



Sir Wilfrid Laurier Elementary
School

7350 Laurel St.
Vancouver, BC, V6P 3T9

Phone: (604) 713-4925
Fax: (604) 713-4927

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

Date: May 24, 2023 (Wednesday)

Venue: Zoom meeting

Present:

Armin Samiei (Principal)

Bill Martin (Chair)

Carolyn Yeung (Secretary)

Martin Esnaola (Events coordinator)

Cameron Clowe (DPAC representative)

Anita Parkinson

Kelly

Natasha Harry (Treasurer)

Ping Zhao (Hot Lunch Coordinator)

Katy Won

Michael, Xena and Lance Chang

The meeting was called to order by Bill Martin at 6:38pm.

	Agenda Item	Details	Action Item
1	Welcome, Land Acknowledgment (Bill)	I would like to acknowledge that we are gathered on the traditional, ancestral and unceded territory of the Coast Salish peoples – Skwxwú7mesh (Squamish), Səlilwətaʔ/Selilwitulh (TsleilWaututh) and xʷməθkʷəy̓əm (Musqueam) Nations. Brief round of introductions.	
2	Approval of meeting agenda (Bill)	Moved by Bill, seconded by Carolyn. Motion carried.	Agenda approved.
3	Approval of last meeting minutes (Bill)	Moved by Bill, seconded by Natasha. Motion carried.	Minutes approved.

4	Principal's Report (Armin)	<p>Principal's Report.</p> <ol style="list-style-type: none"> 1) 5 weeks left of the school year! Teachers are busy with year-end assessments and events, etc. 2) We will have 2 more divisions for next year: 16 divisions total. Ms. Samiei has posted for 1 intermediate and 1 primary teacher, interviews starting soon. We will have 1.5 extra days for resource teacher as well. SSA funding will be determined by the special needs of the incoming students. 3) Ms. Lum will be retiring this year after 30+ years. This will be acknowledged in the coming weeks. This position as a FT resource teacher has been posted as well. 4) We received a \$500 grant to purchase Bike Week prizes as incentives. PAC has also provided some extra prizes as well. 5) Upcoming dates: <ol style="list-style-type: none"> a) Year-end Primary and Intermediate concerts: <ol style="list-style-type: none"> i) June 20 - Primary concert at 1:45pm ii) June 23 - Intermediate concert at 1:45pm. iii) 294 gym capacity; we are limited in the number of chairs we can offer. We will request that only 2 ppl maximum per family attend the concert. b) Volunteer Tea will be on Friday June 23, from 10am-11am in the library. PAC executives, Hot lunch team and drivers will be invited. 6) Tennis - 3 sessions for K students and 4 sessions for Grade 1-7 students. 7) Ms. Emily Wong and Ms. Claire Curran will be completing their contracts at Laurier. 8) We are starting to have a conversation around how we will utilize the new space in the adjacent building. In the summer, VSB will come in to fix up the space, i.e. wax the floors, repaint, and ensure that the school is ready for us. Teachers will pack up their things and boxes will be moved. Teachers will unpack in August or September. <ol style="list-style-type: none"> a) VSB Material services will provide a full set of new furniture for the class. Individual classroom resources will depend on the teacher (experienced teachers may bring their own materials accumulated throughout the years), or come out of Laurier's budget. 9) Welcome to Kindergarten will be on June 1st - 3 groups this year. The families have been sent an email with the date and time. 10) We still have about 30 students on the Laurier waitlist. We will need to wait until September to 	
---	----------------------------	---	--

