



Sir Wilfrid Laurier Elementary  
School

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

**Date:** February 19, 2020 (Tuesday)

**Venue:** School Library

**Present:**

Ann Mukai (Chair)

Anita Parkinson (Vice Chair)

Anita Chui

Cameron Clow

David Shih

Donna Lei (Secretary)

Min Wei

Ping Zhao

Stephan Tollenaar

The meeting was called to order by Ann Mukai (Chai) at 6:38pm.

	Agenda Item	Executive	Details	Action Item
1	Welcome, Land Acknowledgment and Intros	Ann & Anita P.	"I would like to acknowledge that we are gathered on the traditional, ancestral and unceded territory of the Coast Salish peoples–Sḵwx̱wú7mesh (Squamish), Stó:lō and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) and xʷməθkʷəy̓əm (Musqueam) Nations."	
2	Approval of last meeting's minutes (Nov 2019)	Ann	<ul style="list-style-type: none"> <li>MOVED by Anita and SECONDED by Donna</li> <li>Minutes and agenda adopted</li> </ul>	
3	Principal's Report	Ann (in Armin's absence)	<ul style="list-style-type: none"> <li>Received 10 MAC books from funds donated from the PAC. Just waiting for the cases.</li> <li>Mr. Fisher and Mr. Holdham are leading the senior basketball team, practice on every Mondays and Fridays</li> <li>Before Spring break, the SOAR committee will finalize the activities</li> <li>March 16 – 27 will be the Spring break and school starts on March 30</li> </ul>	Questions to Armin: <ul style="list-style-type: none"> <li>Kindergarten registration status: are there 2 classes? (Anita P.)</li> <li>School budget inquiry (Anita C.)</li> </ul>
4	Treasurer's Report (Appendix A)	Emily & Ann	<ul style="list-style-type: none"> <li>Direct appeal: Not sure the current amount as it is online.</li> <li>Gaming Grant was declined in Dec 2019</li> <li>PAC website donation: Monthly statement will be sent to Ms Horne. Ms Horne will share the report with the PAC by the end of the month.</li> <li>Food Safe Certification – a budget of \$100 has been reserved for two people's Food Safe certification application. An important requirement from VSB: Stephan Tollenaar and Min Wei may be interested</li> </ul>	<ul style="list-style-type: none"> <li>To add Food Safe Certification to the March 2020 agenda (Anita P.)</li> </ul>
5	Hot Lunch Update	Stephan	a) Some days and vendors have some changes.	➤

			<p>b) There are days in this term that no volunteers have signed up (Sign-up sheet on PAC website)</p> <p>c) Donna suggested Churchill alumni to volunteer for some days during lunch time</p> <p>d) For the hot lunch program, PAC gets one dollar for every meal sold</p> <p>e) Hot lunch ordering will be started on the 2<sup>nd</sup> week of March which will include the duration from the week after Spring break until first week of June</p> <p>f) Ping provided a Safeway name card to Ann as Safeway can also offer hot lunch</p> <p>g) Anita C. raised that VSB has been checking all school kitchen and conducted a survey</p>	
6	Events	David/ Anita	<p>a) New ideas</p> <ul style="list-style-type: none"> <li>➤ Winter Pancake Breakfast? (to be postponed until Spring)</li> <li>➤ Hot chocolate day on SOAR Day?</li> </ul> <p>b) Past events</p> <ul style="list-style-type: none"> <li>➤ Lunar New Year celebration on Jan 16 (3-5pm) with UBC Kung Fu Club comes to Laurier on Jan 24 at the gym was a big success</li> <li>➤ Winter Craft Fair on Nov 28 did not have many booths as last time. Anita C. suggested to have a table for firemen and community policemen to distribute stickers</li> <li>➤ Movie Night on Feb 27 will be showing the movie “Up” at the school gym. Volunteers to come by 5pm. Movie to start at 6:00pm</li> </ul> <p>c) Upcoming</p> <ul style="list-style-type: none"> <li>➤ Craft Fair (April 30, 2020)</li> <li>➤ Movie Night on May 20, 2020</li> </ul> <p>d) Fundraising</p> <ul style="list-style-type: none"> <li>➤ Direct Appeal – please visit the PAC website for the link</li> <li>➤ Amazon – link on PAC website: any purchase placed via this channel will have a certain % goes to Laurier PAC</li> <li>➤ Min Wei forwarded another parent’s suggestion about the Canuck Place Children's Hospice. Ms Tan did it last year with cookie campaign</li> <li>➤ Stephan suggested if fund raising can be a dollar to dollar match where \$1 goes to PAC and then \$1 goes to a charitable organization. This will make the funding raising a more meaningful donation</li> </ul>	
7	DPAC Update	Anita C.	<p>DPAC talked about the “Sustainability: Education and Edu-Action” which was hosted on November 28, 2019</p> <p>Per City of Vancouver rep, Christine Boyle (One City):</p> <p>1) “eco-filial”</p>	

