



Sir Wilfrid Laurier Elementary School

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

Date: Mar 10, 2021 (Wednesday)

Venue: Zoom

Time: 6:55 PM

Present:

Armin Samiei (Principal)

Bill Martin (Co-Chair)

David Shih (Co-Chair)

Anita Parkinson (Treasurer)

Donna Lei (Secretary)

Alex

Anna

Cameron Clow

Carolyn Yeung

Duan Siqi

Florence Jang

George Han

Junhan Li

Kelly

Pingam Chua

Stephan Tollenaar

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 Salilwata?/Selilwitulh (Tsleil-Waututh) and xʷməθkʷəy̓əm (Musqueam) Nations."</i>	
2	Approval of meeting agenda	Bill	Agenda approval moved by Bill and seconded by George	
3	Approval of last meeting's minutes (Feb 2021)	Bill	<ul style="list-style-type: none"> • MOVED by Bill and SECONDED by Anita, Cameron and George • Minutes adopted 	
4	Principal's Report	Armin	<ol style="list-style-type: none"> 1. School was shaken by the 1st exposure of the COVID case last week but we are not separated from the larger community. We wish the family well and speedy recovery and make sure everyone follows the guidelines and if any symptoms, please keep the child home 2. Spring Break starts on March 12 for two weeks and school resumes on Mar 29 3. This year, the District allocated some money and asked for 2 sinks to be placed in the portables. But project was too costly and so impossible this time, but able to add 2 sinks at the end of the hallway on the main floor and lower floor. Plumbers are working and will start using the sink after the spring break 	

			<p>4. School fee plan for PAC before sending to the District:</p> <ul style="list-style-type: none"> ▪ \$35 for school supplies, e.g. paper, scissors, ▪ \$6 School planner ▪ \$10 performance fee but this year, we are not charging this \$10 as we will charge when performance/activity happens; ▪ \$25 workbooks (e.g. Jump Math) <p>5. Grade 7 used to go for graduation camp but due to COVID, this year will not have the camp</p> <p>6. Farewell to Stephan Tollenara’s family who will return to Netherland in June this year</p> <p>7. We are creating an outdoor equipment bin</p> <p><u>Questions from parents:</u></p> <p>1. Is it possible to have a band at school as music education is important? Armin: Ms Chung is not offering string band as it’s a different arrangement but Ms Chung is playing musical instruments with students and we have choirs on her time and ukulele class. In the past, school had string band but budget cuts at the district level ended. There were also violin classes which was driven by the PAC. If any parents are interested in arranging such an activity, please contact PAC.</p> <p>2. Regarding potential COVID exposure last Wednesday and Thursday, was it from the same person or two different people? Armin: It was one person. School contacted maintenance and engineers to disinfect all high touch area and disinfection services are done twice a day. Cleaning is done after school.</p> <p>3. Any changes on enrollment for next year? Armin: We have 320 students enrolled and staffing meeting at district level in April and we will know the number of divisions by then. So far, we have 41 kindergarten students enrolled</p> <p>4. Any Scholastic Book club this year? (Please see action item)</p>	Armin will talk about this with school librarian and will have this conversation after the Spring Break
5	Treasurer’s Report	Anita	Please refer to Appendix A for details	
6	Programs and events	Bill	<p>1. Family Day Photos Draw – There were 10 entries – used Simple Raffle Winner Generator built by a student for the draw. Winner is Samuel Gaboury in Division 5 (Anita will pass the gift card)</p> <p>2. Parent Education update – LEAP will provide an expert to do preparation and join us for a</p>	

			<p>Zoom call for workshop on mental health, stress. PAC will put an idea board - completely anonymous and login is not needed. It will be opened for a number of weeks and councillor will prepare an hour long workshop by gathering the questions</p> <p>3. Looking ahead to PAC May AGM –proposed budget and also elect the next year’s PAC executives. More info will be sent out – self-nominated or be nominated by others and you can find the PAC constitution on the PAC website</p>	
7	Fundraising	Bill/Anita /David	<p>a) SOAR T-shirts – we had a big SOAR order and have inventory and have 140 shirts available which can be ordered through Munchalunch.</p> <p>b) Raffle & Poster Contest – Raffle winner Kevin Liang who won the \$157.50 prize (PAC may hold another Raffle if interested)</p> <p>c) Purdy’s Spring/Easter – Anita submitted the order. Total was just over \$1000, raising \$333 for the PAC. Stephan and David can help distribute</p> <p>d) Earthbites – 40 kits were sold, raising ~\$150 for the PAC. PAC will continue with this activity as well.</p>	
8	Other Business	Bill	<p>a) Laurier Staff Thank-you event proposal – to be hosted and more details will be announced. This is a surprise for Laurier community.</p> <p>b) Black History Month – There was a plaque at the playground to remember a former teacher but was taken out. The reinstatement of the plaque can provide more connection with the Black History</p>	Armin to further investigate and consult with Ms Magdee for more info about the plaque

