



**Sir Wilfrid Laurier Elementary
School**

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

Date: September 18, 2018 (Tuesday)

Venue: School Library

Present:

Armin Samiei (Principal)	Peter Shao	Kevin Leung
Ms Jen Altman	John Hoang	Dan, Joe
Ann Mukai (Chair)	Kelly Huang	Raquel
Anita Parkinson (Vice Chair)	Katy Won	Carolyn
Gordon Quan (Treasurer)	Naomi Kidd	Joseph
Donna Lei (Secretary)	William Boyd	Holly Quan
Anita Chui	Emily Tsen	Tina
Paola Baca	Samantha Cho	Douglas
Clement Law	Patrick	Faye
	Angela	Pao Yi

(If you attended the meeting but was not included in this minutes, please email us at laurier.pac@gmail.com, Thanks!)

The meeting was called to order by Ann Mukai (Chair) at 6:40pm.

Approval of Minutes and Meeting Agenda:

MOVED by Paola Baca and SECONDED by Anita Chui. Minutes and agenda adopted.

1) Welcome and Introductions

2) Principal's Report (Armin Samiei)

- School is in full operation in each class with a total of 291 students this year
- 11 support staff for special need students;
- New staffs:
 - Ms. Joyce Shih who will be job sharing with Ms. Lee;
 - Ms. Meagan Braun, new Resource Teacher;
 - Ms. Miriam Ibrahim, student support staff (currently on leave);
 - Ms. Brenda McElroy, our new youth and family worker, who will be focusing on students' social emotional learning and self-regulation skills, and will set activities for students, like friendship group.
- Our school counselor will be stationed at Laurier every Monday and Tuesday afternoon
- Our goal "S.O.A.R." already reached its 3-year school plan in June 2018. On Sept 21 (Pro-D Day), staff training will be conducted to discuss the new goal "Critical and Creative Thinking" for the next three years.

- Sept 20, 2018 (Thur): Pot luck dinner starts from 5pm-6pm; then parents to meet their teacher from 6pm to 7pm.
- A package of forms has been sent home from the student on Sept 18, 2018. Please check, complete and return the package back to school by Sept 28, 2018.
- Bollywood dance performance will be hosted on Friday, Sept 21, 2018 at 2pm in the gym.
- This year, we have Ms Boucher, Ms Lee, Ms Murphy and Ms Virvilis as our Cross Country coaches. Application form had been sent home on Sept 17.

3) School Library (Ms Altman)

- School library opens every day in the following two time slots:
 - 8:45am – 9:00am
 - 3:00pm – 3:20pm
- Library is a place for collaboration, not only among students, but teachers and parents as well.
- Parents to encourage students to read for enjoyment (5 fingers tip to help choose the right book: When choosing a book for the kid, open the book and turn to the mid of the book, ask the kid to read that page. If he/she finds more than five new words, that book is too hard for them.)
- Ms Altman organizes “Author’s visit” every year. For this year, the following two authors are on her invitation list:
 - Dan Bandel - \$650 for 3 sessions
 - Linda Bailey - \$578 for 2 session

[PAC to evaluate the budget for this sponsorship](#)

4) Election of PAC Executive 2018-2019(Ann and Anita P.)

- Sir Wilfrid Laurier Elementary PAC Code of Conduct (Appendix A) – A parent who accepts a position as a PAC Executive, Committee Member of Representative will need to sign the “Statement of Understanding” and follow the regulations as stated.
- DPAC Representative & Event/Fundraising Coordinator – If anyone is interested, please contact the PAC. Event/Fundraising Coordinator can organize the following activities:
 - Strings – after school violin lessons for students: Anita C. is looking for instructors
 - Earth Bites – A farmer/nutritionist will be invited to come to school to teach the students on gardening. Students will learn how to plant and harvest, how to grow crops in their home and the knowledge of sustainability.

