

Approved Minutes of the October 16, 2024 PAC Meeting - 7:00 pm Willows Library

1. Welcome & Land Acknowledgement (Jenna)

Jenna welcomed all for coming and recognized the beautiful Lekwungen territory that our school resides on.

Meeting called to order at 7:02 pm

2. Determine quorum- a majority (50% plus one) of Executive Officers and at least one additional non-Executive voting member) present.

In Attendance: 100% Exec present and at least 15 parents

3. Approval of Agenda

*Lindsay moved approval of agenda, Leah seconded. CARRIED.

4. Minutes Approval:

- Approval of AGM minutes (May 15, 2024)

*Lindsay moved approval of AGM minutes, Leah seconded. CARRIED.

- Approval of Special Meeting minutes (June 19, 2024)

*Ruth moved approval of Special Meeting minutes, Nicole seconded. CARRIED.

5. Introductions of PAC Exec, School Admin:

Jenna Bailey (Co-Chair), Lindsay Bell (Co-Vice Chair), Leah Holoiday (Co-Vice Chair), Cloe Thomson (Co-Chair), Jennifer Blood (Treasurer), Hayley Arnott (Secretary), Cindy Harte (Principal), Stef Sloboda (Vice Principal)

6. Presentation of class composition/combined classes and Willows Leadership updates (Cindy & Stef):

- 518 Students enrolled, 23 Divisions, 11 FRIM, 12 ENG, 55 Staff Members connected to our school
- 37 Ministry Designations, 20 Contract Designations, 21 IED students, 30 ELL Students

Class sizes are determined by Ministry set maximums, based on the grade of the class. The maximum number of contract designations in a class is two. The designations help to ensure there are additional resources to support the needs of the students. The contract designations are separated by categories of special needs. Combined classes can allow the needs to be dispersed.

Question: How is the curriculum tracked for what is learned depending on what split class they are in?

Cindy: Sometimes there are curriculum A or B but we moved now to a more critical thinking perspective in the curriculum.

Question: What is Ministry designation vs Contract designation?

Cindy: Ministry is overall whereas contract is per teacher contract.

Question: What if there are more than two each contract for the whole school?

Cindy: There can be workarounds if the ratio exceeds. This year we were almost on the cusp of having to open a new class.

Question: Is there a reason for the variability compared to other schools with moving to new classes at the beginning of the year?

Cindy: Because we were on the cusp of having to open another class it took extra planning time. Other schools that may have had approvals earlier may have had a bit more wiggle room on the class allocations.

Question: Is there anything the parent population can do to help with registration information for next year?

Cindy: There isn't much we can do except for us to all be responsible for informing of our own changes as soon as we know.

Question: Who decides Ministry or school about dates for moving to new classes in September?

Cindy: Spring the school looks at preliminary numbers and submit to the district (about May). Then start working with teachers to divide the students and determine a fairly complete list of classes. Then gathering more information over the summer from either incoming or departing families.

Question: Who was not allowed in for registration, beyond the 518 students?

Cindy: If they were out of catchment, then they may not have had capacity to include these students. We also try to keep some room for the case of students who move into the catchment etc.

Discussion on catchment and approvals etc. Suggestions to have ways of preparing the students with the uncertainty of moving classes etc. Also commentary on the gradual entry for kindergarten.

7. Co-chair report (Cloe & Jenna)

Our goal this year is to improve communication and engage the parent community. We are always keen to hear from parents on ways to do this. We will be doing fundraising and looking into opportunities - welcoming suggestions and feedback in this area. We've prioritized events that were determined on the calendar last year. Hoping to shift now into long term planning. Another focus is to work on continuing from the previous PAC Exec on streamlining processes and procedures.

Events & Activities organized so far:

- Nicole organized the PAC order for school supplies and will be continuing for the next year

- Ruth and Kerrie are continuing to organize Fun Lunch for this year and hoping for someone to shadow next year to hand over the organizing for the following year.
- Organized a Kindergarten meet and greet
- Meet the teacher night - VERY busy, with some hiccups
- Bike to school week was a great event with the help of Laura for coordinating
- Spirit wear is launched with orders closing early November
- Grade 5 hoodies - order upcoming
- Boo Bash - Oct 24th. Volunteer signup genius will be up on Friday
- PAC Exec working with Admin to prioritize fundraising goals

*Approval of co-chair report moved by Catherine, Shona seconded. CARRIED.

