

**Approved Minutes of the Willows PAC General Meeting
On Wednesday, February 21st, 2024 at 7pm via 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: 3 out of 5 Exec (Ken, Michele B, Alex) present and 14 parents (Alejandra, Bryan, Laura, Nicole, Ruth, Alyx, Laura, Karl, Kerrie, Hayley, Scott, Clare, Jen, Jhon) Regrets: Trevor

3. Approval of Agenda. Alex moved approval of agenda, Alejandra seconded. CARRIED

4. Approval of minutes of meeting on Jan 24, 2024. Alex motioned to approve minutes and Nicole seconded. CARRIED.

5. School Leadership Update (Brenna and Carey)

- Current Clubs: Volleyball club for Grade 5 students will participate in Jamboree on March 12 (Hats off to Joanne Ross), Chess club for Grades 2/3 (thanks to Shane), Choir planning a musical for June [PAC mentioned budgeted amount for clubs \$1500]
- Island Sexual Health will be coming in to provide instruction for Gr 4 and 5 curriculum and will provide a workshop on Mar 5 on 'How to be an Approachable Adult' on zoom for Willows families.
- February celebrations include Valentine's Day, Pink Shirt Day, Black History Month theme "Strong Futures"
- Oak Bay High is putting on a production of Mathilda this year and gr 4/5 students get to see the dress rehearsal.
- Registration and Transfer week: 39 kindergarten students will be coming into French Immersion, there is a small waitlist; 30 kindergarten students will be coming into English; there are a few transfers. "Welcome to Kindergarten" will be on May 31st - PAC presence is appreciated.
- The second Learning studio will be moved at Spring Break.
- How the school uses class allotments funded by donations from Willows families to the PAC:
 - Teachers utilize the full allotment of \$800/class on field trips, supplies and presentations.
 - Examples of Field trips:
 - Centre of the Universe Observatory
 - Oak Bay Parks and Rec field trips – skating and swimming
 - BC Parks - Goldstream Park
 - CRD Parks – Island View Beach or EAGLE Program
 - BC Museum and IMAX
 - Swan Lake Nature Sanctuary
 - Victoria Bug Zoo
 - Classroom supply examples:
 - Classroom Books
 - Organizational supplies

- Toys for learning (K-1)
- Curriculum aids that support current learning
- Butterfly larvae
- African Aids Angels craft/donations
- Classroom presentations – Sierra Club
- Buses (SD 61 buses):
 - Average in city field trip cost - \$120-150
 - Average out of city field trip cost - \$180-240
 - Cost of buses booked not with SD61 (Wilson's or Vancouver Island Transportation) are at least double the price. We make every effort to book with SD61 for bussing needs.
- Ongoing Messaging: ALL ARE WELCOME at Willows School!
- Playground equipment (in process): the vision was to have a bucket of equipment reserved for each division. Balls are \$20-30, skipping ropes \$6-7. With a PAC budget of \$1000 divided among 24 divisions, this provides only \$41 per division, so the teachers have been asked to prioritize what they want for their class. Timeline for ordering is after March Break.

