



Sir Wilfrid Laurier Elementary
School

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

Date: November 20, 2018 (Tuesday)

Venue: School Library

Present:

Armin Samiei (Principal)

Ann Mukai (Chair)

Donna Lei (Secretary)

Emily Tsen (Treasurer)

Anita Chui

Karen Lidhar

Paola Baca

Jackey Zhang

The meeting was called to order by Ann Mukai (Chair) at 6:37pm.

1) Welcome and Introductions

2) Approval of Minutes and Meeting Agenda:

MOVED by Karen and SECONDED by Emily. Minutes and agenda adopted.

3) Principal's Report (Armin Samiei)

a) November 9 was the implementation day of the new curriculum of "Learning mind" which had different exercises for growing sensory skills. The portable has different training tools available for everyone to use.

b) Skating season was started in between November 8 to December 13.

c) There will be a performance by the First Nation Dance on Dec 4 at 9am. This may become a one-day event. Principal Armin will confirm.

d) Two winter concerts coming up:

o Primary Concert (Division 8 – 13): December 7 from 9:15am to 10am

o Intermediate Concert (Division 1 to 7): Dec 14 from 9:15am to 10am

e) Last day of school before the Winter break will be December 21, 2018.

f) There will be a fun day as students earned 1000 tickets – Day to be confirmed

o The fun day can be a Xmas pajamas day with pancake breakfast in the morning

o A committee will be formed to plan for this event (Donna to email Ms Horne and Armin to send email to Laurier community for volunteers.)

4) Treasurer's Report (Emily Tsen) – [Appendix A](#)

a) Financial report was approved by Anne and seconded by AnitaC.

b) The \$3,000 were allocated for "other spending" which will be spent on the following two items:

o Painting the school logo inside the gym (estimated cost: \$1,300)

o Tables (estimated cost: \$1,500)

c) \$100 from the general funds was approved to be funded for Ms Altman's Kids Lit Quiz

- d) Earthbites: PAC will commit \$10,000 as what PAC has done in the past. School will cover the rest of the cost.
 - e) Discussion about the Developers' \$10,000 carried over by Laurier Annex. It's PAC's understanding that the funds are designated for building an outdoor classroom. Armin confirmed \$3000 or so was already spent on increasing our garden beds from 3 to 6. School will cover the remaining cost. Pablo, the gardener, had the design of the garden for the additional beds already.
 - f) Gaming report to be submitted by PAC treasurer by the end of the year
- 5) Hot Lunch Update (Karen Lidhar and Anita C.)
- a) There are \$4,000 net income from hot lunch in this term.
 - b) Korean noodle was taken out from the menu and replaced by chao mian due to compost bin issue.
 - o Pizza got 100 orders;
 - o Subway had 50 orders;
 - o Sushi had 75-80 orders
 - c) For next season, the following arrangement was proposed:
 - o Monday: Boston Pizza
 - o Tuesday: Pizza Hut
 - o Wednesday: C'est Mon Café
 - o Thursday: Calhoun's
 - o Friday: Minato Sushi
 - d) Hot dogs and bento boxes might be added in the menu. Also, PAC will add bento boxes to next term.
- 6) Strings Update (Anita C.)
- With all the limitation and increased cost, this program has to be suspended for his school year.
- 7) T-Shirts
- Budget of \$800 was approved for purchasing of the school T-shirts: Approved by Anita C. and seconded by Ann.
- 8) Events & Fundraising:
- Past events:
 - o Friendship List: Thank you Miranda for compiling the list
 - o Move Night was hosted on Oct 24, 2018 (Wednesday) which showed the cartoon "Hotel Transylavnia"
 - o Lucky 9 Lanes: Thank you Terry for offering and helped organizing such great fun funding raising event for the school
 - Upcoming Events:
 - o Parent and Social Outreach (SOLO's, Seleena Noon, Learning and the Brain)
 - o Winter Craft Sale: Will be hosted on Wednesday Nov 28 from 3pm to 6pm at the school gym. So far, we have 17 tables registered.
 - o The Lunar New Year celebration: a committee will need to be formed to plan for a fun day on February 5, 2018. (Donna to email Ms Horne and Armin to send email to Laurier community for volunteers.)
 - o Community school coordinator will start the "Homework Club" via the Vancouver School Board

- Piano lessons will be started soon: \$120 for 8 sessions: Laurier currently has two pianos and two keyboards
- Churchill students are organizing an after-school workshop for Laurier students
- Coding class: a very popular course for students. PAC will look into this for instructor. This may become a parent and student outreach event.
- Puppet show by teachers regarding illusion which teaches how the brain develops.
- UBC professor, Dr. Lara Boyd gave a series of talk about social emotional development at Laura Secord Elementary School in late November. Ann will contact Dr. Boyd to see if she is interested in coming to Laurier for the sessions again. Laurier may consider organize this event with another school to share the cost.
- Fundraising:
 - \$1,200 was received from Purdy's Chocolate sale
 - \$2,605 was received from direct appeal
 - \$1134 was received from the Monkey 9 /Lucky 9 Fundraiser

