



**Sir Wilfrid Laurier Elementary
School**

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

Date: February 19, 2019 (Tuesday)

Venue: School Library

Present:

Armin Samiei (Principal)
Mr. Mike Holdham (Teacher)
Ann Mukai (Chair)
Anita Parkinson (Vice Chair)
Anita Chui

Tenny Chui
Donna Lei (Secretary)
Paola Baca
Irina Kalish

Jacky
Winola Chu

The meeting was called to order by Anita Parkinson (Vice Chair) at 6:35pm.

1) Welcome and Introductions

2) Approval of Minutes and Meeting Agenda:

MOVED by Paola and SECONDED by Winola. Minutes and agenda adopted.

3) Principal's Report (Armin Samiei)

- a) School Cash Online: As explained in a previous email, Laurier Parents/Guardians are now able to use School Cash Online to pay school fees. For easy access, please go to our school website: <http://go.vsb.bc.ca/schools/laurier/Pages/default.aspx> and click on the blue button (on the right-hand side of the school site) to register and pay for any required school fees.
- b) Geering UP UBC Engineering & Science for kids. Ms Samiei was offered a rate of \$120 per class and no cost for three classes: total cost \$1200 for 13 divisions. As the line item for Parent & Student Outreach is \$1200, and there is no parent presentation in this package PAC decided to decline this option and look for an alternate.
- c) On Feb. 20: The school will have Class photo and Group panorama photo @9:00am
- d) On February 21: Lockdown Drill practice at 2:00pm. This is the second and final lockdown drill of the year and we will have the assistance of our school liaison officer team.
- e) February 25-28: Zumba classes will occur from Feb. 25th to Feb. 28th. Each class will take part in 3 lessons. There will be a performance that parents are welcome to attend on Thursday, Feb. 28 from 11:30-12:00. The cost is \$5.00 and parents have been requested to pay this online. Email and information have been sent home.
- f) February 27: Laurier Pink Shirt: Everyone is invited to come to school in pink.
- g) Sports at Laurier (2018-2019): Thank you to all staff who help our children enjoy these sports!

Sports	Time	Grades	Coaches
Cross Country Running Team	September-October	K-7	Ms. Boucher, Ms. Virvilis, Ms. V. Lee, Ms. Murphy
Volley Ball	October-November (Not enough participants this year)	6/7	Mr. Fisher
Basketball	January-March (Senior Boys/Girls Team this year)	7	Mr. Fisher/Mr. Holdham
Intramurals Basketball	January-March (Boys/Girls)	6	Mr. Hong/Mr. Holdham
Track and Field	April-May	4-7	Ms. Boucher Ms. Murphy, Ms. Virvilis, Mr. Fisher, Ms. Sprintzios, Ms. P. Lee
Badminton	April-May (Boys/Girls)	Gr. 7	Mr. Holdham
Ultimate Team (TBD)	May-June	Gr. 6/7	Mr. Holdham
Tennis	April 23-May 10	K-7	Parent sponsorship

- 4) Treasurer's Report (Emily Tsen) – **Appendix A** "Financial Report"
- a) Large Ticket items: We had 3 large ticket items on our budget, Earth Bites, \$10,000, Class room funding, \$5,250 and new tables and mural painting, \$3,000. The first two items have been paid up, and the \$5,000 ear marked from the Gaming Account to cover half of Earth Biles has been transferred to our general account. We have arranged with Ms. Horne to cover the tables and mural from the funds she is holding on PAC's behalf. Emily will set up a process to track these funds with her.
 - b) Funds Held with Laurier School Accounts: Emily has created a separate line item on the statements, Other Fundraising, to account for the funds on hold with the school accounts. The current total of \$1,641 is made up of parent donations and Terry's restaurant fundraiser.
 - c) Hot Lunch: T1 and T2 net profit is estimated at \$8,700. This is based on forecasting the same margin of T1 results against T2 sales. All vendors for T1 food costs have been paid up, except for Sept and Dec CMC. We are still waiting for their invoices.
 - d) Gaming Account: The current balance of \$2,676 includes approximately \$385 carryover from the 2017 funding year. Funded amounts must be consumed within 36 months. We can expect the account to be net about \$1,500 by the end of the school year after we fund our grad commitment. Once we have an idea what this years Gaming contribution will be, we can make a plan on how to allocate this remaining balance.
 - e) General Account: Currently, our account sits with a balance of \$26,000. We can expect a balance of \$10,000 after we settle T2 vendor estimated costs.
- 5) Hot Lunch Update (Karen Lidhar and Anita C.)
- a) Hot Lunch Update (Karen Lidhar and Anita C.)
New volunteering team for new school year 2019-2020
 - b) Behind the scenes:
 - Handle online sales (upload menu online) ****KATE C****
 - Email paperwork to vendors ****KATY W****
 - Respond to email enquires ****KATE / KATY****
 - c) Front line: ****JOE Q****
 - recruit volunteers / set up volunteer sign-up sheet
 - make sure there's enough helpers each day
 - train / give instructions to volunteers
 - d) Paperwork: ****KATY W****
print daily master lists and class lists for volunteers

