



Sir Wilfrid Laurier Elementary
School

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

Date: September 21, 2021 (Tuesday)

Venue: Zoom meeting

Present:

<p>Armin Samiel (School Principal) Bill Martin (Co-Chair) David Shih (Co-Chair) Anita Parkinson (Co-Treasurer) Winnie Li (Co-Treasurer) Ping Zhao (Hot Lunch Coordinator) Katy Won (Hot Lunch Team) Winola Chu (Hot Lunch Team) Carolyn Yeung (note-taker) Moesha Shirley Wang Colin Burke</p>	<p>Natasha Burke Sandy Tsang Anna-Liza Igonia Moran N. Nicolas Daroch Crystal Martin Esnaola Melissa Torres Peng Yu Qi Albert Mah John Cameron Clow</p>
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The meeting was called to order by Bill Martin at 6:35pm.

#	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—Sḵw̓x̓wú7mesh (Squamish), Stó:lō and Səl̓ílwətaʔ/Selilwitulh (Tsleil-Waututh) and xʷməθkʷəy̓əm (Musqueam) Nations."</p> <p>Introduction to the Laurier Parents Advisory Council (PAC), meeting practices and voting, for new members of the PAC.</p> <p>Brief round of introductions for all participants.</p> <p>Request for note-taker to compile minutes for today's meeting (PAC secretary position currently vacant)</p>	
2	Approval of meeting agenda	Bill	Moved by Bill, seconded by Anita. Agenda approved.	

3	Approval of last meeting's minutes (AGM, May 2021)	Bill	Moved by Bill, seconded by Winola. Minutes approved. Minutes and agenda adopted.	
4	Approval of 2021-2022 meeting schedule	Bill	<p>Proposed 2021-2022 meeting schedule can be found online on the PAC website.</p> <p>October 26, 2021 (Tuesday) November 23, 2021 (Tuesday) January 25, 2022 (Tuesday) February 16, 2022 (Wednesday) March 9, 2022 (Wednesday) April 20, 2022 (Wednesday) May 25, 2022 (Wednesday) - AGM June 2022 (TBD)</p> <p>Schedule moved by Bill, seconded by Winola. Schedule approved.</p>	
5	Principal's Report	Armin	<ol style="list-style-type: none"> 1) School is fully in person for this year with COVID health and safety protocols in place. There are meetings with Vancouver Coastal Health, guidance from the District Health and Safety Committee with representatives from all stakeholders involved. 2) Some COVID practices are continuing this school year, others have changed from last year, and some are school-based. 3) 1st week of school spent reorganizing classroom assignments, and scheduling support staff. All students were placed by Monday Sept 13, 2021. 4) Reminder to parents to continue with the daily health assessment for all students; please do not send children to school while ill. 5) 321 students this year, 14 Divisions, almost at full capacity, particularly the intermediate grades. 6) Ms. Kehler's class was using the multipurpose room (music room) last year, now moved back to the portable. Sensory room moved to a storage room in the school. Ms. Chung is back in the music room, and all students will have music. 7) Due to COVID, we are unable to have families physically come into the school for usual welcome back activities. Other upcoming school activities include: Young Actors project (3 sessions per class), Terry Fox Run, Earth Bites. 8) School forms will be sent home to parents, some on paper and some on digital format. 	

			<p>9) All payments to the school for activities will be done through the “Cash Online” website.</p> <p>10) Communication - weekly electronic newsletter during COVID for regular updates; when things settle, will be bi-weekly or monthly. Additional reminder and update emails will be sent out to parents as needed.</p> <p>11) “Meet the Teacher night” - different formats due to COVID, individual teachers will send out information about their class, and parents can reach out directly to teachers if any concerns.</p> <p>12) Upcoming important dates:</p> <ul style="list-style-type: none"> - Sept 24 (Friday) ProD Day - Sept 29 (Wednesday) Orange Shirt Day - Sept 30 (Thursday) Truth and Reconciliation Day, School closed <p>13) FSA (Foundation Skills Assessment), done annually for Gr 4 and Gr 7 students (numeracy, literacy), through Ministry of Education. Information will be sent out soon.</p> <p>14) Note of remembrance for Ms. Risha Golby, former Principal at Laurier (from 2015-2018), who passed away after a brief battle with cancer this summer.</p> <ul style="list-style-type: none"> - Q&A: - Requesting clarification regarding school’s mask policy - Students in Grades 4 and up are mandated to wear masks in school, with a few health and behaviour exceptions; students in K to Grade 3 are strongly encouraged to wear masks. - Requesting clarity on the school’s policy regarding masks, and health and safety protocols. - Questions about assemblies, sports day, concerts: no assemblies and large gatherings at this time; health and safety is the priority. Some sports will be starting again, i.e. cross country this term. - Question regarding staff changes/updates for 2021-2022 school year (details available on Laurier E-news, sent out Sept 10/2021). <ul style="list-style-type: none"> - New staff: <ul style="list-style-type: none"> - Ms. Kelly McDermid (resource) - Ms. Fernanda Luvisotto (working with Ms. Lee) - Mr. Lloyd Fields (SSA) - Returning as permanent staff: <ul style="list-style-type: none"> - Ms. Cathy Cameron (SSA) - Ms. Joyce Kwong (SSA) 	
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			<ul style="list-style-type: none"> - Returning/joining as temporary staff: <ul style="list-style-type: none"> - Ms. Jessie Janzen (covering for Ms. Tan's maternity leave) - Ms. Zoe Ketcheson (job sharing with Ms. Boucher) - Returning back to Laurier: <ul style="list-style-type: none"> - Ms. Aimee Boucher - Ms. Andrea Millman - Ms. Rowena Cacapit - Question about ventilation - The ventilation system has been upgraded through the summer, filters have been upgraded. Use of ventilation system will be optimized, and windows/doors will be open as much as possible to improve airflow. - Question about reporting absences to the office - use VSB Safe Arrival hotline (604-713-5159; Laurier Elementary two-digit extension is 44), prior to 9AM. 	
6	Treasurer's Report	Anita	<ol style="list-style-type: none"> 1) Annual budget draft is typically presented in May and gets passed in the Fall. Any changes need to be approved by the PAC. 2) Current budget assumes no Hot Lunch due to COVID. Viability of Hot Lunch program for 2021-2022 is still TBD. Assumes no change to the Gaming funds (Gaming amount still TBD) 3) Proposed amendments to the budget from draft budget: <ol style="list-style-type: none"> a) Increase for classroom funding to account for 19.4FTE, up from 18.6FTE. b) Food safety certification for 2 volunteers (if/when Hot lunch resumes). 4) Last year Expenses came in within budget, and Revenue was greater than expected due to fundraisers and donations (direct appeal and online donations; includes donated Hot Lunch credits). 5) Net Income - Expenditure projected to be \$-10,066; with opening balance \$13,412.52 (accumulated from previous years), the forecast balance is \$3,346.52. 6) We still hold about \$7200 of hot lunch credits. Options are to refund the credits, continue to hold the credits, or donate the credits to the PAC. 7) Any amendments to the budget through the year can be revised by the Treasurer and presented at the PAC next meeting. 8) Motion by Anita to approve the proposed budget, seconded by Winola. Approved. 	