9) Reiderman Residence Community Advisory Committee (CAC)

- Next meeting in January 2019

10) Other Business:

- Paola shared her office activity "KAIROS Blanket Exercise" with PAC – It is a workshop that explores the nation-to-nation relationship between Indigenous and non-Indigenous peoples in Canada. Blankets arranged on the floor represent land and participants are invited to step into the roles of First Nations. The workshop helps people to understand how the colonization of this land impacts those who were here long before settlers arrived.
- There will be a DPAC meeting on Nov 22, 2018 at 7pm about redesigning of the curriculum

(Meeting was adjourned at 8:04pm)

Next Meeting

The next PAC will be held on Tuesday January 15, 2019 @ 6:30pm

2019 PAC meeting dates: January 15; February 19; March 12; April 16 and May 21 (AGM)

Sir Wilfrid Laurier Elementary PAC			Report Date:		Oct 31, 2018		
Budget & Monthly Financial Report for 2018-2019							
	Actual	Budget	Actual	Budget	Actual	Variance	Remarks
	2016-17	2017-18	2017-18	2018-19	2018-19	2018-19	for 2018-19
					YTD	YTD	
Bank Opening:							
PAC General Account carried forward	\$9,459.49	\$9,677.61	\$8,483.80	\$9,777.14	\$9,777.14	\$0.00	
PAC Gaming Account carried forward	\$262.28	\$27.26	\$27.46	\$382.55	\$382.55	\$0.00	
PAC Fundraising Account carried forward	\$112.84	\$114.14	\$114.14	\$116.22	\$116.22	\$0.00	
Float carried forward	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$0.00	
Opening Balances	\$9,854.61	\$9,839.01	\$8,645.40	\$10,295.91	\$10,295.91	\$0.00	
Income:							
Direct Appeal	\$7,040.00	\$5,000.00	\$3,710.00	\$3,500.00	\$1,905.00	-\$1,595.00	Additional funds donated online; waiting for VSB to report amounts
Hot Lunch - Net Profit	\$18,102.43	\$15,000.00	\$14,137.90	\$12,500.00	\$4,730.02	-\$7,769.98	Estimated at \$5k first term at 14 weeks; prorated for # of weeks; unpaid food cost accrued at \$11,500 for current term
BC Gaming (\$20/student)	\$5,800.00	\$6,380.00	\$6,380.00	\$7,248.00	\$7,248.00	\$0.00	Received
DPAC Distribution of Funds	\$280.14	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Bank Interest	\$362.72	\$300.00	\$695.17	\$300.00	\$88.43	-\$211.57	
Fundraising - Purdy's (Net Profit)	\$879.96	\$800.00	\$1,094.56	\$800.00	\$800.00	\$0.00	Target reached; waiting for final payments
Fundraising - Movie Nights	\$410.89	\$200.00	\$479.00	\$75.00	\$158.14	\$83.14	Prior year's numbers reported as gross; this year's gross is \$495.
Fundraising - Fresh to You (Net Profit)	\$0.00	\$0.00	\$453.60	\$0.00	\$0.00	\$0.00	
Fundraising - Craft Fair (Net Profit)	\$0.00	\$0.00	\$761.04	\$200.00	\$0.00	-\$200.00	
Fundraising (Others)	\$0.00	\$3,375.00	\$3,608.54	\$0.00	\$0.00	\$0.00	
Laurier Annex PAC Donation	\$637.70	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Violin Program (Gross Rev)	\$2,520.00	\$16,115.00	\$16,225.00	\$0.00	\$0.00	\$0.00	
T-shirts (Net Profit)	\$217.45	\$0.00	\$315.00	\$0.00	\$40.00	\$40.00	
Income Sub-Total:	\$36,251.29	\$47,170.00	\$47,859.81	\$24,623.00	\$14,969.59	-\$9,653.41	
Expenditure:							
PAC Admin: DPAC Membership	\$0.00	\$75.00	\$0.00	\$75.00	\$0.00	-\$75.00	
PAC Admin: Munch-A-Lunch Service Fee	\$336.00	\$336.00	\$336.00	\$336.00	\$336.00	\$0.00	
PAC Admin: Babysitting for PAC Mtg (\$20/mtg)	\$180.00	\$160.00	\$160.00	\$160.00	\$40.00	-\$120.00	
PAC Admin: Office Supplies & Banking Costs	\$284.42	\$300.00	\$0.00	\$300.00	\$360.01	\$60.01	
