



Sir Wilfrid Laurier Elementary
School

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

Date: May 27, 2020 (Wednesday)

Venue: Zoom

Present:

Armin Samiei (Principal)
Ann Mukai (Chair)
Anita Parkinson (Vice Chair)
Emily Tsen (Treasurer)
Donna Lei (Secretary)

Bill Martin
Katy Won
Winnie Lee
Kelly Yau
David Shih

Ping Zhao
Landy Duan
Winola Chu
Elaine Lin

The meeting was called to order by Ann Mukai (Chair) 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–Sk̓wx̓wú7mesh (Squamish), Stó:lō and Səlílwətaʔ/Selilwitulh (Tsleil-Waututh) and x ^w məθk ^w əyəm (Musqueam) Nations."	
2	Approval of last meeting's minutes (April 2020)	Ann	<ul style="list-style-type: none"> MOVED by Anita P. and SECONDED by David Minutes and agenda adopted 	
3	Principal's Report	Armin	<ul style="list-style-type: none"> Staff has been creating an amazing job by connecting with families and producing teaching materials Survey for coming back to school in June was completed last Friday. Families who decided to send their kids to school should receive more info by end of day tomorrow with the general health and safety protocol. We have 115 families who decided to return to school – about 1/3 of the population All staff members have started coming back to school and make the COVID-19 plan and check list per the District and Health Authority's guidelines All the staff needs to report to school everyday and follow the regular school hours For next year, we have 317 students registered – 3 Kindergarten classes. New staff member will be recruited as school needs one additional division for next school year. Ms Millman will start her maternity leave in Jun 2020 	

			<ul style="list-style-type: none"> For Sept 2020, we may use the portable or the Multi-purpose room for the additional division. Will follow further instructions from the Health Authority to determine. 	
4	Treasurer's Report (Appendix A)	Emily & Ann	<ul style="list-style-type: none"> No changes and the Financial report stay the same We projected the budget for the last fiscal year and in Autumn, we will finalize the details With the COIVD-19, report is for info as we are not sure what will happen in Sept. We cannot commit to any contribution for now, e.g. Hot Lunch program For Earthbites, we hope to maintain our regular contribution Emily proposed to move the budget approval decision to Sept/Oct 2020 	Armin to check the invoice from Earthbites to see how much credit we received for this term, before the next school year
5	Hot Lunch Update	Anita P.	<p>a) Around \$25,000 was collected before Spring Break but school closed after the holiday. PAC is currently in the process of writing the refund cheque when requested. So far PAC received about 30 people who requested for the refund.</p> <p>b) Parents can choose to receive credit in their Hot Lunch account</p> <p>c) Hot Lunch Team will stay for Sept 2020 school year</p> <p>d) Dave suggested to donate the hot lunch money to charitable organization but it was not included in the PAC email options. Will keep that in mind.</p>	
6	Events	David/ Anita	<p>a) Staff Appreciation Lunch</p> <ul style="list-style-type: none"> Staff Appreciation Lunch has to be cancelled for this school year. Armin connected with the staffs and potentially to use the funds for the class. PAC decided to go with the gift cards as a token of appreciation for the staff who can spend the gift card to get something for themselves. Total budget will be \$800 for 40 staff members and PAC will buy the Gift Cards for the staff. Budget was approved. <p>b) New idea on Events</p> <ul style="list-style-type: none"> Format will be different now but welcome to share any idea 	
7	DPAC Update	Anita C.	<p>1. DPAC General Meeting Minutes - April 23, 2020 <u>Draft meeting minutes:</u> https://docs.google.com/document/d/1Z9320z7XGBSE-UVxKq5oUgpVerd5-qCiPQwDENmubHM/edit</p>	

