



Sir Wilfrid Laurier Elementary School

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

**Date:** Feb 9, 2021 (Tuesday)

**Venue:** Zoom

**Time:** 6:30 PM

**Present:**

Armin Samiei (Principal)

Bill Martin (Co-Chair)

David Shih (Co-Chair)

Anita Parkinson (Treasurer)

Donna Lei (Secretary)

Anna-pan.

Cameron Clow

Carolyn Yeung

Duan Siqi

Jason

Max

Ping Z

Valeska G

Winola Chiu

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

|   | Agenda Item                                       | Executive | Details   | Action Item  |
|---|---|-----------|---|--|
| 1 | Welcome, Land Acknowledgment and Intros           | Anita P.  | <i>"I would like to acknowledge that we are gathered on the traditional, ancestral and unceded territory of the Coast Salish peoples—Skwxwú7mesh (Squamish), Stó:lō and Səlílwətaʔ/Selilwitulh (Tseil-Waututh) and xʷməθkʷəy̓əm (Musqueam) Nations."</i>  |  |
| 2 | Approval of meeting agenda                        | Bill      | Agenda approval moved by Bill and seconded by Winola  |  |
| 3 | Approval of last meeting's minutes (January 2021) | Bill      | <ul style="list-style-type: none"> <li>• MOVED by Bill and SECONDED by Winola</li> <li>• Minutes adopted</li> </ul>   |  |
| 4 | Principal's Report                                | Armin     | <ol style="list-style-type: none"> <li>1. Reminder that this Friday (Feb 12) is Pro-D Day. School will be closed.</li> <li>2. Monday, Feb 15 is Family Day. School will be resumed on Tuesday, Feb 16.</li> <li>3. On Feb 4, the Healthy authority provided an update to all schools with District safety plan. There are not much change on the elementary level. Our school has continue following and demonstrating all safety protocol within school hours.</li> <li>4. February is a special month as we celebrate different events like, Black History Month; Lunar New Year; Pink Shirt Day to celebrate diversity. Resources were shared with families via e-newsletters. Any questions, please contact Armin.</li> </ol> | Armin will include the updates on the upcoming bi-weekly school newsletter |

