



Sir Wilfrid Laurier Elementary
School

7350 Laurel St.
Vancouver, BC, V6P 3T9

Phone: (604) 713-4925
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Sir Wilfrid Laurier Elementary School Minutes of Parent Advisory Council (PAC) Meeting

Date: Sept 17, 2019 (Tuesday)

Venue: School Library

Present:

Armin Samiei (Principal)
Ms Altman
Ann Mukai (Chair)
Anita Parkinson (Vice Chair)
Anita Chui
Angela
Antoinette Semanya
Carrie Tam
Carol Chan
Carolyn Yeung
David Shih (Event
Coordinator)

Donna Lei (Secretary)
Emily Tsen (Treasurer)
Emily Wong
Eiko Macrae
Jim Liu
Karen Pan
Kelly Huang
Kerry
Kim
Li Li
Mimi

Ping Zhao
Samantha Cho
Stephan Tollenaar
Steven Jin
Tenny Chui
Teresa
Vivian Li
Min (Vicky) Wei
Winola Chu
Yingying Chen

The meeting was called to order by Ann Mukai (Chai) at 6:35pm.

- 1) Welcome and Introductions
- 2) Approval of Minutes and Meeting Agenda:
MOVED by Emily and SECONDED by Winola. Minutes and agenda adopted.
- 3) Principal's Report (Armin Samiei)
 - a) This year Laurier had 25 students on the waiting list and Principal Samiei contacted the neighbourhood schools and relocated the students.
 - b) On Monday, Sept 9, 2019, classes were started with SOAR stations organized by Grade 7 students. This was a good opportunity for the students to learn, e.g. dance workshop.
 - c) Aboriginal Dance Performance by Laurier on Friday, Sept 20 at 1pm-2pm at the school gym.
 - d) A few new teachers this year: Ms Jennifer Baxter (Resource Teacher) and 3 new Student Support Assistants (SSA), together comes to 12 SSAs. Our counselor, Ms Raj will be at Laurier on Tuesday and Thursday afternoon. We also have our new psychologist, Ms Megan Murphy.
 - e) Meet the Teacher Night will be held on Sept 18, 2019. There will be a potluck dinner from 5pm-6pm at the school gym. At 6pm, parents can go to the classroom to meet the teacher.
 - f) First Parent-Teacher Conference has been scheduled on Nov 6 & 7 with early dismissal. Any questions, please email your teacher or schedule an appointment to further discuss.
 - g) Any late or absence, please call 604-713-5159 (School code: 44) to report.
 - h) Cross-country team (Ms Boucher; Ms Murphy) will start organize for K-Gr.7 students from Sept to October with the District Meet on Oct 17.
 - i) Other activities throughout the year:

- Gym-sense (2 weeks) part of the PE curriculum
 - Friend Autism on Oct 7 with 2 levels for primary and intermediate students to learn to be more compassionate to others
 - Lion Dance – UBC Lion Dance club will come on Jan 21st
 - In April, we have “Arts and Puppets”
 - Saleema Noon Sexual Health Educators will come in October. This is a PAC sponsored events.
 - Skating – more info to come
 - Earthbites - A PAC-sponsored program where a non-profit organization with gardener, nutritionist will come and provide hands on activities for the students
- j) School bell schedule is shortened for this school year:
- 9am – 3pm: whole day hours
 - 10:30am – 10:45am: recess
 - 12pm – 12:47pm: lunch
 - 12pm – 12:15pm students to finish their lunch;
 - 12:15pm – 12:47pm students to play outside, rain/shine, unless with extreme weather, school will have another plan)
- k) Water for Garden: VSB will come next month to get this done
- l) This year we have a total of 307 students which are max-out in each grade levels

4) Library (Ms Altman)

- Ms Altman printed two pages Library Info with the Library hours, Philosophy and reading tips for everyone. Please refer to Appendix A for more details

5) Elections of PAC Executive 2019/2020

- | | |
|------------------------------------|---|
| • Chair – Ann Mukai | • Hot Lunch volunteer coordinator – Stephan Tolleraor |
| • Vice Chair – Anita Parkinson | • Sports Day coordinator – Joey |
| • Treasurer – Emily Tsen | • Fund Raising coordinator - David |
| • Secretary – Donna Lei | |
| • DPAC Representative – Anita Chui | |

6) Treasurer’s Report (Emily Tsen) – Appendix B “Financial Report”

