Sir Wilfrid Laurier Elementary School

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Sir Wilfrid Laurier Elementary School
Minutes of Parent Advisory Council (PAC) Meeting

Date: May 20, 2025 (Tuesday) **Venue**: Laurier library

Present:

Geri Gruft (Principal)
Rahul Aggarwal (Chair)
Debra Locke (Events Coordinator)
Margaret Lung (Co-Treasurer)
Carolyn Yeung (Secretary)
Felix Li (Hot Lunch Coordinator)
Nathan Cheng
Jessica Liu (Web + Social Media Coordinator)

The meeting was called to order by Rahul Aggarwal at 6:39pm.

	Agenda Item		Details	Action Item
1	Welcome	Rahul	Brief round of introductions.	
2	Approval of meeting agenda and last meeting minutes	Rahul	Moved by Rahul, seconded by Felix. Motion carried.	Agenda approved. Minutes approved.
3	Treasurer's update	Margaret	1) See financial report on website for details. 2) We received $20k in donations from the read-a-thon. It was very successful and seemed like kids had fun. Maybe consider doing this every other year. Still some expenses to come for prizes. 3) Approx $12k in HL profit, close to budgeted amount. 4) Approx $3k in Direct Appeal donations. 5) Thanks to Florence for organizing the T-shirt sales. We increased sales by $2k, and built up inventory. 6) A few expenses pending: HL invoices, Munch-a-Lunch fee (August?), Staff appreciation lunch, Author visit?, Sports Day, Accounts Payable (i.e. end of year for HL credits)	

			7) With expected expenses accounted for, we should have a carry-over balance of >$36k.	
4	Principal's Report	Ms. Geri	**Principal's Report.** 1) Land acknowledgement 2) There will be a meeting tomorrow to discuss events for June 21 - National Indigenous People's Day 3) Thank you to the PAC Executive 2024-2025. There has been lots of change-over and learning curve. Thank you for your time and commitment. 4) VSB Year-end plans, and looking forward to next school year: a) Planning to have 17 divisions next year b) There are currently 65 Grade 7s leaving c) Expecting 39 incoming K's (2 divisions) d) There are some staff changes upcoming, and retirements - not yet officially announced, will come with next newsletter e) Plan to be closing down the portable, intermediate classes will remain in the South Building 5) Calendar for 2025-2026 has been approved - 4 ProD days, and Indigenous focus day, and 4 early dismissal days a) Calendar will be published on the school website b) Will include dates for annual events, i.e. primary and intermediate concerts, year-end concerts, PAC meetings. 6) Upcoming events: a) Sports Day is planned for May 23, with Ms. Lee and Ms. Wong organizing the day. b) First week of tennis is complete, and a 2nd week of tennis will come next week. c) May 27 - District Track Meet at Churchill, organized by Ms. Boucher d) Busytown is currently under construction, and will take place on May 30 e) On June 6, DJ Rock n Beau has been booked for the afternoon, for the whole school. "SOAR with your buddy dance" f) June 13 - End of the year concert, 9:30am-10:30am, and volunteer tea afterwards. g) Grade 7 celebration will take place on June 23. 7) Please note that all posters at the school need to be approved by Ms. Geri; no name brands on the poster. There are administrative policies in place. (i.e. Sports day posters will need to be revised) 8) Wish list:	

