



Sir Wilfrid Laurier Elementary
School

7350 Laurel St.
Vancouver, BC, V6P 3T9

Phone: (604) 713-4925
Fax: (604) 713-4927

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

Date: Oct 21, 2020 (Wednesday)

Venue: Zoom

Time: 6:30 PM

Present:

Armin (Principal)	Evelyn Leao	Colin Chu
Bill Martin (Co-Chair)	Juliana Lima	Jessica L (option 4)
Anita Parkinson (Vice Chair)	Juliana Carvalho	Vicky
David Shih (Co-Chair)	Carol Koon	Junhan Li
Donna Lei (Secretary)	Brian Ng	Winola
Valeska	Jackie	George
Katy	Catherine Luk	Kevin Liang
Ping Zhao	Gwen	

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

#	Agenda Item	Executive	Details	Action Item
1	Welcome, Land Acknowledgment and Intros	Anita P.	"I would like to acknowledge that we are gathered on the traditional, ancestral and unceded territory of the Coast Salish peoples–Skwxwú7mesh (Squamish), Stó:lō and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) and x ^w məθk ^w əyəm (Musqueam) Nations."	
	Intro of everyone			
2	Approval of meeting agenda	Bill	Agenda approved by Winola and seconded by Valeska	
3	Approval of last meeting's (AGM) minutes (Sept 2020)	Bill	<ul style="list-style-type: none"> MOVED by Winola and SECONDED by Anita P. Minutes adopted 	
4	Principal's Report	Armin	<ul style="list-style-type: none"> Hallways have been filled with students' art work Oct 23rd will be the school Pro-D day and teachers are involved in visual conferences and activities Halloween is approaching and school will be celebrating on Oct 31 but on a different way due to the pandemic. More details to be included in the upcoming weekly news which will be sent out tomorrow. E.g. Costume to be focused on respecting different cultural aspects. School asked students/parents not to bring candies or items due to COVID-19 but teachers will plan for 	

		<p>their class and organize educational activities but parade will not be hosted this year</p> <ul style="list-style-type: none"> • November will have the teacher-parents conferences and students will have early dismissal and all conferences are happened remotely with online registration, paperless option. Booking links have been prepared and teachers have openings on Nov 4 and some teachers may have late hour appointments open for the students as well. • Two grants applied – one for technology from Best Buy and will know the result by Dec 2020. Funds will go to laptops. One for learning fund to have canopy style of classroom and semi-fence to separate the grass field and the playground so to protect the crops in the school garden. <p>Parent's question:</p> <ol style="list-style-type: none"> 1. For option 4 students, can they join the Halloween activities organized by the school teacher? Armin: Student can join the school activities. Parent can connect with the class teacher and Armin will talk to the teacher as well. 2. Did the school get new iPads? Armin: There were around 25 old computers which got replaced with the new ones. There were 30 PCs which were done and school hasn't received new PCs yet. With the school technology committee, we have 90 ipads to be shared among the students. However, we recommend students to bring their own personalized ipad for safety purpose. For students who do not have their own iPad, they will share with the school ones. 3. Are parents going to receive any update regarding FreshGrade? Armin: Please check with your class teacher 4. What kind of program will students use in their iPad? Armin: Different teacher has their own teaching style and requirements. Please check with your class teacher for more details. 5. It looks like students were working in the hallway. Is there another place without traffic of other cohorts for them to study? 6. Is the school has a safe place for students to put their iPads? Armin: all outside doors are locked and when teachers are away from the classroom, they will lock the door. 7. Gr. 3 parent's raised a concern that the portable classroom which doesn't have any sink for students to wash their hands. Hand sanitizer will be provided to students. Parents also concerned that the students had to walk all the way to the door at the undercover area and would have liked them to be able to use the south door which is much closer. Armin: Armin understands the concern and school has 2 portables (Gr. 2/3 and Gr.3/4) Armin moved 	<p>Armin: Armin will look into this as students shouldn't work/study in the hallway this year</p> <p>Armin will check with teachers about the plan (from Anita P. another school "Handerson" has an agreement on IT safety)</p>
--	--	--	---

