



Sir Wilfrid Laurier Elementary
School

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

Date: May 25, 2022 (Wednesday)

Venue: Zoom meeting

Present:

Armin Samiei (School Principal)

Bill Martin (Co-Chair)

David Shih (Co-Chair)

Anita Parkinson (Treasurer)

Cameron Clow (DPAC representative)

Carolyn Yeung (Secretary)

Natasha Burke (Communications coordinator)

Ping Zhao (Hot Lunch Coordinator)

Kelly

Debra Locke

Martin Esnaola

Katy Won

Winnie Li

Eve Fan

The meeting was called to order by Bill Martin at 6:52pm.

	Agenda Item	Executive	Details	Action Item
1	Welcome, Land Acknowledg ment	Cameron	"I would like to acknowledge that we are gathered today on the traditional, ancestral, and unceded territories of the x̣ẉməθḳẉəỵ əṃ Musqueam, Ṣḳwx̣ẉú7mesh Squamish & səlilwətəl Tsleil-Waututh people, where we learn, live, and work."	
2	Approval of meeting agenda	Bill	Moved by Bill, seconded by David. Agenda approved.	
3	Approval of last meeting minutes	Bill	Moved by Bill, seconded by David. Minutes approved. Minutes and agenda adopted.	

4	Principal's Report	Armin	<p>Principal's report:</p> <ol style="list-style-type: none"> 1) There are only 25 days left of school! 2) This was a unique year, due to all the changes related to COVID, and evolving protocols. 3) The teachers are finalizing their assessments, writing report cards (They will go home on June 29, the last day of school). 4) Sporting activities - Tennis has started 5) Musqueam artist regarding the benches - she has gathered a crew and will come in June. There was a conversation about cost. 6) Thank you to the parents and the PAC for everyone's support. Thanks to the PAC executives, and Hot lunch coordinator and team as well. 7) Q&A: <ol style="list-style-type: none"> a) Staffing changes: Ms. Virvilis will be retiring at the end of this year. Ms. Murphy will be increasing to full-time. b) We will have funding for 1 more support staff, currently 14, next year we will have 15. c) Ms. Tan will come back full-time next year; Ms. Blararu who is currently on temporary assignment (job sharing with Ms. Tan) will complete her assignment at the end of this year. d) Ms. Emily Wong (covering for Ms. Sprintzios), will complete her temporary assignment at the end of this school year. e) The teachers will decide at the beginning of the next school year whether to keep the classroom line-ups at the beginning of the school day. 	
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5	Treasurer's Report	Anita, Bill	<ol style="list-style-type: none"> 1) Today's report is up to the end of Feb 28, 2022: 2) For the year, we budgeted revenue of \$9k, but we have a predicted revenue of \$27k, most of which is revenue from hot-lunch. The direct appeal was also more than expected. 3) Expenditures came in as expected. Predicted expenditures come to about \$22k. 4) Hot lunch credits now down to \$200. 5) A \$250 donation was made towards a bench for Ms. Golby, but the memorial bench is not possible. Will need to contact the donor. 6) Expenditures to come: Churchill scholarships, staff appreciation, Grade 7 celebration, sports day, author visits; all are shown in the forecast. 7) Motion 1: to increase the Churchill scholarships from \$200 x 2, to \$250 x 2. 8) Motion 2: to increase the line item for Author Visits from \$0 to \$1500. Pre-pandemic, the PAC sponsored author visits up to \$1000 per year. 9) Motion 3: Increase the line item for Community Events from \$500 to \$750 to cover for Sports Day treats and Pizza for the Churchill volunteers, as well as prizes for Bike Week. 	<p>Motion 1 (Churchill scholarships): Moved by Bill; seconded by Cameron. Majority in favour. Motion carried.</p> <p>Motion 2 (Author visits): Moved by Bill; seconded by Cameron. Majority in favour. Motion carried.</p> <p>Motion 3 (Community events budget): Moved by Bill; seconded by Cameron. Majority in favour. Motion carried.</p> <p>Anita to contact donor regarding the donation designated towards a memorial bench.</p>
6	AGM	Anita, Bill	<ol style="list-style-type: none"> 1) Proposed Draft Budget (2022-2023) - this is a guideline, to be reviewed and adopted in September 2022. <ol style="list-style-type: none"> a) Direct appeal - budget represents 80% of the average of the last 5 years actual Direct appeal. b) Hot lunch - budgeted amount is 80% of this year's per diem HL revenue. c) Earthbites budget is up to \$12k this year. d) Author visits budgeted at \$1200. e) Staff appreciation will be increased to \$1000. f) Churchill scholarships set at \$500. 2) Electing next year's PAC executive (2022-23): <ol style="list-style-type: none"> a) Chairperson: Bill Martin b) Vice-Chair: open c) Treasurer: Tasha Burke d) Secretary: Carolyn Yeung e) DPAC rep: Cameron Clowe f) Hot lunch coordinator: Ping Zhao g) Event/fundraising coordinators: Martin Esnaola h) Sports day coordinator(s): Ping Zhao 	

