



Sir Wilfrid Laurier Elementary School

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

Date: Sept 22, 2020 (Tuesday)

Venue: Zoom

Time: 6:30 PM

Present:

Armin Samiei (Principal)	CS Liu	Lianne Yau
Bill Martin (Co-Chair/DPAC Rep)	Emily	Linda
David Shih (Co-Chair)	Guanghong	Lucas
Anita Parkinson (Co-Treasurer)	Hao	Michelle
Winnie Li (Co-Treasurer)	Haydee So/Carrie	Mike Wei
Donna Lei (Secretary)	Ivy Ding	Min Wei
Ann Mukai (Past Chair)	Jackie Lvla	Ming
Ping Zhao (Hot Lunch Coordinator)	Jeffrey	Naomi
Stephan Tollenaar (Hot lunch Team)	Jessica L	Nathan Cheng
Katy Won (Hot lunch Team)	JinYing Li	Pengwei Yin
Winola Chu (Hot lunch Team)	Jody Yeh	Pim Chua
Brian Ng	Juliana Lima	Sarah Song
Cameron	Juliana Carvalho	Stephan Tollenaar
Carolyn Y	Junhan Li	Suko Tse
Catherine Ng's mom	Kelly	Valeska Gonzalez
Cathy He	Kevin Liang	Vicky
Cecilia	Lams	Winnie
Christine Suh	Landy	Yukari Takahashi
Collin Chu	Lauren	
Corinna Tong	Leonell Velasco	

The meeting was called to order by Bill (Co-Chair) at 6:35pm.

	Agenda Item	Executive	Details	Action Item
1	Welcome, Land Acknowledgment and Intros	Anita P.	"I would like to acknowledge that we are gathered on the traditional, ancestral and unceded territory of the Coast Salish peoples-Skw̓w̓w̓7mesh (Squamish), Stó:lō and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) and x̣ẉməθkʷəỵəm (Musqueam) Nations."	
2	Approval of meeting agenda	Bill	Agenda approved by more than 50% of the attendees	
3	Approval of last meeting's (AGM) minutes (May 2020)	Bill	MOVED by David and SECONDED by Anita P. Minutes and agenda adopted	
4	Approval of Meeting Schedule	Bill	1. Year 2020 <ul style="list-style-type: none"> ○ Oct 21 (Wed) ○ Nov 17 (Tue) 	

			<ul style="list-style-type: none"> o Dec (No meeting) <p>2. Year 2021</p> <ul style="list-style-type: none"> o Jan 19 (Tue) o Feb 9 (Tue) o Mar 10 (Wed) o Apr 13 (Tue) o May 26 (Wed) - AGM o June (TBA) <p>3. Schedule MOVED by Winola and SECONDED Cameron</p>	
5	Principal's Report	Armin	<ol style="list-style-type: none"> 1. School started for students who chose option 1 and 2 "Back to school plan" (Appendix A) and is in full operation 2. Laurier has a total of 313 students this academic year with 14 divisions and 3 kindergartens classes 3. We have the following new staffs this year: <ul style="list-style-type: none"> • Teaching Team - Ms. Bronagh Kehler, Ms. Lyndsay Campbell, Ms. Paige Ayres and Ms. Victoria Prasad; Ms Meredith Witoski, who is joining our Kindergarten Team • Student Support Assistants - Ms. Janie Lo and Ms. Ann An • A new engineer • Svend Del Mundo, our new assistant head custodian 4. School's first priority is to follow all the health and safety measures to ensure students' safety and well-being 5. Emails have been sent including 45 pages of the guidelines from Vancouver School Board on how to implement strategies. We also sent out weekly email updates. 6. Armin opened the floor for Q&A: <ol style="list-style-type: none"> i. Will there be field trips for this school year? - All field trips which needs parents volunteers/school bus will be postponed ii. Can students eat outside? - Eating lunch inside the classroom is always the practice and it is now a better option for the school to ensure students' safety. Students are sitting on their planned seats with teacher's supervision and all windows open. If they eat outside, it is hard to monitor their safety. Teachers will ask students to wash their hands before going outside for recess iii. Can students use some materials (e.g. cardboard) to put between them when eating lunch? - School encourages communication among students. With things blocked between them during lunch will prevent them from communicating with others and avoid discrimination iv. According to page 12 of the health and safety guidelines and protocols, (Appendix B) "<i>Outdoors is a lower-risk environment than indoors and will be encouraged in schools.</i>" v. If students are sick, what is the school protocol to handle the situation? Also, when will the student be allowed to go back to school? - If students are sick, he/she will be taken to the first aid attendant and call the parents to pick the kids up until the symptoms are gone. With kids who are COVID positive, school will send the child home, 	Armin to look into the details after the meeting