		<p>Seismic vs Expansion funding - Ministry of Education (MOE) will only provide money for seismic upgrade, to make the building safe and if expansion is needed, school boards will need to come up with the money for expansion. MOE's calculation is based on a 40-year cost calculation so deferred maintenance costs not factored in. Schools are not happy about the immediate seismic upgrade.</p> <p>2. DPAC Executive meeting - May 14, 2020</p> <ul style="list-style-type: none"> • DPAC is upgrading their paid account (@ \$270/month +tax) to allow up to 300 participants to attend their townhall and AGM. This upgrade is only for May & June. They can help PACs set up their Zoom meetings if needed. • BC Teachers' Federation (BCTF): government ratify new three-year contract. The new contract is a three-year term (July 1, 2019, to June 30, 2022) and includes general wage increases of two per cent each year and a one per cent wage increase in 2020 to the top step of the teacher salary grid in each district. The agreement covers more than 45,000 teachers represented by the BCTF in 60 school districts in the province. <p>3. DPAC Meeting/Townhall - May 21, 2020 DPAC/VSB Town Hall Questions https://static1.squarespace.com/static/56baeb4337013bc5ec5fd5d5/t/5ec7de432456463515ca391e/1590156868195/DPAC_VSB+Town+Hall+Questions+May+21%2C+2020.pdf</p> <ul style="list-style-type: none"> • Lots of questions regarding reopening of schools. Parents were frustrated with the lack of information provided. Mixed messages from BC Health (ie. May 15th memo stated child can attend school unless they are sick but doesn't specify if they're allowed even when they're asymptomatic but by May 21st, BCH memo removed that line so nothing is said at all). • The meeting talked about cleaning but did not mention where the funding come from. E.g for extra cleaning staff or extra shifts to cover schools without day time custodians. • If a student doesn't go to school, will they miss the lesson taught in class or will it be provided online? These questions were not answered as no one knows and each teacher is different & have their own lesson plan. 	
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			<ul style="list-style-type: none"> Laurier’s DPAC Rep 2020/2021, no need to submit to DPAC unless you want to nominate that person to be an executive member. If someone is selected, he/she will attend the DPAC’s AGM on June 18th. <p><u>Anita C.’s Questions for Armin:</u></p> <ol style="list-style-type: none"> If someone is positive with COVID19, will the school notify the parents? (like memos re: head lice, measles, etc) <ul style="list-style-type: none"> If someone is positive with COVID19, District has the management level to contact the health officer. If the health office thinks the case need to be released to the public, it will be sent to the Health and Safety Authority. Then, the Authority will let Armin know to share the info with the community Since outdoor space is suggested for “in-class” teaching, will Laurier purchase smoother rocks for the students to sit on? The current sitting rocks are sharp and a few would cut into a child’s behind at the most awkward position. <ul style="list-style-type: none"> School will look at the budget to see if smoother rocks shall be purchased later Is the school planning on any award or grad ceremony? (Churchill is and will spend 2 days to allow their 450 graduates to walk across the stage and down the main hallway.) <ul style="list-style-type: none"> Yes, there will be graduation ceremony in June but it will be online. Grad ceremony committee creating Certificates which will be shared with the Report Cards. Invitation will be sent via MS Team Will Laurier be taking any measures to ensure to/from Churchill traffic doesn’t affect Laurier students? Churchill students will exit the school from their southwest & northwest doors only. <ul style="list-style-type: none"> Laurier will use 4 different doors everyday for students to enter and exit to avoid traffic congestion. Armin will in communication with Churchill. <p>There will be one more DPAC meeting this week on May 28. Anita C. will email her notes afterwards.</p>	
8	Reiderman Residence Community Advisory Committee (CAC)	Ann	Last meeting in Oct, February 2020 meeting postponed due to COVID-19.	
9	PAC Executive Election	Emily	<ul style="list-style-type: none"> David Shih and Bill Martin were elected Co-Chairs 	