- a) Finished year end in August 2019 but final vendors for hot lunch came with a \$500 which was not captured.
- b) Last year we had a successful direct appeal program as a parent who worked in a restaurant hosted an event and gained \$1,000 which had \$1,500 over the budget.
- c) BC Gaming program: Grant are applied and \$20 per students from the year before. Last year, we had more students and we had \$23 per student. This year will be back to \$20 per student.
- d) Purdy’s fund raiser where 25% of the purchase will go to Laurier.
- e) We had other fund-raising events, like movie nights, craft fairs, T-shirt sales.
- f) The following are the key PAC-funded programs:
- Classroom funding
 - Earthbites - \$10K was committed
 - Graduate class – graduation ceremony
 - Lion dance
 - Parent and students outreach program (e.g. body science in October)
- g) Direct Appeals: Two ways for donation to PAC
- Online system

- Cut a cheque
- h) To finalize the budget, please join the next PAC meeting

7) Hot Lunch Update (Anita C.)

- Our actual gross sales are \$25,407.05 for 161 orders. Kate put the main manual online and will update for any changes. PAC earns \$1 for each lunch. Stephen is our hot lunch coordinator this year. If you have time, please come volunteer by signing up online. Volunteer starts at 11:30am to around 12:15pm.

8) Approval of Meeting Dates:

October	Wednesday, Oct 16, 2019
November	Tuesday, Nov 19, 2019
December	No meeting
January	Tuesday, Jan 14, 2020
February	Wednesday, Feb 19, 2020
March	Tuesday, Mar 10, 2020
April	Wednesday, April 15, 2020
May (AGM & Potluck)	Wednesday, May 27, 2020
June	No meeting

9) Organization of Fall Events

- Meet the Teacher night – Gr. 7 students will come help set up. 4 parents raised up their hands and they can come at 4:30pm to help.
- Aboriginal learning, a revised curriculum where students can learn and be aware of the challenges that facing the Aboriginal communities.
- Parent-students outreach will be held on Oct 23 for parent’s info session from 6:30pm to 8pm; following the Kids workshops on Oct 24 during the school time.
- Craft Fairs will be hosted in Spring and Winter
- Any suggestions on events, please feel free to write a note and put it in the PAC box located in the school office.

10)Reiderman Residence Community Advisory Committee (CAC)

- The next meeting will be in the fall 2019 – once per team only

11)Other Business

- A parent asked how many needles were found in the school area. So far, there were two being reported and they were both no needles but edible marijuana
- Sensory Room – Our school has the portable to be the sensory room for kids who have different needs, where they can read and all support staffs were trained to take care of them.

(Meeting was adjourned at 8:13pm)

Next Meeting

The next PAC will be held on Wednesday October 16, 2019 @ 6:30pm

Tuesday November 19,

Tuesday January 14,

Wednesday February 19,

Tuesday March 10,

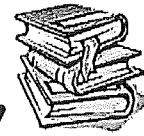
Wednesday April 15,

Wednesday May 27 (AGM & Potluck)

Sept 17, 2019



Laurier Library



Learning Commons

Teacher Librarian: Ms. Jennifer Altman	
Hours:	Monday-Friday 8:45am-9:00am and 3:00-3:20pm Everyone welcome! Kids can come and borrow books, read or work on homework during this time. Feel free to come and read with your children as well.
Open Book Exchange: Monday - Friday 9:00 - 9:30 and 12:47-1:00pm	
Parent Cards: Parents can come to the library if they would like to borrow books.	

Philosophy

The library learning commons is the heart of our school. It is a flexible space where teachers, students and the teacher librarian work collaboratively on different projects.

Collaborative Units

I try to work with each teacher to plan and team teach together. After all, 2 teachers are better than 1! Some things we work on are:

- Inquiry based projects: implementing new curriculum by guiding students through the inquiry process
- Research based lessons and units: note taking, website evaluation, finding accurate and appropriate information
- Using technology to demonstrate and extend learning: ipads, computers, spheros

READ ☺

Don't forget to read to your child and with your child. Our children should be reading for enjoyment, not just to improve their reading. Our goal is to foster the love of reading so it lasts a lifetime. Plus, the best way to spend quality time with your child is when you sit next to each other while enjoying a great book.

20 Minutes a Day

Read to your children
Twenty minutes a day;
You have the time,
And so do they.