			9) All PAC money spent requires double signatures on cheques. Aim for transparency on how PAC funds are spent.	
7	PAC programs	Bill	<ol style="list-style-type: none"> 1) PAC Welcome letter/package is on the website. 2) Friendship list - link coming soon, done via online submissions. Needs parent/guardian consent to be a part of the list, sent out with all the students in the school. 3) Hot lunch program - remains on hold for now; still working out the logistics, unlikely to start prior to November. Some Hot lunch credits are still held by the PAC. Consider another refund opportunity this Fall if hot lunch is not available this term. 4) Mental Health Workshop - Zoom presentation recording available on the website. Counsellors from LEAP consulting presented advice/recommendations on general mental health for students and parents, with resources, on June 12/2021. 5) DPAC - (District PAC) - represents all the PACs and communicates with the VSB. We still need a Laurier representative to send to the DPAC meetings. 6) Saleema Noon - Body Science/Sexual Health educators - seminars presented by PAC every other year. Parent session (online on Oct 4), and student session (Oct 6). 7) Earthbites - PAC-supported gardening hands-on learning. Each division has a garden box on school grounds and scheduled learning sessions throughout the year. 	<p>Info on signing up for the friendship list will be coming soon.</p> <p>Hot lunch program - logistics still to be worked out. Will need to be in keeping with health and safety guidelines, COVID protocols.</p> <p>Information re: Saleema Noon sessions to be sent out to parents soon.</p>
8	Fundraising	David/ Bill/ Anita	<ol style="list-style-type: none"> 1) Raffle x 2 - new last year. COVID-safe. 50/50 cash prize with live draw during a PAC meeting. 2) BC Gaming grant - needs to be applied for, and approval usually comes in late-September/early October. 3) Corporate donations - some organizations have a "gifting" arm, Laurier can accept donations from corporations, through online donation program. 4) Direct appeal - sent out via email once per year by PAC in October, to fund PAC programs. 5) Tax receipts can be offered through the VSB. 6) Purdy's - Winter (Christmas) and Spring (Easter), done online. Quite popular in the past. 7) SOAR T-shirts - Laurier Eagles logo. Inventory currently kept at the school; orders collected through Munch-a-lunch website. Orange T-shirts still available. 	Email PAC for more information, ideas, to volunteer, or to order T-shirts.

9	PAC executive and committees	Bill	<p>Overview of PAC executive/committee roles, and vacant positions.</p> <ul style="list-style-type: none"> - PAC Co-Chairs (David Shih and Bill Martin) - point of contact for school, chair meetings. - Co-Treasurers (Anita Parkinson and Winnie Li) - manages PAC budget and funds. - Secretary (vacant) - takes meeting minutes, assists with general PAC planning. - Past-chair (Ann Mukai) - advisor role - Hot Lunch Coordinator (Ping Zhao) - manages Hot lunch program and volunteers together with Hot lunch committee (Katy Won, Kate Chang, Winola Chu) - District PAC (DPAC) representative (vacant) - attends DPAC meetings, and reports back to Laurier PAC. <p>Open volunteer positions (Executive and Coordinators):</p> <ul style="list-style-type: none"> - Secretary - DPAC representative - Sports Day Coordinator - Fun & Fundraising Coordinator - Communications coordinator - run Facebook page, updating website, get information out in a timely manner. 	PAC members encouraged to reach out if interested in volunteering.
10	Other Business	Bill/ Anita	<p>Ideas to remember Ms. Golby. Start with a Kudo board to collect memories, and give to Ms. Golby's family. Other ideas: friendship bench?</p>	Brainstorm ideas. Anita will initiate the Kudo board.

Meeting was adjourned at 8:27pm

Next Meeting

The next PAC meeting will be held on Tuesday, October 26, 2021 @ 6:30pm on Zoom.