			<p>Gr.2/3 to the music room. Portables have station with hand sanitizer which was provided by the District. Students can use the recess and lunch break to go to the washroom in a group of two together with staff. Unfortunately, we don't have the sink for the portables. Some kids are hesitant and don't go to the washroom the whole day. Hopefully teachers can remind students to wash hands before lunch.</p> <p>8. Parent chose option 4 and not sure how the school has been doing currently. E.g. How the washrooms are being cleaned?</p> <p>Armin: We have two building engineers who clean and disinfect the toilet twice a day (before and after school) and once per day on high touch area. There is a rule that only two students are allowed at one time in the washroom. Cleaning is extremely reinforced</p> <p>Any other questions, parents can contact PAC and PAC will liaise with Armin.</p>	
5	Treasurer's Report (Appendix A)	Anita	<ul style="list-style-type: none"> • The PAC bank accounts had 2 transactions made in Sept 2020: orange shirts \$305 and money for cheques • Grant money from the government has been distributed to every PAC • PAC also received some online donation • PAC can now receive money through e-transfers (hot lunch, etc) 	
6	DPAC Report	Bill	<p>A summary from the Sept 24 DPAC meeting:</p> <ul style="list-style-type: none"> • The meeting was run by a board selected by all PACs under VSB and advising channel and provide Zoom for Laurier's PAC meeting as well. • DPAC mentioned they have the Zoom licence • Different school has different engagement on the District planning • There are lots of upgrades though not totally relevant to Laurier • The meeting also talked about long-range facilities development • There was Q&A session for parents • Many of other PACs brought concerns and questions on how schools enacting the health and safety guidelines. DPAC did not answer the question directly but sharing the info/documents from the District which was what DAPC is keeping an eye on. <p>- There are DPAC executives' meeting once a month and a general DPAC meeting which is open for everyone</p>	
7	Programs and events	Bill/Anita/ David	<p>a) Hot lunch refund</p> <ul style="list-style-type: none"> ➤ Refers to last March before last Spring Break and PAC offered the refund or keep their credits but not happening this fall. So, PAC offers refund again and some parents donated the funds to the PAC 	

			<p>➤ Thanks for parents who helped process the refund, e.g. Ping, who gave out the cheques in a total number of 40 to parents by meeting them at school playground after school time. There are another 11 cheque with Ping which he will email the parents to arrange a time to deliver the cheque to them.</p> <p>b) Orange T-shirt day</p> <p>➤ Laurier T-shirts are still available for purchase. Please contact PAC if you are interested</p> <p>c) Earthbites – Classes are underway</p> <p>d) Staff support – PAC will set this the next few days</p> <p>e) Friendship List – PAC is working on the online form this year due to COVID-19. So, more info to come in the next few days</p>	
8	Programs and Events	Bill	<p>a) Purdy's chocolate will be coming up</p> <p>b) SOAR t-shirts – will continue to have shirts available for fund raising</p> <p>c) Direct Appeal – no official notice sent out yet but info can be found on the PAC website. Notification will be sent out. As hot lunch is suspended in the beginning of his school year, direct appeal becomes an important channel of fund raising</p> <p>d) Raffle – online raffle with cash prize but PAC needs to apply for a licence, which may take a couple of months to obtain it. The application is in progress. Prize can be 50/50, small lottery within the community and parents to help promote and fun. Any concern regarding donating items for the prize e.g. a brand new box of tea set as a donated prize, a painting set, gift card. It's similar to the silent auction. PAC will run as a 3rd party for the raffle.</p>	Winola suggested to write a letter to parents to encourage direct appeal, explain what it is. Online process and understanding of the purpose, especially due to COVID-19: Funds will go to the PAC for different activities
8	Other Business		Any questions or suggestions, please feel free to email PAC email and or contact the PAC executive member.	

