



WILLOUGHBYPAC@GMAIL.COM
WILLOUGHBYPAC.CA
FACEBOOK.COM/WILLOUGHBYELEMENTARYPAC

Willoughby Elementary School PAC Meeting Minutes DRAFT

Date: September 18, 2023

The meeting was called to order by President J. Viaje at 6:35 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	Katie Preston <input checked="" type="checkbox"/>		
Secretary	Natalie Maas <input checked="" type="checkbox"/>	Guests:	
DPAC	Sugandhi Aroroa <input checked="" type="checkbox"/>		
Member at Large	Amanda Alem <input type="checkbox"/>		
Member at Large	Katrina Cambell <input checked="" type="checkbox"/>		
Member at Large	Analisa Talaban <input checked="" type="checkbox"/>		

14 in attendance. 12 Voting Members.

Quorum: Minimum of 5 voting members, minimum of 3 executive members must be in attendance.

Quorum met? Yes.

1. Call to Order - J. Viaje

2. Welcome, Land Acknowledgement, Introductions – J. Viaje

- Land Acknowledgement: We acknowledge that Willoughby Elementary resides on the traditional unceded territory of the Stó:lō, Kwantlen, Katzie, and Tsawwassen First Nations.

3. Adoption - J. Viaje

- Agenda Motioned/Seconded/Carried (M/S/C)
- June 2023 Minutes M/S/C

4. Principal's Report – K. Muuren

- A big thank you to the families who volunteered their time throughout the Summer to water the trees that were planted in Spring.
- School enrollment is 618 students this year.
- There is still some space available for Kindergarten and Grade 1 students.
- September 18 - Cross Country practice started after school. There will be a practice before school on September 21 from 8:15-8:40
- Sept 19, 2023 - planning for Orange Shirt Day will begin.
- September 21, 2023 - Meet the teacher night 6-7PM. Kindergarten parents do not need to come as they have met their teachers 1:1 already.
- Sept 22 - Terry Fox Run at 1:30 PM, parents are welcome to join us. The school is collecting Toonies for Terry, the children can write their name on a shoe or someone's name they know that they are running for. The shoes will be placed around the school.
- October - The Great Shake Out - one class will participate in an evacuation drill.

5. President's Report – J. Viaje

- Welcome everyone to another new school year! What is the PAC? 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 lunch, fundraisers, and special projects. We are the volunteers behind the initiatives. Examples of items and events that we have funded and/or organized are hot lunches, new iPads for classroom use, field trips, playground equipment, dance program, musical equipment, cultural events, and other fun events like pancake breakfast, Halloween dance, movie nights, Spring Fun Fair, and more. It is 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 is so nice for our children to see us actively participating in their school environment.
- During PAC meetings we discuss many things. The executive members and 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 to guide us in our decision making so that it is 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 you want to clarify, please do not hesitate to speak up or approach me or one of the PAC executives before or after the meeting. It can all sound so formal and official but we are open to discussions at PAC meetings.
- We have a full agenda tonight and no meeting in October. 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 approach me after the meeting.
- 2023-2024 PAC Meetings: November 20, January 15, April 22, May 27, June 17.
- Communications
 - PAC Facebook Page: Willoughby Elementary Parents Page AND private group - please join!
 - PAC Email: willoughbypac@gmail.com

- Hot Lunch email: hotlunchwilloughby@gmail.com
- PAC website: willoughbypac.ca
- Monthly Newsletters sent out with the school newsletter

6. Treasurer's Report - K. Preston

The PAC Financial Accounts were reviewed for both the General and Gaming Accounts for June 2023, July 2023, and August 2023.

- a. June 2023 – M/S/C
- b. July 2023 – M/S/C
- c. August 2023 – M/S/C

Busing funds – discussion: The PAC was unable to fully fund bussing for all 27 divisions with the increased price of buses this year. The birthday treats were donated by Dairy Queen and so the full budget for birthday treats was not spent. \$219.30 was spent on printing the Dairy Queen vouchers. \$780.70 will be unspent from the Birthday Treats budget line. A vote was held to re-allocate \$780.70 Gaming Funds from the Birthday Treat budget line to the Classroom Field Trips line. The vote was unanimously in favor. There will now be a total of \$6300.70 available for Classroom Field Trips.

7. District Parent Advisory Committee (DPAC) Report – S. Arora

- a. 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.
- b. Monthly DPAC meetings are open to ALL parents. Willoughby Elementary School has a DPAC representative who is elected by the parents. The next DPAC meeting is September 21, 2023 in person at the Langley School Board.

8. Committees

- a. Spirit Wear - E. Mathews and A. Arora
 - i. Munchalunch is now open for sales until September 27, 2023
 - ii. Fundraising for classroom enhancements - each division, ELL, Resource Room and Youth Support Worker will receive \$125.00 in gift cards from the PAC. The gift cards will be purchased during the PAC FundScrip fundraiser in November and delivered to the staff upon receipt.
 - iii. Robert Browne Graphics - this vendor has been amazing to work with, and our costs have only gone up a small amount. Last year, PAC decided not to increase the sale price despite our cost going up. This year we have increased the sale price slightly.
 - iv. Once orders are submitted, there is approximately a 3-4 week turnaround.
 - v. A. Arora will organize Spirit Wear distribution.
 - vi. Order number as of September 18, 2023 at 5:30 pm: 126 pieces.