5) Treasurer’s Report (Gordon Quan)

- Budget Approval (Appendix B) – Once each line item is approved, the PAC will be able to spend

6) Hot Lunch Update (Karen Lidhar & Anita Chui)

- Received 141 orders for the Sept – Dec 2018 season.
- The only vendor that is VSB-approved is C’est Mon Café. PAC is using other companies this year.
- [Principal Samiei to ask teachers to give a one-week notice to the PAC if they are planning to have any field trips so the PAC can cancel the students’ hot lunch order.](#)

7) Approval of Meeting Dates - Approved

- Tuesdays 6:30 pm: October 16, November 20, January 15, February 19, March 12, April 16, May 21 (AGM)

8) Organization of Fall Events:

- Past events:
 - Year End BBQ June 19 – thank you to all for making it a success
- Upcoming Events:
 - Meet the Teacher Family Potluck September 20, Thursday at 5pm-7pm
 - Friendship List – for student’s/parents’ communication purpose only, e.g. planning for a play date/party
 - Parent and Social Outreach (SOLO’s, Seleena Noon, Learning and the Brain) – Principal Samiei to discuss with teachers
 - Movie Night – There are around two Movie Nights every year at the gym: before and after Christmas, from 6pm to 7:30pm. PAC will prepare pizza/popcorns/juice so students can bring cash to buy the food. For this year, **Principal Samiei to check the school calendar with Ann to find the dates.** The movie license costs \$400 and movie admissions are by donation to cover the cost. This is a sole social event.
 - **Other suggestions: Please feel free to contact the PAC if you have any suggestions.**
- Fundraising:
 - Family Portraits – will not be proceeded
 - Fresh to You – will be proceeded if someone is interested in taking it on
 - Purdy’s Chocolates in December
 - Direct Appeal – This is a one-time request only. Standard amount is \$50 per student but more the merrier

9) Reiderman Residence Community Advisory Committee (CAC)

- Reiderman Residence is the modular housing which located next to the Laurier school field. PAC has a seat to represent at the meeting but has no advising ability. Anita C. attended the meeting tonight. Bottles were found and reported to Churchill and Laurier PACs to have the donation bin removed. Principal Samiei suggested parents to take photos if see something abnormal and report to herself immediately.
- Garbage bins in the tennis court were overflow during the summer. This is not a new situation. Paola had reported to the city before but every summer it is like that.

10) Other Business

- Anita P. received thank you letters from Churchill scholarship awardees. Laurier PAC donated \$400 for the Churchill scholarship last year.
- Principal Samiei and Ann reminded parents to check the school website and calendar for events.

(Meeting was adjourned at 8:05pm)

Next Meeting

The next PAC will be held on Tuesday October 16, 2018 @ 6:30pm

Sir Wilfrid Laurier Elementary PAC

Sir Wilfrid Laurier Elementary PAC – Code of Conduct

A parent who accepts a position as a PAC Executive, Committee Member or Representative:

1. Upholds the Constitution and Bylaws, policies and procedures of the PAC.
2. Performs his or her duties with honesty and integrity.
3. Works to ensure that the well being of students is the primary focus of all decisions.
4. Respects the rights of all individuals.
5. Takes direction from the membership and executive.
6. Encourages and supports parents and students with individual concerns to act on their own behalf and provides information on the process for taking concerns forward.
7. Works to ensure that issues are resolved through due process.
8. Strives to be informed and only passes on information that is reliable and correct.
9. Respects all confidential information.
10. Supports public education.

Statement of Understanding

I, the undersigned, in accepting the position of _____
of Sir Wilfrid Laurier Elementary PAC have read, understood, and agreed to abide by this Code of
Conduct.

Name of the Executive Member, Committee Member, or Representative:

