



Sir Wilfrid Laurier Elementary School

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

Date: March 6, 2024 (Wednesday)

Venue: hybrid - Zoom /Laurier library

Present:

Geri Gruft (Principal)
Bill Martin (Co-Chair)
Michael Chang (Co-Chair)
Carolyn Yeung (Secretary)
Debra Locke (Events Coordinator)

Margaret Lung (DPAC representative)
Martin Esnaola
Natasha Burke (Treasurer)
Katy Won

The meeting was called to order by Bill Martin at 6:45pm.

	Agenda Item	Executive	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 Carolyn. Motion carried.	Minutes approved.

4	Principal's Report	Ms. Geri	<p>Principal's Report.</p> <ol style="list-style-type: none"> 1) Condensed term, some updates and news. 2) Staffing - no news yet re: OAA replacement. Ingrid will be with us until March break. 3) Jacqueline SSA gave birth last week - She is our hard-of-hearing SSA. 4) Student numbers are constant. Waitlist still growing, and students are being placed at neighbouring schools. 5) Report cards/ written learning updates going home on March 12. 6) Collaborative inquiry for assessment of literacy. First lunch and learn. The teachers are collaborating to support each other to help support students according to their needs. Have applied for additional funding. A retired guest teacher from Richmond is working with our staff. 7) Tomorrow is SOAR day - thanks to Ms. Murphy and Ms. Boucher. 8) We will have some April performances upcoming, and hopefully a craft fair as well. 9) VSB grounds staff are picking up loose bricks from the retaining walls and hoping to level out the ground as well. 10) VSB handles the number of SSAs, based on needs assessment. There are specific criteria and they discuss together with the resource team. Certain Ministry designations are required to meet the criteria. 11) Facilities - working on repairing wear and tear on the school grounds from the rain; needs maintenance. 12) Projector and laptops - the projector has not yet arrived. The laptops are being used regularly, and most teachers are interested in exploring a few different programs for different subject areas. <p>Questions:</p> <ol style="list-style-type: none"> 13) What is the difference between an SSA and Resource teachers? <ol style="list-style-type: none"> a) SSA - Student and School Assistant - requires certification/diploma to work with students with diverse learning needs or medical needs, behavioural needs. b) Resource teacher - focuses on developing programs, assessing students, and developing adaptations for students with designations or needs additional learning support and ELL. 	
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			<p>c) DPAC note - there is a new working group for parents to bring up concerns if they notice certain gaps regarding student learning supports.</p> <p>14) Is there a good balance for the SSAs, or is the workload too high?</p> <p>a) We have a good team, they work well together. Our students are receiving service from our resource team and moving along in their learning.</p> <p>15) Any updates regarding teacher requests for the PAC?</p> <p>a) There will be a staff meeting before March break to discuss staff vision for PAC requests.</p> <p>16) Are there any teams/sports options for the Spring term?</p> <p>a) Ms. Geri has looked at a Dance program x 8 weeks.</p> <p>b) There will be Track and Field in Spring, for Grades 4-7.</p> <p>c) Basketball is going on currently for Senior Girls and Boys.</p>	
5	PAC Programs, Events & Fundraising	Bill, Ping, Debra	<p>1) Hot Lunch (Ping) – ordering for Term 3 is open presently, and will close March 13. We have opened up to new vendors, and there is a change for the Spring term. We tried to keep prices tight, but changes in prices has resulted in lower than expected hot lunch revenue for the PAC. We are hoping for 30-38k in gross revenue, with ~3-5k of profit.</p> <p>2) Spring concert - parents will be there, can we mention the laptops were purchased by the PAC at the Spring concert? PAC will also be sending out a call for direct appeal for donations.</p> <p>3) Pink T-shirt sale - we sold and distributed more pink T-shirts this year. Small profit with the T-shirts. We will be opening up another sale for T-shirts in the coming weeks, and then try to align it with sports day.</p> <p>4) Movie night (Debra) - Feb 15. Started earlier, 4:30pm, done at 7pm. Fewer in attendance than November. We have a 3rd movie night planned for Tuesday, May 7, starting at 5:30pm.</p> <p>5) Bazaar and Craft fair - tentative date, Tuesday, April 16 from 3:30pm-5:30pm. Pop-up craft, bazaar market, flea market. There will be some prizes, Debra will reach out to community</p>	

			<p>businesses to donate prizes. Table rentals are \$20. Still in progress, things to think about.</p> <p>6) DPAC - nothing new. working groups as before; information available online.</p> <p>7) Teacher and Staff appreciation - no date yet. Typically held in May.</p>	
6	Treasurer's report	Bill	<ol style="list-style-type: none"> 1) Treasurer's report up until the end of Feb 2024. 2) \$160 profits from Movie night. 3) T-shirts sales - has brought the deficit down. 4) Some early payments have come in for HL. HL orders can be placed until Mar 13, 2024. Still looking for volunteers. 5) Paid the 2nd installment of Earthbites, total \$7000, with <\$100 in the account. Typically it covers for EB and Grade 7 graduation. <ol style="list-style-type: none"> a) We don't have enough in this account, so we will need the general account to pay for graduation. 6) We are not in an ideal financial position. We need to discuss options to alleviate the pressure and reduce expenses or increase income. 7) Financial position - from our budget this year, for direct appeal and online donations, we had projected \$4k from direct appeal and \$400 in online donations. We have not yet run a direct appeal campaign. We will plan to do a direct appeal - perhaps an opportunity to spread the word at the Spring Concert. 8) Projections for HL profit based on last year's HL profits, were ~\$18k profit with the increase in the student numbers. However, between Term 1 and 2 our HL profit is only \$8k so far. We went for a lower margin than past years and the cost of food has increased. 9) Our revenue is down. We want to get the word out for HL for Term 3 and also with a direct appeal campaign. We hope to be transparent with what we have spent money on and what is still budgeted for: i.e. Grade 7 grad, staff appreciation - we don't want to have to scale back. We need to share with the community of parents. We will also need to keep \$3k to pass onto next year's PAC per constitution. 10) Currently ~\$1700 in our school-held account, which can be used to pay off a few vendors if we want. 11) The gaming account is bound by restrictions, so amounts cannot be distributed to cover other costs. 12) Direct appeal target of \$10k? 	

7	Other business	Bill	<ol style="list-style-type: none"> 1) Friendship list - PAC and school were not feeling comfortable to distribute and print out a list of contact information. We need to do our due diligence regarding student privacy, especially with changes in social media, and privacy concerns. 2) We can try to explore alternate opportunities for parents to engage with PAC, i.e. possibly implementing a class parent for each division next year? Perhaps this can help to increase interest in PAC affairs and increase parent input as well. 	
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Motion to end the meeting was moved by Bill, seconded by Debra. Motion carried. Meeting was adjourned at 7:51pm.

Next Meeting

The next meeting will be held on Tuesday, April 16, 2024 @ 6:30 pm. hybrid meeting.