			<ul style="list-style-type: none"> i) Craft fair coordinator(s): open (defer to next year) j) Movie Night coordinator(s): open (defer to next year) k) Social Media / Communications rep: Tasha Burke <p>3) Proposed dates for 2022-2023 meetings:</p> <ul style="list-style-type: none"> a) September 20, 2022 b) October 25, 2022 c) November 22, 2022 d) January 24, 2023 e) February 15, 2023 f) March 8, 2023 g) April 18, 2023 h) May 24 (AGM), 2023 	
6	PAC programs	Cameron, Bill, Anita, Ping	<ul style="list-style-type: none"> 1) Spring neighbourhood clean up on April 30, 2022, was another successful event. 2) DPAC update (Cameron)- <ul style="list-style-type: none"> a) choral program initiative - a proposal by the DPAC regarding a framework for an extracurricular choral program. b) We need to decide how our PAC will vote at tomorrow's DPAC meeting. 3) Churchill scholarship - the funds will be sent to Churchill. 4) Grade 7 leaving celebration - Parents committee is working out the details. Our PAC will be contributing \$800 towards the celebration, which will be held on June 27, 2022. 5) Staff appreciation update (Anita) - pre-pandemic, we held a lunch for the staff. Last 2 years during COVID, we provided gift-certificates. The staff have decided they would like gift-certificates again this year. We will send out a survey to the staff to see what gift cards they would like to receive. 6) Sports day - PAC helped purchase freezies. We did not have a concession stand this year. The hot lunch team volunteered to coordinate distributing the freezies. PAC purchased pizzas for the Grade 8 Churchill volunteers. Sports day was enjoyed by the students and staff alike. 7) Hot lunch update (Ping) - Thank you to the Hot Lunch team and volunteers. <ul style="list-style-type: none"> a) We expanded the hot lunch back up to 5 days during the course of the year. b) We currently have 4 different vendors. c) There were a couple complaints regarding some of the meals from vendors. d) We are approaching some different vendors, and hoping to have 1 or 2 new 	<p>Our PAC votes "Yes" to support the DPAC choral program initiative.</p> <p>Anita to coordinate funds to be sent to Churchill for the scholarships.</p>

			vendors for next year's hot lunch program. e) There are no updates yet regarding Provincial school food guidelines. (Armin)	
7	Fundraising	David	1) T-shirts - we may need to re-stock on our T-shirts, and possibly provide some different options/offerings.	The new PAC can decide on this in September.
8	Other business	Bill	Can we include a letter in the Welcome to Kindergarten package for next week? There are 2 sessions, 9:15-10:30am (for families new to Laurier), and 11am-12pm (for families returning to Laurier, those with siblings at the school) Bike week - we are encouraging our students to walk/scooter/bike to school. They will come to school and report to the teachers, and they will receive a sticker, and then the teacher will write their names in for a draw. Every day the school will draw 3 prizes.	Bill - we can try to get a letter out for the WTK date. Carolyn will bring the Bike Week prizes to the school.

Motion to end the meeting was moved by Bill, seconded by Cameron. Meeting was adjourned at 8:38pm.

Next Meeting

The next PAC meeting will be held on **Tuesday, September 20, 2022 @ 6:30pm.**