



**Sir Wilfrid Laurier Elementary  
School**

7350 Laurel St.  
Vancouver, BC, V6P 3T9

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

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**Date:** May 21, 2019 (Tuesday)

**Venue:** School Gym

**Present:**

Armin Samiei (Principal)  
Ms Naomi Kidd  
Anita Parkinson (Vice Chair)  
Anita Chui  
Katy Won

Carolyn Yeung  
Clement Law  
Donna Lei (Secretary)  
Emily Tsen (Treasurer)

Joe Qiu  
Stephan Tollenaar  
Tenny Chui  
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 Anita C. and SECONDED by Winola. Minutes and agenda adopted.

3) Principal's Report (Armin Samiei)

- a) In May, UBC Geering Up Engineering Outreach program was conducted which focused in Science and Technology.
- b) For District wide, Laurier focused on critical thinking: A 3-year plan which Armin will release more details in Sept 2019.
- c) Safer Schools Together Presentations will be held on Thursday, May 30 and there will be two sessions: One for Grade 3-5 and one for Grade 6 & 7.
- d) Welcome to Kindergarten will be hosted on Wednesday, May 29, 2019: 34 students registered and Laurier has a maximum of 40 spots.
- e) School concerts will be organized on June 7 and June 14
- f) Last day of school will be June 27, 2019
- g) SOAR Committee which is focusing on problem solving, self-regulatory and provide supportive environment, is now working on child-community.
- h) Anita P. asked about the registration status and any staff changes in the new academic year: Armin stated that there are 309 students currently registered. There quite a number of students on the wait list. Ms McNamara, Ms Meagan Braun, the resource teacher, who works Thursday and Friday mornings, will apply for another position.

4) PAC Elections for 2019/2020 school year

- Chair – Ann Mukai
- Vice Chair – Anita Parkinson
- Treasurer – Emily Tsen
- Secretary – Donna Lei
- DPAC Representative – Anita Chui
- Hot Lunch volunteer coordinator – Stephan Tollenaar (TBC)
- Sports Day coordinator – Joey Wesley (TBC)
- Fund Raising coordinator - Kate

5) Treasurer's Report (Emily Tsen) – Appendix A “Financial Report”

a) Current Results:

- April 2019 F/S - Emily used a new format to present the accounts. It is based loosely on Fund Accounting and aims to account for the activities of each "fund" account we hold. This provides better clarity and visibility into where are cash in / out is transacted from. The April results have been accrued for major commitments not yet spent to project what our expected cash balances will be by end of the school year. Currently, a surplus of \$3,357 is forecasted. A few community events left to fund such as bike week and sports day. \$750 was budgeted towards community events for the year and off the \$217 spent to date, \$77 was contributed by a parent. Accounting for this, a balance of \$600 that can be spent towards Community Events. A net surplus of about \$2,700 will be left for the year.
- Given some uncertainty over hot lunch program and direct appeal results for the next year, Emily proposed to the committee that we retained the surplus towards next years spent.

b) Budget for 2019-2020:

- In general, budget was kept as conservative as last years budget with minor adjustments for expected increased student count, increase in Gaming and FTE by 1/2 a person.
  - Hot Lunch net profits will be kept conservative as well. Same numbers was maintained as the current year despite an anticipated student body increase.
  - A cap of \$10,000 was committed for our Earth Bites contribution. Though the Gaming account currently has a balance of \$2,600, Emily proposed the PAC to reserve this for contribution towards future any Earth Bites shortfalls towards the program. The amounts received from Gaming must be spent within 36 months. We will spend the older funds first each year towards to ensure we remain in compliance.
  - The above will result in a net surplus of \$350 towards building reserves for future uncertainty.
- c) Lose fund accounting was broken down in general accounts fund for particular project but no compliance.
- d) Gaming account: Last year, Laurier received \$25 per students which needed to be spent within the requirement and 36 months period. Clement reminded that Treasurer will need to submit a report one month prior to August 31, 2019. Half of the Gaming account funding will go to the Earthbite Program.
- e) All revenue on hot lunch are reconciled with \$1100 raised by a kindergarten's parent's restaurant
- f) Staff appreciation lunch has not been recorded in the report
- g) For the 20 tables that were newly purchased, school has to start labeling them as “Laurier's Property”
- h) As per the PAC Constitution, a minimum of \$6000 or more funding should be kept in the General account
- i) With the School Cash Online implemented, a decrease of interest is expected
- j) Capital project cannot be raised for playground – proposed to build another 6 garden boxes or make a logo for the school exterior wall
- k) Encourage parents' company to donate or contribute matching funds to Laurier

6) Meeting Dates for next year

September	Tuesday, Sept 17, 2019
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

7) Hot Lunch Update (Anita C.)

