

Wednesday, May 17, 2023

School Leadership Update followed by PAC 2023 AGM

Willows Library 7pm

(Unapproved minutes in draft, to be approved at the October PAC meeting)

1. Welcome at 7:08pm by Chair Ian Rennie; Land Acknowledgement by Vice-Chair Alyx Valdal:

École Willows School PAC acknowledges that we live, learn, work, and play on the traditional territorial land of the ləkʷəŋən speaking peoples and the Songhees, Esquimalt and W̱SÁNEĆ peoples. We are honoured to live here and strive forward in our learning and our acts of reconciliation and decolonization while building relationships in our community and our school.

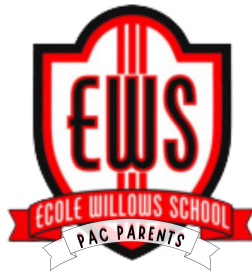
1. School leadership update and Q & A (Brenna/Dianne):

Thank you to the PAC for organizing community events this year including dances and movie nights to help foster a strong sense of community among our families. We would also like to thank the PAC for their contributions to the school that have gone to class funds, supporting field trips, our school library and PE equipment. Thank you to the fun lunch team! Kerri and Ruth have done a great job of organizing fun lunches for students, which is a significant amount of work in a large school. We enjoyed attending the Grade 5 party at the Oak Bay Rec Centre. It was a huge success and the students had so much fun. We appreciate all of the hard work in making it happen. Thank you for your work in planning the upcoming bike to school week and blossom tree festival.

We also want to express our gratitude to our staff and parent volunteers for their hard work on this year's musical, "Willows Forever." It was a wonderful experience to see our school community come together.

- Last week, we had bike safety presentations from the CRD for our Grade 4 and 5 classes organized by Dianne, from the CRD.
- The Grade 5 transition day will take place on May 18, where students will visit their middle schools.
- We know there is a lot of excitement that our Grade 3 to 5 track students will be participating in the District Zone A track meet on May 23. We want to thank our many staff coaches for their dedication and commitment.
- We would like to remind parents about the parent education evening with Jennifer Gibson from Island Sexual Health on May 25 at 6:30 pm at the school. This workshop is open to any parent who would like to attend and is in advance of the Grade 4 and 5 maturation presentations in June.

As we approach the end of the school year, we want to remind everyone about some upcoming events:



- We are planning our Grade 5 celebration for June 26, which will include a short assembly, bike parade, and an outdoor celebration where students can take photos with their families. On the same day, we will hold the Grade 5 variety show where students can showcase their talents to the school community.
- Fun day will take place on the afternoon of June 25, and we have some special retirements and staff who are moving to new schools to celebrate on the last day of school: Cathy Lamont and Launie Frankson are retiring; Nicki Green is moving to another school.

Projects that the PAC Executive and administration have been discussing for future funding include gathering spaces (indoors and outdoors), community artist contributions (such as a mural - in the school or outside, possibly with student involvement). PAC members gave a round of applause to thank the Principal and vice-principal for the school year.

(Short Recess)

2. Willows PAC AGM Call to Order & Roll Call

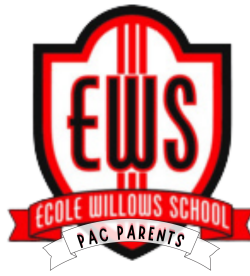
- In attendance: Chair Ian Rennie; Treasurer Brent Pascal; Vice-Chair Alyx Valdal (social media/communications), Secretary Monica Haque (minutes); Kindergarten rep Ken van Leusden; approximately 12-14 parents

3. Approval of the [April 19th, 2023 Meeting minutes](#). First moved: Michele Bristow, seconded: Alyx Valdal, passed unanimously. Discussion of Agenda Order and topics, with no changes.

4. 2023-2024 PAC Executive, by acclamation:

- Co-Chairs: Janine Slevinsky and Ken van Leusden
- Treasurer: Trevor Jones
- Secretary: Michele Bristow
- Vice Chair/Communications: Alyx Valdal
- Members at Large (up to 4) - Vacant

Nominations were received in advance (some were declined, before the meeting started), except for the nomination for secretary that was received from the floor as it was pointed out that this is one of three positions on the Executive that is required (although the bylaws do not state it must be filled at the AGM). It was also noted that a VPAC representative is missing as a listed position, but as per the current bylaws, it is not an elected position on the Executive committee and is therefore not required.



5. May budget update & Proposed 2023/24 Budget

Ian Rennie presented the latest budget update. A question was asked about actual balances for each expense category. As we are currently in the middle of running events, still having Fun Lunches, and not at our year end (school - June 30th; fiscal - Aug 31st), it was pointed out that actual and precise account balances should not be expected. A parent suggested that the PAC consider implementing a by-law for anyone who incurs an expense to submit receipts for reimbursement by a deadline (ex. by June 20th). It was acknowledged that a best practice of receipts within 30 days (for example) would be good to have in writing.