PAC Admin: Float (for Hot Lunch Sales)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$0.00	
Parent Directory (Munch-A-Lunch)	\$112.00	\$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)	\$5,070.00	\$5,700.00	\$5,700.00	\$5,250.00	\$0.00	-\$5,250.00	
Extracurricular Activities: Earthbites	\$11,780.00	\$10,000.00	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	Accrual: total cost this year is \$13,000
Author Visits	\$1,000.00	\$1,000.00	\$934.50	\$1,150.00	\$0.00	-\$1,150.00	
Staff Appreciation	\$828.49	\$1,000.00	\$1,021.47	\$800.00	\$23.42	-\$776.58	
Grade 7 Grad Class Celebration (Flat contribution)	\$1,060.00	\$1,060.00	\$1,445.27	\$800.00	\$0.00	-\$800.00	
Community Events (e.g. Bike Week, Games Night, Sports Day, Etc.)	\$743.08	\$750.00	\$895.29	\$750.00	\$0.00	-\$750.00	
Community Events: Annual Movie License	\$399.00	\$400.00	\$398.59	\$400.00	\$0.00	-\$400.00	
Parent & Student Outreach: SOLOS, Saleema Noon, etc.	\$780.94	\$892.50	\$892.50	\$1,250.00	\$0.00	-\$1,250.00	
Violin Program - Cost of Lessons/Books	\$2,459.98	\$14,000.00	\$9,297.73	\$0.00	\$0.00	\$0.00	
Teacher / School Requests	\$0.00	\$2,000.00	\$2,000.00	\$0.00	\$100.00	\$100.00	Kids Lit Quiz - seeking approval
New Capital Purchase (2016-17: iPad cart)	\$12,000.00	\$12,000.00	\$12,000.00	\$3,000.00	\$0.00	-\$3,000.00	
Technology Maintenance	\$0.00	\$1,000.00	\$0.00	\$0.00	\$0.00	\$0.00	
Community Fund [NEW]	\$0.00	\$1,000.00	\$727.95	\$0.00	\$0.00	\$0.00	
Expenditure Sub-Total:	\$37,453.91	\$52,093.50	\$46,229.30	\$24,691.00	\$10,879.43	-\$13,811.57	
Net (Income - Expenditure):	-\$1,202.62	-\$4,923.50	\$1,630.51	-\$68.00	\$4,090.16	\$4,158.16	
				Budget	Actual	Variance	
				2018-19	2018-19	2018-19	
				YTD	YTD	YTD	
Bank Current:							
PAC General Account carried forward				\$7,449.14	\$11,605.61	\$4,156.47	
PAC Gaming Account carried forward				\$2,642.55	\$2,643.83	\$1.28	
PAC Fundraising Account carried forward				\$116.22	\$116.63	\$0.41	
Float carried forward				\$20.00	\$20.00	\$0.00	
Current Estimated Balances:				\$10,227.91	\$14,386.07	\$4,158.16	
All Account Balances as of:							
30-Sep-2018							
	PAC Acc't	BMO Acc't	Net Deposits (Cheques) Outstanding	Budget Interest	YTD Interest		
General (-431)	\$27,484.34	\$31,328.89	-\$3,844.55	\$288.00	\$74.74		
Gaming (-423)	\$7,643.83	\$7,643.83	\$0.00	\$12.00	\$13.28		
Fundraising (-415)	\$116.63	\$116.63	\$0.00	\$0.00	\$0.41		
Total:	\$35,244.80	\$39,089.35	-\$3,844.55	\$300.00	\$88.43		
Outstanding hot lunch costs for current term	-\$11,658.73	-\$11,658.73	\$0.00		\$0.00		
Purdy's accrual	\$800.00	\$800.00	\$0.00		\$0.00		
Committed Earth Bites spend	-\$10,000.00	-\$10,000.00	\$0.00		\$0.00		
Estimated Cash Total	\$14,386.07	\$18,230.62	-\$3,844.55				
Reasons for diff btwn our PAC All Acc't and BMO balances:							
Accrue new one to issue-Kelly Tan	Chq 494	\$20.00					
Hot lunch credit from 2017/2018	Chq 547	\$13.50					
Commandex Corporation	Chq 565	\$336.00					
Anita Chiu	Chq 568	\$1,036.77					
Pizza Hut Store 31101	Chq 569	\$247.38					
Subway Sandwiches	Chq 570	\$651.79					
Anita Parkinson	Chq 571	\$183.59					
Anita Chiu	Chq 572	\$177.29					
Kids Lit Quiz	Chq 573	\$100.00					
Minato Sushi Restaurant	Chq 575	\$969.94					
Pizza Hut Store 31101	Chq 576	\$235.57					
A. P. Reimbursement for Purdys	Chq 577	\$607.06					
Cheque printing		\$150.97					
Deposit in transit		-\$885.31					
Total		\$3,844.55					