Meeting was adjourned at 8:15pm (Motion moved by Bill and seconded by Winola)

Next Meeting

The next PAC will be held on Tuesday, April 13, 2021 @ 6:30pm (Zoom invite to come)

- o Wed May 26 (AGM)
- o June (TBA)

**Treasurers Report for March 10, 2021 PAC Meeting
Sir Wilfrid Laurier Elementary PAC**

<u>Sir Wilfrid Laurier Elementary PAC</u>			Report Date:								2/28/2021	
<u>Budget & Monthly Financial Report for 2020-2021</u>												
	Actual to Aug 31, 2020	Budget 2020-2021	2020-2021 Actual					Actual			Remarks	
	2019-20	2020-21	General	Fundraising	School Held	Float	Subtotal	Gaming	2020-21	Variance		
Opening Balances	\$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		
Income:												
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			\$1,860.00		\$1,860.00		\$1,860.00	\$360.00	\$1620 Direct Appeal Nov&D	
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	\$102.74	\$0.51			\$103.25	\$25.76	\$129.01	-\$270.99		
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	\$157.50				\$157.50		\$157.50	-\$342.50	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	\$479.31				\$479.31		\$479.31	\$279.31		
Income Sub-Total:	\$24,023.87	\$9,280.00	\$1,936.30	\$0.51	\$4,226.00	\$0.00	\$6,162.81	\$6,185.76	\$12,348.57	\$3,068.57		
Expenditure:												
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	\$9,000.00	\$9,000.00	\$0.00		
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		
Expenditure Sub-Total:	\$20,211.35	\$18,556.00	\$1,920.07	\$0.00	\$3,900.00	\$0.00	\$5,820.07	\$9,000.00	\$14,820.07	-\$3,735.93		
Net (Income - Expenditure):	\$3,812.52	-\$9,276.00	\$16.23	\$0.51	\$326.00	\$0.00	\$342.74	-\$2,814.24	-\$2,471.50	\$6,804.50		
Forecast Balance	\$17,910.71	\$8,634.71	\$12,712.68	\$121.45	\$1,739.19	\$0.00	\$14,573.32	\$845.89	\$15,419.21	-\$427.37		
Propose fund transfer	\$0.00	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00		
Forecast Balance After Fund Transfers	\$17,910.71	\$8,634.71	\$12,712.68	\$121.45	\$1,739.19	\$0.00	\$14,573.32	\$845.89	\$15,419.21	-\$427.37		
Accruals:												
Hot lunch vendor cost accruals	\$0.00						\$0.00		\$0.00			
Outstanding cheques	\$19,071.95		\$8,640.15		\$0.00		\$8,640.15		\$8,640.15		Hot lunch credits + raffle prize	
Proposed fund transfer outstanding	\$0.00		\$0.00				\$0.00		\$0.00			
Adjusted balance	\$36,982.66		\$21,352.83	\$121.45	\$1,739.19	\$0.00	\$23,213.47	\$845.89	\$24,059.36			
Bank balance	\$38,297.66		\$21,352.83	\$121.45	\$1,739.19	\$0.00	\$23,213.47	\$845.89	\$24,059.36			
Difference	-\$1,315.00		\$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 February 28, 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 February

- Direct Appeal: November and December donations have come through from VSB - \$1620! Thank you to all who have donated.
- Fundraising: Raffle sales to end of February totaled \$315. Since it is a 50/50 draw half will be revenue \$157.50 and the other half is held as prize money in Outstanding Cheques line
- T-shirts: 156 SOAR shirts were ordered and \$2324 was collected through e-transfer and hotlunch credits. 213 SOAR shirts were ordered for \$2179.69. The profit \$144.31 was added to the \$335 from t-shirts sold in the fall. We have inventory of 146 t-shirts available for sale. Thank you to Natsuko Fujii for her work on this. Its great to see the shirts on all the kids!
- As of the end of February, our revenue is \$3068.57 higher than budgeted. This should reduce our budgeted deficit of \$9276 to approx. \$6200. In our budget we forecasted a balance of \$8634.71 at the end of the school year, but with the extra revenue this should increase to approx. \$11,700.

If, at the AGM in May, we propose the same budget for next year, we would be forecasting a year-end balance of approx. \$2,500, but we will not have the \$2100 Earthbites credit that we had this year from the final term of the 2019-2020 school year.