- a) New volunteering team for new school year 2019-2020: Katy, Winola, Kat, and Stephan (as coordinator: TBC)
- b) As the Hot lunch coordinator, he/she needs to ensure the volunteers do show up on the date by administering the online registration form and send out reminders – Stephan would like to schedule a time to meet all hot lunch team members to learn more about the role as the coordinator. Anita C. to email Stephan and the team to set the date and time.
- c) Late Orders: Katy suggested late order should pay an addition administration fee, e.g. \$5 which will contribute to the PAC
- d) Karen’s kid will graduate this year and PAC would like to send our sincere thankfulness to Karen for her devotion and contribution on the Hot Lunch Program.

7) Events & Fundraising

a) Past events:

- Craft Fair was hosted on Wednesday, April 24, 2019 in the school gym. Stephan commented that not many participating booths for this time when compared with the fall Craft Fair. The fall Craft Fair was busier and more participants due to the Winter/Christmas festival. More advertisement would be needed for the next round.
- Staff Appreciation was happened on Wednesday, May 8 – Thank you parents who helped decorating the staff room
- Sports Day was successfully completed on Thursday, May 16 – Thank you Paola and team for arranging this great event. This was Paola's last PAC activity as her son is finishing grade 7. Thank you for all your contributions and roles on PAC over the years.
- AGM Potluck was well-established this evening on May 21 at the school gym – Thank you all parents and teachers who attended the event

b) Upcoming Events

- Aboriginal VP will come to Laurier on June 4 at 7pm to talk about Aboriginal culture – Armin to confirm the location, most probably will be at the school library. Invitation will be sent out later
- First day of school will be on Sept 2<sup>nd</sup>, 2019 for an hour
- Orange Shirt Day will be Monday, September 30, 2019 – T-shirt sales will be organized
- Meet the Teacher Potluck will be set on the 3<sup>rd</sup> week of September at 5:30pm: Armin to check with staff to confirm the date and book gym and order tables and chairs
- Seleema Noon will come and provide a presentation to parents on Oct 23, 2019 from 6:30pm to 8pm about body science. Same presentation will be presented to students on Oct 24, 2019

c) Fundraising:

- Amazon – link on PAC website: a reminder to parents to purchase anything via this link. Sale price is the same but a portion of the purchase will come to Laurier PAC

8) DPAC Update: Appendix B

9) Reiderman Residence Community Advisory Committee (CAC)

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

10) Other Business

- Water to outdoor garden – Anita P. mentioned that water hose was supposed to be hooked up in the spring this year. Armin to send follow up email.
- Childminding for next year's meetings: Anita P to ask Emily again

(Meeting was adjourned at 8:15pm)