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|  |  | <p>5. Garden – Paoblo informed that planters need to be replaced as roots are rotten and need to be rebuilt. Churchill built 2 planters for school. School has ordered soil via the District. Earthbites will start the program tomorrow, Feb 10, 2021 for this term. CEO, Suzanne sent Armin the kit and info and requires PAC’s feedback on the financing.</p> <ul style="list-style-type: none"> <li>• <u>Questions from parents:</u> <ol style="list-style-type: none"> <li>1. Enrollment for next year? – At this time, 320 students enrolled and some are on the wait list. Kintergaretn has 44 and some families may go to the Choice program. Same number of division (14 classes) like current year. Final number to come until June 2021.</li> <li>2. Any staff changes? – Teachers are the same but we have a new SSA (School Support Assistant) and total number gone to 12 SSA. Ms Sayedain resigned and temporary SSA Ms Ang will cover Sayedain’s position; Kathy will replace another SSA. Any changes, staff needs to report to District by Mar 31, 2021.</li> <li>3. District is finalizing the decision on Option 4 and will release the plan this week. A letter will be sent home soon. Largest group for Option 4 is Kindergarten. Intermediate level doesn’t have any Option 4 students at this moment. School will expect more students coming back on Mar 1, 2021.</li> <li>4. Will there be any changes on music? – To keep the bubble small and minimize contact of classes, Music teacher, Ms Chung, keeps as kindergarten teacher. Ms Altman is both resource teacher and librarian. In mid Feb, we plan to let Ms Chung to teach the kindergarten and intermediate levels but need to wait for more guidelines from the Health Authority.</li> <li>5. Outdoor classroom – In progress</li> <li>6. Bubble for each grade – Each class is their own cohort and do different activities which is the rational of creating the cohort, together with staggered lunch hours among different classes to minimize physical contact. School tries to ensure students are kept in their same cohort. However, there are restricted numbers of students to be kept at lunch and recesses. The whole school is divided into two groups. Each group go to two different school areas (3 K &amp; 1 Gr.1/2 &amp; 2/3 classes) during recess. School will continue follow the Health Authority’s guidelines.</li> </ol> </li> </ul> |  |
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|   |                     |                   |  |   |
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| 5 | Treasurer's Report  | Anita             | Please refer to <a href="#">Appendix A</a> for the details   |   |
| 6 | Programs and events | Bill              | <ol style="list-style-type: none"> <li>1. <b>Parent Education update</b> – Last PAC meeting talked about the Saleema Noon and this year we want something new, e.g. counselling, mental health. Workshop is sponsored by PAC. We have 2 organizations: Cornerstone and LEAP. They are similar and PAC will look into more details and will provide recommendation later by running a survey via Google Form. Survey will be emailed to parents. Results will be sent to the organizations. Actual event to be expected in late April.</li> <li>2. <b>Friendship Directory</b> – The list was sent home today. Please check with your kid(s) for the info</li> <li>3. <b>Earthbites update</b> –David updated that Earthbites will work with different classes soon. Suggested the “Grow at home” kit which parents can grow the plants with their kids. More details to come on this fund-raising plan.</li> </ol> |   |
| 7 | Fundraising         | Bill/Anita /David | <ol style="list-style-type: none"> <li>a) <b>SOAR T-shirts update</b> – we collected orders and submitted order on Friday. Supplier doesn't have some of the items, e.g. the pink shirts. PAC also ordered more for future sales.</li> <li>b) <b>Raffle &amp; Poster Contest</b> – Raffle ticket purchase period continue until end of this month and so far \$230 was received. Draw will be made at the next PAC meeting. Poster contest will be posted on the e-newsletter and student will earn a ticket to the raffle</li> <li>c) <b>Purdy's Spring/Easter</b> – Just like the Christmas one and order via the PAC website under “Events and Fundraising”. You can click on your classroom and click Order. Order due date on 1<sup>st</sup> week of March and will be available before Spring Break. PAC will receive 25% from the sales.</li> </ol>   |   |
| 8 | Other Business      | Bill              | <ol style="list-style-type: none"> <li>a) <b>Lunar New Year/ Hobiye / FamilyDay Photo Gallery</b> – In the past, Laurier celebrated Lunar New Year but this year, PAC would like to ask each family to send a family photo which will be posted on the school e-newsletter. Family who submits photos will receive an entry for a draw for a \$20 Purdy's gift card. Draw to be done by end of February and a separate draw for staff.</li> <li>b) Anita suggested a fund raiser idea - “Readathon” which promote reading at the same time</li> </ol>  | <p>Email draft reminder to be sent to Armin by Friday (Feb 12) with directions on submission</p> <p>Armin will have a staff meeting tomorrow and will discuss with staff members regarding this fundraising event. PAC to further discuss for details (e.g. teacher involvement, etc)</p> |

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|  |  |  | c) Will Scholastic come this year? - Armin will discuss with Ms Altman<br><br>d) Next PAC will have the draw for the Raffle and also finalizing the date for the Parent Education Workshop |  |
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Meeting was adjourned at 7:50pm (Motion moved by and seconded by Winola)

Next Meeting

The next PAC will be held on Wednesday, Mar 10, 2020 @ 6:30pm (Zoom invite to come)

- o Wed Mar 10
- o Tue Apr 13
- o Wed May 26 (AGM)
- o June (TBA)