8. Treasurer report

- Jennifer presented the profits and loss report
- Divisions provided \$200/class - for classroom use. Olivia (teacher at Willows) gave an overview of the process for classroom purchases.
- Gaming Grant - PAC Exec determined this funding will go towards field trips. This will be \$20 per student. Olivia gave a shout-out from the teacher population that they are very happy to be able to plan their field trips for the year.

Question: Where does the Fun Lunch money go?

Ruth: Goes into PAC bank account but prices have gone up so the profit is getting lower.

Jennifer: The revenue is listed in the approved budget.

Question: what does the \$42k line item mean?

Jennifer: It's because payments have been made for the whole year and we pay suppliers - for example for Fun lunch.

Question: Can people get a tax receipt for larger contribution amounts - how do we make that known?

Jenna: We didn't want to set a high suggested amount based on feedback from last years' PAC exec.

Leah: If you donate through the district you can get a tax receipt, but on the Fun lunch contribution link it's not possible.

Feedback - have communication on the website about how to get a tax receipt.

Discussion on fundraising ideas and grants.

Question: How are the teachers feeling on budget?

Cloe: We haven't addressed needs yet, but want to connect with all parties - teachers, school leadership, parents etc.

Cindy: Upcoming they'll be having discussions on what the school budget is.

Question: Why fundraising now? Are teachers paying out of pocket?

Lindsay: In previous years there were larger classroom allocations and this year the PAC exec chose to use the gaming funds for the field trips.

Question: Could we have class reps take donations at the beginning of the year towards the teacher?
Feels more personal than donating on a link.

Lindsay: Some teachers had wish list items on the meet the teacher night. Also we are trying to make it very inclusive and not make families feel left out if they can't contribute.

Jenna: We want to be conscious of equality and there may be different distributions among classes so it's important to put forward something that can be even across the school. Our goal is to have greater communication and we are striving to show what fundraising or donations are going towards and have transparency on that.

Cloe: We are trying to enrich the community.

Question: Is there a movie night? It's a favourite event!

PAC Exec: We are confirming if we have that booked - to be confirmed.

Approval of Treasurer report moved by Cloe, Jenna seconded. CARRIED.

9. New business

1. Open Roles to be filled:

- 1.1. VCPAC rep - they have monthly meetings where members meet.
- 1.2. Jen Bird volunteers to take on this role.

*Jen Bird as VCPAC rep moved by Shona, seconded by Jenna. CARRIED.

- 1.3. Class Rep coordinator: person to coordinate the class reps and forward emails. This would take a load off of Ruth's coordinating for Fun Lunch.
- 1.4. Claire Higgins volunteers to take on this role.

*Claire Higgins as Class rep coordinator moved by Lindsay, Cloe seconded. CARRIED.

2. Proposal for change in meeting time along with potential for food and child minding.

Discussion on the potential of having a hybrid meeting and zoom. Lots of different perspectives on preferences - every family has different needs. The PAC Exec will table this topic for now and bring it back likely at the next meeting.

3. Parent education: would the Willows PAC membership be interested in attending education sessions. If so, what type of topics? There is a grant that we could apply for by Nov. We would like to have a parent or multiple parents help to coordinate this. We also still need to determine if this will be something that people would be able to make it to and if there is interest.

Suggestions:

- Topic suggestion from parent: Anxiety, online/social media
- Join with another PAC to double up on a presentation
- Grade 5 students would be keen to contribute to posters
- Attendance: maybe provide a way to incentivize, ex attend a meeting and put your name in a draw for a small gift card.

PAC Exec will also table this item for now and possibly do a survey to determine interest and topic preferences.

4. Request to add to agenda for next PAC meeting - parking issues and difficulties with drop off areas and misuse of staff parking lot.

Meeting adjourned at 8:43pm moved by Cloe, Lindsay seconded. CARRIED.