

# Sir Wilfrid Laurier Elementary School

## Minutes of Parent Advisory Council Meeting

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**Date:** Tuesday, April 11, 2017  
**Venue:** School Staff Room  
**Present:** Risha Golby, Principal  
Ann Mukai (Chair), Anita Parkinson (Vice Chair), Lisa Juan (Secretary), Clement Law (Treasurer), Paola Baca (Immediate Past chair), Anita Chui, Karen Lidhar, Aly Woodward, Joey Wesley

**Call to order:** Meeting was called to order at 6:30 pm.

### **Approval of Minutes and Meeting Agenda:**

MOVED by Anita Chui and SECONDED by Anita Parkinson. Minutes and agenda adopted.

### **Principal's Report by Risha Golby:**

- S.O.A.R
  - Fun day – concept of play date. By achieving another S.O.A.R ticket goal. School had a fun-day. Kids shared with all their passion by bring the stuffs that they love to school. Great feed backs from students, looking for having another one next year.
- School Goal
  - 3 year plan. Will continue social emotional learning – S.O.A.R and problem solving. Bring in a facilitator next year. The cost will be approx. \$7-8,000 for 2 days. (\$1000 fund from PAC )
- Inquiry
  - Social Emotional Learning
  - Report card trial with new assessment system for Div.1 Mr. Fisher's class  
A parents' information night to communicate with parents and get parents' feedback prior to try the new system on term 2 report card. The new assessment system was based on student's performance rather than traditional grade system. A student's own evaluation was part of the reporting. The new system is allowing student and parent to have better understanding of student's own strength and weakness for future learning goal. The feedbacks from parents after the trial were very positive.
- School Fee for 2017/18
  - Will be around \$60 depending on grade.
- Annex Fundraising Fund
  - School has received a \$ 10,000 cheque from a Cambie Development company that was a result of formal playground fundraising by Annex. The money will be used toward 6 additional new garden boxes. With 6 additional new boxes, the school now has total of 13 boxes. New soil will be delivered on May 23. Parent volunteers will be needed for helping with soil shoveling.
- School Plan – 2 millions educational budget short-fall this year won't affect our school.
- May 4<sup>th</sup> Big one earthquake drill

- Practicing with 15 students on the scenario. In the case of incidents, school will hold students in a designated field, and a station A located at school front door for parents check-in with their ID and a station B to deliver students to parents. Volunteered students will be released at 2:30pm on May 4<sup>th</sup>.

**Treasurer's Report by Clement Law:**

***Budge & Monthly Financial Report for 2016-17***

	Budget	Actual as of PAC meeting	Budget	Actuals as PAC meeting	Remarks
<b>Income</b>	<b>2015-16</b>	<b>2015-16</b>	<b>2016-2017</b>	<b>2016-17</b>	
PAC Account carried forward	\$3,590.25	\$4,242.57	\$9,563.03	\$9,459.49	Bank Bal:\$9,563.03-Issued Chqs:\$439.54 +Munch-a-Lunch: \$336
PAC Gaming Account carried forward	\$2,147.23	\$2,147.23	\$262.28	\$262.28	
PAC Fundraising Account carried forward	\$111.63	\$111.63	\$112.84	\$112.84	
Float carried forward	\$0.00	\$0.00	\$20.00	\$20.00	
Direct Appeal	\$10,000.00	\$4,850.00	\$5,000.00	\$7,040.00	Fund 50% Earthbites
Hot Lunch Net Revenue	\$10,000.00	\$8533.61	\$17,400.00	\$41,246.22	Details on " Hot lunch profit report"
BC Gaming (\$20/student)	\$6,000.00	\$6,684.00	\$5,800.00	\$5,800.00	
Bank Interest		\$191.08	\$190.00	\$211.68	
Fundraising (Purdy's) <<NEW>>	\$4,000.00	\$5,025.52	\$800.00	\$879.96	
Fundraising (Movie Night) -NET			\$200.00	\$204.84	Nov.30 – Net Rev. \$237.51 Mar. 30 – Net Rev. - \$42.67
Fundraising (Others) <<NEW>>					(RBC is a bonus)
PST Refund	\$4,494.29	\$4,614.39	\$0.00	\$0.00	
Laurier Annex PAC Donation			\$637.70.00	\$637.70	(Previous not budgeted) Earmarked for Movie License
String Pilot Program			\$0.00	\$2,520.00	
T-Shirts			\$0.00	-\$92.55	(Net Revenue)
Total	\$40,343.40	\$36,400.03	\$39,628.29	\$68,582.60	Mtg Oct.11- All Income items passed vote
<b>Expenditures</b>					
PAC Admin: DPAC Membership	\$75.00	\$0.00	\$75.00	\$0.00	
PAC Admin: Munch A Lunch Service Fee	\$350.00	\$336.00	\$336.00	\$336.00	
PAC Admin: Babysitting for PAC mtg (\$20/ea)	\$140.00	\$120.00	\$140.00	\$100.00	
PAC Admin: Office Supplies & Banking Costs	\$100.00	\$60.77	\$300.00	\$255.39	Approved in PAC Mtg Feb 7 to incr. from \$100 to \$300
PAC Admin: Float (for Hot Lunch Sales)	\$20.00	\$20.00	\$20.00	\$20.00	
Parent Directory (Munch-A-Lunch)	\$100.00	\$112.00	\$112.00	\$112.00	

