



Sir Wilfrid Laurier Elementary School

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

Date: September 17, 2024 (Tuesday)

Venue: Laurier library

Present:

Ms. Geri Gruft (Principal)	Rahul Aggarwal
Bill Martin (PAC Past Chair)	Diego Maclean
Carolyn Yeung (Secretary)	Hiofan Hoi
Debra Locke (Events Coordinator)	Hanieh Jahed
Margaret Lung (DPAC representative)	Agnes Mwambodze
Kathryn Fong	
Miriam Leung	
Hana Chiang	
Kris McKay	

The meeting was called to order by Bill Martin at 6:35pm.

#	Agenda Item	By	Details	Action Item
1	Welcome, Land Acknowledgment	Bill, Geri	“With deep gratitude and respect, we are honoured to be learning and unlearning on the ancestral and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) & səliłwətał (Tsleil-Waututh Nation).” Brief round of introductions.	
2	Approval of meeting agenda	Bill	Moved by Bill, seconded by Rahul. Motion carried.	Agenda approved.
3	Approval of last meeting minutes	Bill	Moved by Bill, seconded by Carolyn. Motion carried.	Minutes approved.
4	PAC Officer election	Bill	Discussion of PAC executive positions <ul style="list-style-type: none"> - PAC Chair/Vice Chair/Treasurer - Our PAC has openings for the PAC Chair position and Treasurer. - Rahul Aggarwal put his name forward for the PAC Chair position. - Diego Maclean has put his name forward for the Vice Chair position. 	Rahul Aggarwal voted in as PAC Chair. Diego Maclean voted in as Vice Chair.

			<ul style="list-style-type: none"> - Vote for PAC Chair - <ul style="list-style-type: none"> - Rahul Aggarwal (PAC Chair) - vote carried. - Diego Maclean (Vice Chair) - vote carried. - Bill will continue to serve as Treasurer in the interim. <ul style="list-style-type: none"> - Margaret Lung and Miriam Leung are considering working together as Co-Treasurers. We can vote at the next PAC meeting. 	
4	Principal's Report	Ms. Geri	<p>Principal's Report.</p> <ol style="list-style-type: none"> 1) School Organization <ol style="list-style-type: none"> a) Currently 421 students, 18 divisions (6 classes South Bldg, 11 in Main Bldg, 1 in Portable) b) Thank you to the teachers for reorganizing the divisions last week. We moved into new classes last Wednesday. c) There is additional resource time, counseling time, 1 additional supervision aide. d) Working on adjustments to PE schedules, daily timetables e) Music program is underway. Choir has started. f) We have 5 teaching positions yet to be filled, including classroom teachers for Grade 7, Grade 1, Grade 3-4. Also, Ms. Peng will be going on maternity leave in October as well and needs coverage. 2) Student Learning and Well-Being <ol style="list-style-type: none"> a) review of VSB Education plan and Laurier Learning plan b) We are trying to align our goals with the district goals c) We are working on literacy, equity (fairness, inclusion), reconciliation. d) Laurier now has an Indigenous enhancement teacher who will be coming on Fridays. e) Review of formative assessment principles. 3) Review of Laurier's Code of Conduct - SOAR (Supportive, Open-Minded, Awesome, Respectful). <ol style="list-style-type: none"> a) How to deal with someone who is not SOARing: WITS (Walk away, Ignore, Talk it out, Seek help) b) Updated VSB guideline - no cellphones/devices during the school day. 4) New Garden Committee (Ms. Geri, Ms. Kehler, Ms. Murphy) has decided not to proceed w/ EarthBites this year. Will explore other opportunities with the garden boxes. Teachers will try to take ownership of the garden boxes and are working on trying something new. 	

