



Willoughby Elementary School PAC Meeting Minutes Approved

Date: November 21, 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 type="checkbox"/>
Treasurer	Kara Eastgate <input type="checkbox"/>		
Secretary	Natalie Maas <input checked="" type="checkbox"/>	Guests:	
DPAC	Vacant <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 checked="" type="checkbox"/>		

11 in attendance. 10 Voting Members.

Quorum met: Yes.

1. Call to Order, Land Acknowledgement, Introductions – 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. PAC Website Update - L. Figueiredo

- Parent L. Figueiredo is creating a website for the PAC
- Domain: Willoughbypac.ca: \$39.00 yearly fee
- Template: \$56.00 one-time fee
- L. Figueiredo and J. Viaje will work together to complete setup

3. Principal's Report – K. Muuren

- The Early Years contacted K. Muuren to set up a neighbourhood book box - library.
- Grade 5 classes decided on charities for Team Spirit Days:
 - Children's Hospital
 - World Vision

- Ronald McDonald House
- Big Brothers and Sisters
- FSAs are complete and submitted to the school district
- The Langley School District has partnered with the Human Early Learning Partnership (HELP) at UBC to invite students to take part in completing the Middle Years Development Instrument (MDI). The MDI is a self-report questionnaire that asks children in Grades 4 to 8 about their thoughts, feelings and experiences in school and in the community. The survey questions align with the BC Ministry of Education's K-12 curriculum which includes a focus on promoting children's personal and social competencies. The questionnaire will be administered between January 10th and March 3rd, 2023.
- For the Fun Fair: The school will have 3 electrical circuits for the 3 bouncers. The school district electricians need to be contacted 3 weeks before the Fun Fair. They will mark the electrical outlets for us. If for some reason there are not enough, it is possible for them to make a new one.
- Emergency supplies: Each class has one set of water, and they are now expired. A discussion on how to use the water and snacks occurred and is for consideration. There is a request for funding to replenish the emergency supplies. The PAC Gaming Account has budgeted \$1000.00 for "emergency preparedness".
- Music teacher: There are 2 interviews this week to determine suitability for a continuing position.
- WES has 24 families who need support. Winter boots and jackets are needed for children in the school. The school will welcome donations if families have items available.
- Christmas hampers: 5 families will be supported by the PAC this year.

4. President's Report – J. Viaje

- Thank you to all the volunteers who made the Halloween Dance such a fun night!

5. Treasurer's Report - E. Mathews for K. Eastgate

- The PAC Financial Accounts were reviewed for both the General and Gaming Accounts for October 2022 - Motioned/seconded/carried (M/S/C)
- The PAC has budgeted \$1000.00 for the Music Room and Learning Commons.
- Teachers are encouraged to use their classroom enhancement fund.

6. Secretary's Report - N. Maas

- The October 2022 meeting minutes were submitted for approval - M/S/C

7. District Parent Advisory Committee (DPAC) Report - J. Viaje

- BC is changing how the schools report on the assessments and we have already experienced some of these changes in Langley.
- Student Inclusive Conferences - information coming home to WES students in January 2023.

- Discussion about the fee on tax receipts: donations of \$1000.00 or higher will not be charged the fee. Some parents still brought up the point that only 2 school districts in BC charge a fee for donations and are curious why Langley School District cannot do it for free.
- All parents are welcome to attend DPAC meetings and can view meeting minutes online at: langleydpac.ca.

8. Committees

- Spirit Wear - E. Mathews
 - Pink Shirt Day
 - Robert Browne will be the vendor.
 - There is a pink shirt shortage across Canada, and orders need to be placed ASAP.
 - Grade 5 has an art project to create a pink shirt design. One shirt from each class is chosen and voted on. K. Muuren will ask J. Olson to assist with the project.
- Hot Lunch - M. Gobin
 - November 25 - Hot Dog Day
- Fundraisers
 - Fundscrip Gift Card Fundraiser
 - Funds raised to go towards the Music Room and Learning Commons
 - Profit: approximately \$700.00
 - Purdy's Chocolates and Neufeld Farms
 - Funds raised to go toward PAC Events
 - Purdys profit: \$437.72
 - Neufeld Farms profit: \$340.00
 - Delivery: November 28 from 2:30-4:00 PM in front of the school. Parents will need to pick these items up; they will not be sent home with students.
 - Compassionate Support
 - The Fire Department has brought donations of snacks.

9. Old Business

- Tree Project
 - The Deputy Superintendent is committed to planting trees in the Spring.
 - K. Muuren is meeting the new grounds manager tomorrow November 22.
 - Charges involved: labour, soil, trees, gator bags, etc.
- PAC Meeting Format
 - Ongoing meetings will be held in person only. There will no longer be a Zoom option.
- November 25, 2022 Movie Night
 - 11-13 volunteers will start at 4:00 PM
- December 9, 2022 - Pancake Breakfast and Pajama Day
 - 24 volunteers

- Grocery sign-up: donations are coming in slowly.
- WES has 17 tables
- The schedule has been confirmed

10. New Business

- DPAC Representative Election
 - K. Campbell was nominated for DPAC Representative and accepted the nomination.
 - Nominations were called from the floor, of which there were none.
 - K. Campbell was acclaimed as DPAC Representative for 2022-2023.
- Fun Fair - May 12, 2023, 5:00-8:00 PM
 - A planning committee will have its first meeting in January – a date to be determined. K. Muuren will let the PAC know if there is interest from the staff to participate in planning and providing input.
- 2023 Fundraising Initiatives
 - February: Republica Coffee and Krispy Kreme donuts
 - February Winter Dance: to discuss the potential for a February Dance as a community-building event and possibly cancel plans for coffee and donut fundraisers in exchange for an event for families.
 - April: Movie Night and Used Book Fair

11. Open Discussion

- Possible fundraising initiatives in the future: folding chairs. There was discussion of a digital display sign for the school exterior, but these can be very expensive (\$9000.00 +)
- Next school year:
 - Consider a Pub Night for parents in the Spring of next school year, the opposite year of the Fun Fair.
 - Consider doing a BBQ with the Meet the Teacher night in September. Dates are to be determined before September 2023 for planning purposes.

12. Next Meeting: January 16, 2023, at 7:00 in the Learning Commons (no Zoom option).

Meeting adjourned at 8:36 PM

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