Churchill Scholarship (2 students x \$200ea)	\$400.00	\$400.00	\$400.00	\$400.00	
Classroom Funding (\$300/staff)	\$5,130.00	\$5,130.00	\$5,070.00	\$5070.00	
Extracurricular Activities (Earthbites)	\$7,000.00	\$7,000.00	\$10,000.00	\$10,000.00	50% from Gaming
Author Visits	\$500.00	\$700.00	\$1,000.00	\$1000.00	
Staff Appreciation	\$500.00	\$545.48	\$750.00	\$0.00	
Grade 7 Grad Class Celebration (Max. \$20 per Gr7 student)	\$760.00	\$698.72	\$1040.00	\$0.00	(100% Gaming money) 52 Gr.7 students
Family & Community Events (e.g. Games Night, Sports Day etc.)	\$350.00	\$327.30	\$350.00	\$94.55	<b>**ADJUSTED**</b>
Family & Community Events: Annual Movie License <<NEW>>			\$400.00	\$399.00	
Parent & Student Outreach: SOLOS Salema Noon, Social Emotional learning, etc.	\$900.00	\$892.50	\$1,253.00	\$780.94	Calc: (0.5*750 + 0.85*875) *1.12 with 15% discount
Teacher/School Requests	\$2,000.00	\$300.00	\$0.00	\$0.00	Combine with Cap Purchase?
New Capital Purchase (2015-16: iPad cart)	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	Combine with teacher/school requests (\$2,000) & increased to \$10,000
Technology Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$0.00	
<b>Expenditure Sub-Total</b>	<b>\$29,325.00</b>	<b>\$26,642.77</b>	<b>\$32,246.00</b>	<b>\$18,567.88</b>	
<b>Net (Incoming-Expenditure)</b>	<b>\$11,018.40</b>	<b>\$9,757.26</b>	<b>\$7,382.29</b>	<b>\$50,014.72</b>	<b>Mtg Oct.11 – All Expense items passed vote</b>

Account Balances as of Mar 31, 2017	PAC Accounting	BMO Balance	Difference	Reasons for diff. btwn our PAC Acc't and BMO Acc't balances	
General (-431)	\$48,818.12	\$56,421.71	\$7,603.59	1) Cheques issued but not cashed (+ this from PAC Accounting)	\$7,603.59
Gaming (-423)	\$1,083.02	\$1,083.02	\$0.00	2) Funds in process of tx( not yet deposited) [-this from PAC Accounting]	\$0.00
Fundraising (-415)	\$113.58	\$113.58	\$0.00		
Total:	\$50,014.72	\$57,618.31	\$7,603.59		\$7,603.59

- Head count for Grade 7 students – 53 confirmed.
- Does anyone want to attend Churchill grad to present scholarship on Tuesday June 6 at 11 am? Not sure yet.

### Hot Lunch Update by Anita Chui/Karen Lidhar

- Volunteers needed on Tuesday – 2 volunteers for every day.
- Food got mixed up due to some students didn't pick-up but asking their friends' to pick it up for them.
- The orders for term 3 turn out great will continue next year.
- Big thanks to all parent volunteers. We can't do it without you.

## **After School Strings Program Update**

- Total 18 students enrolled in the program.
- Will try to fit the string performance in the intermediate concert.
- Looking for new string teacher for next year.
- Hoping to have beginner level next year.
- \$120 rental fee will be used for gift to instructor.

## **Fundraising**

### Past Events (Recap & Thank-you)

- SOAR Parent Presentation – Thank you Risha!
- Movie Night - March 1. Thank you Risha and volunteers. The event was a success.
- T-shirts – Pre-orders for 177. Purchased 310. Have more to sell on Sports day & AGM.

### Upcoming Events

- AGM potluck
  - Rescheduled to Tuesday, May 16, 2017
  - Potluck dinner at 5:30 pm
  - Elections for executives
  - Potluck in Gym. Students are welcome but not childcare will be provided.
  - No peanuts.
- Sports day
  - Friday May 19.
  - Free freezies (315 kids and 30 staffs)
  - Pre-order through munch-a-lunch for students - pizza (fresh slices). Need two volunteers for each division. Grade 8 student helpers from Churchill.
  - Napkin hand-out. No plates.
  - Concession sale.
  - Check with local Starbucks for free coffee.
- Staff Appreciation
  - Date TBC
  - Order from Veggi Chau. Same menu as last year.
  - Need volunteers.
- Soil Shoveling
  - Tuesday May 23.
  - Need volunteers.

### Next Year

- Seleem Noon
  - Can combine parent session with PAC meeting.

## **Earthbites**

- Continue for next year. Budget \$10,000 + \$1,600 for summer garden maintenance.

**Motion to approve spending \$1,600 for summer garden maintenance with Earthbites.**

MOVED by Anita Parkinson. and SECOND by Aly Woodward. All Parent attendees in favour.

### **Student Directory**

- Remove from Munch-a-Lunch for next year.

### **Budget Discussion**

- Budget for next year will be based on this year.

### **Other Business**

- DPAC Rep – We don't have a DPAC Rep. If anyone would like to represent our PAC, please let us know.  
Meeting will be every second Thursday of each month.
- Kidsworld Fundraiser
  - Register your school, then every purchase through them, \$5 will go back to school.
  - Sign up and put the link on PAC website.
- Family Photo event – Arrange for fall.
- Future PAC meeting – Add a March meeting for next year. Add a PAC meeting in June for this year – planning for June 6<sup>th</sup>.

### **Adjournment:**

Meeting adjournment at 8:25 pm.

MOVED by Clement Law and SECONDED by Lisa Juan

Next meeting will be on Tuesday May 16, 2017 at 6:30 pm