- b. Hot Lunch – K. Preston

- i. 17 hot lunches scheduled for the whole year - families can order one at a time, or pay for them all at once. Orders close 10 days prior to the hot lunch.
 - ii. September 29, 2023 – first hot lunch date: Subway and TCBY.
 - iii. Thank you to all of those who signed up to be volunteers!
 - iv. PAC requests student names on each desk so volunteers know where each order should be delivered to.
 - c. Compassionate Support
 - i. There are some families that the PAC supports with providing snacks and lunches
 - ii. There is a box in the office with water bottles, snacks
 - iii. The committee buys hot lunch for those who are in need of assistance
 - iv. Langley Fire Fighters donate a large amount of snacks
 - v. By October or November, we will know if there is a need in our school community
 - vi. PAC will pay for school supplies for one family (K. Muuren to purchase, and PAC will reimburse).
 - vii. L. Cross will be the committee contact.
 - d. Upcoming Fundraisers
 - i. Community Values Coupon Book - E. Mathews and K. Campbell
 - 1. Raising funds for 2 dollies and 100 folding chairs (already purchased and received).
 - 2. All divisions now have their packages (includes a sample book, info flyer and prize flyer).
 - 3. Thank you to A. Alem, K. Campbell, E. Mathews, J. Maas, N. Maas for preparing the packages.
 - 4. Munchalunch is open for sales now until October 4.
 - 5. 1 book has been given to each child. If your family does not wish to participate, families must return the book.
 - 6. Goal is for sales of \$6500.00 or more.
 - ii. Movie Nights - N. Maas and E. Mathews
 - 1. November 17, January 12, April 19
 - 2. We are hoping to borrow DVD's from Lynn Fripps PAC, or a family at the school who might have a new release movie.
 - 3. K. Campbell will lead the concession.
 - 4. J. Maas and Ky. Preston will lead the movie nights.
 - iii. FundScrip Gift Cards - E. Mathews and K. Preston
 - 1. Sales will occur between November 1-10, 2023.
 - 2. This year we will purchase the division classroom enhancement gift cards from this fundraiser.
 - 3. This year there will be an option to have both online and paper sales. E. Mathews and K. Preston are in the process of researching this, setting up the FundScrip webpage, and all campaign details.

9. Old Business

- a. Classroom enhancement
 - i. See above 8(d)(iii) - 10 forms have been submitted by staff to date.
- b. Playground shade - A. Talaban
 - i. A. Talaban will share details of shade options and share them with K. Muuren.

10. New Business

- a. Dairy Queen Birthday Treats - E. Mathews
 - i. DQ has very generously given us a free birthday treat for every student in the school!
 - ii. PAC paid just over \$200.00 for the printing of the vouchers.
 - iii. One Stop Fundraising helped us secure this amazing relationship with Dairy Queen.
 - iv. J. Viaje will drop off a thank you card to Steve at Dairy Queen with a photo to display on their community board.
- b. Halloween Dance - October 27, 2023 - S. Arora, E. Mathews, K. Preston
 - i. There will be 2 time slots for the dance this year due to increased student numbers. Timing TBD.
 - ii. DJ has been booked.
 - iii. Halloween candy bags have been purchased, K. Campbell and N. Maas will assemble.
 - iv. Decorations will be led by K. Campbell.
 - v. PAC will pre-sell pizza and tickets on Munchalunch.
 - vi. Parents will be required to purchase tickets this year (nominal fee to assist PAC to control numbers in the gymnasium). Last year, tickets sold out.
 - vii. Promoting the event will begin after October 4 once Coupon Book sales close.
 - viii. Committee will meet tonight after the PAC meeting to start planning the dance.
 - ix. We need a lot of help to set up, during the event, and clean up.
- c. Pancake Breakfast - December 15, 2023 - S. Arora, E. Mathews, N. Maas, Ky. Preston
 - i. Santa has been booked.
 - ii. K. Campbell and N. Maas to source new tablecloths.
 - iii. Similar schedule to last year, K. Muuren to confirm schedule.
 - iv. Students will have pancakes, oranges and juice boxes. Each class will have time for a photo with Santa.
 - v. Supplies/food - PAC has pancake mix and syrup, we will only need a small amount more for this year. E. Mathews will ask Save on Foods to donate oranges again.
 - vi. PAC will ask parents to donate juice boxes, syrup, and forks.
 - vii. We need 4 spatulas and 2 pizza cutters for the event.

11. Open Discussion

a. None.

12. Next Meeting: November 20, 2023 at 6:30 PM in the Learning Commons.

Meeting adjourned at: 7:38 PM

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