Next Meeting

The next PAC will be held on Tuesday September 17, 2019 @ 6:30pm

**Sir Wilfrid Laurier Elementary PAC**

**Budget & Monthly Financial Report for 2018-2019**

Report Date: April 30, 2019

	Actual	Budget	2018-2019 Actual						Variance	Remarks for 2018-19
	2017-18	2018-19	General	Gaming	Fundraising	Online	Float	Total		
<b>Opening Balances</b>	<b>\$8,645.40</b>	<b>\$10,295.91</b>	<b>\$9,777.14</b>	<b>\$382.55</b>	<b>\$116.22</b>	<b>\$0.00</b>	<b>\$20.00</b>	<b>\$10,295.91</b>	<b>\$0.00</b>	
<b>Income:</b>										
Direct Appeal	\$3,710.00	\$3,500.00	\$2,940.00					\$2,940.00	-\$560.00	Combine with Online Deposits, \$49 short of budget
Online Donations						\$1,841.00		\$1,841.00	\$1,841.00	Includes Monkey Brew Pub/Lucky Bowling
Hot Lunch - Net Profit	\$14,137.90	\$12,500.00	\$12,406.32					\$12,406.32	-\$93.68	Vendor costs for T1/T2 have been accrued; T1 profit is \$4,800; T2, estimated at same margin
BC Gaming (\$20/student)	\$6,380.00	\$7,248.00		\$7,248.00				\$7,248.00	\$0.00	Balance in Gaming is \$2,677 of which \$385 must be used spent by Oct 2020 (36 mths from Funding)
Bank Interest	\$695.17	\$300.00	\$369.65	\$56.26	\$1.54			\$427.45	\$127.45	
Fundraising - Purdy's (Net Profit)	\$1,094.56	\$800.00	\$1,250.48					\$1,250.48	\$450.48	Target exceeded
Fundraising - Movie Nights (Net Profit)	\$479.00	\$75.00	\$425.62					\$425.62	\$350.62	Prior year's numbers reported as gross; this year's gross is \$495.
Fundraising - Fresh to You (Net Profit)	\$453.60	\$0.00	\$0.00					\$0.00	\$0.00	
Fundraising - Craft Fair (Net Profit)	\$761.04	\$200.00	\$363.00					\$363.00	\$163.00	
Fundraising (Others)	\$3,608.54	\$0.00	\$0.00					\$0.00	\$0.00	
Violin Program (Gross Rev)	\$16,225.00	\$0.00	\$0.00					\$0.00	\$0.00	No program this year.
T-shirts (Net Profit)	\$315.00	\$0.00	-\$684.75					-\$684.75	-\$684.75	Net of sales of \$1157 and excess t-shirt production cost was approved.
<b>Income Sub-Total:</b>	<b>\$47,859.81</b>	<b>\$24,623.00</b>	<b>\$17,070.32</b>	<b>\$7,304.26</b>	<b>\$1.54</b>	<b>\$1,841.00</b>	<b>\$0.00</b>	<b>\$26,217.12</b>	<b>\$1,594.12</b>	
<b>Expenditure:</b>										
PAC Admin: DPAC Membership	\$0.00	\$75.00	\$0.00					\$0.00	-\$75.00	
PAC Admin: Munch-A-Lunch Service Fee	\$336.00	\$336.00	\$336.00					\$336.00	\$0.00	
PAC Admin: Babysitting for PAC Mtg (\$20/mtg)	\$160.00	\$160.00	\$100.00					\$100.00	-\$60.00	
PAC Admin: Office Supplies & Banking Costs	\$0.00	\$300.00	\$360.01					\$360.01	\$60.01	
PAC Admin: Float (for Hot Lunch Sales)	\$20.00	\$20.00	\$0.00					\$0.00	-\$20.00	
Churchill Scholarship (2 students x \$200ea)	\$400.00	\$400.00	\$400.00					\$400.00	\$0.00	
Classroom Funding (\$300/FTEI; 17.5 FTE)	\$5,700.00	\$5,250.00	\$5,250.00					\$5,250.00	\$0.00	Paid in December
Extracurricular Activities: Earthbites	\$10,000.00	\$10,000.00	\$5,000.00	\$5,000.00				\$10,000.00	\$0.00	Paid in December
Author Visits	\$934.50	\$1,150.00	\$1,150.00					\$1,150.00	\$0.00	Includes Kids Lit Contests
Staff Appreciation	\$1,021.47	\$800.00	\$23.42					\$23.42	-\$776.58	
Grade 7 Grad Class Celebration (Flat contribution)	\$1,445.27	\$800.00	\$800.00					\$800.00	\$0.00	
Community Events (e.g. Bike Week, Games Night, Sports Day, Etc.)	\$895.29	\$750.00	\$0.00			\$217.00		\$217.00	-\$533.00	Lunar Year Celebration, Hot Chocolate Celebration
Community Events: Annual Movie License	\$398.59	\$400.00	\$278.35					\$278.35	-\$121.65	
Parent & Student Outreach: SOLOS, Saleema Noon, etc.	\$892.50	\$1,250.00	\$940.00					\$940.00	-\$310.00	Gary Anaka - Brain Based Learning
Violin Program - Cost of Lessons/Books	\$9,297.73	\$0.00	\$0.00					\$0.00	\$0.00	
Teacher / School Requests	\$2,000.00	\$0.00	\$0.00					\$0.00	\$0.00	
New Capital Purchase	\$12,000.00	\$3,000.00	\$1,315.00			\$1,758.23		\$3,073.23	\$73.23	New tables and painting
Technology Maintenance	\$0.00	\$0.00	\$0.00					\$0.00	\$0.00	
Community Fund [NEW]	\$727.95	\$0.00	\$0.00					\$0.00	\$0.00	
<b>Expenditure Sub-Total:</b>	<b>\$46,229.30</b>	<b>\$24,691.00</b>	<b>\$15,952.78</b>	<b>\$5,000.00</b>	<b>\$0.00</b>	<b>\$1,975.23</b>	<b>\$0.00</b>	<b>\$22,928.01</b>	<b>-\$1,762.99</b>	
<b>Net (Income - Expenditure):</b>	<b>\$1,630.51</b>	<b>-\$68.00</b>	<b>\$1,117.54</b>	<b>\$2,304.26</b>	<b>\$1.54</b>	<b>-\$134.23</b>	<b>\$0.00</b>	<b>\$3,289.11</b>	<b>\$3,357.11</b>	
<b>Forecast Balance</b>		<b>\$10,227.91</b>	<b>\$10,894.68</b>	<b>\$2,686.81</b>	<b>\$117.76</b>	<b>-\$134.23</b>	<b>\$20.00</b>	<b>\$13,585.02</b>	<b>\$3,357.11</b>	

