Sir Wilfrid Laurier Elementary School

Minutes of Parent Advisory Council Meeting

**Date:** Tuesday. February 16, 2016

**Venue:** School Library

**Present:** Risha Golby, Principal

Paola Baca (Acting Chair), Lisa Juan (Secretary), Clement Law (Treasurer), Sherry Ng, Anita Chui, Aly Woodward

**Call to order:** Meeting was called to order at 7:10pm.

**Approval of Minutes and Meeting Agenda:**

MOVED by Clement Law and SECONDED by Lisa Juan. Minutes and agenda adopted.

**Principal’s Report by Risha Golby:**

Learning and fun have been at the center of January and February’s activities at Laurie.

Zumba was a huge success. Staff, students and parents all reported that they enjoyed both the practices and final performance.

The Library Reading Cafe had an amazing turn out. Thanks to all the parent and student volunteers who came early to read, make hot-chocolate and support our Learning Commons.

Please be on the lookout on twitter for students who have been nominated for a Positive Office Referral. This is a way to recognize students who have been going above and beyond at Laurier. The teacher nominates a student, and the student receives a certificate, a visit to the principal’s office for recognition, and a positive phone call home.

Update regarding Laurier Annex: It is with great regret that I need to report that Laurier Annex will not be running next year. Due to years of declining enrollment at the Annex, coupled with a very low registration rate for next fall, the school was unable to generate enough enrollment to run for the 2016-2017 school year. I want to acknowledge all of the hard work the parents, staff and students put into building a true community school. The Annex has been, and still is an important part of the larger Laurier Community and it is with open arms that we welcome all of the Annex families to Laurier Main for the fall of 2016.

**Garden by Risha Golby**

• School currently offers Earth Bite program sponsored by PAC for $7000 a year.

• A Farm to School Grant is also available for BC schools. The grant valued at up to $10,000 will support bringing the local harvest to schools – engaging students and community in gardening, cooking, preserving, purchasing and serving health local foods in a salad bar service a school. Need 5 year plan to get the grant. The grant requires running a school salad bar.

• Challenge of garden maintenance is irrigation during summer time while school is not in session. Need community support.

• Principal will contact EarthBites for possible changes for next year. As per Earthbite’s feed back, with our current garden/plant bed is difficult to handle all divisions. More planting beds may be needed. Future new planting bed may can incorporate water irrigation system.

• Do survey to teachers, EarthBite, students and parents to get inputs for garden program.

**Treasurer’s Report by Sherry Ng/ Clement Law:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  ***Draft Budget 2015-16*** |  |  |  |  |  |
|  |  Actual  | Budget |  | Actuals as of Feb. 14, 2016 |  |
| **Income** |  **2014-15** | **2015-16** |  | **2015-16** |  |
| PAC Account carried forward | $2,703.09 | $3,590.25 |  |  $4,242.57  | Actual adj to reflect amount on statement |
| Gaming Account carried forward | $11.28 | $2,147.23 |  |  $2,147.23  |  |
| Fundraising Account carried forward | $8.58 | $111.63 |  |  $111.63  |  |
| Direct Appeal  | $0.00 | $10,000.00 |  | $4,850.00  |  |
| Hot Lunch Net Revenue  | $12,894.27 | $10,000.00 |  |  $8,504.81  | May need to modify budget amount at end of T1 |
| Gaming ($20/student)  | $5,460.00 | $6,000.00 |  |  $6,060.00  |  |
| Interest | $173.59 | $0.00 |  | $93.81 |  |
| Fundraising | $7,287.47 | $4,000.00 |  | $4,025.52 | Watch 2x500 from RBC |
| PST Refund | $0.00 | $4,494.29 |  | $4,494.29 |  |
| Total  | $28,538.28 | $40,343.40 |   |  $34,529.86 |  |
|  |  |  |  |  |  |
| **Expenditures** |  |  |  |  |  |
| PAC Admin: Babysitting | $120.00 | $140.00 |  | $90.48 |  |
| PAC Admin: DPAC Membership | $0.00 | $75.00 |  | $0.00 |  |
| PAC Admin: Munch A Lunch Service Fee | $672.00 | $350.00 |  | $0.00 |  |
| PAC Admin: Office Supplies | $0.00 | $100.00 |  | $50.29 |  |
| Parent Directory | $0.00 | $100.00 |  | $112.00 |  |
| Family/Community Events, Games Night | $350.93 | $350.00 |  | $36.68 |  |
| Staff Appreciation | $393.60 | $500.00 |  | $10.00 |  |
| Churchill Scholarship | $400.00 | $400.00 |  | $0.00 |  |
| Classroom Funding ($300/staff) | $4,845.00 | $5,130.00 |  | $5,130.00 | PAC approved increase |
| Extracurricular Activities (Earthbite) | $2,600.00 | $7,000.00 |  | $7,000.00 | PAC approved increase (using gaming money) |
| Parent Outreach (Saleema Noon), Social Emotional learning\*\* | $933.86 | $900.00 |  | $892.50 |  |
| Technology Maintenance | $500.00 | $1,000.00 |  | $0.00 |  |
| Teacher/School Requests | $1,215.88 | $2,000.00 |  | $0.00 | $200 decr to fund extra $200 incr in Author visits |
| Author Visits | $662.50 | $500.00 |  | $700.00 |  |
| Playground Loan Repayment (Churchill School) | $5,000.00 | -- |  | $0.00 |  |
| Playground Sign | $0.00 | -- |  | $0.00 |  |
| Playground Maintenance | $0.00 | -- |  | $0.00 |  |
| New Tech Purchase | $0.00 | $15,000.00 |   | $0.00 |  |
| Total | $17,693.77 | $33,545.00 |   | $14,021.95 |  |
| Net  | $10,844.51 | $6,798.40 |  | $20,507.91 | Notes on diff. btwn our accounting and BMO statement balances: |
|  |  |  |  |  | 1) Last year’s debit of $182.40 & $76.25 shows up on this year’s statement |
|  |  |  |  |  | 2) Cheques issued but not cashed ($120, $371.25, $468.92, $395.01 =$1355.18) |
|  |  |  |  |  | NOTE: Gen Acc’t balance seems low due the process of issuing Tax Receipts for the Direct Donations. PAC issued chq from Direct Donations to Laurier school ($4,850), of which it has cashed. We are now waiting for school to write chq (of equivalent amount) back to PAC. |
|  |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| Account Balances as of January 18, 2016 | Accounting | BMO |
| General (-431) | $15,192.97 | $16,289.50 |
| Gaming (-423) | $332.81 |  $332.81 |
| Fundraising (-415) | $112.13 |  $112.13 |