There were questions about the large amount in a GIC which is for long-term or capital projects (such as a playground - the Grade $\frac{2}{3}$ playground is next).

Treasurer Brent Pascal presented the proposed 2023/24 budget. A motion to approve the proposed budget was accepted.

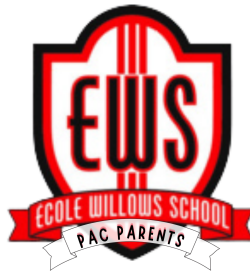
It was brought up by a parent that the BC Gaming Grant application is due by June 30th and the Exec confirmed that it was not neglected (applications opened last month) and is on the list of tasks to complete.

There was a question from the floor regarding signing authorities. A motion was made to remove - by June 30, 2023 - all previous and past signing officers from any and all PAC bank accounts. First moved by Michele Bristow, seconded by Janine Slevinsky, unanimously passed.

A second motion was made to add the new acting Executive officers, after May 31, 2023, as signing officers for the PAC bank account: Janine Slevinsky and Ken van Leusden (Co-Chairs), Trevor Jones (Treasurer) and Michele Bristow (Secretary). First moved by Michele Bristow, seconded by Janine Slevinsky, unanimously passed.

6. Officer's Reports: Ian Rennie, Chair.

- We had a great year with PAC, even though we started the school year with a light crew on the executive. We had Monica Haque come on board as secretary, and a number of people as members at large: Alyx Valdal as communications, Nyssa Temmel as our VCPAC rep, Krissy Johns, and Ken van Leusden as kindergarten rep. We ran a number of events - some of them new, such as Pro-D day private movie



theatre showings - and I feel that they were well attended and well received. I would like to thank all the volunteers, parents, and staff, for a successful year.

7. Reports of Special Committees

- i. Blossom Tree Festival (Ian) - the event is looking great and we can't wait to have fun.
- ii. Go By Bike Week - May 29th - June 4th (Alyx) - Janine offered to lead the Allenby bike train route and we will ask the Oak Bay Police and mayor to join us as well.
- iii. Oak Bay Tea Party Parade - June 3rd (Alyx) - Janine offered to lead the parade participants from Willows. Alyx will send her the form to register our school (due May 31st).

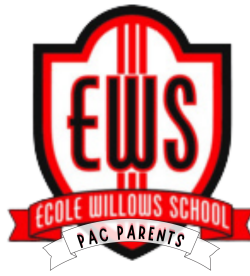
8. Unfinished Business:

- Picnic Tables. Discussions and consultations with the school and teachers has been ongoing this year and the PAC Exec approved a budget for picnic tables. However, the final quote, with installation, is \$18,725.30. The funds are available and this outdoor classroom area will be well-used and fits under our goal of being accessible to all students. Motion to approve the full cost be covered by PAC - first moved: Ian Rennie, seconded: Alyx Valdal, unanimously passed.

9. New Business:

- At their last Executive meeting, the PAC Executive members passed a motion to create a financial review committee. Any interested PAC members may submit their interest in joining the committee. The committee will decide on what aspects they will be reviewing and making recommendations. It was noted that no past or current signing authorities on the PAC should be on the committee.

Adjournment at 8:42pm



Reports of special committees, post meeting:

1. Update from VCPAC for May 2023 (sent by Nyssa Temmel)

VCPAC AGM is scheduled for 7pm, May 31 2023 on Zoom. It will be a short meeting, and include a financial update. Contact info@vcpac.ca for zoom invite.

VCPAC will be hosting a district parent appreciation awards celebration May 30th 7-9pm at George Jay Elementary School Library - district staff have been invited. Willows PAC is invited to attend.

PACs with representatives gave updates from their schools - I provided update on date of the Willows PAC AGM, and upcoming events (Grade 5 graduation, Blossom festival)

VCPAC is working on their gaming grant application.

Next year, VCPAC will be holding hybrid meetings, online and located at different schools around the district to improve accessibility and get more schools involved.

We had an update from the District French Immersion Advisory Committee.

Role of VCPAC rep on Willows PAC.

The VCPAC encourages PACs to have VCPAC reps, but they don't have to be part of the executive. The VCPAC rep is more like a class rep, in that the role is about being a liaison between the VCPAC and the Willows PAC, taking concerns or questions from the Willows PAC to VCPAC, and bringing news from VCPAC back to Willows. If the VCPAC rep were to be a member of the Willows PAC executive, the workload may discourage volunteers as the VCPAC rep would have to attend VCPAC meetings, Willows PAC executive meetings, and Willows PAC meetings.

2. Staff Appreciation Lunch Committee Report (sent by Krissy Johns)

The staff appreciation lunch will take place on June 30 2023 at the school. Exact time to be confirmed by the admin. Planning for this event is in the beginning stages. After the success of the lunch last year, we will be following a similar family provided potluck format for this year. At the beginning of June, a call will be sent out seeking volunteers to help with set up, decor, potluck items, and clean up. If you have any suggestions or would like to help out for this event, please contact Krissy (krissyrjohns@gmail.com).