			a) The basketball hoop is underway. The initial quote was $4200, but now it will cost $5200. Will the PAC cover the $1000 difference? b) Sports teams coaches are requesting new jerseys. The current jerseys are worn out and dated. Have placed a quote for new jerseys, with estimated $2100 for 100 jerseys, not including shipping and handling. Jerseys to have numbers on the back for easier tracking. Ms. Geri will double check the cost, and check with Ms. Murphy and Ms. Boucher. c) Ms. Geri will review the priority list for the wish list.	
	Action items	Rahul	1) Rahul moves to have PAC cover the extra $1000 for the basketball hoop. Seconded by Margaret. Motion approved. a) Discussion: Should we include a label on the basketball hoop so that parents are aware that it was donated by the PAC? b) This would cost extra. Not sure that this would be recognized. **c) We could post on the website a list of PAC-fulfilled "wish list" items so that families can be aware of what the PAC funds are being used towards.** 2) Rahul moves to approve $2500 for 100 jerseys with numbers on the back including shipping and handling . Seconded by Felix. Motion approved.	Motion to have PAC cover extra $1000 for basketball hoop **approved.** Motion to have PAC cover up to $2500 for 100 jerseys with numbers on the back including shipping and handling **approved.**
5	PAC Programs, Events & Fundraising	Rahul, Debra, Felix	1) Read-a-thon - as discussed above. 2) Summer Mixer - the Lions Club is not able to help volunteer in June. Maybe consider having a mixer at the Open House in September? 3) Staff appreciation - coming up June 20. Carolyn will help to organize. 4) Communication with parents: a) Mail Chimp - currently a small list of parents, can try to get a consent form put out at the beginning of the year b) Consider WhatsApp Community or other communication platform that can reach the families directly. c) Jessica to check on how to access the MailChimp email list. 5) Hot Lunch - is a PAC-led initiative. a) Need to discuss alternative options for volunteers, due to low volunteer sign-up this past year. b) Felix and HL team will discuss further with Geri regarding options for HL distribution.	

			c) Will try to make some changes next year to see if the delivery of HL can be streamlined, and any ways to increase uptake.	
6	AGM		AGM - Executive Election 2025-2026 **Executive Election: 4 positions that we need to elect** 1) Chair / Co-Chair **a) Chair, elected - Rahul Aggarwal (incumbent)** 2) Treasurer **a) Co-treasurers, elected: Margaret Lung + Miriam Leung (incumbent)** 3) Secretary - open 4) Vice-Chair (optional) - open 5) DPAC Representative **a) DPAC representative, elected - Felix Li** If we do not make any selections today, we will leave it open, and review through the coming months until the September PAC meeting. **Non-Executive committees:** Hot lunch coordinator - Brian Ng? Event and fundraising coordinator - open Sports Day coordinator - open Event coordinator - open Fundraising coordinator - open Web and Social Media Coordinator - Jessica Liu 1) **Draft Proposed Budget** - see website. a) HL estimated profits- keep at $12k. b) No change to estimated gaming grant amount. c) Donations - maintain conservative estimate. d) Movie licence - will take out for now - need to decide if we will run Movie Nights next year e) Craft Fair - TBD f) Purdy's - TBD g) T-shirt sales - conservative estimate. h) Expenses - i) Grade 7 celebration, Churchill scholarship, Staff appreciation - to remain the same as 2024-2025 ii) Increased amount for author visits to cover increased costs due to increased numbers of students i) Draft budget to be voted on at September PAC meeting, with incoming 2025-2026 PAC executive and members.	

			Dates for the 2025-2026 PAC meetings - TBD	
7	Other business	Rahul	1) June 5 - Welcome day for incoming Kindergarteners. a) Can we put together information about PAC for the incoming parents? Can any PAC executives/representatives be there to introduce PAC? 2) Read-a-thon - this was a big success. Perhaps can consider alternating a Read-a-thon with a Walk-a-thon? Can explore further next year. 3) How can we improve attendance at PAC meetings? a) Should we adjust dates so that they are on the same day of the week? Any changes to the time of the meeting? b) Should we continue with in-person meetings during the "Light months", i.e. Sept, Oct, March, April, May; with virtual meetings during the "Dark months", i.e. Nov, Dec, Jan, Feb?	

Motion to end the meeting was moved by Rahul, seconded by Margaret. Motion carried. Meeting was adjourned at 8:32pm.

Next Meeting: June meeting is TBD (if needed)