

**Approved Minutes of the Willows PAC Annual General Meeting  
On Wednesday, May 15th, 2024 at 7pm ONLINE (zoom link courtesy of VCPAC)**

1. Welcome and Land Acknowledgement

Ken, co-chair, welcomed all present and recognized and acknowledged the Songhees & Esquimalt Nations on whose traditional territories we live, learn, and do our work. Meeting called to order at 7:04 p.m.

2. Quorum (a majority (50% plus one) of Executive Officers and at least one additional non-Executive voting member) achieved. In Attendance: 4 out of 4 Exec (Ken, Trevor, Michele B, Alex) present and 12 parents (Gillian, Sam, Nicole, Victoria, Bryan, Alyx, Colin, Leah, Jennifer, Ryan, Ruth, Michele A), Invited Guests: Cindy Harte (incoming Principal), Stef Sloboda (incoming Vice Principal), Brenna O'Connor (Principal), Carey Nickerson (Vice Principal)

3. Approval of Agenda. Sam moved approval of agenda, Trevor seconded. CARRIED

4. Approval of minutes of meeting on Apr 17, 2024. Gillian motioned to approve minutes and Ken seconded. CARRIED.

5. School Leadership Update, intros to incoming Admin and Q&A (Brenna/Carey)

- Introductions: Cindy Harte will be Principal, comes with extensive experience, and is excited to land at Willows; Stef Sloboda will be Vice Principal, brings a physical education background, and is looking forward to great things at Willows and working together with Cindy (again!).
- PAC-sponsored projects have been making an impact:
  - Misha Smart started painting the mural with students on Tuesday. Thank you to parents who have come in to help out. The students were so excited and focused. Brenna showed a picture of the sketch and action photos. The plan is to install the mural inside the school for longevity.
  - Bottle filling station has been installed and well utilized.
  - TV has been installed, just waiting for the Google Box to start showing content.
  - Playground equipment buzz, thank you PAC for funding fun things for students!
- ~520-530 students is expected for next school year (down 1 division; numbers have been steadily going down as expected due to the boundary changes)
- Welcome to kindergarten event: Grade 4/5s will be giving the tour to incoming kindergarten families again this year - a much anticipated opportunity for both older students and new kindy students.
- Grade 5 will be going to their transition day to their middle school tomorrow.
- Staff and students have noticed all the wonderful projects thanks to this year's PAC for getting so much going this year.

6. Gr 4/5 student funding request presentation (Sam/Gillian)

- A Gr 4/5 student leadership club turned into an empowerment team called "Peace People" and their project is entitled "Articles of Inclusion"
- Over lunch hours, students asked the question: What can we do to improve Willows? Students led their own project, performed an accessibility and inclusion audit of the school, and presented their recommendations in a video for how to improve accessibility and inclusion at Willows:

- Priority 1: Provide inclusive outdoor play equipment and a gr 4 “buddy bench”; Outdoor inclusion: play equipment that students with disability can engage with at recess (school may look into funding connect4 and tic-tac-toe)
- Priority 2: Provide each classroom with at least 2 alternative seating options (e.g. wobbly stools, rocker chairs, egg chair), variety of fidgets (e.g. highlighter reading bookmarks, hourglass timers, sensory mat liquid, calm bottles) and headphones
- Priority 3: Funding for all requests via PAC including accessible door knobs (the school is in the process of getting quotes and the custodian has been consulted)  
*Update: the school cannot fund the door knob request because the cost would be prohibitive.*
- Background materials include an [itemized budget](#) and a letter from an occupational and a physical therapist explaining the benefits of alternative seating.
- PAC recognized the amount of work done by the students; Ryan wrote: *“This is such an amazing project. Student led and impactful to the whole school. This should be a priority to get funding for.”*
- Current school leadership mentioned that prior work has been done at our school around inclusion. It’s one of our district’s top goals and the Willows staff have been committed to implementing this over the past years. Significant investment has already been made to purchase these and other similar items using school budget funds over the past few years. These items are available to students in every classroom. Of course, the school could always have more available, but it’s already common practice to provide them to any students who need them.
- Incoming school leadership also recognized the value and importance of inclusion at the school; Stef Sloboda wrote: *“I’m fully in support of working on picking it up with Cindy etc. Great ideas and I love that it’s student driven.”*
- Time was spent discussing how PAC can reward and continue the efforts of the students and improve inclusion at Willows for all students.

## 7. Co-Chair report (Ken)

- Ken reflected on the past year. See letter attached.
- Thank you Janine, you are dearly missed!
- Thanks to Brenna and Carey for facilitating the PAC-sponsored projects and thank you to all parents for supporting these!
- Many, many thanks were expressed!

