

Unapproved Minutes of the November 20, 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. We are grateful to the local people for sharing their teachings and knowledge and being gracious keepers of the land.

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: 5 Exec present (Jenna, Cloe, Jennifer, Leah & Hayley with Lindsay absent) and approx 12 parents

3. Approval of Agenda

- a. Additions: VCPAC discussion and field trip item

* Cloe moved approval of agenda, Jennifer seconded. CARRIED.

4. Minutes Approval

- a. Approval of October 16, 2024 minutes

*Cloe moved approval of minutes, Jenna seconded. CARRIED.

5. VCPAC

- a. Jenn B introduced as Willows rep for VCPAC

- b. BCPAC update:

- i. Attended first meeting and there are many different committees with different reps. Still looking for reps for the French committee. Everyone is welcome at the meetings. Jenn will look into how to get more info on how to get involved.
- ii. Reminder from the chair that Willows should get a copy of the school growth plan. Cindy confirms that the previous years is on the website and discussions are ongoing for this school year.
- iii. VCPAC has a PAC improvement fund if PACs need help getting more parent involvement. Resources are available to help improve Zoom meetings etc.

6. School Leadership Update (Cindy and Stef)

- a. Had a staff meeting today - discussed the following upcoming items:
 - i. Winter festivities
 - 1. Food drive: partnered with Old Farm and Four Quarters Meats - looking for families to donate non perishable
 - 2. Staff looking to have wrapped gifts under the tree for children of some Willows families. Will have a list for suggested items if other families are able to donate.
 - 3. Last week of school Holiday Spirit Wear week
 - 4. Large Willows Holiday tree - one ornament from each family to put on the tree (will be returned afterwards)
 - ii. Inclusion Assembly & Week:
 - 1. Nov 29th assembly day
 - 2. Dec 1-6th inclusion week: PISE visiting, wheelchair sports, other activities depending on what teachers decide for their class
- b. Reviewed Operating budget
 - i. Reviewed how certain fees are dispersed (general supplies, equipment, instructional supplies, Indigenous education, inclusive learning, French funds)
 - ii. Reviewed existing accounts and their balances
 - iii. Discussion on budget amount and funding for classrooms etc.

7. Co-chair report (Cloe & Jenna)

- a. Events:
 - i. Boo Bash was a great success - positive fundraising (going towards sport equipment, some classroom allocations)
 - 1. Will continue to be transparent about where fundraising efforts are going towards - giving a specific item or activity that it's going towards
 - ii. Upcoming: Nov 28th 5pm is the Movie Night - looking for volunteers
 - iii. Upcoming: Jan 23rd Music Bingo at Fernwood Inn
 - 1. Will be fundraising towards something (to be determined)
 - 2. Tickets to be purchased
- b. Spirit Wear - fundraised by increasing the per item amount slightly. Will be looking for sorting volunteers to distribute to students once those items come in.
- c. Parent Education:
 - i. Looking for free resources to fit into our budget - please email the PAC if you have ideas or know of resources in our community. Parents who are interested in taking on coordinating are encouraged to volunteer.
 - ii. Jan 27th - Cloe has booked a presentation with a child and family psychologist

8. Treasurer report (Jennifer)

- a. Jennifer reviewed PAC Budget vs Actuals - illustrates what comes in and goes out
 - i. Events have raised approx \$3900 so far
 - ii. Gaming fund - ie the \$20 per student
 - iii. Fun lunches
- b. Jennifer reviewed profit and loss for the Boo Bash
 - i. Discussed the amount to go towards funding for playground equipment
 - ii. Jenna noted that much less money was spent operationally on the Boo Bash

9. New business

- a. Parent Education Nights-Upcoming - *Covered in Co-Chair Update*
- b. Movie Night- Nov 28th - *Covered in Co-Chair Update*
- c. Fundraiser: Music Bingo Jan 23rd 2025-Fernwood Pub *Covered in Co-Chair Update*
- d. Fundraising Opportunities:
 - i. Winter Concerts
 - 1. Devon, representing the Grade 5 committee, hoping to have a bake sale at the Winter concert.
 - 2. Cloe identified music program fundraising goals, following conversation with the music teacher.
 - 3. Plan is for Cloe to discuss with Cindy about how best to support a grade 5 bake sale at this event and communicate the plan to grade 5 committee parents.
 - ii. Other fundraising suggestions: Kernels sales, Mabel's Labels
 - iii. Update on the art cards fundraiser passed along from Lindsay, who organized: Students have completed art, it will be digitized and then parents will get an email for ordering if they would like to receive those.
- e. Fundraising goals and objectives - Leah presented on fundraising goals:
 - i. Priorities to date
 - 1. Classroom allocations
 - 2. Playground equipment
 - ii. Future priorities - evolving list gathered from admin and staff
 - 1. Garden shed
 - 2. Sandbox
 - 3. Obstacle course lines
 - 4. Classroom reading books
 - iii. Setting goals going forward
 - 1. Willows wish list
 - 2. Cherry blossom festival
 - 3. Next year classroom allocations
 - 4. Grade 5 graduation
 - iv. We don't have a long term goal item at the moment but this is something for us to keep in mind. Suggestion to have a survey for feedback on fundraising goals.

- f. Parking issues/difficulties in drop off area
 - i. Cindy has sent out an email reminder to parents
 - ii. Does our school need more of a drop off lane?
 - iii. Potential idea is to have someone flagging/reminding people to be dropping off and leaving but Willows doesn't have contracts available to cover this.
 - iv. Suggestion for signs to say short term drop off. Determine location. Cindy and Stef will look in storage if there are signs.
 - v. Suggestion brought up to maybe also generate ideas to encourage fewer cars - walking groups, etc.
- g. Field trips
 - i. Jill brought up idea of a ski trip (day trip)
 - 1. Make it an outside of PAC activity for families who are interested
 - 2. Jill will look into this for the new year and email Willows PAC

10. Meeting adjourned at 8:23pm - moved by Cloe, Jenna seconded. CARRIED.