

**Approved Minutes of the Willows PAC General Meeting
On Wednesday, January 24th, 2024 at 7pm in Willows School Library**

1. Welcome and Land Acknowledgement

Janine, co-chair, welcomed all present. Brenna recognized and acknowledged the Songhees & Esquimalt Nations on whose traditional territories we live, learn, and do our work. Meeting called to order at 7:06 p.m.

2. Quorum (a majority (50% plus one) of Executive Officers and at least one additional non-Executive voting member) **NOT** achieved, hence no votes are binding. In Attendance: 2 out of 5 Exec (Janine, Michele B) present and 8 parents (Jennifer, Jen, Hayley, Nicole, Ruth, Alyx, Laura, Karl) Regrets: Ken (Co-chair), Trevor (treasurer), Michele A (Class rep volunteer)

3. Approval of Agenda. Janine moved approval of agenda (which was prepared by Ken in advance), Alyx seconded.

4. Approval of minutes of meeting on Nov 15, 2023. Amended to correct names Motion to approve amended minutes moved by Janine seconded by Alyx.

5. School Leadership Update (Brenna and Carey)

- This month's assembly on [Willows' Code of Conduct](#) covered the first block : "I take care of myself" (dressing for the weather, drinking water, being prepared, strategies to stay calm and focused, learning about ourselves, healthy food). Next month's assembly will be on how "We take care of others."
- The Winter Show on Dec 21 2023 showcased lots of extracurricular fine arts, e.g. dance, choir, strings. A video of student interviews exhibited the diversity of family celebrations observed by members of the school community throughout the season.
- Current Clubs: Volleyball club for Grade 5 students, Chess club for Grades 2/3
- This week is Literacy Week: the school welcomes guest readers like Oak Bay Mayor and students get to guess who are the mystery readers during the announcements.
- Next week is Carnaval, when the school celebrates Quebecois culture and French Immersion classes build an ice palace at the end of the week for Bonhomme.
- Teaching Staff implement focused inquiry based learning to support students with reading/writing - it has been great to see students show keenness to read/write in response to the pedagogy.
- Another area that staff are interested in exploring more is "Executive Functioning" e.g. task initiation, sustained attention, emotional regulation, working memory, resilience, response inhibition. There is Interest in staff to help students build these skills.
- Musgrave Grade 2/3 playground and Musgrave field is closed at recess times due to difficulty of supervising three separate spaces. Parent feedback is that their younger students report Cadboro Bay playground is too busy. Purchasing other equipment so that students can play at other games/activities may alleviate the busyness of the jungle gym.
- Port-o-potties are gone! What about the blue fence now? Brenna will follow up.

7. Co-Chair report (Janine)

- Thanks to all volunteers who have made events successful.

- Annual Contribution Drive: Thank you to all families who have and are considering donating.
Total Contributions to date: **\$1740**

Contributions improve the school and benefit students. Specifically each class gets an allotment to spend on field trips and classroom items to enhance learning. A total of \$19,200 is budgeted by PAC to provide this allotment to all divisions, which is approximately \$35/student.

Tax receipts are generated for all contributions made through the School District Donation Facility: [SD61 Give Online School CashOnline](#), select destination fund as "Willows Elementary-PAC"

- Parents feedback: PAC needs to set a goal, say what it funds and communicate this to the school community. Although 2 emails have been sent through the school office, it does not appear to be inspiring generosity. The role of Vice Chair/Communications is currently vacant on the PAC Exec; we need a parent to volunteer for this role. Future events may be outlets to encourage donations to the Contribution Drive, e.g. Donate any amount for bonus free tickets at the Blossom Tree Festival that may be used on bouncy castles, obstacle courses, or for food.

- Budget items for voting on at the next PAC meeting:

- Mural project. [Misha Smart](#) is a teacher and artist. She works with all students in the school to design and paint a mural on multiple panels based on what's important to the students and their community. The school beautification project would enhance community building, story telling, and place making: Quote from Misha **\$5285** (gaming grant eligible expense). Cost for installation not included.
- Bottle filling station. Proposed location in the newer part of the school away from the other bottle filling station currently located in the older part of the school. Quote from school: **\$6000** (not gaming grant eligible if an old fountain is being replaced. PAC has sufficient unrestricted savings from previous years' Contribution Drives to be able to fund this project.)
- TV mounted outside the office, **\$700** (gaming grant eligible expense) - Rationale: sometimes it is hard to understand announcements and students miss out on clubs, fun lunch, events, etc. The screen would show reminders and communicate timely important info. Is there a member of the school community who can offer a good deal or be able to donate a screen? It is very undesirable to have an outdoor message board for various reasons: maintenance, disrepair, wear and tear from the elements, manual and tedious upkeep, no good central location like the office, and repudiation by school admin staff.
- Allocate budget to put into a capital fund (i.e. GIC) for high expense projects (e.g. interactive technology tools for teaching and learning.) - parents want to make sure that all classrooms are well equipped with tech infrastructure; students do amazing work and access great tools for interactive learning. Next year's goal may be to fundraise for 25 iPads. School Admin will be able to provide a quote. Last year PAC had \$40,000 in a GIC which matured on Nov 13, 2023 and earned \$1535 interest. This money is not yet officially allocated in reserve to any specific project, plan or vision.
- Proposal to increase parent participation at PAC general meeting by removing barriers: \$100 for refreshments and \$100 for child care. Parent feedback: would rather do zoom meetings to get more attendance, especially for budget votes. Result: next meeting is tentatively scheduled to be a zoom meeting.

8. Treasurer report (posted online)

Revenues since the last general meeting were fun lunch payments and the event money from movie night. All expense transactions were either payments for fun lunch, donation to the Mustard Seed, and one reimbursement to Janine for procuring concession items for events.

Financial documents can be viewed by any PAC member in the password protected Guest Area (<https://www.willowspac.ca/financials>). Email willowspac@gmail.com to ask for the password hint.

9. Old Business

- Short term investments: the currently approved 2023/24 PAC Budget allocates \$1000 to fund playground equipment that wear out annually (e.g. balls, skipping ropes, gaga balls etc.).

ACTION: School to provide invoice of ordered items to PAC Exec for payment.

- Movie night (8 Dec) – PAC promised to match donations up to \$300. We collected \$396.60 donations and thus made a total donation of **\$700** to Mustard Seed. That is equivalent to **130 nourishing meals**. Thank you to all students and families who attended and enjoyed the cozy evening. A sincere Thank You to all the volunteers as well!

- PAC fundraising effort for MPS Awareness Day on May 15 to CureMPS - Morquio Research Fund for Simon.

10. New Business

- Spring Dance (8 Mar) - DJ Daddy Mack is back!

11. Meeting adjourned 8:10 p.m. Janine moved, Hayley seconded.

The next meeting is **Wednesday February 21, 2024 at 7pm on Zoom Online (link to be distributed via email from school office. If you do not receive the link by February 20th, check your spam folder or email the school to update your contact info).**

Michele Bristow, Secretary 2023/24