

Approved Minutes of the February 19, 2025 PAC Meeting - 7:00 pm Willows Library

1. Welcome & Land Acknowledgement

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 7:03 pm

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

In Attendance: All Exec present (Cloe, Jenna, Jennifer, Lindsay, Leah & Hayley) and approx 11 parents.

3. Approval of Agenda

- a. Approval of Agenda or any edits or additions

*Leah moved approval of agenda and Cloe seconded. CARRIED.

4. Approval of Minutes

- a. Approval of January 22, 2025 minutes

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

5. School Leadership Update (Cindy and Stef)

- a. Staff are enjoying featuring historical people in recognition of Black History month.
- b. Missy D is going to be performing at the school.
- c. Pink shirt day is coming up - Feb 26th
 - i. Stef is interviewing students on what it means to be kind etc. to be featured as a video in the assembly.
- d. International Women's Day
 - i. Lead up will be highlighting influential women
- e. Lockdown drill this week - have created a dialogue for staff to share with students
- f. UVic students working with Stef- physical education students have been coming in and creating lesson plans to teach.
- g. Streamlining safety protocols this year has been a focus - reviewing current processes and making changes as needed.

- h. Looking for feedback on parent's perspectives on the learning updates (formerly called report cards). Suggestion is to survey the parents/guardians on ease of access and what is and is not working etc. There are requirements that the district outlines but there is some flexibility on some details.

6. VCPAC Update (Jen)

- a. Jen is the VCPAC rep and attends meetings in representation for the Willows PAC and to provide updates.
- b. The Board was recently let go, and previously the VCPAC had a stance against terminating the Board.
- c. Jen notes that there seems to be governance issues within the VCPAC.
- d. Jen encourages those who want to be involved to look into roles that are available to build on the parent voice. Nomination committee (and Jen) is working on sending out information on roles.
- e. Anyone can attend the VCPAC meetings, same as attending our school PAC meetings. There have been changes to the date of the VCPAC meetings (and the AGM) to a mid month date where other PACs meet, causing issues for many PAC representatives to attend. Jen will be putting a motion through to request to change the date back so that attendance can be improved.

7. Co-chair report (Cloe)

- a. Fundraising topics will be referenced later in this meeting.
- b. Fundraising vs Contribution drive - why we did both. The contribution drive was lower than budgeted and the PAC chose to have our events be fundraisers to be able to continue to fund the events themselves.
- c. Looking to engage the school community in volunteering for roles:
 - i. Fun lunch will be looking for new coordinators (around 7 hours a month). Next year would be a transition and training year with Ruth and Kerrie handing over.
 - ii. School supplies order coordination - also a handover year with Nicole coordinating the next order.
 - iii. Parent Ed organization
 - iv. Event planning and coordinating
- d. Thank you to the school admin for keeping our events in the weekly updates. We find this reaches the most in our community this way as social media only captures a small percentage.

8. Treasurer report (Jennifer)

- a. Jennifer reviewed Profit and Loss by Tag Group
 - i. Highlighting the different fundraisers
- b. Jennifer also reviewed the overall Profit and Loss
 - i. Showing incoming funds such as fun lunches

- ii. Expenses and fun lunch payments are indicated on this report

9. New business (including upcoming events)

- a. Parent Education Nights - had a provider (Ready Set Kidz) reach out on if our school community would be interested. There is a cost (TBC). It's an education program, rather than a certification. Jenna can look into it further if there is strong interest. Jenna will look into costs and potentially our funds could subsidize.
 - i. Home Alone Program (8-12 years old)
 - ii. Babysitters In-Training course (11-15 years old)
- b. Fundraising Opportunities:
 - i. Spring Event March 6th - date is coming up quickly
 - 1. This was originally held as a date for a spring dance. Most nights are booked in the gym so other dates not available.
 - 2. Alternative option could be a movie night or a bingo night - those in attendance leaning towards a bingo night.
 - a. Cindy has done a bingo night before and the equipment could be borrowed. Cindy can check that the bingo items are available to borrow for that evening.
 - ii. Blossom Festival - May 23rd
 - 1. Shona is coordinating along with a coordination committee - let us know if you'd like to help.
- c. Fundraising goals and objectives
 - i. Leah updated on fundraising goals based on the survey
 - 1. 155 total responses
 - 2. Top Priorities:
 - a. Events like movie nights, Blossom Festival
 - b. Supports for classrooms
 - c. More outdoor play equipment
 - 3. Next Steps: based on feedback, the PAC will prioritize fundraising for:
 - a. Community events
 - b. Classroom supplies to support student experience
 - c. Outdoor play equipment

10. James from Oak Bay High PAC Exec attended the meeting and had suggestions that the bus at Oak Bay High may be available at times as a resource. Also Oak Bay is showing the movie Screenagers and will be inviting Monterey and Lansdowne as well as Willows for older ages. James was also advocating to network among school communities as another way to support. Discussion also on VCPAC.

11. Meeting adjourned at 8:09 pm - moved by Jenna, Jen seconded. CARRIED.