.

4. PAC Website

- Parent L. Figueiredo has volunteered his time to create the PAC website. The PAC will provide payment for the website fees. Can be done in less than 3 days. An agreement that the website should be mobile-friendly.

5. Treasurer's Report - K. Eastgate

The PAC Financial Accounts were reviewed for both the General and Gaming Accounts for May 2022, June 2022, July 2022, and August 2022.

- May 2022 - Motioned/seconded/carried (M/S/C)
- June 2022 – M/S/C
- July 2022 – M/S/C
- August 2022 – M/S/C

6. Secretary's Report - N. Maas

- The June 2022 meeting minutes were submitted for approval - M/S/C
- 2022-2023 PAC Meetings:
 - 3rd Monday of every month, except February due to Family Day. 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 at 7:00 pm.
 - The PAC wishes to provide a hybrid model to be inclusive to families. Unfortunately, with the change of today's meeting date (due to the one-time holiday, there were challenges with the DPAC Zoom account as another meeting was scheduled for September 20). There should be no concerns about the October meeting.
- Constitution and Bylaws:
 - PAC members are encouraged to review the PAC Constitutions and Bylaws (on the Willoughby Elementary Website) - any amendments to the Constitution may occur as per Section 12. PAC members are encouraged to email the PAC executive with questions or concerns regarding the PAC Constitution.
- Communications
 - PAC Facebook Page: Willoughby Elementary Parents Page AND private group - please join!
 - PAC Email: willoughbypac@gmail.com
 - Hot Lunch email: hotlunchwilloughby@gmail.com

7. District Parent Advisory Committee (DPAC) Report – N. Maas (for M. Johanson)

- Langley DPAC is recognized by the Langley School District as the collective voice of parents at the district level. The DPAC advises the school board and school district on any matter relating to education in the district, including the district's Achievement Plan.
- Monthly DPAC meetings are open to ALL parents. Willoughby Elementary School has a DPAC representative who is elected by the parents.

8. Committees

- Spirit Wear - E. Mathews
 - On sale Sept 26-Oct 11
 - Teachers will send home team colours with flyers on Monday, Sept. 26
 - Shirts should arrive in late October
 - We will set our first team colour day for early November, once we have confirmation of the shirt delivery date.

- S. Georgetti and E. Mathews will sort shirts
- Vendor: Robert Browne Graphics - new vendor, priced similar to previous years, and very easy to communicate with
- Spirit wear orders are voluntary
- Spirit Wear orders will be done through Munch A Lunch
- Community Values Coupon Book - K. Eastgate and M. Gobin
 - Raising funds for iPads
 - Sales are open now until October 3
- Compassionate Support
 - There are some families that the PAC supports by 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
 - Langley Fire Fighters donate a large number of snacks
 - By October or November, we will know if there is a need in our school community
 - S. Georgetti will be the committee contact.
- Birthday Treats
 - DQ Blizzard Coupons are given to students who have birthdays.
 - K. Muuren - request to extend the coupon expiry so the summer birthday students have time to use their coupons.
- Hot Lunch – K Eastgate
 - 11 hot lunches scheduled for the whole year - families can order one at a time or pay for them all at once. Approximately 180 orders have been placed.
 - October 7, 2022 – first hot lunch date.
 - October 28, 2022 – second hot lunch date.
 - Thanks to all of those who signed up to be volunteers!
 - K. Muuren – Eating time is part of instructional time and classes eat at different times.
 - PAC requests names on each desk so volunteers know where each order should be delivered to.
- Fundraisers
 - Fundscrip Gift Card Fundraiser – M. Gobin,
 - 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.
 - Purdy's Chocolate and Neufeld Farms - K. Eastgate
 - November 4-14
 - Instructions will be sent home with students to order

- Community Values Coupon Book – Kara Eastgate, Marnie Gobin
 - \$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 3 is the cut-off – books will be delivered to the students that week.

9. Old Business

- Maintenance - the school and portables have been and are being painted. There is a shortage of maintenance workers in the School District.
- 4 squares were painted last year (one was missed between the portables)
- Tree Project Update
 - Admin and PAC have been working hard over the years with a plan to plant trees at Willoughby Elementary. The PAC has been helping with researching, getting quotes, etc. since 2020.
 - We have partnered with Langley District School Foundation. They are a registered charity and will help us to collect donations and issue tax receipts.
 - K. Muuren has a site plan that will be approved by Maintenance. She has submitted a work ticket for the project. Planting date: to be confirmed.
 - Budget update:
 - Township of Langley grant: \$2000.00 (received)
 - TD Bank grant: \$1000.00 (received)
 - Langley District School Foundation: \$1000.00
 - A promise from Developers to contribute -amount to be determined
 - Previous grant: amount to be determined
 - PAC contribution: amount to be determined
 - Maintenance confirms planting and care cost: \$100.00/tree
 - Cedar Rim quote: \$150.00/tree for grade B mature trees - School District Maintenance will source a less expensive option, if possible.

10. New Business

- PAC Calendar:
 - October 28 Halloween Dance - M. Gobin will lead the committee
 - DJ booked
 - Concession - snacks and drinks
 - Pizza can be pre-ordered on Munch a Lunch in advance
 - Prizes for costumes
 - Volunteers needed to decorate, assist in the concession, and clean up
 - K. Muuren placing work orders for a DPAC tent
 - November 25 at 6:00 pm: Movie night
 - Volunteers needed to set up, assist the concession, clean up, and facilitate the event
 - PAC will purchase the movie license (K. Eastgate)

- WES has an Apple TV and can project the movie
- 6:00 pm
- PAC has a popcorn machine
- Concession
- December 9 - Holiday pancake breakfast
 - Volunteers needed to set up, make pancakes, serve, and clean up
- April - used book fair
 - Families can donate used books to the PAC
- May 12 - Fun Fair
 - Volunteers will be needed to ensure a successful event

11. Open Discussion

- Parking has been very challenging and is a safety concern - looking to bring solutions. Considerations involve bylaws, traffic police, and liability. Is there a potential to develop leadership skills with older children in Grade 4 and 5? S. Williams to look into how a school in Surrey implements their drop-off program and report back.

12. Next Meeting: October 17, 2022, at 7:00 pm in the Learning Commons.

Meeting adjourned at 8:34 PM

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