			<ul style="list-style-type: none"> Anita P. and Winnie Lee were elected and approved to be co-Treasurers Donna Lei was elected and approved to be the PAC Secretary Ping Zhao will be our Hot Lunch Coordinator The following positions are still opened: <ul style="list-style-type: none"> ➤ DPAC rep position ➤ Sports Day Coordinator ➤ Fund-raising Coordinator PAC Handover ceremony to be scheduled for the summer 	
10	Update to Constitution	Ann	<ul style="list-style-type: none"> Motion to be added to the PAC Constitution was raised to prevent PAC members having any conflict of interest with their political background Emily moved and Winola seconded 	
11	Meeting dates for next year	Ann	<ul style="list-style-type: none"> Proposed days will email to parents at the end of the school year 	
12	Other Business	Ann	<ul style="list-style-type: none"> Childminding – to be continued School cleaning/disinfecting as per BCCDC is occurring. General cleaning once a day and high-touch shared surfaces will be cleaned twice a day. Handwashing is high priority and will remind students to wash their hands on a regular basis. <u>Re: Grade 7 graduation</u> Grad ceremony committee is sourcing supplier to print yearbooks. Is it possible for PAC to add another \$200 to the budgeted Grad amount? There's a min order we need to meet so may go over what's budgeted. <ul style="list-style-type: none"> ➤ Emily made a motion to add an additional \$200 budget to print the year book. Ann seconded that and all in favour. <u>Re: Grade 12 graduation at Churchill</u> Churchill Graduates are looking for a red carpet (preferably 100 ft long). Anita C. offered Laurier PAC's red carpet from previous Grade 7 grads. To be determined. 	