- e) Drinks: ****KATY W****
purchase & restock inventory
 - f) Money: ****WINOLA C****
 - enter HL payments (enter cheque or cash payment to Munchalunch, print cash report and bag everything for Treasurer)
 - chase a/r (send email to ask for payment, there's an auto email feature on Munchalunch that can email all a/r accounts at once)
 - enter daily cash sales (enter cash to Munchalunch, print cash report, and bag everything for Treasurer)
 - g) Due to the school closure on the snow day on Feb 12, 2019, money has been credited back to the student's MunchaLunch account for the hot lunch order cancellation
- 6) Earthbites
Following last month's presentation, the first committee meeting will be Feb 28 at 3:15pm in the school library. Principal Armin, Ms Boucher, Ms Murphy, Ms Moore, Ms Watson, Ann, Anita P. and Mike will join the meeting.
- 7) Events & Fundraising:
- a) Parent and Social Outreach: ideas include online safety, Brain Coach, Full Circle: First Nations Performance:
 - PAC will look for more info on internet safety for parents to join the talk.
 - Paola mentioned about the Aboriginal District Principal's visit at the PAC meeting in the past which is also a popular topic.
 - Public speaking is also an interesting area but VSB took this discipline away from the syllabus.
 - b) Pancake Breakfast: Thursday March 14
 - Anita and Julie could not make the meeting on Feb 19. Ann and Emily met with Principal Armin already and the arrangement would be the purchase of the items and the preparation of the sign-up sheet. The pancake can be prepared either at the school kitchen or the SPARE Time kitchen. Twenty tables can be setup in the gym with some decoration.
 - c) Me-to-We Bake Sale: Bring cookies Feb 27, sale Feb 28
 - Ms Tan is organizing the Bake Sale. Parents are encouraged to bring the bakeries to school and remind students to bring cash for the purchase.
 - d) Movie Night – The next movie night will be hosted on Feb 27 at 5:30pm and the movie will be "Paddington 2". After this movie night, the movie license fee will be balanced out.
 - e) National Volunteer Appreciation Week: April 7
 - f) Craft Fair: Wednesday April 24
 - g) AGM Potluck: Tuesday May 21
 - h) Sports Day: Thursday May 16
 - i) Staff Appreciation: Wednesday May 8
 - j) Games Night, Coding Event – Is David still interested?
 - k) Fundraising:
 - Amazon – link on PAC website: Anita C to setup a link on the website
 - Prepare a donation box at the school entrance area for speaker
- 8) DPAC Update: **Appendix B**
- 9) Reiderman Residence Community Advisory Committee (CAC)
 - Last meeting was hosted on Jan 24 and the CAC would like to move the meeting to be twice a year. Currently the meetings are three times a year at 5:30pm and nothing for the summer.

10)Other Business

- Parents suggested installing cameras around the playground area but due to privacy issue, Principal Armin will look into this.
- So far, our school hasn't had any students who are infected by measles.

(Meeting was adjourned at 8:15pm)

Next Meeting

The next PAC will be held on Tuesday March 12, 2019 @ 6:30pm

2019 PAC meeting dates: April 16 and May 21 (AGM)