

**Approved Minutes of the Willows PAC General Meeting  
On Wednesday, November 15th, 2023 at 7pm in Willows School Library**

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 7:01 p.m.

2. Quorum (a majority (50% plus one) of Executive Officers and at least one additional non-Executive voting member) present. In Attendance: 4 out of 5 Exec (Ken, Janine, Michele A, Michele B) present and 5 parents (Jen, Hayley, Nicole, Ruth, Alyx) Regrets: Trevor (treasurer)

3. Approval of Agenda. Alyx moved approval of agenda, Ruth seconded. CARRIED.

4. Approval of minutes of meeting on Oct 18, 2023. Amended to correct names and remove password hint. Motion to approve amended minutes moved by Ken, seconded by Janine. CARRIED.

5. Presentation on School Based Student Support (Brenna)

**School Based Team** meets every week to review structures and resources to support education programs for students who require additional support, collaborative support:

- School Administration: **Brenna O'Connor** and **Carey Nickerson**
- Speech and Language Pathologist: **Jeanette Alexander**

**Inclusive Learning Teachers** develop Individual Education Plans for students in consultation with family, classroom teacher and supporting professionals; they also provide universal support to classrooms based on classroom needs, for example, targeted reading support to junior grades: **Laura Barwin, Jenni-Leigh Gould** (also English Language Learning), **Lee Pittaway**

**Teacher Counsellor** provides ongoing support for social emotional learning, supports students with emotional regulation, friendships, self esteem, dealing with conflict, grief and loss for a classroom, individual or small group: **Shaunee Koch**

**District and VIHA Supports** provide professional recommendations to School-Based Team based on assessments of student needs:

- Occupational Therapist: **Brittany Eckstien**
- Physical Therapist: **Robyn Misovic**
- Psychologist: **Acia Shultz**
- Teacher for Deaf and Hard of Hearing: **Shannon Davenport**

**Educational Assistant Team** give frontline support to students who require additional support as well as to students who may also benefit from their support; we have many gifted EAs:

**Dorothy, Line, Suzanne, Christine, Megan, Allisen, Saffron, Heather, Aly, Cindy, Shanna**

Student Support Plan: in response to challenging behaviours in the classroom, teachers may employ strategies to help students feel calmer and more relaxed, build rapport with students, be proactive; a student support plan is created in collaboration with the family of the student.

If you have any concerns about your student, the student's classroom teacher is the first point of contact.

#### 6. School Leadership Update (Brenna/Carey)

- Students were very respectful during the Remembrance day assembly on Nov 10 and student involvement was very well done in the flag ceremony, singing, poem recitation and speeches.
- A Winter Show may be organized for students participating in extracurricular arts: stay tuned.
- Learning Updates (formerly called report cards) are slightly changed to remove curriculum language and provide streamlined comments specific to your child. Parents will get an email to access learning updates via Parent Connect. Information on how to access them will be sent out by the school office. No need to return envelopes anymore!
- School District Tree Program: A cedar tree failed inspection and will be coming down later this week. A few branches will be trimmed on other trees.
- Facilities: Additional ventilation has been added to rooms in the older school building.
- Brenna will follow up with facilities on the port-o-potties removal, fence reconstruction, and cleanup of the area on the Musgrave field where the portable used to be.
- Parking and traffic on Musgrave is getting very hectic due to road construction. All families are encouraged to improve safety for all by parking further away from the school and walking to school.
- Child care day care / after school care is under the Ministry of Education: the need has been identified; it must meet licensing, management and staffing requirements; recruitment of staff is very challenging; a fulltime district person is working on it but it is slow.

#### 7. Co-Chair report (Ken/Janine)

- Thanks to all volunteers who have made events successful.
- Annual Contribution Drive has been launched: Thank you to all families who consider donating, Contributions improve the school and benefit students. We directly support teachers to enhance learning for their students. This year tax receipts are generated for all contributions made through the School District Donation Facility: SD61 Give Online School CashOnline, select destination fund as "Willows Elementary-PAC"
- Short term investments: PAC will fund playground equipment that wear out annually (e.g. balls, skipping ropes, etc.)
- PAC is considering funding a Mural project. A few artists have been suggested including Misha Smart who painted the James Bay Community School Library Mural.
- Picnic tables have been well used and it's a great gathering space – thanks again to PAC exec from last year and school administration for implementing it so efficiently.
- Compost bins, garden beds? There used to be garden beds. It is possible to implement again but it requires both staff and parent champions. Consultation takes up to a year to design a

sustainable system, including irrigation, summer maintenance and approval from facilities. Grants are available. We would need very passionate volunteers who can make a commitment.

#### 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>). Password hint will be emailed to all members or email [willowspac@gmail.com](mailto:willowspac@gmail.com) to ask for password.

Square readers? There is a transaction cost. The cost is justified by better accountability, lower risk, convenience, and time savings.

#### 9. Dance and upcoming Movie Night (Michele A)

- Hallowe'en dance: After paying for a DJ and concession items, the dance netted ~\$700, which will be used to provide some complimentary movie night snacks. PAC may consider donating remaining proceeds to a charity alongside encouraging Willows families to donate to their chosen charities.

- Movie Night: coming up on Fri Dec 8th. More details soon to come.

- Class reps: Div 8 and 10 still need class reps.

#### 10. New Business

- PAC fundraising effort for MPS Awareness Day on May 15. Perhaps net gain from Blossom Tree Festival/Spring Fair and/or all PAC events can be directed to CureMPS - Morquio Research Fund for Simon.

11. Meeting adjourned 8:22 p.m. Alyx moved, Ruth Seconded. CARRIED.

The next meeting is **Wednesday January 24, 2024 at 7pm in Willows School Library.**

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Michele Bristow, Secretary 2023/24