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**Willoughby Elementary School PAC Meeting Minutes DRAFT**

Date: June 19, 2023

The meeting was called to order by President J. Viaje at 7:01 pm.

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| Executives: |  | Administration: |  |
| President | Janel Viaje            ☒ | Principal | Karin Muuren               ☒ |
| Vice President | Erika Mathews     ☒ | Vice Principal | Joel Olson                      □ |
| Treasurer | Kara Eastgate          □ |  |  |
| Secretary | Natalie Maas         ☒ | Guests: |  |
| DPAC | Katrina Campbell  ☒ |  |  |
| Member at Large | S.G.               ☒ |  |  |
| Member at Large | Marnie Gobin          ☒ |  |  |
| Member at Large | Analisa Talaban      ☒ |  |  |

10 in attendance. 9 Voting Members.  
Quorum met: Yes

1. **Call to Order, Land Acknowledgement – J. Viaje**

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

1. **Introductions, Approvals – J. Viaje**
   * Agenda Adoption: Motioned/Seconded/Carried (M/S/C).
   * The May 2023 AGM meeting minutes were submitted for approval: M/S/C.
2. **Principal’s Report – K. Muuren**

* Next school year will have an increase of 3 divisions – 1 new portable, making use of the Strong Start room, and the Music Room will become a classroom – Music class will be done on a mobile cart next year.
* Thank you to the PAC for all the wonderful events and activities this year, we could not do it without you.
* Sports Day was a big success, and the children had a lot of fun!
* The tree project will be concluded with E. Mathews and I doing an interview with the Township of Langley.
* There will be a Grad walk at WES on June 26. RE Mountain is bringing 50 students to do a walk through.
* June 29 is the last day of school, dismissal is at 11:30 am.

1. **President’s Report – J. Viaje**
   * Thank you for everyone’s hard 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, Analisa, Marnie, and S.G. Special thanks to Marnie for all of the many years you have been involved with PAC! You will be missed!!
   * Thank you to all of the volunteers this year. It was so wonderful working with the school admin this year with so many exciting events happening. Such a busy year!
   * Congratulations and welcome to the new executive team for next school year. We are excited to welcome Amanda, Katie and Sugandhi!
2. **Treasurer’s Report – J. Viaje for K. Eastgate** 
   * The PAC financial accounts were reviewed for both the General and Gaming accounts for May 2023 – M/S/C.
   * 2023/24 General Account – 2 budget lines will be added under expenditures:
     + Float - $200.00
     + Sports Day - $200
3. **District Parent Advisory Committee (DPAC) Report** – **N. Maas for K. Campbell**

* S. Arora attended the May AGM on behalf of WES PAC. DPAC minutes can be found at langleydpac.ca.
* Registrations for the new school session – many parents are not aware that they can register their kids after the registration close date and before school officially opens. There was a suggestion to have a QR code on the front of the building to show families how to register.
* Gaming grant is open until June 30, 2023.
* Fans for new portables can be requested.
* DPAC election results can be found on the DPAC website.
* DPAC has childcare available at their meetings so that parents can attend with their children, at no cost.

1. **Committees**

* Hot Lunch - K. Preston and B. Nicholson have indicated that they will be able to coordinate the hot lunch program for the next school year.  Volunteers are needed to help distribute hot lunches to classrooms next year.

1. **Old Business**

* Constitution and Bylaws – An updated Constitution and Bylaws document was distributed to the WES families on June 15, 2023 for adoption. M/S/C. The Constitution and Bylaws will go into effect immediately. A copy will be provided to the administration and DPAC.
* Year end gifts and cards will be presented to the WES staff leaving on June 29 at the final assembly.
* Grade 5 farewell – a sign will be delivered, and parent volunteers can come and decorate the night before.

1. **New Business** 
   * PAC executive leaving – K. Eastgate and M. Gobin will be missed.
   * PAC meeting times for 2023/2024 – agreement to change the PAC meeting times to 6:30 PM for the 2023/2024 school year.
   * Playground sun shade – PAC has some funds that can be allocated towards shade for the playground. A few options were provided, from 3 companies. K. Muuren will see if the School District is agreeable to installing shade.
   * Classroom Enhancement: plan for next year is to offer classroom enhancement funds as gift cards which support the PAC Fundscript fundraiser in November 2023.
   * September:
     1. Welcome Back Event Plan – September 21 with Meet the Teacher night (food trucks, and Kona Ice)
     2. Spirit Wear committee – A. Arora will lead Spirit Wear next year.
     3. Community Values coupon book fundraiser – E. Mathews, K. Campbell will take the lead.
2. Year end report/accomplishments: report provided.
3. Open Discussion
4. Next Meeting: September 18, 2023 at 6:30 PM in the Learning Commons

Meeting adjourned at: 8:12 PM   
Respectfully submitted for approval at the next meeting by: N. Maas, PAC Secretary