Sir Wilfrid Laurier Elementary School

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

Date: September 17, 2025 (Wednesday) **Venue**: Laurier library

Present:

Ms. Geri Gruft (Principal)
Rahul Aggarwal (PAC chair)
Miriam Leung (Treasurer)
Felix Li (DPAC representative)
Jessica Liu (Social Media/Website)
Brian Ng (Hot lunch coordinator)
Carolyn Yeung (Past Secretary)
Summer Chatagwe
Mary Kwan
Kevin Liang
Debra Locke
Amelia Versteeg
Maggie Yang

The meeting was called to order by Rahul Aggarwal at 6:40pm.

	Agenda Item		Details	Action Item
1	Welcome, Land Acknowledgment	Rahul, Debra	"With deep gratitude and respect, we are honoured to be learning and unlearning on the ancestral and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Sḵwxwú7mesh Úxwumixw (Squamish Nation) & səlilwətaɬ (Tsleil-Waututh Nation)." Brief round of introductions.	
2	Approval of meeting agenda, last meeting minutes	Rahul	Motion to approve meeting agenda and last meeting minutes. Moved by Rahul, seconded by Felix. Motion carried.	Agenda approved. Minutes approved.

3	Approval of meeting dates	Rahul	Proposed meeting dates:
			- Wednesday evenings at 6:30pm, at Laurier library except Nov, Jan, Feb meetings will be online via Google Meets.
			  - Sept 17, 2025
			  - Oct 22, 2025
			  - Nov 19, 2025
			  - Jan 14, 2026**
			  - Feb 11, 2026
			  - Mar 11, 2026
			  - Apr 15, 2026
			  - May 20, 2026 (AGM)
				Meeting dates approved.

			- **Discussion to change proposed Jan 14, 2026 meeting date to Jan 13, 2026. - Motion to approve above meeting dates, with amendment to Jan 13, 2026, moved by Rahul, seconded by Amelia. Motion carried.	
4	PAC Officer election	Rahul	Discussion of 2025-2026 PAC executive positions not yet filled - PAC Vice Chair and Secretary - Our PAC has openings for the PAC Vice Chair and Secretary - Amelia Versteeg put her name forward for the PAC Secretary position. - Maggie Yang has put her name forward for the Vice Chair position. - Rahul moved to vote on the election of Amelia Versteeg as Secretary. Motion carried. - Rahul moved to vote on the election of Maggie Yang as Vice Chair. Motion carried.	Amelia Versteeg voted in as PAC Secretary. Maggie Yang voted in as Vice Chair.

5	Treasurer update	Miriam	Treasurer update - review of proposed 2025-2026 budget
			- see proposed details of Budget on PAC website
			- Opening balance ~$41k for 2025-2026 school year.
			- Katy Won has offered to organize a Purdy's fundraising sale.
			- Movie night - taken out of the current budget, as we are unsure if we will run Movie Night this year
			- Hot Lunch - estimated revenue $12,500, based on revenues from last year
			- Read-a-thon - consider maybe holding this fundraising event every 2-3 years.
			- Craft Fair - planning for raising some funds through table rentals
			- Expenses:
			  - classroom funding, based on this year's FTE ($300/FTE, same as last year)
			  - increased amount for author visits due to increase in school population
			  - Community events:
			  - Spring Carnival - Debra would like to organize this for Spring 2026 (see below under Events)
			  - Open House - PAC would like to have a table in the gym with snacks. (see below under Events)
			  - Parent outreach - Saleema Noon (Body Science sessions) - PAC can look to sponsor this again, as we have in the past, every 2 years. Ms. Geri will discuss with Ms. Altman
			  - Capital purchases - Ms. Geri will check with the teachers and Finance team regarding teachers' "wish list", currently $20k allotted.
				Motion to approve the Budget for 2025-2026 as presented was approved.
				
				Ms. Geri will liaise with the teachers to come up with a Wish List for potential capital purchases for PAC to review.
				
				Ms. Geri to liaise with Ms. Altman regarding booking and organizing Saleema Noon Body Science sessions for this year.