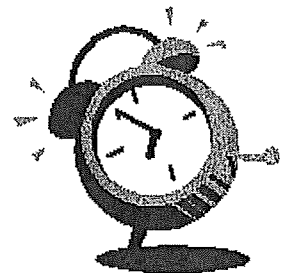
Read while the laundry is in the machine;
Read while the dinner cooks;
Tuck a child in the crook of your arm
And reach for the library books.

Hide the remote,
Let the computer games cool,
For one day your children will be off to school;
You have the choice;
Let them hear their first tales
In the sound of your voice.

Read in the morning;
Read over noon;
Read by the light of
Good Night Moon.

Turn the pages together,
Sitting close as you'll fit,
Till a small voice beside you says,
"Hey, don't quit."

(excerpt from Richard Peck)



The 5 finger book test

Pick up a book you would like to read.

Each time you come to a tricky word you don't know, put 1 finger up.



- Too easy!
You need a challenge.



- Just right!
Enjoy your book.



- It will be tough
but might be fun to try.



- Too tricky.
Why not read it with an adult?



- Save this one
for next year.

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Sir Wilfrid Laurier Elementary PAC
Budget & Monthly Financial Report for 2018-2019

Report Date:

August 31, 2019

	Budget	2018-2019 Actual								Remarks for 2018-19	Budget	Remarks
	2018-19	General	Fundraising	Online	Float	Subtotal	Gaming	Actual	Variance		2019-20	for Budget
Opening Balances	\$10,295.91	\$9,777.14	\$116.22	\$0.00	\$20.00	\$9,913.36	\$382.55	\$10,295.91	\$0.00		\$14,569.18	
Income:												
Direct Appeal	\$3,500.00	\$2,940.00		\$2,091.00		\$5,031.00		\$5,031.00	\$1,531.00	Includes Monkey Pub/Bowling \$1130 contribution	\$4,000.00	Parent involved with Pub is no longer with them. Budget for Direct Appeal with the Monkey Pub's contribution
Hot Lunch - Net Profit	\$12,500.00	\$13,107.42				\$13,107.42		\$13,107.42	\$607.42	Unpaid vendor costs have been accrued based on average profit expected.	\$12,500.00	Assume a flat year despite increase student count
BC Gaming (\$20/student)	\$7,248.00				\$0.00	\$7,248.00	\$7,248.00	\$7,248.00	\$0.00	Balance of Gaming is \$2707.97 of which \$385 must be used by Oct 2020 (36 mnths from Funding)	\$6,000.00	Assume no excess funds available for distribution by Gaming; back to \$20/student with 300 students
DPAC Distribution of Funds	\$0.00	\$0.00			\$0.00			\$0.00	\$0.00		\$0.00	
Bank Interest	\$300.00	\$573.03	\$2.48			\$575.51	\$77.42	\$652.93	\$352.93		\$400.00	
Fundraising - Purdy's (Net Profit)	\$800.00	\$1,250.48				\$1,250.48		\$1,250.48	\$450.48	Target exceeded	\$800.00	Conservative forecast
Fundraising - Movie Nights (Net Profit)	\$75.00	\$425.62				\$425.62		\$425.62	\$350.62	Prior year's numbers reported as gross; this year's gross is \$495.	\$150.00	Two events netting \$75 each
Fundraising - Fresh to You (Net Profit)	\$0.00	\$0.00				\$0.00		\$0.00	\$0.00		\$0.00	
Fundraising - Craft Fair (Net Profit)	\$200.00	\$603.00				\$603.00		\$603.00	\$403.00	Proceeds for both fairs are included	\$200.00	Assume two fairs with 10 tables each
Fundraising (Door donations, others)	\$0.00	\$832.70				\$832.70		\$832.70	\$832.70		\$0.00	
Laurier Annex PAC Donation	\$0.00	\$0.00				\$0.00		\$0.00	\$0.00		\$0.00	
Violin Program (Gross Rev)	\$0.00	\$0.00				\$0.00		\$0.00	\$0.00	Program will be discontinued until further notice	\$0.00	Program cancelled
T-shirts (Net Profit)	\$0.00	-\$319.75				-\$319.75		-\$319.75	-\$319.75	Excess t-shirt production cost was approved and to be recovered through future sales.	\$250.00	Estimate 20 tshirt sales (ie: half of K class)
