



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:** March 10, 2020 (Tuesday)

**Venue:** School Library

**Present:**

Armin Samiel (School Principal)  
Anita Parkinson (Vice Chair)  
Anita Chui  
Donna Lei (Secretary)  
Emily Tsen (Treasurer)

Koon Chan  
Kwong Ping Carol Chan  
Ping Zhao  
Winola Chu

The meeting was called to order by Anita Parkinson 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–Sk̓wx̓wú7mesh (Squamish), Stó:lō and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) and x̣ʷməθkʷəỵəm (Musqueam) Nations."	
2 Approval of last meeting's minutes (Feb 2019)	Anita P.	<ul style="list-style-type: none"> <li>• Revision on DPAC meeting</li> <li>• Minutes and agenda to be reviewed in the next meeting</li> </ul>	Anita C. to forward her notes to Donna
3 Principal's Report	Armin	1) Musical performance from K-Gr.7 will be coming on Mar 31. 2) Preliminary registration number was 312 this year. Kindergarten was fully-registered. Armin will follow the District direction to arrange the number of classes. On the District level, in-take is by a central lottery system 3) School Fee info will be sent to parents in around May/June with the following distribution: <ul style="list-style-type: none"> <li>- \$35 General School Supply</li> <li>- \$6 Agenda</li> <li>- \$50 Activities</li> <li>- \$10 Performance</li> </ul> 4) Bell schedule will be the same 5) Water System which is located outside the school garden will install the plumbing system but no set schedule for now 6) Visitors/Volunteers sign in and sign out – To ensure school safety and for emergency attendance	<ul style="list-style-type: none"> <li>• Winola to send Armin the hot lunch volunteer</li> </ul>

			<p>registration, visitors or volunteers who come to school</p> <ul style="list-style-type: none"> <li>• will go to the school office to sign in and get a badge, which is located in the PAC locker.</li> <li>• For the 4 hot lunch volunteers, whoever gets the locker key will bring out the badges and distribute to other volunteers. At the end of the shift, that volunteer will collect all badges and return them back to the office.</li> <li>• All visitors/volunteers need to sign out in the office before leaving</li> </ul> <p>7) COVID-19 response – students to be self-monitored. Any questions, contact 811. School will not provide any health advice to the students. For students who are not feeling well will be directed to the office and the school office will contact the parents. Soap and hot water in the washrooms are well-checked.</p>	<p>online registration list on a weekly basis</p> <ul style="list-style-type: none"> <li>• Winola to number the 4 Volunteers badges</li> </ul>
4	Treasurer's Report (Appendix A)	Emily	<p>1)C'est Mon Cafe has not sent any invoice but PAC paid one in last September.</p> <p>2)Direct appeal has \$1,000 so far and is awaiting the report from Ms Horne.</p> <p>3)T-shirts sales had \$800</p> <p>4)Gaming Account has \$400 which needs to be spent within 36 months</p> <p>5)\$200 has been assigned for the Churchill Scholarship</p> <p>6)MAC books were well-received by a PAC \$10,000 donation. The old laptops were returned to the school district</p> <p>7)Skiing field trip for the Gr. 7 students was a big success and students enjoyed it a lot: \$300 cost from each student which came with 4 lessons and lunch was included</p>	8)
5	Hot Lunch Update	Stephan	<p>1)Some volunteers came without signing up as they could not log into the online system.</p> <p>2)Last day of hot lunch order today and there will be penalty to cancel the order</p>	➤ Ping to add the Hot Lunch Volunteer Sign up link on the PAC website
6	Events	David/ Anita	<p>a) Past Events:</p> <ul style="list-style-type: none"> <li>➤ Movie Night gained \$400 last time</li> <li>➤ Craft Fair: may add silence auction (to be determined)</li> </ul> <p>b) Upcoming:</p> <ul style="list-style-type: none"> <li>➤ Sports Day: May 14 and 15 – volunteers needed</li> <li>➤ AGM potluck: May 27 which the PAC annual election will be conducted that day</li> </ul>	
7	DPAC Update	Anita C.	<p>DPAC wanted to see how they can improve on advocating for PACs and to see what are our common challenges.</p> <p><u>Common obstacles:</u></p> <ul style="list-style-type: none"> <li>• engaging &amp; reaching out to parents due to privacy restrictions. Most schools would help with emailing out messages and some schools may heavily filter</li> </ul>	