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

	Actual	Budget	Actual	Variance	Budget	2019-20 Planned change	
	2017-18	2018-19	2018-19		2019-20		
<b>Opening Balances</b>	<b>\$8,645.40</b>	<b>\$10,295.91</b>	<b>\$10,295.91</b>	<b>\$0.00</b>	<b>\$13,585.02</b>	<b>\$3,289.11</b>	
<b>Income:</b>							
Direct Appeal	\$3,710.00	\$3,500.00	\$2,940.00	-\$560.00	\$4,000.00	\$1,060.00	assume small increase due to higher student count
Online Donations			\$1,841.00	\$1,841.00		-\$1,841.00	assume no fund raiser on PAC behalf
Hot Lunch - Net Profit	\$14,137.90	\$12,500.00	\$12,406.32	-\$93.68	\$12,500.00	\$93.68	assume a flat year despite increase student count
BC Gaming (\$20/student)	\$6,380.00	\$7,248.00	\$7,248.00	\$0.00	\$6,000.00	-\$1,248.00	assume no excess funds available for distribution by Gaming; back to \$20/student with 300 students
Bank Interest	\$695.17	\$300.00	\$427.45	\$127.45	\$400.00	-\$27.45	
Fundraising - Purdy's (Net Profit)	\$1,094.56	\$800.00	\$1,250.48	\$450.48	\$800.00	-\$450.48	
Fundraising - Movie Nights (Net Profit)	\$479.00	\$75.00	\$425.62	\$350.62	\$150.00	-\$275.62	two events netting \$75 each
Fundraising - Fresh to You (Net Profit)	\$453.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Fundraising - Craft Fair (Net Profit)	\$761.04	\$200.00	\$363.00	\$163.00	\$200.00	-\$163.00	assume two fairs with 10 tables each
Fundraising (Others)	\$3,608.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Violin Program (Gross Rev)	\$16,225.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Program cancelled
T-shirts (Net Profit)	\$315.00	\$0.00	-\$684.75	-\$684.75	\$250.00	\$934.75	Estimate 20 tshirt sales (ie: half of K class)
<b>Income Sub-Total:</b>	<b>\$47,859.81</b>	<b>\$24,623.00</b>	<b>\$26,217.12</b>	<b>\$1,594.12</b>	<b>\$24,300.00</b>	<b>-\$1,917.12</b>	
<b>Expenditure:</b>							
PAC Admin: DPAC Membership	\$0.00	\$75.00	\$0.00	-\$75.00	\$75.00	\$75.00	
PAC Admin: Munch-A-Lunch Service Fee	\$336.00	\$336.00	\$336.00	\$0.00	\$336.00	\$0.00	
PAC Admin: Babysitting for PAC Mtg (\$20/mtg)	\$160.00	\$160.00	\$100.00	-\$60.00	\$160.00	\$60.00	
PAC Admin: Office Supplies & Banking Costs	\$0.00	\$300.00	\$360.01	\$60.01	\$360.00	-\$0.01	
PAC Admin: Float (for Hot Lunch Sales)	\$20.00	\$20.00	\$0.00	-\$20.00	\$20.00	\$20.00	
Churchill Scholarship (2 students x \$200ea)	\$400.00	\$400.00	\$400.00	\$0.00	\$400.00	\$0.00	
Classroom Funding (\$300/FTEI; 17.5 FTE)	\$5,700.00	\$5,250.00	\$5,250.00	\$0.00	\$5,400.00	\$150.00	assume 18 FTE and decrease to \$300 each
Extracurricular Activities: Earthbites	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	\$0.00	Fund from Gaming and balance throughfund raising to a maximum
Author Visits	\$934.50	\$1,150.00	\$1,150.00	\$0.00	\$1,000.00	-\$150.00	Maximum set
Staff Appreciation	\$1,021.47	\$800.00	\$23.42	-\$776.58	\$800.00	\$776.58	Maximum set
Grade 7 Grad Class Celebration (Flat contribution)	\$1,445.27	\$800.00	\$800.00	\$0.00	\$800.00	\$0.00	Maximum set
Community Events (e.g. Bike Week, Games Night, Sports Day, Etc.)	\$895.29	\$750.00	\$217.00	-\$533.00	\$500.00	\$283.00	Decrease support towards bike week
Community Events: Annual Movie License	\$398.59	\$400.00	\$278.35	-\$121.65	\$400.00	\$121.65	movie license
Parent & Student Outreach: SOLOS, Saleema Noon, etc.	\$892.50	\$1,250.00	\$940.00	-\$310.00	\$1,200.00	\$260.00	Maximum set
Violin Program - Cost of Lessons/Books	\$9,297.73	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	Program cancelled
Teacher / School Requests	\$2,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
New Capital Purchase	\$12,000.00	\$3,000.00	\$3,073.23	\$73.23	\$2,500.00	-\$573.23	Target spent
Technology Maintenance	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Community Fund [NEW]	\$727.95	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
<b>Expenditure Sub-Total:</b>	<b>\$46,229.30</b>	<b>\$24,691.00</b>	<b>\$22,928.01</b>	<b>-\$1,762.99</b>	<b>\$23,951.00</b>	<b>\$1,022.99</b>	
<b>Net (Income - Expenditure):</b>	<b>\$1,630.51</b>	<b>-\$68.00</b>	<b>\$3,289.11</b>	<b>\$3,357.11</b>	<b>\$349.00</b>	<b>-\$2,940.11</b>	
<b>Forecast Balance</b>		<b>\$10,227.91</b>	<b>\$13,585.02</b>	<b>\$3,357.11</b>	<b>\$13,934.02</b>	<b>\$349.00</b>	