			<p>Armin will email the district manager and the provincial level to report the case. If they find the case need to be notified, they will write a recommendation letter to Armin. To protect the privacy of the student and family – school will not notify anyone until receipt of the health officer approval.</p> <ul style="list-style-type: none"> vi. Parents need to follow the “health assessment check” for the student(s) every morning to ensure symptom-free before taking the students to school. <i>Revised “Daily Health Assessment check”</i> list (Appendix C) with some symptoms were removed, had been emailed to parents on Sept 18, 2020 vii. Can students who chose option 4 return on a day, other than the 3 designated dates? – No, school has to follow the order to arrange the proper entries. Students need to stick with the three dates (Oct 13, Nov 9, 2020 and Jan 5, 2021) viii. Can school/PAC arrange some staff/volunteers to monitor the school playground after school? - Teachers’ supervision schedule is a fixed one. Outside of school hours, it is parents’ option/responsibility regarding students’ safety. ix. Will the school release the COVID-19 case to parents? - School doesn’t want to create anxiety to the community but follow the recommendation from the experts as they investigate the conditions and don’t want to spread uncertain rumours x. Re: Health check list - Symptoms list as mentioned by Dr. Bonny Henry where the symptoms’ list is different between the one for the students and teachers. Is that the case? – No matter teachers or students, if they have COVID-19 symptoms or are ill, and must seek the advice of a health care professional. The main symptom is fever. If student has a fever, teacher will send a report to the first aid attendant and will contact parent to pick up student to go home 	
4	Treasurer’s Report	Emily & Ann	<ol style="list-style-type: none"> 1. The <i>Treasurer’s Report</i> (Appendix D) consists of an update of last year's finances as the last time they were reported was at the AGM in May, and an updated budget for PAC approval today. 2. The financial report has 6 columns of numbers. The first two are the actual income/revenue for 2017-18 and 2018-19, the next two are the actuals and budget from last year, 2019-20. The final two are the draft budget for this year presented at the AGM in May, and the updated budget for this year. 3. Last school year a balanced budget was proposed. Due to COVID-19, hot lunch income was less than budgeted and several activities such as author visits did not occur. As a result, we finished the year with a Net (Income - Expenditure) of \$3,627.52 	

			<ol style="list-style-type: none"> 4. At the bottom of the column, a bank balance of \$38,297.66 of \$20, 571 is earmarked for outstanding cheques which include approximately \$1500 for the mural/logo and the rest is hot lunch credits. This leaves \$17,725.71 in the bank as forecast balance. 5. At our AGM in May 2020, the draft budget was presented based closely on the 2019-20. Capital spending was left a zero leaving a projected surplus of \$1889. 6. In the updated budget, revenue from hot lunch and movie nights were removed. Craft fairs and “Fresh To You” increased classroom spending to reflect one more staff (need to confirm FTE staff count). Decreased spending on Earthbites to \$9000, removed spending on author visits and movie license, reduced spending on community events and parent speakers. 7. The resulting budget has a deficit of \$8,826 primarily due to the removal of hot lunch income for the entire year. We are proposing to cover this with the available money we have in the bank which starts the year at \$17,725.71 and would finish the year at \$8,899.71 in the worst case that hot lunch remain cancelled for the year and there are no alternative sources of replacement income. We are looking for new fundraising opportunities and hope parents are able to support PAC through donations 8. David suggested to highlight the major expenses, like Earthbites and Hot lunch, on the Treasurer’s Report 9. David clarified that there are two independent budgets where iPads/MacBooks should be purchased by the school which was sponsored by the District. Armin asked for option for the staff, they chose MacBooks. <ol style="list-style-type: none"> i. 90 iPads have school and 10 laptops at school – school will build more technology i. Each classroom has it own smart board but not enough. With the tech committee, we talked about how to share technology – so, students are encouraged to bring their own equipment to school and it is cross the district (we can add this technology topic on the next PAC meeting) ii. Armin applied for grants and district is starting to help to replace the dead equipment, around 30 desktop PCs from the district <p>2020/21 Budget was passed - moved by Bill Martin and seconded by Ann Mukai</p>	
7	Hot Lunch Update	Stephan	<ol style="list-style-type: none"> 1. This is our major fund raiser but not for this term due to COVID-19. We have lots of credit in our bank account from the spring collection and PAC will refund to parents. Please email PAC (laurier.hotlunch@gmail.com) for more details. Alternatively, convert the funds into tax-deductible donation to the PAC. 	

8	Programs and Events	Bill	<ol style="list-style-type: none"> 1. Earthbites <ul style="list-style-type: none"> ➤ Armin is working with Earthbites to finalize the plan ➤ Hope parents can donate some tools for this program 2. Other Fundraising: <ul style="list-style-type: none"> ➤ Purdy's ➤ Direct Appeal ➤ Orange Shirts – Sept 30 (Please check the PAC website for more details) ➤ Raffle 	
8	Other Business		<ol style="list-style-type: none"> 1. Bill recommended attendees to spread the words to other parents who cannot attend the PAC meeting today so they can join next time 2. School PAC means of contact: PAC website https://laurierpac.weebly.com, which will be updated; Laurier.PAC@gmail.com; and Facebook page “Sir Wilfrid Laurier Elementary PAC (https://www.facebook.com/Sir-Wilfrid-Laurier-Elementary-PAC-1542119982535458/)” 3. Winola moved to close the meeting and Cameron seconded 	

Meeting was adjourned at 8:10pm

Next Meeting

The next PAC will be held on Tuesday, Oct 21, 2020 @ 6:30pm (Zoom link will be sent via email)

1. Year 2020
 - Oct 21 (Wed)
 - Nov 17 (Tue)
 - Dec (No meeting)
2. Year 2021
 - Jan 19 (Tue)
 - Feb 9 (Tue)
 - Mar 10 (Wed)
 - Apr 13 (Tue)
 - May 26 (Wed) – AGM
 - June (TBA)