

Willows Parent Advisory Committee BCSD61

Meeting Minutes Oct 21, 2020

Commencement 7:00 pm

Adjournment 7:53pm

Executive in Attendance: Cindy Rodier (Chair), Karen Manders (Vice-chair/Communications), Krissy Johns (Secretary), Bronwen Sharpe (Past chair), Jenny Dickson (Treasurer), Brenna O'Connor (Principal), Dianne Chrétien (Vice principal), 34 parents.

Welcome Words by PAC Chair, Cindy Rodier.

Approval of the October agenda approved by Cindy Rodier, seconded by Krissy Johns.

Approval of the June 21 meeting minutes approved by Cindy Rodier, seconded by Krissy Johns.

PAC Business:

Chair report, Cindy Rodier

Parent education sessions

The White Hatter "Social Media Safety & Digital Literacy Virtual Webinar "Monday Nov 9th, from 7:00-8:30pm

Parents will need to register for this program. Registration is free. Please see PAC website for more information regarding registration procedures.

Margaret Jenkins has extended an invite to Willows families to join their webinar series.

Nov 3 – Math night with Nikki Lineham 7pm

PAC Executive vacancies

The following roles will be vacant for the 2020/21 school year:

- Chair
- Secretary
- Events coordinator
- CPF rep (currently vacant)
- VC PAC rep (Currently vacant)

Other business

Crossing Guard, Margaret Hill, has concerns about the safety of our Willows families navigating Cadboro Bay Road in or on bikes, scooters, wide strollers, & the number of people there at once.

<PAC will draft a letter to the municipality to see what temporary measures can happen for Covid safety>

Treasurer report, Jenny Dickson

Fun lunch monies

- 134 families have donated their lunch money in the total amount of \$3,503.05
- 33 families have asked for a refund in the total amount of \$1,130.35
- There will be no fun lunches in 2020/2021

PAC Contribution drive

- There will be no PAC contribution drive in 2020/2021 but parents do have the option of donating to the PAC through the fun lunch system.
- 16 families have made a PAC contribution towards the 2020/2021 year in the total amount of \$726.00

Gaming grant

- We received confirmation of our gaming grant for the 2020/2021 school year. The total amount of the grant is \$12,040.

School funding paid by the PAC

- Cheques in the following amount will be written by the PAC to the school for the 2020/2021 school year (these amounts are paid every year and were approved to be paid in the 2020/2021 school year by the executive even though fundraising will not occur):
 - Classroom allotments: \$5,600 (\$200 per division x 28 divisions)
 - Library funding: \$1,000
 - Home reading books: \$1,500

Update from Brenna O'Connor and Dianne Chrétien

There are 595 students attending Willows this year There are 28 divisions, 12 of which are French Immersion.

Quarter system for non classroom instruction

Staggered schedules (start/end times, and breaks) for French and English are in place for this year. This means far less kids on the playgrounds at once, as well as fewer students gathering before and after school.

Teacher prep time has been a challenge to accommodate this year, given the restrictions around cohort mixing and supervision.

Willows will use the quarter system for non classroom teacher instruction (Music, PE, Library). There will be four 10-week sections, with the first ending on Nov 4. The second quarter will go until the end of January, the third quarter will end in April, with the fourth quarter ending with the end of the school year in June.

School classrooms have been assigned to either the A or B schedule. For example, classrooms assigned to group A will all be receiving music instruction during the first quarter. Group A will then change to a either PE or library, based on the schedule. The system is extremely complex, and there were some initial bumps, but the staff are currently working together to find workable solutions to any problems that have

arisen. Evelyn Morales and Gail Evans have been particularly helpful with the implementation of the quarter system.

Code of conduct

Willows staff and administration are currently in the process of updating the Code of Conduct for the school. The central ideas are to care for yourself, others, and our space, and the goal is to have expectations that are easy for students to remember, presented in both English and French.

<Brenna and Dianne will share a draft of the Code of Conduct at the next PAC meeting.>

Federal money for return to school

Willows received funding for the following:

- Another Education Assistant at the school.
- Additional funds for technology. The school will use these funds to order more Chromebooks and Ipads.
- Installing more sinks for deficient classrooms. (only a few classrooms do not currently have sinks.)
- Outdoor classroom spaces. The following options are currently being explored:
 - Amphitheatre style space
 - mounting whiteboards on existing structures, like the learning studio exteriors.
 - An indigenous garden with tables and moveable benches. Stumps in a row for sitting.

<Willows staff will look into the costs and feasibility of the outdoor classroom options, with input from the district.>

Pro-D

This is a Province wide professional development day on Friday. The topic will be Character Strong (Trauma Informed Practices). Kids have been experiencing trauma with Covid due to loss of connections with friends and teachers. The goals are to build up a sense of well being, while focusing on kindness and gratitude. This will be a school wide program. There are already lots of resources available. Discussions around this topic are leading to really good conversations within classrooms.

Literacy programs will also be a topic of the professional development day. Ignited Literacy is a very structured program around reading, writing, and vocabulary. All of the grades 4 and 5 teachers in the English stream are currently using this program. Staff anticipate that this will be a very strong program going forward, with a higher level of comprehension for intermediate skills.

Phonics and phonemic awareness are the focus for the primary grades. Leah Edgley (A Willows teacher) presented Jolly phonics at the professional development day in September, and will discuss how to implement this program into classrooms during the October professional development for kindergarten to grade 3. Staff are working together to develop school goals around literacy, and establish minimum literacy standards for each grade.

Discussion

Karen Manders contacted the District of Oak Bay to enquire about outdoor learning areas at parks in the community. Oak Bay is will explore the option of placing logs at strategic spaces to be used for outdoor learning and community use. A question was asked if the school would be able to reserve the logs, but since the spaces are public, that would not be possible. The learning spaces would be on a first come basis.

Scooter racks

There has been an increase in the number of scooters being used to get to school. This is becoming a problem of storage inside the classrooms. A few years back, Willows was promised scooter racks from the CRD Safer Routes to School program, but these were never delivered.

<Krissy will look at past minutes to find the contact information for the people that promised the scooter racks a few years ago. >

Parent questions

The following questions were asked by parents:

Q: The front door is locked. What do we do with kids who have been dropped off late or who are needing the washroom?

A: Brenna will bring up this issue with staff and provide an answer to parents via future school communications.

Q: Can PAC contribute to outdoor spaces? Can we use the gaming grant or fundraising money towards these spaces?

A: PAC could allocate capital funds towards outdoor spaces as a long-term spending project.

Q: Can we plant a willow tree on Willows school grounds?

A: This is not something that PAC would be able to do. This would need to be approved by the district and facilities.

Q: Are the amounts mentioned earlier the only contributions that the PAC gets?

A: In a normal year, the money is from a combination of PAC contributions, fun lunch money, and the gaming grant. PAC will have money for classroom allotments this year. We will have about \$9000 to spend if the desired projects meet the gaming grant requirements.

<The PAC executive will meet soon to allocate the funds towards medium term projects that meet the criteria for use of the gaming grant funds.>

Q: Why no field trips?

A: The school district has not given approval for field trips involving busses due to Covid protocols, but we can focus on walking field trips. Schools have recently been given permission for parent volunteers for field trip supervision provided all Covid protocols can be met.

The next PAC meeting is on Nov 18th, 2020, 7:00 pm - 8:30 pm via Zoom.