## Year End Report – 2018/2019

### Events and Fundraisers

- Two family potlucks
  - Meet the teacher potluck (September)
  - Family Potluck (May)
- Two community Craft Fairs
  - Winter Craft Fair (November)
  - Spring Craft & Bake Sale (April)
- Two movie nights
  - Hotel Transylvania 3 (October)
  - Paddington 2 (February)
- T-shirt sales
- Lunar New Year Celebration (February)
- Bye Bye Winter Pancake Breakfast
- Gary Anaka– Brain Guy – Parent and Student Sessions
- Sports Day concession and lunch
- Hot Lunch – 155 days of hot lunch, 12,150 lunches served plus Sports Day!
- Friendship Contact List
- Purdy’s Chocolate sales

**Made possible by over 55 parent/family volunteers! Thank You!!**

### Budget Summary - major items

#### Major Revenue:

Hot Lunch	\$12,000
Direct Appeal	\$ 2,940
Donation from Monkey 9	\$ 1,134
Grant from BC Government	\$ 7,687
Purdy’s Sale	\$ 1,250

#### Major Expenses:

Earthbites Program	\$10,000
Classroom Funding	\$ 5,250
Gary Anaka – Brain Guy	\$ 940
Author visits	\$ 1,150
Logo Painting in Gym	\$ 1,350
Purchased Tables	\$ 1,723

## DPAC Events

**Thursday, May 23, 7-9pm** – [DPAC General Meeting - Redesigned Curriculum: Curriculum Implementation Framework Part 2](#) Rm 180, Vancouver Education Centre 1580 W. Broadway This is a continuation of our November 22 meeting about the new curriculum's implementation and reporting out of student learning.