		determine placement of these students and there may be spots available in the coming weeks.	
5	Treasurer's Report (Tasha)	<ol style="list-style-type: none"> 1) Today's treasurer's report covers up to April 28, 2023. 2) Final HL sales came to \$27,331. Term 2 vendor expenses have been paid. 3) Since April, we have received ~\$586 in T-shirt sales. Churchill scholarships were withdrawn. We received the Purdy's cheque for the Spring fundraiser ~\$183. 4) Upcoming expenses: Staff appreciation, Grade 7 celebration, community events, author visits are all shown in the forecast. 5) Revenue ~\$29,900 and expenditures ~\$18,260, so we have accumulated a surplus this year. 6) Parent education seminar - we have allotted an amount on the budget but have not yet organized an event. Bill and Carolyn have spoken with a Laurier parent regarding a potential seminar for this June, but this is not considered school-sanctioned, so PAC would need to rent the space from VSB. This event is not yet finalized. There will still be some further discussions about this. 7) Question from Armin - Will the Laurier PAC be able to help purchase ~200 chairs for the school? The school has been in need of new chairs for a while. Armin is wondering if this can be considered as a capital purchase that the PAC can help to provide for the school. 	Laurier PAC executives will look into the costs of purchasing chairs. We may need to amend the budget depending on the cost. May also consider the cost of any other capital purchases that the PAC can help fund related to the school's expansion into the adjacent building.
6	AGM - PAC executive election, and review of draft budget. (Bill)	<ol style="list-style-type: none"> 1) Elections for 2023-2024 PAC Executive positions: <ol style="list-style-type: none"> a) Chairperson (signing authority) - Bill Martin (tentative) b) Vice-Chairperson (signing authority) c) Treasurer (signing authority) - Natasha Harry d) Secretary (signing authority) - Carolyn Yeung e) DPAC representative - Cameron Clowe (to be confirmed) f) Hot Lunch Coordinator - Ping Zhao g) Event/Fundraising Coordinator - OPEN (Martin Esnaola can assist) h) Sports Day Coordinator - Ping Zhao i) Craft Fair coordinator - OPEN j) Movie Night Coordinator - OPEN 2) Draft budget <ol style="list-style-type: none"> a) Major fundraiser is Hot Lunch. b) Direct appeal - will be only online next year. c) Gaming grant - will require an application to be submitted before the end of June 2023. d) Earthbites is our largest expense (\$9k last year, \$11,875 this year). This amount has been increased and expected to increase 	<p>Tasha will review and submit the gaming grant in the next few weeks.</p> <p>Armin will check with the District to see if they will provide us with any more technology carts with the school expansion.</p> <p>Bill - will plan to arrange for another PAC meeting to decide on budget</p>

		<p>with more students projected for next year. Suzanne (Earthbites) will provide a cost and schedule estimate for Earthbites given that we will have 16 divisions for next year. Some planters may need to be shared because we do not have space for 16 planters.</p> <p>e) Author visits, staff appreciation, sports day, Bike to School week, parent outreach has been increased due to increased student population.</p> <p>f) Capital purchase - see note above under Treasurer's report re: chairs.</p>	
7	PAC programs and Fundraising (Bill, Ping)	<ol style="list-style-type: none"> 1) Sports Day (Ping) - PAC offered all the kids treats, and pizza for the Churchill volunteers. 2) Hot lunch (Ping) - it went smoothly, but there was a shortage of HL volunteers this term. 3) DPAC - April 27 was the last general meeting. No other updates to report. 4) Author visits - no formal feedback yet. Seems to have been quite well received. 5) Staff appreciation - we will be doing a luncheon this year. Ann Mukai is helping to coordinate. 6) Grade 7 Leaving Ceremony - Anita Parkinson is helping out with this. PAC is supporting this celebration with \$800 from our budget. 7) Foodsafe - Vicky was certified this year. 8) Next PAC meeting for June presently TBD. We have some unfinished discussions regarding the budget and chairs. 	Motion moved by Carolyn to book a PAC meeting for June 7, 2023 at 6:30pm. Plan to consider amending the budget to include chairs. Seconded by bill. Motion passed

Motion to end the meeting was moved by Bill, seconded by Natasha. Motion carried. Meeting was adjourned at 8:21pm.

Next Meeting

The next meeting will be held on Wednesday, **June 7, 2023 @ 6:30pm.**