

## Willows PAC Exec Meeting Minutes for September 17, 2015

Call to order at 7:20pm

### 1) School Supplies

- lots of people seemed to like the free bag
- ordering through Staples website was easier than through Monks, which is what drove the changeover. 320 orders were processed with only 5 mistakes

### 2) Ice Cream Social

- Scheduled for September 24<sup>th</sup>
- Meet the teacher will run from 6-7pm and ice cream will be served from 6:30 to 8pm
- Dana will source out some options for recycling bins
- Need 4 volunteers to do shifts of handing out ice cream

### 3) Bus Pilot Project:

- Was a success last year and will continue this year
- Every teacher used their allotment
- A bus holds 70 students, therefore if classes join together for field trips they could potentially get 3 bussed field trips a year.
- Question/idea brought up regarding possibility of standardizing field trip a bit so that certain grades would do certain field trip, so they are not repeated year after year

### 4) First PAC Meeting:

- Set for September 23<sup>rd</sup>
- Oak Bay Police Liaison to attend

### 5) Gaga Ball Pit:

- Has been purchased and sitting in school district's warehouse
- Need district to install it, but has been postponed as workers are currently being pulled to meet deadlines at Oak Bay High.
- Hopefully construction will start at the end of the month.

### 6) Pizza/sushi Day Expansion

- Pizza sushi days last year made \$8386
- Letter sent to principal to request expanding the program from 9 to 16 pizza days
- Concern raised about possibility of parents not wanting to sign up for all of the pizza days, and possible confusion then about which days a child is signed up for. Suggestion made for doing a different type of lunch, possibly Subway
- Michele will contact Subway regarding options and pricing
- Request made for changing program to manage lunch fundraisers to hotlunches.net from previous program of form assembly, everyone agreed it seemed like a good idea.
- Michele will contact hotlunches.net to request demo, and speak with Sarah Joy who runs the lunch program at Margret Jenkins using the hotlunches.net program

7) Holly Tree Festival:

- Key organizer Angela Jackson will be away during the time Holly Tree Festival usually runs. Discussion raised about whether to move the date to mid-November (seemed to early) or mid-December (seemed too late), change the event to a Halloween or Spring event, or keep the event at the usual time and put out a call for volunteers
- At this time we are in favor of putting out the call for volunteers to step up and manage the event under the direction of Angela
- Will put out the request during the PAC meeting next week and via the class reps
- Will discuss date with principal once again and confirm asap so entertainer and photo booth can be booked
- Suggestion made that certain grades be responsible for certain events. Example: Grade 3 parents to be in responsible to volunteering for Holly Tree, Grade 4's for bike rodeo, Grade 5's for graduation, etc. More discussion required as management of large events can be stressful and it is helpful to me mentored into it.

8) PAC Contribution Plan:

- Suggestions from last year was to put the request out earlier
- Looking at mid-October

9) Changes to proposed budget:

- None at this time

10) Website:

- Need to increase the amount of parents signed up to the PAC website. Currently only about 150.
- Dana will talk with Badge (school secretary) about sending out an email to all parents requesting they sign up
- Jackie will discuss with Class Reps and have them encourage their class to sign up
- Will offer some sort of incentive for signing up (example: entry for draw for a pizza party)

11) Communication Board:

- Idea brought forward about need for a communication board outside the school for another avenue to communicate with parents
- Current communication board is inside the school, and parents do not often enter the school when dropping off or picking up their children, hence it is not as effective/reaching as many people as it could
- Michele will propose new outside board to Wendy (principal) and ask how to go about getting one

12) PAC President stepping down:

- Due to recent full time employment and family commitments our current PAC President Dana Bell is needing to step down from the position of PAC president. However, Bronwen Sharpe has agreed to take over the role.

- Motion made by Jackie Lines to accept the appointment of Bronwen Sharpe to PAC President. Seconded by Stephanie Novak.
- Other executive positions still available are: Secretary,
- Possible creation of new position on PAC of communications coordinator

### 13) French Lessons

- Stephanie Novak (Canadian Parents for French (CPF) Rep) has been working with Wendy (Principal at Willows) and Simon Burgess (Director of the French Immersion Program for the District) for almost a year, and is pleased to announce that CPF will be offering French lessons for parents at Willows starting on October 8.
- The lessons will run 7-8:30 and will be taught by Reda Issac, a French Immersion Teacher. Classes will be for beginner level French, but also teach parents strategies for reading with their kids and supporting their learning
- Cost \$55 with CPF membership and \$80 without membership
- Advertisement going out via PAC website