**Treasurers Report for February 9, 2021 PAC Meeting  
Sir Wilfrid Laurier Elementary PAC**

| <b>Sir Wilfrid Laurier Elementary PAC</b>                  |                        |                    | <b>Report Date: 1/31/2021</b> |                 |                    |               |                    |                   |                    |                    |   |
|--|------------------------|--------------------|-------------------------------|-----------------|--------------------|---------------|--------------------|-------------------|--------------------|--------------------|---|
| <b>Budget &amp; Monthly Financial Report for 2020-2021</b> |                        |                    |                               |                 |                    |               |                    |                   |                    |                    |   |
|  | Actual to Aug 31, 2020 | Budget 2020-2021   | 2020-2021 Actual              |                 |                    |               |                    |                   | Actual             | Variance           | Remarks                                 |
|  | 2019-20                | 2020-21            | General                       | Fundraising     | School Held        | Float         | Subtotal           | Gaming            | 2020-21            |                    |   |
| <b>Opening Balances</b>                                    | \$14,098.19            | \$17,910.71        | \$12,696.45                   | \$120.94        | \$1,413.19         | \$0.00        | \$14,230.58        | \$3,660.13        | \$17,890.71        | -\$20.00           |   |
| <b>Income:</b>   |                        |                    |                               |                 |                    |               |                    |                   |                    |                    |   |
| Direct Appeal  | \$695.00               |                    | \$23.50                       |                 | \$2,366.00         |               | \$2,389.50         |                   | \$2,389.50         | \$2,389.50         | Donated Hot lunch Credits               |
| Online Donation  | \$2,803.77             | \$1,500.00         |                               |                 | \$240.00           |               | \$240.00           |                   | \$240.00           | -\$1,260.00        | \$40 from Direct Appeal                 |
| Hot Lunch - Net Profit                                     | \$10,426.08            |                    | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | \$0.00             |   |
| BC Gaming (\$20/student)                                   | \$5,880.00             | \$5,880.00         |                               |                 |                    |               | \$0.00             | \$6,160.00        | \$6,160.00         | \$280.00           |   |
| Bank Interest  | \$674.38               | \$400.00           | \$88.20                       | \$0.43          |                    |               | \$88.63            | \$22.79           | \$111.42           | -\$288.58          |   |
| Fundraising - Purdy's (Net Profit)                         | \$1,022.30             | \$800.00           | \$1,173.25                    |                 |                    |               | \$1,173.25         |                   | \$1,173.25         | \$373.25           |   |
| Fundraising - Movie Nights (Net Profit)                    | \$516.84               |                    | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | \$0.00             |   |
| Fundraising - Fresh to You (Net Profit)                    | \$739.00               |                    | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | \$0.00             |   |
| Fundraising - Craft Fair (Net Profit)                      | \$211.50               |                    | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | \$0.00             |   |
| Fundraising (Door donations, others)                       | \$0.00                 | \$500.00           | \$62.50                       |                 |                    |               | \$62.50            |                   | \$62.50            | -\$437.50          | Raffle Sales                            |
| Violin Program (Gross Rev)                                 | \$0.00                 |                    | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | \$0.00             |   |
| T-shirts (Net Profit)                                      | \$1,055.00             | \$200.00           | \$335.00                      |                 |                    |               | \$335.00           |                   | \$335.00           | \$135.00           | Orange t-shirt sales                    |
| <b>Income Sub-Total:</b>                                   | <b>\$24,023.87</b>     | <b>\$9,280.00</b>  | <b>\$1,682.45</b>             | <b>\$0.43</b>   | <b>\$2,606.00</b>  | <b>\$0.00</b> | <b>\$4,288.88</b>  | <b>\$6,182.79</b> | <b>\$10,471.67</b> | <b>\$1,191.67</b>  |   |
| <b>Expenditure:</b>  |                        |                    |                               |                 |                    |               |                    |                   |                    |                    |   |
| PAC Admin: DPAC Membership                                 | \$0.00                 |                    | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | \$0.00             |   |
| PAC Admin: Munch-A-Lunch Service Fee                       | \$336.00               | \$336.00           | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | -\$336.00          |   |
| PAC Admin: Babysitting for PAC Mtg (\$20/mtg)              | \$100.00               | \$140.00           | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | -\$140.00          |   |
| PAC Admin: Office Supplies & Banking Costs                 | \$0.00                 | \$500.00           | \$180.07                      |                 |                    |               | \$180.07           |                   | \$180.07           | -\$319.93          | Purchased cheques. Budget increased Nov |
| PAC Admin: Float (for Hot Lunch Sales)                     | \$0.00                 |                    | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | \$0.00             |   |
| Parent Directory (Munch-A-Lunch)                           | \$0.00                 |                    | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | \$0.00             |   |
| Churchill Scholarship (2 students x \$200ea)               | \$400.00               | \$400.00           | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | -\$400.00          |   |