Meeting was adjourned at 7:54pm

Next Meeting

The next PAC will be held on Tuesday, Nov 17, 2020 @ 6:30pm (Zoom invite to come)

1. 2020
 - Dec (No meeting)
2. 2021
 - Tue Jan 19,
 - Tue Feb 9,
 - Wed Mar 10,
 - Tue Apr 13,
 - Wed May 26 (AGM),
 - June (TBA)

Treasurers Report for October 20, 2020 PAC Meeting Sir Wilfrid Laurier Elementary PAC

<u>Sir Wilfrid Laurier Elementary PAC</u>		Report Date: 9/30/2020									
<u>Budget & Monthly Financial Report for 2020-2021</u>											
	Actual to Aug 31, 2020	Budget 2020-2021	2020-2021 Actual						Actual	Variance	Remarks
	2019-20	2020-21	General	Fundraising	Online	Float	Subtotal	Gaming	2020-21		
Opening Balances	\$14,098.19	\$17,725.71	\$12,696.45	\$120.94	\$1,228.19	\$20.00	\$14,065.58	\$3,660.13	\$17,725.71	\$0.00	
Income:											
Direct Appeal	\$895.00		\$0.00				\$0.00		\$0.00	\$0.00	
Online Donation	\$2,803.77	\$1,500.00			\$0.00		\$0.00		\$0.00	-\$1,500.00	
Hot Lunch - Net Profit	\$10,426.08		\$0.00				\$0.00		\$0.00	\$0.00	
BC Gaming (\$20/student)	\$5,880.00	\$5,880.00					\$0.00		\$0.00	-\$5,880.00	
Bank Interest	\$674.38	\$400.00	\$22.04	\$0.08			\$22.12	\$2.55	\$24.67	-\$375.33	
Fundraising - Purdy's (Net Profit)	\$1,022.30	\$800.00	\$0.00				\$0.00		\$0.00	-\$800.00	
Fundraising - Movie Nights (Net Profit)	\$516.84		\$0.00				\$0.00		\$0.00	\$0.00	
Fundraising - Fresh to You (Net Profit)	\$739.00		\$0.00				\$0.00		\$0.00	\$0.00	
Fundraising - Craft Fair (Net Profit)	\$211.50		\$0.00				\$0.00		\$0.00	\$0.00	
Fundraising (Door donations, others)	\$0.00	\$500.00	\$0.00				\$0.00		\$0.00	-\$500.00	
Violin Program (Gross Rev)	\$0.00		\$0.00				\$0.00		\$0.00	\$0.00	
T-shirts (Net Profit)	\$1,055.00	\$200.00	\$305.00				\$305.00		\$305.00	\$105.00	Orange t-shirt sales
Income Sub-Total:	\$24,023.87	\$9,280.00	\$327.04	\$0.08	\$0.00	\$0.00	\$327.12	\$2.55	\$329.67	-\$8,950.33	
Expenditure:											
PAC Admin: DPAC Membership	\$0.00		\$0.00				\$0.00		\$0.00	\$0.00	
PAC Admin: Munch-A-Lunch Service Fee	\$336.00	\$336.00	\$0.00				\$0.00		\$0.00	-\$336.00	
PAC Admin: Babysitting for PAC Mtg (\$20/mtg)	\$100.00	\$140.00	\$0.00				\$0.00		\$0.00	-\$140.00	
PAC Admin: Office Supplies & Banking Costs	\$0.00	\$50.00	\$180.07				\$180.07		\$180.07	\$130.07	Purchased cheques from BMO
PAC Admin: Float (for Hot Lunch Sales)	\$0.00		\$0.00				\$0.00		\$0.00	\$0.00	
Parent Directory (Munch-A-Lunch)	\$0.00		\$0.00				\$0.00		\$0.00	\$0.00	
Churchill Scholarship (2 students x \$200ea)	\$400.00	\$400.00	\$0.00				\$0.00		\$0.00	-\$400.00	
