

# Sir Wilfrid Laurier Elementary School

## Minutes of Parent Advisory Council Meeting

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**Date:** Tuesday, April 10, 2018

**Venue:** School Library

**Present:** Risha Golby, Principal  
Ann Mukai (Chair), Anita Parkinson (Vice Chair), Lisa Juan (Secretary), Gordon Quan ,  
Anita Chui, Karen Lidhar, Kate Chang, Winola Chu, Tao Xu, Katy Won, Christina Ding  
Guest Speaker: Javier Ojer – Marpole Neighbour House

**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 Karen Lidhar. Minutes and agenda adopted.

### **Marpole Neighbourhood House Presentation by Javier Ojer:**

- Due to the previous flood incident, the house is currently under renovation. Will be expected to reopen in a year.
- The house will serve kids, families, seniors, and wide range of people. We are designing spaces for community members to gather and connect to access free or low cost programs, and to run their initiatives. There are programs for toddler, youth to senior.
- Community consultations – school community is welcome to get involved would like to know what the community wants and feedback regarding to programs.
- Project presentation & community consultation – Let us know what would make you feel at home – will be held on Friday may 4<sup>th</sup> at 10:30am-12:30pm in St. Augustine’s Church (8680 Hudson St.)

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

- Welcome back from Spring break
- Summer school registration
  - Notes went home with students. Questions are welcome. Consult with classroom teacher who can do a good recommendation.
- Ready, Set, Learn
  - Low attendance this year
  - Will be cooperated with other school next year.
- Social emotional learning
  - Toward the end of 3-year goal of social emotional learning. We are looking for new school goal.
  - Next 1000 S.O.A.R tickets challenge.
- Big one earthquake drill
  - Practicing with 15 students and parent volunteers 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 parent check-in with their ID and a station B to deliver students to parents. Volunteered students will be released at 2:30pm on the drill day.

### **Treasurer’s Report by Gordon Quan:**

	Actual	Budget	Actual	Budget	Actuals as of Mar. 31, 2018	Remarks	Acc't
Income	2015-16	2015-16	2016-2017	2017-18	2017-18		
PAC Account carried forward	\$4,242.57	\$9,563.03	\$9,459.49	\$9,677.61	\$8,510.39	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	\$2,147.23	\$262.28	\$262.28	\$27.26	\$27.46		
PAC Fundraising Account carried forward	\$111.63	\$112.84	\$112.84	\$114.14	\$114.14		
Float carried forward	\$0.00	\$20.00	\$20.00	\$20.00	\$20.00		
Direct Appeal	\$4,850.00	\$5,000.00	\$7,040.00	\$5,000.00	\$3,690.00	\$3,000 use to fund Earthbites	Fund 50% of Earthbites
Hot Lunch Net Revenue	\$8533.61	\$17,400.00	\$18,102.43	\$15,000.00	\$34,054.56		
BC Gaming (\$20/student)	\$6,684.00	\$5,800.00	\$5,800.00	\$6,380.00	\$6,380.00	\$5,000 used to fund Earthbites. Up to \$1,100 used to fund Gr.7 Grad.	Fund 50% of Earthbites
DPAC Distribution Funds	\$0.00	\$280.14	\$280.14	-	-		
Bank Interest	\$191.08	\$190.00	\$362.72	\$300.00	\$344.26		
Fundraising –Purdy's (Net Profit)	\$5,025.52	\$800.00	\$879.96	\$800.00	\$1,094.56	Since we have a shortfall in Direct Appeal, \$1,000 used to fund Earthbites	
Fundraising –Movie Nights(Net Profit)		\$200.00	\$410.89	\$200.00	\$81.34		
Fundraising –Fresh to you (Net Profit)					\$453.60	New	
Fundraising – Craft Fair (Net Profit)					\$311.04	New	
Fundraising (Others)		\$2,000.00		\$3,375.00	\$2,330.24	(RBC donations \$3,375 directly deposited into VSB in Sep/Oct, VSB deducted some fees when giving us money. (From \$2,375, we rec'd \$2,329.99) (\$1,000 used to fund Earthbites) (\$2,000 used to fund school's Soc/Emo Learning	
PST Refund	\$4,614.39	\$0.00	\$0.00	\$0.00	\$0.00		
Laurier Annex PAC Donation		\$637.70	\$637.70	\$0.00	\$0.00		
Violin Program – Gross rev		\$2,520.00	\$2,520.00	\$16,115.00	\$15,940.00		
T-Shirts – Net Profit		\$0.00	\$217.45	\$0.00	\$262.03		
<b>Income Sub-Total</b>	<b>\$36,400.03</b>	<b>\$44,785.99</b>	<b>\$46,105.90</b>	<b>\$57,009.01</b>	<b>\$74,612.69</b>		
<b>Expenditures</b>							
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	\$336.00		
PAC Admin: Babysitting for PAC mtg (\$20/ea)	\$120.00	\$140.00	\$180.00	\$160.00	\$120.00	Assuming 8 PAC meetings	