**Thursday, June 6, 6:30-9pm** – [Parent Advocate Training: Introductory](#) Rm 120, Vancouver Education Centre 1580 W. Broadway. Vancouver DPAC is looking to reinstate the role of appointed parent advocates in the district. We have hired Susan Wilson as our trainer. Susan has over 17 years experience helping parents advocate for their child and is currently providing parent advocacy training to district parent advisory councils across the province. This session is open to all VSB parents/guardians, staff and administrators interested in learning more. See event for more details.

### Upcoming PAC Events Open to the Wider Community

**Wednesday, May 22** – Champlain Heights PAC will be hosting a free presentation by [Dr Vanessa Lapointe](#). Link for registration coming soon.

**Thursday, May 23, 4-7:30pm** – **Laura Secord Elementary School's Family Festival**. 2500 Lakewood Drive. Open to the community. FUN, Music, Food, Games, FUN, Community Building Activities, Cardboard Arcade, Old School Games FUN!

**Friday, May 24, 3-6pm** – **Sir Begbie PAC's Spring Cleaning Loonie Sale**. 1420 Lillooet St ([poster](#))

**Friday, May 24, 4-8pm** – **David Oppenheimer's 8th annual Spring Fair**. We'll have carnival games, bouncy castle and inflatable obstacle course, pony rides, lots of food for sale as well as a silent auction. 2421 Scarboro Ave. (near Nanaimo & 61st Ave.)

**Monday, June 3, 6:45pm** – Calling for parents to join the Vancouver Learning Network Parent Advisory Council! **Vancouver Learning Network (VLN)** offers a valuable service for over 5000 Kindergarten to grade 12 students seeking to repeat a course, take a course not offered at their school or those taking a full program when they cannot or chose not to attend a brick and mortar school. We are putting a call out to all PAC Presidents to encourage parents to join the VLN PAC if they have a student enrolled in VLN. As you know, parent input is incredibly valuable in ensuring that schools are meeting student needs and the VLN is no different. VLN PAC meetings only last 1 hour and often include a guest speaker with information pertinent for all BC students in addition to information specific to online learners. We encourage parents to attend our last meeting of the year on Monday June 3rd at 6:45pm at the VLN offices at the back of John Oliver Secondary at 41st and Fraser. In addition, we are seeking 2 new executive members for the fall. Please consider serving your child's school community in this rich and valuable role. There are no meeting or obligations outside the 4-5 yearly PAC meetings. As if you needed another incentive, there will be really delicious goodies at every meeting!

**Wednesday, June 19, 3-7pm** – "**Say Goodbye to Bayview School**" A Community Farewell Open House. Join us in saying goodbye to a building students have walked through for over a century. Enjoy a roaming "tour" of Bayview history as Kitsilano historical characters are brought to life by "*Live History*" Theatre. Walk through the school and reminisce. Display of Bayview memorabilia and historical artifacts in the gym. There will be refreshments for sale. Bayview Community School, 2251 Collingwood St.

## Parenting

### Advocating for your Child – Addressing Concerns

Is something bothering you about your child's education? Are you unsure of what to do or who to contact? Parents are natural advocates for their child and it's important to identify problems quickly and calmly to ensure a resolution is reached. Learning how your child's school and the school district deals with concerns and complaints is essential. Schools have a code of conduct and the Vancouver School Board (VSB) has policies, supported by administrative procedures, regarding conduct of students, staff and trustees along with foundational statements providing guidance and direction for all activities within the school district.

It's best to address your concern with the person directly involved. For example if your child comes home upset over something that happened in class, set up a time to talk with the teacher to respectfully go over your concerns. If the concern isn't addressed or resolved at that point, contacting the school's principal or vice-principal with your concern is the next step. Often times a more formal meeting, with a set agenda and perhaps other staff members present, is needed to come to a resolution.

Being prepared for a meeting with your child's teacher and administrative staff is essential for a successful resolution. The next submission in the June Newsletter will go through a few tips to help parents be prepared for a meeting.

Submitted by Susan Wilson. Susan has over 17 years experience helping parents advocate for their child and is currently providing parent advocacy training to district parent advisory councils across the province. If you're interested in learning more about parent advocacy and helping other parents, come to [Parent Advocate Training: Introductory](#) on June 6th.