			<p>a) There is variable interest amongst the teachers, and for now it will be teacher-dependent.</p> <p>Questions:</p> <ul style="list-style-type: none"> - What is happening with the divisions without set teachers? <ul style="list-style-type: none"> - The TOC schedule will be as consistent as it can be. Job postings close on Monday afternoon. Interviews will start after. - Comment re: Hot Lunch (HL)- a suggestion regarding HL ordering. Can hot lunch be ordered throughout the term? It can be a large sum to pay upfront for lunches for the whole term. <ul style="list-style-type: none"> - It is a lot of work to organize the schedule, and setting up Munch-a-Lunch, volunteer driven. It can be challenging to do multiple orders each term, and collect the funds, however, Hot Lunch team can try to figure out what other options exist for the ordering. HL will be opening ordering in the next few days, and may consider more than one ordering opportunity this term. 	
5	Financial report	Bill	<ol style="list-style-type: none"> 1) Review of proposed Budget for 2024-2025, with an updated Draft budget reflecting discontinuation of Earth Bites program. 2) Direct Appeal - 1 time for our organization to go directly to the parents, raising funds on behalf of the school, to help fund school “asks”. Last year we purchased a set of laptops, timer clocks for the classrooms, etc. 3) We usually get the Gaming grant amount in Sept, and receive the funds in October. 4) T-shirts - Truth and Reconciliation day is coming up. We will have a small orange T-shirt sale, but the timeline is tight. Orange T-shirts are sold at cost. PAC does offer a shirt for anyone who would like one and for whom cost is a barrier. 5) Hot Lunch - last year we reduced our profit margin due to rising food costs, and we had a lower net profit than expected. The current proposed budget reflects a more conservative estimate of HL profit. 6) Review of incomes and expenditures. 7) Estimated classroom funding \$300/FTE. Will check with Geri re: number of FTE at Laurier for this year. 8) Community events - includes movie license, supplies for events, etc. 9) Parent/Student outreach - Saleema Noon every other year, will look into options for this year’s Parent/student outreach program. 	<p>Revised budget for 2024-2025 passed, reflecting discontinuation of EarthBites and increased school size to 18 divisions.</p> <p>Check with Ms. Geri re: updated FTE numbers.</p>

			<p>10) Food Safety certification - we try to fund at least 2 certifications for PAC volunteers interested in getting certified. We do need Food Safety certified volunteers for events where we are handling food.</p> <p>11) Teacher and school requests - PAC helps to fund specific requests from the school. i.e. playground equipment, PE equipment, specialty art supplies, technology i.e. laptops, furniture for South Bldg</p> <p>12) New capital purchases - generally larger requests, can be school or PAC initiated, to help support the school and students' learning, building updates not funded by VSB, etc.</p> <p>13) We will need to leave at least \$3000 for next year's PAC per PAC bylaws.</p> <p>14) PAC Executive team can have up to \$250 in discretionary spending without adjusting the budget. All other changes to the budget need to be voted on and approved at a PAC meeting.</p> <p>Bill moved a motion to adopt the amended 2024-2025 budget, seconded by Diego, motion carried.</p>	
5	PAC Programs, Events & Fundraising	Bill, Ping, Debra	<p>1) End of Earthbites program - the budget has been updated accordingly.</p> <p>2) Direct appeal - done annually to help fund school asks - timing will depend on this year's PAC Executive.</p> <p>3) Hot Lunch - ordering should be starting soon.</p> <p>4) Open House Sept 26 - the teachers will be there, and parents are welcome to visit the classrooms, and speak with the teachers.</p> <p style="padding-left: 20px;">a) We used to do a meet-the-teacher potluck in the gym when the school was small, but have not done this since COVID. Now the school has grown substantially; the gym would be over-capacity.</p> <p style="padding-left: 20px;">b) We can consider providing some snacks for the parents/students/staff. Likely too short notice and school population too large for pizza.</p> <p>5) T-shirts - we will have a short ordering period for Orange T-shirt sales. Will have other colours available and different times of the year.</p> <p>6) Movie night, Bazaar and Craft fair - calling for volunteers for some of these events. More info to come at future meetings.</p> <p>7) DPAC - there is a district PAC, monthly meetings. Current DPAC representative is Margaret Lung.</p> <p>8) Proposed adjustment to the tentative PAC meeting dates:</p> <p>- move PAC meeting from Oct 22 to Oct 29 (Tuesday) (conflicts with Early Dismissal and Book Fair)</p>	<p>Planning for Open House (Sept 26) - PAC executive can discuss further after this meeting.</p> <p>Proposed PAC meeting dates adjusted, and approved.</p>

			<ul style="list-style-type: none"> - move meeting from April 22, 2025 to April 15, 2025 (also conflicts with Early Dismissal and Book Fair) - Bill moved a motion to adjust the proposed PAC meeting dates for 2024-2025, seconded by Rahul. Motion carried. - PAC meetings in Sept/Oct will be in-person, Nov/Jan/Feb will be via Zoom (during the darker winter months) and April/May/June will be in person in the Library. 	
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Motion to end the meeting was moved by Bill, seconded by Rahul. Motion carried. Meeting was adjourned at 8:02pm.

Next Meeting: October 29, 2024 at 6:30pm in the Laurier Library.