## 8. Treasurer report (posted online)

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

Trevor presented and explained the financial accounting system which is set up for any member with basic computer skills to maintain. Bank accounts are linked to QuickBooks Online so transactions can be populated automatically into the books of accounts. Hubdocs is also used to store invoices, receipts, reports, basically any documents to verify expenses; these are matched to transactions in QuickBooks Online so that all withdrawals from the bank accounts have a paper trail.

Trevor presented the Expenses since the last meeting, Balance Sheet, Profit-Loss and Actuals vs Budget. Trevor explained the reason for the variances this year;

- All donations to the Contribution Drive (\$1740) were collected through the SD61 Donation facility - hence Contributions did not flow through PAC accounts this year which is reflected as \$0 in the actuals.
- A number of capital projects (Bottle Filling Station, TV Screen, School Mural) were funded this year that were not in the original budget. PAC had enough cash on hand from previous years to fund these projects.
- As a result, this year we expect to end the year with a deficit. The estimated closing bank balance is ~\$33,000, compared to the closing balance of \$41,353.38 on Aug 31, 2023.

#### 9. Proposed Budget for 2024-2025

- Trevor presented the budget.
- Ken explained the recommendation for classroom allotments for next year. \$250/class for field trips funded by Gaming Grant + \$200/class unrestricted + additional allotment depending on Contribution Drive. In the past two years (2022/23, 2023/24), PAC has allocated \$250/class for field trips, \$150/class for buses, and \$400/class unrestricted that make up the total allotment of \$800/class.
- Alyx commented that next year Gr 5 parents don't want to fundraise - suggest change line item Gr 5 Fundraising to Gr 5 Tickets.

**Ken motioned to approve the proposed 2024-2025 budget, Trevor seconded.**

**Ryan motioned an amendment to the budget to include a line item for a Capital Project on Articles of Inclusion to fund the Gr4/5 funding request up to \$3000 in 2024-25 to a max of \$15,000 over the next 5 years. Leah seconded.**

**Vote on motion to amend the budget: 10 in favour, 2 against, 1 abstained. CARRIED.**

**Vote on Budget with Capital Project on Articles of Inclusion Amendment: 10 in favour, 1 against, 1 abstained. CARRIED**

**Trevor moved to spend \$1000 for the gr 5 club this year, Ken seconded. Vote: 10 in favour, 1 against, CARRIED.**

#### 10. Reports of Special Committees: Fun Lunch (Ruth)

- 93% participation rate
- Reusable containers by Machi Sushi meant zero plastic waste! Very limited waste from other suppliers.
- \$3-5 donation option this year resulted in \$1734 collected in donations to fund \$1530.75 of complimentary lunch orders and a few hundred dollars were spent on lunches for drop in students.
- Thank you to all the volunteers who distribute lunches. Big thank you to dedicated core team Nicole and Kelsey for supporting Kerrie and Ruth!
- The fun lunch site is always accessible for the PAC Contribution Drive. In 2023-24, it just wasn't decided upon how the PAC was going to collect funds by the time Fun Lunches were ready to be rolled out. It was suggested to implement the Contribution Drive how it was in the past that worked, but the PAC Executive who is responsible for deciding how to implement the Contribution Drive did not provide direction for use of the hotlunches platform and eventually decided to try a different way.

11. Upcoming Events that need volunteers

- Blossom Tree Festival (May 24): Need lots of volunteers.
- Oak Bay Tea Party Parade (June 1) – needs a volunteer
- Staff Appreciation Luncheon (June 28) - a hosting volunteer is needed to organize food and potluck.

12. Nominations and Elections for 2024-25 PAC Executive

- Chair - vacant
- Treasurer - vacant
- Secretary - vacant
- Vice Chair Communications - vacant
- Members at Large -
  - Ruth Humphries (Vote: 10 in favour = majority)
  - Nicole Forseth (Vote: 10 in favour = majority)

**ACTION: Ken to call a special meeting in June to run another nomination and election to fill vacancies on the PAC Executive Committee.**

13. Old Business

- 2024-2025 Proposed Calendar of Events: **NO Events will likely take place next year without a fuller PAC Executive Committee.**

14. New Business

- VCPAC other schools are doing a lot of cool things, updated their bylaws. Alyx to send email to Ken for records.

15. Meeting adjourned 9:30 p.m. Ken moved, Alex seconded. UNANIMOUS.

Enjoy your summer!!!

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Michele Bristow, Secretary 2023/24