			<p>PAC's content so not everything can be sent out to parents</p> <ul style="list-style-type: none"> <li>• low meeting attendees common for all PACs</li> <li>• a few secondary school PACs have WeChat groups for their parents, some have Whatsapp groups (Laurier can implement this too)</li> </ul> <p><u>Miscellaneous tidbits learned:</u></p> <ul style="list-style-type: none"> <li>• Saleema Noon teaches what is in the curriculum but nothing says it needs to be taught by her so Saleema Noon couldn't be covered by VSB/schools and shouldn't by PAC</li> </ul> <p>Armin: on Saleema Noon's waiver, it states that she teaches more than what's covered by curriculum</p> <p>E-transfers accepted by PAC even if they need 2 signatures / cheque. E-transfer services provided by Vancity.</p> <p>VSB is looking for how they could be using school buildings to improve student learning. Click <a href="https://build2learn.ethelo.net">https://build2learn.ethelo.net</a> to complete survey by March 11th</p> <p>Disney charged an elementary school, in the US, for showing one of their movies. A Vancouver school also experienced the same even tho they have purchased the movie license.</p> <p>It was confirmed that there will be no lunch cancellation across the board (not for volunteers, not for PAC Execs).</p>	
8	Other Business	Anita C.	<p>Churchill Scholarship:</p> <p>a) Criteria for the two scholarships to Churchill Laurier alumni graduates – apart from having good academic achievement, should be keen involvement in social volunteering</p> <p>b) Donna to represent Laurier PAC this year at the Churchill Graduation Ceremony on Jun 4, 2020 to present the two scholarships at the QE Theatre</p>	Suggestion to be sent to Churchill for the Sept 2020 school year

Meeting was adjourned at 8:50pm

Next Meeting

The next PAC will be held on Wednesday, April 15, 2020 @ 6:30pm

- Wednesday May 27 (AGM & Potluck)

**Sir Wilfrid Laurier Elementary PAC**  
**Budget & Monthly Financial Report for 2019-2020**

Report Date:

February 29, 2020

	Actual	Budget	Remarks	2019-2020 Actual						Actual	Remarks	
	2018-19	2019-20	for Budget	General	Fundraising	Online	Float	Subtotal	Gaming	2019-20	Variance	for 2019-20
	<b>Opening Balances</b>	<b>\$10,295.91</b>	<b>\$13,992.66</b>		<b>\$11,380.11</b>	<b>\$118.94</b>	<b>-\$134.23</b>	<b>\$20.00</b>	<b>\$11,384.82</b>	<b>\$2,713.37</b>	<b>\$14,098.19</b>	<b>\$105.53</b>
<b>Income:</b>												
Direct Appeal	\$5,031.00	\$4,000.00	Parent involved with Pub is no longer with them. Budget for Direct Appeal with the Monkey Pub's contribution	\$695.00				\$695.00		\$695.00	-\$3,305.00	
Online Donation						\$970.00		\$970.00		\$970.00	\$970.00	
Hot Lunch - Net Profit	\$12,808.99	\$12,500.00	Assume a flat year despite increase student count	\$13,663.29				\$13,663.29		\$13,663.29	\$1,163.29	
BC Gaming (\$20/student)	\$7,248.00	\$6,000.00	Assume no excess funds available for distribution by Gaming; back to \$20/student with 300 students					\$0.00	\$5,880.00	\$5,880.00	-\$120.00	Funds received end of Sept, \$5000 paid towards Earth Bites
Bank Interest	\$696.87	\$400.00		\$339.91	\$1.42			\$341.33	\$49.17	\$390.50	-\$9.50	
Fundraising - Purdy's (Net Profit)	\$1,250.48	\$800.00	Conservative forecast	\$1,022.30				\$1,022.30		\$1,022.30	\$222.30	
Fundraising - Movie Nights (Net Profit)	\$425.62	\$150.00	Two events netting \$75 each	\$148.28				\$148.28		\$148.28	-\$1.72	
Fundraising - Fresh to You (Net Profit)	\$0.00	\$0.00		\$739.00				\$739.00		\$739.00	\$739.00	
Fundraising - Craft Fair (Net Profit)	\$603.00	\$200.00	Assume two fairs with 10 tables each	\$211.50				\$211.50		\$211.50	\$11.50	
Fundraising (Door donations, others)	\$832.70	\$0.00		\$0.00				\$0.00		\$0.00	\$0.00	
Violin Program (Gross Rev)	\$0.00	\$0.00	Program cancelled	\$0.00				\$0.00		\$0.00	\$0.00	
T-shirts (Net Profit)	-\$319.75	\$250.00	Estimate 20 tshirt sales (ie: half of K class)	\$1,055.00				\$1,055.00		\$1,055.00	\$805.00	
<b>Income Sub-Total:</b>	<b>\$28,576.91</b>	<b>\$24,300.00</b>		<b>\$17,874.28</b>	<b>\$1.42</b>	<b>\$970.00</b>	<b>\$0.00</b>	<b>\$18,845.70</b>	<b>\$5,929.17</b>	<b>\$24,774.87</b>	<b>\$474.87</b>	
<b>Expenditure:</b>												
PAC Admin: DPAC Membership	\$0.00	\$75.00	No change	\$0.00				\$0.00		\$0.00	-\$75.00	
PAC Admin: Munch-A-Lunch Service Fee	\$672.00	\$336.00	No change	\$0.00				\$0.00		\$0.00	-\$336.00	
PAC Admin: Babysitting for PAC Mtg (\$20/mtg)	\$140.00	\$160.00	\$20 / meeting	\$80.00				\$80.00		\$80.00	-\$80.00	Includes current meeting
PAC Admin: Office Supplies & Banking Costs	\$380.01	\$400.00		\$0.00				\$0.00		\$0.00	-\$400.00	
PAC Admin: Float (for Hot Lunch Sales)	\$0.00	\$20.00		\$0.00				\$0.00		\$0.00	-\$20.00	
Parent Directory (Munch-A-Lunch)	\$0.00	\$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/FTEI; 17.6 FTE)	\$5,250.00	\$5,280.00	Assume 17.6 FTE and decrease to \$300 each	\$5,280.00				\$5,280.00		\$5,280.00	\$0.00	Need final confirmation on FTE count
Extracurricular Activities: Earthbites	\$10,000.00	\$10,000.00	Fund from Gaming and balance through fund raising to a maximum	\$5,000.00				\$5,000.00	\$5,000.00	\$10,000.00	\$0.00	Total cost is \$11,000, school is covering difference
Author Visits	\$1,150.00	\$750.00	Maximum set	\$0.00				\$0.00		\$0.00	-\$750.00	
Staff Appreciation	\$547.07	\$800.00	Maximum set	\$0.00				\$0.00		\$0.00	-\$800.00	
Grade 7 Grad Class Celebration (Flat contribution)	\$800.00	\$800.00	Maximum set	\$0.00				\$0.00		\$0.00	-\$800.00	
Community Events	\$922.47	\$1,000.00	PAC executive have discretion to spen within this limit; must seek PAC approval if limit is exceeded.	\$0.00				\$0.00		\$0.00	-\$1,000.00	
Community Events: Annual Movie License	\$278.35	\$300.00	Movie licenses	\$0.00				\$0.00		\$0.00	-\$300.00	
Parent & Student Outreach: SOLOS, Saleema Noon, etc.	\$945.00	\$1,000.00	Maximum set	\$945.00				\$945.00		\$945.00	-\$55.00	
Food safety certification	\$0.00	\$200.00	two / year	\$0.00				\$0.00		\$0.00	-\$200.00	
Violin Program - Cost of Lessons/Books	\$0.00	\$0.00	Program cancelled	\$0.00				\$0.00		\$0.00	\$0.00	
Teacher / School Requests	\$0.00	\$0.00		\$0.00				\$0.00		\$0.00	\$0.00	
New Capital Purchase	\$3,073.23	\$2,500.00	Proposals: Logo painting	\$0.00				\$0.00		\$0.00	-\$2,500.00	
Community Fund [NEW]	\$0.00	\$0.00		\$0.00				\$0.00		\$0.00	\$0.00	
<b>Expenditure Sub-Total:</b>	<b>\$24,558.13</b>	<b>\$24,021.00</b>		<b>\$11,305.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$11,305.00</b>	<b>\$5,000.00</b>	<b>\$16,305.00</b>	<b>-\$7,716.00</b>	
<b>Net (Income - Expenditure):</b>	<b>\$4,018.78</b>	<b>\$279.00</b>		<b>\$6,569.28</b>	<b>\$1.42</b>	<b>\$970.00</b>	<b>\$0.00</b>	<b>\$7,540.70</b>	<b>\$929.17</b>	<b>\$8,469.87</b>	<b>\$8,190.87</b>	
<b>Forecast Balance</b>	<b>\$14,314.69</b>	<b>\$14,271.66</b>		<b>\$17,949.39</b>	<b>\$120.36</b>	<b>\$835.77</b>	<b>\$20.00</b>	<b>\$18,925.52</b>	<b>\$3,642.54</b>	<b>\$22,568.06</b>	<b>\$8,296.40</b>	