**• Approval of This Month’s Treasurer’s Report.**

 MOVED by Sherry Ng and SECOND by Anita Chui.

**Laurier Constitution by Clement Law**

• Final draft of constitution has been circulated.

**Motion to Accept the Final Constitution Draft**

MOVE by Anita Chui and SECOND by Lisa Juan

• Clement to clean the draft and post the final constitution to PAC website and a copy in PAC dropbox.

**2016 Staff Appreciation & Sports Day by Paola Baca & all**

• Planning a date for Staff Appreciation lunch will be held on May 12 (Confirmed by Risha). Parent volunteers will attend classroom supervisions during the lunch.

• Food cater ideas welcome.

• Sports day will be held on May 19.

* PAC will sell mini pizza, donut, freezy.
* Need to know teacher contact and time schedule.
* Volunteers needed. Parent volunteers per division.
* Need sport’s day organizer.

**Hot Lunch Update by Anita Chui**

• No outstand payment for this session.

• Karen is working on next hot lunch ordering. Next session will be open the end of February.

• Principal has brought to PAC’s attention regarding to a small parent group has approached a private catering company to deliver their children’s hot lunch every day. This is parent’s own choice and school can’t interfere their decision. But if there are more students ordering from private catering, the result may affect our own hot lunch program which been generating funding to support our school.

• PAC to research and sourcing more regarding private cater company who offers daily school hot lunch program. May be also do a parent survey on the interest of ordering 5 days a week hot lunch.

**2016 Community Events (April to December)**

• May will be a very busy month as school has a lot of activities happening during month of May. It will be a good ideal to move Potluck event to April and combine with PAC meeting.

• AGM can still be held in May.

• Slide show presentation and principle’s report by Risha during April’s potluck/ PAC meeting. April meeting can be a good lead to AGM in May.

• Family’s photo day will be held on Oct 12, 13, 14.

• Saleema Noon presentation to whole school can be held every other year. Igirl, iboy workshops in between.

• SOLOS presentation regarding online safety can be held in alternate year.

• More workshop ideas are welcome.

• Winter breakfast shall be planning now for next year’s PAC executive members to adopt.

* Ruffle ticket sale
* Local high school to cater for breakfast.
* Price for admission to be about $6-7 including juice and Photos with Santa.
* Email out Photos with Santa to families.

**2016 Staff Appreciation & Sports Day by Paola Baca & all**

• Planning a date for Staff Appreciation lunch will be held on May 12 (Confirmed by Risha). Parent volunteers (3-4 parents as per last year) will attend classroom supervisions during the lunch.

• Food cater ideas welcome.

• Sports day will be held on May 19.

* PAC will sell mini pizza, donut, freezy.
* Need to know teacher contact and time schedule.
* Volunteers needed. Parent volunteers per division.
* Need sport’s day organizer.

**Walk School Bus Ideas by Paola Baca & Janet Fraser**

• Parents led walk to school groups. Ideal is to pick up kids on the way to school in the morning and support walk to school idea.

• Will be brought up during Pot-Luck/PAC meeting event in April

**Other Business**

• Suggestion dates for Winter Breakfast.

**Adjournment:**

Meeting adjournment at 8:35 pm.

MOVED by Clement Law and SECONDED by Lisa Juan

Next meeting will be on Tuesday April 19, 2016 at 7 pm