			<p>2) COV hoping to reduce emissions by 50% (2030) and 80% (2050)</p> <p>3) moving towards all electrical household appliances (e.g. mechanical fixtures) in all new buildings by 2025 and older gas appliances to be replaced by electrical as well</p> <p>4) Per Vancouver School Board Trustee, Jennifer Reddy (One City): There were 3 students from Templeton Secondary, 1 student from Magee, and the Magee Science teacher that they are "Sustainabiliteens" which means students are worried and have anxiety over the climate concerns. The Grade 12 student from Templeton said she was too anxious to deal with what normal 12 graders would do, e.g. apply for post secondary, scholarships, etc.</p> <p>Anita requested VSB to consider coordinating a Pro-D day for the next Climate Strike instead of students walking out of classes for it. For example, Churchill garbage cans were overfilled with lunch debris and delivery services (like Uber Eats) which caused traffic jam in front of the school during lunch time. Both the excessive packaging and gas driven deliveries are not environmentally friendly and parents do not support their child to skip school for a protest.</p> <p>Anita also requested VSB to think about implementing the district wide ban on single use plastics (i.e. forks) like the City is doing this year. Mentioned Laurier has already requested students to bring their reusable utensils for lunch and we've been successful with eliminating plastic utensils.</p> <ul style="list-style-type: none"> <li>➤ No action plan after the meeting</li> </ul>	
8	Other Business	Anita C.	<p>a) <b>Update PAC constitution</b> with the following proposed items regarding <b>Running for Political Office</b>:</p> <p>14 An Executive Member who runs for political office must resign or request a leave of absence for a maximum of two (2) months as soon as they publicly declare their intent to seek nomination.</p> <p>(a) The Executive Member's resignation shall take effect immediately if elected.</p> <p>15 An Executive Member on leave:</p> <p>(a) May not act or speak on behalf of Laurier PAC, or represent Laurier PAC in any capacity;</p> <p>(b) May identify themselves as an Executive</p>	

		<p>Member on leave, but may not identify their position on the Executive;  The changes will be voted on at the AGM in May. A 14 days notice is required as per the constitution and that was why PAC needed to submit this proposal now.</p> <p>b) <b>PAC Executive terms ending:</b> At the AGM in May we vote for next year's executive. Ann and Anita P. have been in their positions for 4 years and the constitution says:</p> <p>5. No person may hold the same executive position for more than four (4) consecutive years except by special resolution.</p> <p>6. The term of office for the DPAC Representative shall be for one year. [School Act, Section 8(3)].</p> <p>Ann and Anita P. are both happy to stay involved if needed but also welcome others to take on the positions. Anita C will not be at the school next year so the DPAC position will be vacant. For the Secretary position, it will be great if someone is able to take on this role. However, if needed, Donna can continue to do her best for another year.</p> <p>c) <b>Churchill Scholarship</b> – One boy and one girl Laurier alumni Churchill graduates will be chosen for the Scholarship</p>	<p>Anita P. to email and ask the criteria for the winners</p>
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Meeting was adjourned at 8:50pm

