



Willoughby Elementary School PAC AGM Meeting Minutes APPROVED

Date: May 15, 2023

The meeting was called to order by Vice President E. Mathews at 7:01 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	Katrina Campbell <input checked="" 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"/>		

12 in attendance. 11 Voting Members.

Quorum met: Yes

1. Call to Order, Land Acknowledgement, Introductions – E. Mathews

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

2. Election

The nomination committee F. Lau and M. Gobin presented the nominees for the 2023-2024 PAC Executive. All parents of Willoughby Elementary School may vote and participate in PAC Executive roles.

President

- J. Viaje was nominated for President and accepted the nomination.
- Nominations were called from the floor, of which there were none.
- J. Viaje was acclaimed as President for 2023-2024.

Vice President

- E. Mathews was nominated for Vice President and accepted the nomination.
- Nominations were called from the floor, of which there were none.
- E. Mathews was acclaimed as Vice President for 2023-2024.

Treasurer

- K. Preston was nominated for Treasurer and accepted the nomination.
- Nominations were called from the floor, of which there were none.
- K. Preston was acclaimed as Treasurer for 2023-2024.

Secretary

- N. Maas was nominated for Secretary and accepted the nomination.
- Nominations were called from the floor, of which there were none.
- N. Maas was acclaimed as Secretary for 2023-2024.

District PAC Representative

- S. Arora was nominated for District PAC Representative and accepted the nomination.
- Nominations were called from the floor, of which there were none.
- S. Arora was acclaimed as District PAC Representative for 2023-2024.

Member-At-Large

- A. Alem, K. Campbell and A. Talaban were nominated for Members-At-Large and accepted the nominations.
- Nominations were called from the floor, of which there were none.
- A. Alem, K. Campbell and A. Talaban were acclaimed as Members-At-Large for 2023-2024.

3. Principal's Report – K. Muuren

- The Fun Fair was a very exciting event, with so much positive feedback. It was the first Fun Fair since 2018.
- May 18, 2023 - Great Canadian Circus
- May 25 – Class photos
 - Question: will the photographer take a whole school photo?
 - Answer: it is a new company, and is unknown at this time.
- May 26 – Welcome to Kindergarten: 118 kindergarteners (6 classes)
- May 29-June 2
 - The Grade 5's are having the swim program
 - The PAC has funded the Dance P13y program for all classes
- June 2 – Track Meet
- June 7 – Gr K-2 Spring Concert, 1:00-2:00
- June 8 – Gr 3-5 Spring Concert, 1:00-2:00
- June 9 – Parent Appreciation Day
- June 16 – Sports Day

- PAC will run a concession for parents, coordinate volunteers to help clean up at 12:00 and provide freezies for all the students at the end.
- PAC: will coordinate volunteers to help clean up at 12:00
- PAC: freezies at the end of the event for all the students
- June 27 – Grade 5 Farewell
- Next year:
 - 1 new portable.
 - StrongStart is moving to Langley Meadows.
- WES has received a sports equipment grant to fund a second Gaga Ball pit and balls. K. Muuren ordered 48 Gaga Balls, to be delivered.

4. President's Report – J. Viaje

- The Fun Fair this year was a huge success! A big THANK YOU to everyone who worked so hard to plan and make this happen. Thank you to everyone who volunteered at the Fun Fair, and those who stayed to clean up.
- I will work on a new PAC info brochure to give out to parents to get more families involved in the life of the school.

5. Treasurer's Report - N. Maas for K. Eastgate

- The PAC Financial Accounts were reviewed for both the General and Gaming Accounts for April 2023 - Motioned/seconded/carried (M/S/C).
- Please submit receipts for the 2022/2023 school year by May 31, 2023 where possible.

6. Secretary's Report - N. Maas

- The April 2023 meeting minutes were submitted for approval - M/S/C.
- PAC meeting dates: June 19, 2023. 6 PAC meetings will be held in the 2023-2024 school year. September 18, November 20, January 15, April 22, May 27 (AGM), and June 17.

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

- DPAC Meeting - April 20, 2023.
- SD35 Homestay program is looking for host families. For more information see the Homestay program link: <https://www.studyinlangley.com/homestay/>
- Superintendent reported space issues on the Willoughby Slope.
- REMSS is over capacity and portables coming next fall. Looking to commence business case on new school and timelines. 2 business cases are with treasury board with 1 in NE Latimer and 12 classroom addition at LSS. Waiting to hear back on business case.
- New Fund established "Feeding Futures Fund" by Ministry for next school year. The district is determining how to best utilize the funding; the Ministry funding is intended for in-school food programs but there might be some flexibility while programs get off the ground.
- There are multiple positions available on the DPAC Executive. Nominations are open until May 18, 2023: <https://forms.office.com/r/9nWhRh39tU>

- The next DPAC meeting and AGM is May 25, 2023 at the School Board. S. Arora will attend for WES.

8. Committees

- Hot Lunch - Next dates are May 26 and June 16. We have a draft calendar which includes tentative hot lunch dates for 2023/2024. K. Preston and B. Nicholson have indicated that they will be able to coordinate the hot lunch program for the next school year.

9. Old Business

- Staff Appreciation Lunch – Thursday May 18. The PAC is ordering lunch for the staff from Indian Affair.
- May 12: Fun Fair
 - The Fun Fair was a success! Thank you so much to the staff, parents and volunteers who made this an incredible evening for our school community.
 - Approximate budget numbers at this time: PAC estimated that we would spend \$6000.00, and that we would bring in \$8000.00.
 - Net approximately \$9000.00.
 - Food trucks have not shared the total portion given back to PAC.
 - PAC will report final numbers at the June PAC meeting.
- Tree Project - E. Mathews/K. Muuren
 - 19 trees were planted!
 - PAC will purchase gator bags - \$21/bag at Walmart, and watering cans.
 - Each class may be dedicated to water one tree.
 - Summer – hoping that Maintenance will assist with watering.
 - Grant process: lawn signs will be printed to recognize donors.
- Treat Days – Freezie Friday's June 2 and 9.
- Grade 5 Farewell – for parents and grade 5 students.
 - Grad sign: \$125. Set up the day before, 24 hour rental. Balloon arch, red carpet etc.
- PAC Calendar for SY 2023-2024
 - Gym booking for event dates.
 - Hot lunch dates pending approval from admin so that PAC can book vendors.

10. New Business

- 2023/2024 PAC Budget
 - Proposed PAC budgets for 2023-2024 as presented– motion to pass M/S/C. All in favor, motion passed, unanimously.
- PAC Constitution and Bylaws Update
 - The DPAC has developed a template for use which the Willoughby Elementary PAC will vote to adopt at the June 19, 2023 meeting. The proposed C&B will be shared in an email to parents in advance of the meeting.
- Year end farewell cards for staff leaving WES
 - K. Muuren will provide the PAC with a list of staff who are leaving.

- J. Viaje will create thank you cards on behalf of the PAC.
- Sports Day – June 16
 - Hot lunch: pizza and frozen yogurt
 - See above: Principal’s Report.
- Sports Equipment: PAC has purchased 12 basketballs and 12 soccer balls to re-stock division sports ball bags for 2023/2024. K. Muuren has purchased Gaga balls – she will submit the receipt to K. Eastgate.

11. Next Meeting: June 19, 2023, at 7:00 PM in the Learning Commons.

Meeting adjourned at: 8:22 PM

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