Signature: _____ Date: _____

Email: _____ Phone: _____

Sir Wilfrid Laurier Elementary PAC						Report Date:
Budget & Monthly Financial Report for 2018-2019						July 31, 2018
	Actual 2016-17	Budget 2017-18	Actual 2017-18	Budget 2018-19	Actual 2018-19	Remarks
Income:						
PAC General Account carried forward	\$9,459.49	\$9,677.61	\$8,510.39	\$9,677.61	\$10,787.78	Bank Bal: \$9,677.61 - Issued Chqs(2016-17): \$563.72 + Munch-A-Lunch(2017-18):\$336 - Violin (2017-18):\$930 - Reimbursement:\$9.50
PAC Gaming Account carried forward	\$262.28	\$27.26	\$27.46	\$27.26	\$1,439.98	
PAC Fundraising Account carried forward	\$112.84	\$114.14	\$114.14	\$114.14	\$116.01	
Float carried forward	\$20.00	\$20.00	\$20.00	\$20.00	\$0.00	
Direct Appeal	\$7,040.00	\$5,000.00	\$3,710.00	\$3,500.00	\$0.00	
Hot Lunch - Net Profit	\$18,102.43	\$15,000.00	\$16,823.70	\$15,000.00	\$0.00	
BC Gaming (\$20/student)	\$5,800.00	\$6,380.00	\$6,380.00	\$6,380.00		[\$5,000 used to fund Earthbites] [up to \$1,100 used to fund Gr.7 Grad.]
DPAC Distribution of Funds	\$280.14	-	-	-	-	
Bank Interest	\$362.72	\$300.00	\$444.23	\$300.00	\$34.39	
Fundraising - Purdy's (Net Profit)	\$879.96	\$800.00	\$1,094.56	\$800.00	\$0.00	
Fundraising - Movie Nights	\$410.89	\$200.00	\$479.00	\$75.00	\$0.00	
Fundraising - Fresh to You (Net Profit)			\$453.60		\$0.00	
Fundraising - Craft Fair (Net Profit)			\$751.04	\$200.00	\$0.00	
Fundraising (Others)		\$3,375.00	\$3,380.24	\$0.00	\$0.00	
PST Refund	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
Laurier Annex PAC Donation	\$637.70					
Violin Program (Gross Rev)	\$2,520.00	\$16,115.00	\$16,235.00	\$16,000.00	\$0.00	
T-shirts (Net Profit)	\$217.45	\$0.00	\$315.00	\$0.00	\$0.00	
Income Sub-Total:	\$46,105.90	\$57,009.01	\$58,738.36	\$52,094.01	\$12,378.16	
Expenditure:						
PAC Admin: DPAC Membership	\$0.00	\$75.00	\$0.00	\$75.00	\$0.00	
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)	\$120.00	\$140.00	\$180.00	\$160.00	\$0.00	[Assuming 8 PAC Meetings]
PAC Admin: Office Supplies & Banking Costs	\$60.77	\$300.00	\$284.42	\$300.00	\$0.00	
PAC Admin: Float (for Hot Lunch Sales)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	
Parent Directory (Munch-A-Lunch)	\$112.00	\$112.00	\$112.00	\$0.00	\$0.00	[Not continuing in 2017-18]
Churchill Scholarship (2 students x \$200ea)	\$400.00	\$400.00	\$400.00	\$400.00	\$0.00	
Classroom Funding (\$300/FTE)	\$5,130.00	\$5,070.00	\$5,070.00	\$5,700.00	\$0.00	[19 FTEs]
Extracurricular Activities: Earthbites	\$7,000.00	\$10,000.00	\$11,780.00	\$10,000.00	\$0.00	
Author Visits	\$700.00	\$1,000.00	\$1,000.00	\$1,000.00	\$0.00	
Staff Appreciation	\$545.48	\$750.00	\$828.49	\$1,000.00	\$0.00	
Grade 7 Grad Class Celebration (Max. \$20 per Gr.7 student)	\$698.72	\$1,060.00	\$1,060.00	\$1,060.00	\$0.00	[Est. 53 students]
Community Events (e.g. Bike Week, Games Night, Sports Day, Etc.)	\$327.30	\$600.00	\$743.08	\$750.00	\$0.00	
Community Events: Annual Movie License		\$400.00	\$399.00	\$400.00	\$0.00	
Parent & Student Outreach: SOLOS, Saleema Noon, etc.	\$892.50	\$1,253.00	\$780.94	\$1,250.00	\$0.00	
Violin Program - Cost of Lessons/Books		\$2,160.00	\$2,459.98	\$14,000.00	\$0.00	
Teacher / School Requests	\$300.00	\$0.00	\$0.00	\$2,000.00	\$0.00	
New Capital Purchase (2016-17: iPad cart)	\$10,000.00	\$12,000.00	\$12,000.00		\$0.00	
Technology Maintenance	\$0.00	\$1,000.00	\$0.00	\$1,000.00	\$0.00	
Community Fund [NEW]				\$1,000.00	\$0.00	
Expenditure Sub-Total:	\$26,642.77	\$36,676.00	\$37,453.91	\$40,451.00	\$20.00	
Net (Income - Expenditure):	\$19,463.13	\$20,333.01	\$21,284.45	\$11,643.01	\$12,358.16	
All Account Balances as of:						
	31-Jul-2018	31-Jul-2018				Reasons for diff btwn our PAC All Acc't and BMO balances:
	PAC Acc't	BMO Acc't	Difference			
General (-431)	\$10,787.78	\$10,787.78	\$0.00			1) Cheques issued but not cashed [add (+) this to PAC Accounting]: #REF!
Gaming (-423)	\$1,439.98	\$1,439.98	\$0.00			2) Funds in received but not deposited [subtract (-) this from PAC Accounting]: #REF!
Fundraising (-415)	\$116.01	\$116.01	\$0.00			
Total:	\$12,343.77	\$12,343.77	\$0.00			#REF!