Income Sub-Total:	\$24,623.00	\$19,412.50	\$2.48	\$2,091.00	\$0.00	\$21,505.98	\$7,325.42	\$28,831.40	\$4,208.40		\$24,300.00	
Expenditure:												
PAC Admin: DPAC Membership	\$75.00	\$0.00				\$0.00		\$0.00	-\$75.00		\$75.00	No change
PAC Admin: Munch-A-Lunch Service Fee	\$336.00	\$672.00				\$672.00		\$672.00	\$336.00	Prior year's fee was paid during the current year	\$336.00	No change
PAC Admin: Babysitting for PAC Mtg (\$20/mtg)	\$160.00	\$140.00				\$140.00		\$140.00	-\$20.00	No extra meetings were held	\$160.00	\$20 / meeting
PAC Admin: Office Supplies & Banking Costs	\$300.00	\$380.01				\$380.01		\$380.01	\$80.01		\$400.00	
PAC Admin: Float (for Hot Lunch Sales)	\$20.00	\$0.00				\$0.00		\$0.00	-\$20.00		\$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				\$400.00		\$400.00	\$0.00		\$400.00	
Classroom Funding (\$300/FTEI; 17.5 FTE)	\$5,250.00	\$5,250.00				\$5,250.00		\$5,250.00	\$0.00	Paid in December	\$5,400.00	Assume 18 FTE and decrease to \$300 each
Extracurricular Activities: Earthbites	\$10,000.00	\$5,000.00				\$5,000.00	\$5,000.00	\$10,000.00	\$0.00	Paid in December	\$10,000.00	Fund from Gaming and balance through fund raising to a maximum
Author Visits	\$1,150.00	\$1,150.00				\$1,150.00		\$1,150.00	\$0.00	Includes Kids Lit Contests	\$750.00	Maximum set
Staff Appreciation	\$800.00	\$547.07				\$547.07		\$547.07	-\$252.93		\$800.00	Maximum set
Grade 7 Grad Class Celebration (Flat contribution)	\$800.00	\$800.00				\$800.00		\$800.00	\$0.00		\$800.00	Maximum set
Community Events	\$750.00	\$705.47		\$217.00		\$922.47		\$922.47	\$172.47	Lunar Year Celebration, Hot Chocolate Celebration, Net sports day	\$1,000.00	PAC executive have discretion to spen within this limit; must seek PAC approval if limit is exceeded.
Community Events: Annual Movie License	\$400.00	\$278.35				\$278.35		\$278.35	-\$121.65		\$300.00	Movie licenses
Parent & Student Outreach: SOLOS, Saleema Noon, etc.	\$1,250.00	\$945.00				\$945.00		\$945.00	-\$305.00	Gary Anaka - Brain Based Learning	\$1,000.00	Maximum set
Violin Program - Cost of Lessons/Books	\$0.00	\$0.00				\$0.00		\$0.00	\$0.00		\$0.00	Program cancelled
Teacher / School Requests	\$0.00	\$0.00				\$0.00		\$0.00	\$0.00		\$0.00	
New Capital Purchase	\$3,000.00	\$1,315.00		\$1,758.23		\$3,073.23		\$3,073.23	\$73.23	New tables and painting	\$2,500.00	Target spent
Community Fund [NEW]	\$0.00	\$0.00				\$0.00		\$0.00	\$0.00		\$0.00	
Expenditure Sub-Total:	\$24,691.00	\$17,582.90	\$0.00	\$1,975.23	\$0.00	\$19,558.13	\$5,000.00	\$24,558.13	-\$132.87		\$23,941.00	
Net (Income - Expenditure):	-\$68.00	\$1,829.60	\$2.48	\$115.77	\$0.00	\$1,947.85	\$2,325.42	\$4,273.27	\$4,341.27	Propose that up to half of excess in any given year be moved to Fundraising account to build up reserve for one years worth of Earth Bites commitment. Note, at anytime, if our account balance falls below our compliance limit, then such funds transfered may be assign back to the General account to meet other commitments.	\$359.00	
Forecast Balance	\$10,227.91	\$11,606.74	\$118.70	\$115.77	\$20.00	\$11,861.21	\$2,707.97	\$14,569.18	\$4,341.27		\$14,928.18	
Propose fund transfer		-\$914.80	\$914.80			\$0.00	\$0.00	\$0.00	\$0.00			
Forecast Balance After Fund Transfers	\$10,227.91	\$10,691.94	\$1,033.50	\$115.77	\$20.00	\$11,861.21	\$2,707.97	\$14,569.18	\$4,341.27			