| Classroom Funding (\$300/FTE; 18.6 FTE)                    | \$5,280.00             | \$5,580.00         | \$1,740.00                    |                 | \$3,900.00         |               | \$5,640.00         |                   | \$5,640.00         | \$60.00            | 18.8 FTE's                              |
| Extracurricular Activities: Earthbites                     | \$10,000.00            | \$9,000.00         | \$0.00                        |                 |                    |               | \$0.00             | \$3,225.00        | \$3,225.00         | -\$5,775.00        | 2nd installment Jan 1, 2020             |
| Author Visits  | \$0.00                 |                    | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | \$0.00             |   |
| Staff Appreciation   | \$800.00               | \$800.00           | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | -\$800.00          |   |
| Grade 7 Grad Class Celebration (Flat contribution)         | \$636.35               | \$800.00           | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | -\$800.00          |   |
| Community Events   | \$0.00                 | \$500.00           | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | -\$500.00          |   |
| Community Events: Annual Movie License                     | \$399.00               |                    | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | \$0.00             |   |
| Parent & Student Outreach: SOLOS, Saleema Noon, etc.       | \$945.00               | \$500.00           | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | -\$500.00          |   |
| Food safety certification                                  | \$0.00                 | \$0.00             | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | \$0.00             |   |
| Violin Program - Cost of Lessons/Books                     | \$0.00                 |                    | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | \$0.00             |   |
| Teacher / School Requests                                  | \$0.00                 |                    | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | \$0.00             |   |
| New Capital Purchase                                       | \$1,315.00             |                    | \$0.00                        |                 |                    |               | \$0.00             |                   | \$0.00             | \$0.00             |   |
| <b>Expenditure Sub-Total:</b>                              | <b>\$20,211.35</b>     | <b>\$18,556.00</b> | <b>\$1,920.07</b>             | <b>\$0.00</b>   | <b>\$3,900.00</b>  | <b>\$0.00</b> | <b>\$5,820.07</b>  | <b>\$3,225.00</b> | <b>\$9,045.07</b>  | <b>-\$9,510.93</b> |   |
| <b>Net (Income - Expenditure):</b>                         | <b>\$3,812.52</b>      | <b>-\$9,276.00</b> | <b>-\$237.62</b>              | <b>\$0.43</b>   | <b>-\$1,294.00</b> | <b>\$0.00</b> | <b>-\$1,531.19</b> | <b>\$2,957.79</b> | <b>\$1,426.60</b>  | <b>\$10,702.60</b> |   |
| <b>Forecast Balance</b>                                    | <b>\$17,910.71</b>     | <b>\$8,634.71</b>  | <b>\$12,458.83</b>            | <b>\$121.37</b> | <b>\$119.19</b>    | <b>\$0.00</b> | <b>\$12,699.39</b> | <b>\$6,617.92</b> | <b>\$19,317.31</b> | <b>\$3,470.73</b>  |   |
| Propose fund transfer                                      | \$0.00                 | \$0.00             |                               |                 |                    |               | \$0.00             | \$0.00            | \$0.00             | \$0.00             |   |
| <b>Forecast Balance After Fund Transfers</b>               | <b>\$17,910.71</b>     | <b>\$8,634.71</b>  | <b>\$12,458.83</b>            | <b>\$121.37</b> | <b>\$119.19</b>    | <b>\$0.00</b> | <b>\$12,699.39</b> | <b>\$6,617.92</b> | <b>\$19,317.31</b> | <b>\$3,470.73</b>  |   |
| <b>Accruals:</b>   |                        |                    |                               |                 |                    |               |                    |                   |                    |                    |   |
| Hot lunch vendor cost accruals                             | \$0.00                 |                    |                               |                 |                    |               | \$0.00             |                   | \$0.00             |                    |   |
| Outstanding cheques  | \$19,071.95            |                    | \$9,684.15                    |                 | \$0.00             |               | \$9,684.15         |                   | \$9,684.15         |                    | Hot lunch credits                       |
| Proposed fund transfer outstanding                         | \$0.00                 |                    | \$0.00                        | \$0.00          |                    |               | \$0.00             |                   | \$0.00             |                    | + t-shirt order                         |
| Adjusted balance   | \$36,982.66            |                    | \$22,142.98                   | \$121.37        | \$119.19           | \$0.00        | \$22,383.54        | \$6,617.92        | \$29,001.46        |                    | + raffle prize                          |
| Bank balance   | \$38,297.66            |                    | \$22,142.98                   | \$121.37        | \$119.19           | \$0.00        | \$22,383.54        | \$6,617.92        | \$29,001.46        |                    |   |
| Difference   | -\$1,315.00            |                    | \$0.00                        | \$0.00          | \$0.00             | \$0.00        | \$0.00             | \$0.00            | \$0.00             | \$0.00             |   |

The presented financials have three sections.

The first column of numbers is the actual values from last year. The second column of numbers is the budget for this year. The third section is the actuals for this year to January 31, 2021. The different columns represent the different accounts that the money is held/collected in. General is our main bank account, Fundraising is not currently in use. School Held is the account held by

the school and contains donations for which the VSB has issued tax receipts. Gaming is the account that the BC Gaming Grant goes into.

Since last PAC meeting in January

- Fundraising: Raffle sales to end of January totaled \$125. Since it is a 50/50 draw, half will be revenue \$62.50 and the other half is held as prize money in Outstanding Cheques line.
- T-shirts: Money collected in January for t-shirt orders is held in Outstanding Cheques to pay the vendor for t-shirts. Some t-shirts paid for by using hot-lunch credits.