Next Meeting

The next PAC will be held on Tuesday, March 10, 2020 @ 6:30pm

- Tuesday March 10,
- Wednesday April 15,
- Wednesday May 27 (AGM & Potluck)

<b>Sir Wilfrid Laurier Elementary PAC</b>														<b>Report Date:</b>		<b>October 31, 2019</b>	
<b>Budget &amp; Monthly Financial Report for 2019-2020</b>																	
	Actual	Actual	Budget	Remarks	2019-2020 Actual						Actual	Variance	Remarks				
	2017-18	2018-19	2019-20		for Budget	General	Fundraising	Online	Float	Subtotal	Gaming			2019-20	for 2019-20		
<b>Opening Balances</b>	<b>\$8,645.40</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	\$3,710.00	\$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	\$465.00				\$465.00		\$465.00	-\$3,535.00					
Online Donation							\$970.00		\$970.00		\$970.00	\$970.00					
Hot Lunch - Net Profit	\$14,137.90	\$12,808.99	\$12,500.00	Assume a flat year despite increase student count	\$2,781.18				\$2,781.18		\$2,781.18	-\$9,718.82	Estimated at 18%				
BC Gaming (\$20/student)	\$6,380.00	\$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	\$695.17	\$696.87	\$400.00		\$115.32	\$0.47			\$115.79	\$5.62	\$121.41	-\$278.59					
Fundraising - Purdy's (Net Profit)	\$1,094.56	\$1,250.48	\$800.00	Conservative forecast	\$750.00				\$750.00		\$750.00	-\$50.00	Estimated				
Fundraising - Movie Nights (Net Profit)	\$479.00	\$425.62	\$150.00	Two events netting \$75 each	\$183.50				\$183.50		\$183.50	\$33.50					
Fundraising - Fresh to You (Net Profit)	\$453.60	\$0.00	\$0.00		\$596.40				\$596.40		\$596.40	\$596.40					
Fundraising - Craft Fair (Net Profit)	\$761.04	\$603.00	\$200.00	Assume two fairs with 10 tables each	\$12.50				\$12.50		\$12.50	-\$187.50					
Fundraising (Door donations, others)	\$3,608.54	\$832.70	\$0.00		\$0.00				\$0.00		\$0.00	\$0.00					
Violin Program (Gross Rev)	\$16,225.00	\$0.00	\$0.00	Program cancelled	\$0.00				\$0.00		\$0.00	\$0.00					
T-shirts (Net Profit)	\$315.00	-\$319.75	\$250.00	Estimate 20 tshirt sales (ie: half of K class)	\$955.00				\$955.00		\$955.00	\$705.00					
<b>Income Sub-Total:</b>	<b>\$47,859.81</b>	<b>\$28,576.91</b>	<b>\$24,300.00</b>		<b>\$5,858.90</b>	<b>\$0.47</b>	<b>\$970.00</b>	<b>\$0.00</b>	<b>\$6,829.37</b>	<b>\$5,885.62</b>	<b>\$12,714.99</b>	<b>-\$11,585.01</b>					
<b>Expenditure:</b>																	
PAC Admin: DPAC Membership	\$0.00	\$0.00	\$75.00	No change	\$0.00				\$0.00		\$0.00	-\$75.00					
PAC Admin: Munch-A-Lunch Service Fee	\$336.00	\$672.00	\$336.00	No change	\$0.00				\$0.00		\$0.00	-\$336.00					
PAC Admin: Babysitting for PAC Mtg (\$20/mtg)	\$160.00	\$140.00	\$160.00	\$20 / meeting	\$40.00				\$40.00		\$40.00	-\$120.00	Includes current meeting				