7. Co-Chair report (Ken)

- Thank you parents for attending the online meeting, this format is much appreciated.
 - Welcome to Alex Nicholson as a Member-at-Large of the 2023-24 PAC Exec.
 - Michele A is stepping down as a PAC Exec Member-at-Large, we thank her for many contributions, especially for taking on a lead role in organizing the Fall School Dance. We are grateful that she will continue as the Volunteer Coordinator to the end of the year.
 - Thanks to Janine Slevinsky for her organization and legwork of PAC Coffee Mornings, execution on Events, and always ensuring that Teachers, Staff and School Leadership feel appreciated.
 - Shout out to the Fun Lunch team and all the parent volunteers for distributing 1000+ items each month. This is a huge effort that can only be done by many hands that make it a joy for all.
 - Thanks to all parents who support the school community.
 - Thank you to all PAC Exec members for keeping the books and records straight.
- Annual Contribution Drive: Thank you to all families who have and are considering donating. Total Contributions to date: **\$1740 (which is less than 15% received in previous years)**
- In spite of the low contribution amount this year, PAC is in a healthy financial position to cover the pledged amounts in the current budget as well as the proposed projects that will be voted on at this meeting. A number of points were made on this topic and questions raised prior to voting on proposed projects:
- Is there a mandate to spend all the money that PAC has or save a certain percentage? There is no mandate either way.
 - PAC has made reference to a list of many suggestions identified by staff, is there a reason not to spend the money on hand? In previous years, Willows PAC raised money for the Gr ½ playground jungle gym which was installed a few years back, which was primarily paid for by PAC. So it is on the radar to save money for replacing the Gr ¾ playground given its condition (however the lack of its use has been noted in previous PAC meeting minutes).
 - It was noted that the low Contribution amount may be due to the lack of details on what the money is used for. If the PAC wants to raise money then more thought will be

needed to communicate what the money will be spent on. A newsletter in November and an email in December to all PAC members communicated all that the PAC contributions cover (see the budget and PAC website as well) - e.g. the largest pledge is for classroom allotments. In today's meeting, Brenna kindly gave more details on how class allotments are spent.

- While it is OK for PAC to have run a surplus year on year to save for a capital expense, it is not OK to hang onto Gaming Grant Funds. Gaming Grant Funds should be spent on all students in the year that they are received. PAC received \$11,060 this year, which has yet to be actually spent.

- Budget Amendments Items:

- **Mural project.** [Misha Smart](#) is a teacher and artist. She works with all students in the school to design and paint a mural on multiple panels based on what's important to the students and their community. The school beautification project would enhance community building, story telling, and place making: Quote from Misha **\$5285** (gaming grant eligible expense). Cost for installation not included.

Michele moved, Ken seconded, Votes in favour: 9 - Votes against: 1. CARRIED.

- **Screen mounted outside the office, \$700** (gaming grant eligible expense) - Rationale: The screen would show reminders and communicate timely important info.

Alex moved, Karl seconded, Votes in favour: 10 - Votes against: 1. CARRIED

- **Bottle filling station.** Proposed location in the newer part of the school away from the other bottle filling station currently located in the older part of the school. Quote from school: **\$6000** (PAC to check whether or not this is gaming grant eligible but for now, general funds may be used to fund this project.)

Ruth moved, Karl seconded, Votes in favour: 11 - Votes Against: 0, CARRIED.

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 to ask for the password hint.

9. Upcoming Events

- PAC free coffee morning (6 Mar) - before and after school drop off, come by the PAC-sponsored picnic tables to enjoy a complimentary cup of coffee courtesy of the PAC.

- Spring Dance (8 Mar) - DJ Daddy Mack is back! Registration and Volunteer sign up is posted on the website.

10. Old Business

- PAC fundraising effort for MPS Awareness Day on May 15 to CureMPS will be done in conjunction with selling tickets for Blossom Festival on May 24. Donate any dollar amount and receive 5 bonus tickets. If you want a tax receipt then kindly donate through CanadaHelps: <https://www.canadahelps.org/en/pages/curemps/>. To learn more visit <http://www.curemps.ca/>

11. New Business

- 2024-25 Contribution Drive plan
- Long term PAC spending - mandate for spending and saving money as appropriate.

11. Meeting adjourned 8:20 p.m. Michele moved, Alejandra seconded. CARRIED

The next meeting is **Wednesday April 17, 2024 at 7pm in the school library**. Nominations will open for 2024-2025 PAC Executive Positions: Chair, Vice-Chair, Treasurer, Secretary, and Members-at-Large (4). A Communications Member-at-large is especially needed! Please consider serving your child's school in this important way!

Michele Bristow, Secretary 2023/24