Meeting was adjourned at 7:55pm

Next Meeting

Date in September 2020 to be confirmed

Budget & Monthly Financial Report for 2019-2020

	Budget	2019-2020 Actual						Actual	Variance	Forecast	Budget
	2019-20	General	Fundraising	Online	Float	Subtotal	Gaming	2019-20		2019-20	2020-21
Opening Balances	\$13,992.66	\$11,380.11	\$118.94	-\$134.23	\$20.00	\$11,384.82	\$2,713.37	\$14,098.19	\$105.53	\$14,098.19	\$13,957.28
Income:											
Direct Appeal	\$4,000.00	\$695.00				\$695.00		\$695.00	-\$3,305.00	\$695.00	
Online Donation				\$970.00		\$970.00		\$970.00	\$970.00	\$970.00	\$1,500.00
Hot Lunch - Net Profit	\$12,500.00	\$10,583.99				\$10,583.99		\$10,583.99	-\$1,916.01	\$10,583.99	\$12,500.00
BC Gaming (\$20/student)	\$6,000.00					\$0.00	\$5,880.00	\$5,880.00	-\$120.00	\$5,880.00	\$5,880.00
Bank Interest	\$400.00	\$385.10	\$1.57			\$386.67	\$53.79	\$440.46	\$40.46	\$440.46	\$400.00
Fundraising - Purdy's (Net Profit)	\$800.00	\$1,022.30				\$1,022.30		\$1,022.30	\$222.30	\$1,022.30	\$800.00
Fundraising - Movie Nights (Net Profit)	\$150.00	\$516.84				\$516.84		\$516.84	\$366.84	\$516.84	\$500.00
Fundraising - Fresh to You (Net Profit)	\$0.00	\$739.00				\$739.00		\$739.00	\$739.00	\$739.00	\$500.00
Fundraising - Craft Fair (Net Profit)	\$200.00	\$211.50				\$211.50		\$211.50	\$11.50	\$211.50	\$200.00
Fundraising (Door donations, others)	\$0.00	\$0.00				\$0.00		\$0.00	\$0.00	\$0.00	
Violin Program (Gross Rev)	\$0.00	\$0.00				\$0.00		\$0.00	\$0.00	\$0.00	
T-shirts (Net Profit)	\$250.00	\$1,055.00				\$1,055.00		\$1,055.00	\$805.00	\$1,055.00	\$805.00
Income Sub-Total:	\$24,300.00	\$15,208.73	\$1.57	\$970.00	\$0.00	\$16,180.30	\$5,933.79	\$22,114.09	-\$2,185.91	\$22,114.09	\$23,085.00
Expenditure:											
PAC Admin: DPAC Membership	\$75.00	\$0.00				\$0.00		\$0.00	-\$75.00	\$0.00	
PAC Admin: Munch-A-Lunch Service Fee	\$336.00	\$0.00				\$0.00		\$0.00	-\$336.00	\$336.00	\$336.00
PAC Admin: Babysitting for PAC Mtg (\$20/mtg)	\$160.00	\$100.00				\$100.00		\$100.00	-\$60.00	\$100.00	\$160.00
PAC Admin: Office Supplies & Banking Costs	\$400.00	\$0.00				\$0.00		\$0.00	-\$400.00	\$0.00	\$50.00
PAC Admin: Float (for Hot Lunch Sales)	\$20.00	\$0.00				\$0.00		\$0.00	-\$20.00	\$0.00	\$20.00
Parent Directory (Munch-A-Lunch)	\$0.00	\$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	\$400.00
Classroom Funding (\$300/FTEI; 17.6 FTE)	\$5,280.00	\$5,280.00				\$5,280.00		\$5,280.00	\$0.00	\$5,280.00	\$5,280.00
Extracurricular Activities: Earthbites	\$10,000.00	\$5,000.00				\$5,000.00	\$5,000.00	\$10,000.00	\$0.00	\$10,000.00	\$10,000.00
Author Visits	\$750.00	\$0.00				\$0.00		\$0.00	-\$750.00	\$0.00	\$750.00
Staff Appreciation	\$800.00	\$0.00				\$0.00		\$0.00	-\$800.00	\$800.00	\$800.00
Grade 7 Grad Class Celebration (Flat contribution)	\$800.00	\$0.00				\$0.00		\$0.00	-\$800.00	\$800.00	\$800.00
Community Events	\$1,000.00	\$0.00				\$0.00		\$0.00	-\$1,000.00	\$0.00	\$1,000.00
Community Events: Annual Movie License	\$300.00	\$399.00				\$399.00		\$399.00	\$99.00	\$399.00	\$400.00
Parent & Student Outreach: SOLOS, Saleema Noon, etc.	\$1,000.00	\$1,640.00				\$1,640.00		\$1,640.00	\$640.00	\$1,640.00	\$1,000.00
Food safety certification	\$200.00	\$0.00				\$0.00		\$0.00	-\$200.00	\$0.00	\$200.00
Violin Program - Cost of Lessons/Books	\$0.00	\$0.00				\$0.00		\$0.00	\$0.00	\$0.00	
Teacher / School Requests	\$0.00	\$0.00				\$0.00		\$0.00	\$0.00	\$0.00	
New Capital Purchase	\$2,500.00	\$0.00				\$0.00		\$0.00	-\$2,500.00	\$2,500.00	
Community Fund [NEW]	\$0.00	\$0.00				\$0.00		\$0.00	\$0.00	\$0.00	
Expenditure Sub-Total:	\$24,021.00	\$12,819.00	\$0.00	\$0.00	\$0.00	\$12,819.00	\$5,000.00	\$17,819.00	-\$6,202.00	\$22,255.00	\$21,196.00
Net (Income - Expenditure):	\$279.00	\$2,389.73	\$1.57	\$970.00	\$0.00	\$3,361.30	\$933.79	\$4,295.09	\$4,016.09	-\$140.91	\$1,889.00
Forecast Balance	\$14,271.66	\$13,769.84	\$120.51	\$835.77	\$20.00	\$14,746.12	\$3,647.16	\$18,393.28	\$4,121.62	\$13,957.28	\$15,846.28
Propose fund transfer						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Forecast Balance After Fund Transfers	\$14,271.66	\$13,769.84	\$120.51	\$835.77	\$20.00	\$14,746.12	\$3,647.16	\$18,393.28	\$4,121.62	\$13,957.28	\$15,846.28