PAC Admin: Office Supplies & Banking Costs	\$0.00	\$380.01	\$400.00		\$0.00				\$0.00		\$0.00	-\$400.00					
PAC Admin: Float (for Hot Lunch Sales)	\$20.00	\$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	\$0.00					
Churchill Scholarship (2 students x \$200ea)	\$400.00	\$400.00	\$400.00		\$0.00				\$0.00		\$0.00	-\$400.00					
Classroom Funding (\$300/FTE; 17.6 FTE)	\$5,700.00	\$5,250.00	\$5,280.00	Assume 17.6 FTE and decrease to \$300 each	\$0.00				\$0.00		\$0.00	-\$5,280.00	Need final confirmation on FTE count				
Extracurricular Activities: Earthbites	\$10,000.00	\$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	\$934.50	\$1,150.00	\$750.00	Maximum set	\$0.00				\$0.00		\$0.00	-\$750.00					
Staff Appreciation	\$1,021.47	\$547.07	\$800.00	Maximum set	\$0.00				\$0.00		\$0.00	-\$800.00					
Grade 7 Grad Class Celebration (Flat contribution)	\$1,445.27	\$800.00	\$800.00	Maximum set	\$0.00				\$0.00		\$0.00	-\$800.00					
Community Events	\$895.29	\$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	\$398.59	\$278.35	\$300.00	Movie licenses	\$0.00				\$0.00		\$0.00	-\$300.00					
Parent & Student Outreach: SOLOS, Saleema Noon, etc.	\$892.50	\$945.00	\$1,000.00	Maximum set	\$945.00				\$945.00		\$945.00	-\$55.00					
Food safety certification	\$0.00	\$0.00	\$200.00	two / year	\$0.00				\$0.00		\$0.00	-\$200.00					
Violin Program - Cost of Lessons/Books	\$9,297.73	\$0.00	\$0.00	Program cancelled	\$0.00				\$0.00		\$0.00	\$0.00					
Teacher / School Requests	\$2,000.00	\$0.00	\$0.00		\$0.00				\$0.00		\$0.00	\$0.00					
New Capital Purchase	\$12,000.00	\$3,073.23	\$2,500.00	Proposals: Logo painting	\$0.00				\$0.00		\$0.00	-\$2,500.00					
Community Fund [NEW]	\$727.95	\$0.00	\$0.00		\$0.00				\$0.00		\$0.00	\$0.00					
<b>Expenditure Sub-Total:</b>	<b>\$46,229.30</b>	<b>\$24,558.13</b>	<b>\$24,021.00</b>		<b>\$5,985.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,985.00</b>	<b>\$5,000.00</b>	<b>\$10,985.00</b>	<b>-\$13,036.00</b>					
<b>Net (Income - Expenditure):</b>	<b>\$1,630.51</b>	<b>\$4,018.78</b>	<b>\$279.00</b>		<b>-\$126.10</b>	<b>\$0.47</b>	<b>\$970.00</b>	<b>\$0.00</b>	<b>\$844.37</b>	<b>\$885.62</b>	<b>\$1,729.99</b>	<b>\$1,450.99</b>					
<b>Forecast Balance</b>		<b>\$14,314.69</b>	<b>\$14,271.66</b>		<b>\$11,254.01</b>	<b>\$119.41</b>	<b>\$835.77</b>	<b>\$20.00</b>	<b>\$12,229.19</b>	<b>\$3,598.99</b>	<b>\$15,828.18</b>	<b>\$1,556.52</b>					
Propose fund transfer									\$0.00	\$0.00	\$0.00	\$0.00					
<b>Forecast Balance After Fund Transfers</b>		<b>\$14,314.69</b>	<b>\$14,271.66</b>		<b>\$11,254.01</b>	<b>\$119.41</b>	<b>\$835.77</b>	<b>\$20.00</b>	<b>\$12,229.19</b>	<b>\$3,598.99</b>	<b>\$15,828.18</b>	<b>\$1,556.52</b>					