Classroom Funding (\$300/FTE); 17.6 FTE)	\$5,280.00	\$5,580.00	\$0.00				\$0.00		\$0.00	-\$5,580.00	
Extracurricular Activities: Earthbites	\$10,000.00	\$9,000.00	\$0.00				\$0.00	\$0.00	\$0.00	-\$9,000.00	
Author Visits	\$0.00		\$0.00				\$0.00		\$0.00	\$0.00	
Staff Appreciation	\$800.00	\$800.00	\$0.00				\$0.00		\$0.00	-\$800.00	
Grade 7 Grad Class Celebration (Flat contribution)	\$636.35	\$800.00	\$0.00				\$0.00		\$0.00	-\$800.00	
Community Events	\$0.00	\$500.00	\$0.00				\$0.00		\$0.00	-\$500.00	
Community Events: Annual Movie License	\$399.00		\$0.00				\$0.00		\$0.00	\$0.00	
Parent & Student Outreach: SOLOS, Saleema Noon, etc.	\$945.00	\$500.00	\$0.00				\$0.00		\$0.00	-\$500.00	
Food safety certification	\$0.00	\$0.00	\$0.00				\$0.00		\$0.00	\$0.00	
Violin Program - Cost of Lessons/Books	\$0.00		\$0.00				\$0.00		\$0.00	\$0.00	
Teacher / School Requests	\$0.00		\$0.00				\$0.00		\$0.00	\$0.00	
New Capital Purchase	\$1,500.00		\$0.00				\$0.00		\$0.00	\$0.00	
Community Fund [NEW]	\$0.00		\$0.00				\$0.00		\$0.00	\$0.00	
Expenditure Sub-Total:	\$20,396.35	\$18,106.00	\$180.07	\$0.00	\$0.00	\$0.00	\$180.07	\$0.00	\$180.07	-\$17,925.93	
Net (Income - Expenditure):	\$3,627.52	-\$8,826.00	\$146.97	\$0.08	\$0.00	\$0.00	\$147.05	\$2.55	\$149.60	\$8,975.60	
Forecast Balance	\$17,725.71	\$8,899.71	\$12,843.42	\$121.02	\$1,228.19	\$20.00	\$14,212.63	\$3,662.68	\$17,875.31	\$2,028.73	
Propose fund transfer	\$0.00	\$0.00					\$0.00	\$0.00	\$0.00	\$0.00	
Forecast Balance After Fund Transfers	\$17,725.71	\$8,899.71	\$12,843.42	\$121.02	\$1,228.19	\$20.00	\$14,212.63	\$3,662.68	\$17,875.31	\$2,028.73	
Accruals:											
Hot lunch vendor cost accruals	\$0.00						\$0.00		\$0.00		
Outstanding cheques	\$20,571.95		\$18,750.10		\$1,500.00		\$20,250.10		\$20,250.10		Hot lunch credits, Logo pain
Proposed fund transfer outstanding	\$0.00		\$0.00	\$0.00			\$0.00		\$0.00		
Adjusted balance	\$38,297.66		\$31,593.52	\$121.02	\$2,728.19	\$20.00	\$34,462.73	\$3,662.68	\$38,125.41		
Bank balance	\$38,297.66		\$31,593.52	\$121.02	\$2,728.19	\$20.00	\$34,462.73	\$3,662.68	\$38,125.41		
Difference	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		

The financial report is to September 30, 2020.

- \$305 received for Orange t-shirt sales
- \$180 spent on cheques in anticipation of Hot Lunch refunds.

So far October is looking good. We received notice that our gaming grant was approved, and we have also received online donations. Thank you!

E-Transfers: We now can receive e-transfers for payment. Thank you to the t-shirt purchasers who helped us learn this new system