6	Principal's Report	Ms. Geri	Principal's Report. 1) There are 17 divisions this year. The portables are no longer in use. 2) The new basketball hoop is in use by the South Building (Thank you to the PAC for funding this) 3) Facilities and operations made some updates over the summer. 4) Ms. Lee and Ms. Wong have extended whiteboards to replace the blackboards. 5) School goals - trying to align with VSB and Ministry's plan for student learning, focusing on equity, math and literacy, and continuing on the path of reconciliation. 6) Ministry announced in June that they will be looking closely at literacy, as the data suggests a decline in foundational literacy skills. They have implemented screeners for literacy, starting in K. Students will be assessed for key skills and tracked for student learning to inform teaching targets and teaching styles. a) Mrs. Lum has been helping with carrying out the K protocols. 7) Upcoming events: a) Terry Fox assembly tomorrow, and Terry Fox Run on Thursday. Parents are welcome to join (can run, watch and/or help direct students) b) Individual photo day is on Sept 26, 2025, with a new company. c) Sept 29 - Orange Shirt Day d) Sept 30 - Day for Truth and Reconciliation 8) There are 2 new office staff - Kim and Dora. 9) PAC wondering about a "meet and greet" with the teachers. PAC executives can pick a date, and then Ms. Geri will let the teachers know. 10) "Wish list" - Ms. Geri will discuss with the staff . A meeting with the finance committee is coming up. There are some items leftover from last year to consider.	
7	PAC Programs, Events & Fundraising	Rahul, Brian, Debra	1) Hot lunch (HL) update (Brian) - trying to introduce Fantuan, (FT) a food delivery service. They have a hot lunch ordering platform which we are trying out. a) Current program, Munch-a-lunch (ML) requires a lot of manual reconciliation, lots of work for HL volunteers. b) FT has a set number of restaurants that we can rotate through to offer some variety. c) HL team is trying to get the word out for hot lunch ordering. Ms. Geri sent out a message in the newsletter, and we have some posters around the school.	Planning for Open House (Sept 25) - PAC executive can discuss further after this meeting. Ms. Geri will check on where to store Laurier Spirit Wear donations in the office.

d) Pros/Cons - ML need to order for the whole term, whereas FT will take orders up to 1 week in advance. ML requires manual adjustments for cancellations (field trips/illness) whereas FT - can cancel lunches by calling in. ML payments are by e-transfer, FT payments can be via credit card.
e) FT can also be used for fundraising but the charge a credit card fee.
f) Lunches would get delivered as before, and volunteers are needed to help deliver to individual classrooms. There will be no juices this year, and no need to double-check the bags before delivering them.
g) We need to know from FT how invoicing will be, and how much accounting/bookkeeping information is provided.
h) HL is PAC-run, for convenience and fundraising. The funds generated are used for the school.
i) HL volunteers will need to sign in at the office for health and safety reasons, i.e. in case of emergency at the school. There will be new HL volunteer badges in the office. Information to be included in the HL volunteer instructions.

2) DPAC - there is an upcoming meeting on Sept 25.
3) Orange Shirt Day - orange shirts are already in the inventory. Proceeds from sales will go towards the Orange Shirt Society. Ordering through ML.
4) Open House - We will have a table in the gym (perhaps outside if the weather is nice). Can have a sign-up sheet to stagger coverage of the table. We will plan to have some snacks for parents/kids. PAC executives will review the details after the meeting.
5) Craft Fair (Debra) - any particular date? Last year it was the last Friday in November. Aim to put out tables around 2pm, with fair from 3pm-4:30pm, and clean up by 5pm.
    a) Plan for November 14, 2025.
6) Laurier Spirit Wear - donations to PAC. GEri will check on space to store T-shirts that are donated. We can see if we can sell the second-hand Spirit Wear at the Craft Fair.
7) Purdy's sale - Katy Won has agreed to organize this.
8) Domino's coupon code - Katy Won has also organized this. Thank you! We will create small flyers to send home with the students, with the details.
9) Emergency/Earthquake preparedness kits - another fundraising opportunity. Ms. Geri had a vendor in mind from last year (Canadian Safety Supplies). BC

			Shake Out is coming up mid-October. It would be a good time as a reminder for safety and first aid kits. 10) The teachers plan to make a short video, or plan to attend PAC meetings in the future. 11) Spring Carnival proposal (Debra). a) Debra is wondering about the possibility of organizing a Spring Carnival as some other schools have done in the past. There is a vendor called Wonderland Games, that can provide game setups. We can sell pre-paid stamp cards that families can buy to play the games. b) Consider having a Marketplace section (like craft fair), and also potentially 3rd party tables (i.e. Vancouver Police, Fire department, Public Library, Fantuan, etc). c) Food trucks - i.e. Tin Lizzy Concessions d) Consider indoors and outdoors areas. Use of the gym may be a possibility. Would need to check re: cost of evening school use with washroom access and custodian costs.	

Motion to end the meeting was moved by Miriam, seconded by Rahul. Motion carried. Meeting was adjourned at 8:05pm.

Next Meeting: October 22, 2025 at 6:30pm in the Laurier Library.