



Willoughby Elementary School PAC Meeting Minutes DRAFT

Date: January 16, 2023

The meeting was called to order by President J. Viaje at 7:04 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 type="checkbox"/>		
Secretary	Natalie Maas <input checked="" type="checkbox"/>	Guests:	
DPAC	Katrina Campbell <input checked="" type="checkbox"/>		
Member at Large	Sarah Georgetti <input type="checkbox"/>		
Member at Large	Marnie Gobin <input type="checkbox"/>		
Member at Large	Analisa Talaban <input type="checkbox"/>		

8 in attendance. 6 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. Principal's Report – K. Muuren

- Today, the school had a DreamRider Production presentation called "Planet Protectors".
- The school will have "Art Starts" Performances on February 28 and May 18. The PAC Gaming account will fund the program at a cost of \$1500.00 from the "Art and Cultural Events" budget line.
- Middle Years Development Instrument (MDI) will be administered to our Grade 5 students.
- Foundation Skill Assessments (FSA) were completed last Friday – our students did very well.
- The new Music teacher has been hired in a continuing position - Emma Dotto.

- January 20, 2023: Lunar New Year celebration
 - Dragon Dancers will be performed by our ELL students
 - It is the year of the rabbit and cat.
- February 21-24: Diversity and Respect week.
- Student-inclusive conferences begin February 23. March 1 will be a full day of conferences for parents and children. There is 1 conference per student.
- Thank you for the gift cards for the families in need at Christmas. WES and PAC supported 8 families over the holiday season.
- Affordability fund - WES received money for breakfast club, fresh fruit and vegetables, transportation, and gift cards.

3. President's Report – J. Viaje

- Defer to committee reports.

4. Treasurer's Report - J. Viaje for K. Eastgate

- The PAC Financial Accounts were reviewed for both the General and Gaming Accounts for November and December 2022 - Motioned/seconded/carried (M/S/C)
- Budget Lines that can still be spent for this school year:
 - Music Room \$1000.00
 - Learning Commons \$1000.00
 - Teachers are encouraged to use their classroom enhancement fund by the end of May 2023.
 - Way to Bee Program- \$250.00
 - Arts and Cultural Events - \$2500.00
 - Sports/Dance Program \$3500.00

5. Secretary's Report - N. Maas

- The November 2022 meeting minutes were submitted for approval - M/S/C.
- PAC meeting dates: February 27, 2023, no meeting in March, April 17, 2023, May 15, 2023 (AGM), June 19, 2023

6. District Parent Advisory Committee (DPAC) Report - K. Campbell

- There was no DPAC meeting in December, the next meeting is January 19, 2023 via Teams.
- All parents are welcome to attend DPAC meetings and can view meeting minutes online at: langleydpac.ca.

7. Committees

- Spirit Wear / Pink Shirt Day - E. Mathews
 - Pink Shirt Day
 - Artwork completed by WES Grade 5 student A. Srikrishna
 - 145 shirts ordered

- 143 shirts were pre-ordered. PAC ordered 2 extras to meet the price threshold
 - Robert Browne Graphics will print and deliver the shirts by February 3, 2023
 - Spirit Wear
 - Small number of shirts and hoodies were pre-purchased (9 shirts and 3 hoodies)
 - 25 shirts and 15 hoodies ordered in total to meet the order threshold. PAC will sell Spirit Wear at the February 9 Winter Party.
- Hot Lunch - J. Viaje for K. Eastgate
 - January 20, 2023 - Sushi and Cobs
 - 10 volunteers have signed up

8. Old Business

- Fundraising initiatives for 2023:
 - January 27, 2023 Movie Night - 120 tickets purchased to date. A few more volunteers are needed.
 - February 9: Colour the Night Winter Party - will involve a DJ with dancing, Team Colour games
 - April 21: Movie Night and Used Book Fair
 - Book collection through March, one box per classroom
 - Each division can have a turn
 - The book sale will run before and during the movie
 - May 12: Fun Fair
 - A PAC representative will attend the staff meeting on February 9.
 - If any parent is interested in joining a Fun Fair Planning Committee, please reach out to the PAC - willoughbypac@gmail.com
 - Tables - K. Muuren will borrow tables from neighbouring schools. Maintenance will deliver tables to Willoughby.
 - June: Friday treat days
- Tree Project - E. Mathews/K. Muuren
 - After Spring Break, Maintenance will plant 19 trees.
 - A developer approached K. Muuren. They need to remove some trees on the West side of the school on the other side of the fence. The developer offered to cover the cost for planting +-\$3000.00 - gater bags, stakes, stabilizer band, soil, etc.
 - PAC has a grant for trees that requires \$2000.00 to be spent by August 2023.

9. New Business

- Popcorn Machine - K. Campbell
 - Willoughby Elementary School PAC requires a larger popcorn machine to accommodate events such as movie nights, or possible popcorn treat days. Currently, we are borrowing a machine from Lynn Fripps Elementary. The PAC proposes to purchase a larger popcorn machine with funds from the Gaming

Account. A vote will be taken at the February 27 PAC meeting to allocate funds from the Gaming account to purchase a popcorn machine.

- Harlans is the vendor and there are supply issues

- From the discussion with the vendor, K. Campbell recommends Cretors 8oz/12oz/16 oz Trilogy Popcorn Machine item #ENTA1X-X \$1930.00 (+tax = \$2161.60). This machine will not arrive until after summer.

10. Open Discussion

- The school is in need of stacking folding chairs. It is a goal to fundraise for these chairs - K. Muuren will ask DGR where they purchased their chairs and look into costs.
- Kindergarten registration started today.

11. Next Meeting: February 27, 2023, at 7:00 in the Learning Commons.

Meeting adjourned at: 8:08 PM

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