PAC Admin: Office Supplies	\$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	\$400.00		
Classroom Funding (\$300/staff)	\$5,130.00	\$5,070.00	\$5,070.00	\$5,700.00	\$5,700.00	Updated (19FTEs)	
Extracurricular Activities (Earthbites)	\$7,000.00	\$10,000.00	\$11,780.00	\$10,000.00	\$5,495.00		50% from Gaming & 50% from Direct Appeal
Author Visits	\$700.00	\$1,000.00	\$1,000.00	\$1,000.00	\$672.00		
Staff Appreciation	\$545.48	\$750.00	\$828.49	\$750.00	\$44.78	updated	
Grade 7 Grad Class Celebration (Max. \$20 per Gr7 student)	\$698.72	\$1,060.00	\$1,060.00	\$1,060.00	\$0.00	(\$20 per Gr.7 student) Est.53 students	100% from Gaming
Community Events (e.g. Bike Week, Games Night, Sports Day, etc.)	\$327.30	\$600.00	\$743.08	\$750.00	\$98.12		
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	\$892.50	\$892.50		
Violin Program- Cost of Lessons/Books		\$2,160.00	\$2,459.98	\$14,000.00	\$5,016.00		
Teacher/School Requests	\$300.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	Updated! (\$2000 from RBC donation for Social-Emotional learning)	
New Capital Purchase (2016-17: iPad cart)	\$10,000.00	\$12,000.00	\$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	\$727.95	Updated	
<b>Expenditure Sub-Total</b>	<b>\$26,642.77</b>	<b>\$36,676.00</b>	<b>\$37,453.91</b>	<b>\$51,843.50</b>	<b>\$20,794.40</b>		
<b>Net (Incoming-Expenditure)</b>	<b>\$9,757.26</b>	<b>\$8,109.99</b>	<b>\$8,651.99</b>	<b>\$5,165.51</b>	<b>\$53,818.29</b>		

Account Balances as of Mar.31, 2018	PAC Accounting	BMO Blance	Difference	Reasons for diff. btwn our PAC Acc't and BMO Acc't balances	
General (-431)	\$51,825.70	\$51,846.95	\$21.25	1) Cheques issued but not cashed (+ this from PAC Accounting)	\$3,526.46
Gaming (-423)	\$1,430.91	\$1,430.91	\$0.00	2) Funds in process of tx( not yet deposited) [-this from PAC Accounting]	\$3,690.00
Fundraising (-415)	\$115.27	\$115.27	\$0.00		
Total:	\$53,371.88	\$53,393.13	\$21.25		-\$163.54

- Author visit request from Ms. Altman – \$262.50 for Vancouver author, Dan Bar-El on April 24. Author visit has a budget of \$1000, therefore the request amount is included in the budget.
- Budget for next year
  - Hot lunch – adjust profit budget to \$15,000.00
  - Direct appeal – keep in \$5,000
  - Babysitting – could ask Churchill students for volunteer
  - Classroom funding – same as this year. \$300 per teacher.
- Bank e-transfer – can't do it due to two signatures needed when doing transaction.
- School spending – Technology purchasing.

### **Hot Lunch Update by Anita Chui**

- Thank you to all wonderful parent volunteers.
- Sports day – Pizza Hut
- Term 3 hot lunch – net \$4800
- Survey result – almost feedbacks are about meal options, and pricing
- Idea of meal options for September
  - 1) Pizza – Pizza Hut
  - 2) Togo Sushi – Togo Sushi Oakridge will do individual packing and deliver to school
  - 3) Subway
  - 4) Two days for current vendor – C'est Mom Café
- Grade 7 kids to volunteer @ hot-lunch in September

### **String Update by Anita Chui**

- 2 classes – Wednesday for experience students, Thursday for beginners.
- 2 families decided to donate their string credits to PAC
- Continuing string program in September for students at grade 4 and up.

### **Safe Arrival by Rish Golby:**

- Just a reminder. Parents to phone school with Safe Arrival number to report their child/children's absence.
- New VSB safe arrival procedure. Reporting student absences by calling New Safe Arrival number and leave a message prior to 9 am.
- Fridge magnet with Safe Arrival number as reminder.

### **Call for Nominations: AGM & Elections Tues May 15 by Anita Parkinson & Ann Mukai**

- Write job descriptions for each position
  - Chair
  - Vice Chair
  - Treasure
  - Secretary
  - Hot Lunch Coordinator
  - DPAC Representative

### **DPAC Report by Anita Chui**

- Meeting once a week, and five meetings a month.
- Looking for DPAC representatives for our school.
- Some DPAC info and up-date are posted on PAC facebook page.

- DPAC general meeting focusing on VSB budget 2018/2019 – April 12 at 7-9pm @ room 180 VSB.
- Invite to meeting re: getting health services for child and youth mental health and substance use through Vancouver Coastal Health – April 12.

### **Events & Fundraising by Anita Parkinson & Ann Mukai**

- Past Events
  - Lunar/Chinese New Year culture sharing potluck & movie night on Feb 15 – Thank you to everyone who came out and all those who helped make it happen
- Upcoming Events
  - National Volunteer Appreciation week April 15-21
  - Spring Craft Fair on April 26 – 13 tables sold (majority are kids, 2 tables of bake goods). Earthbite market to join. Signs to hand out for putting up around neighbourhood. Newsletter to remind kids & parents to bring small bills.
  - AGM/Potluck Tuesday May 15 – information comes out @ May newsletter.
  - Sports day – Pizza, donut, juice box
  - Staff appreciation on Wednesday May 9<sup>th</sup>. Chau Veggie Express. Need gift idea from PAC

### **Temporary Modular Housing by Ann Mukai**

- Community Advisory Committee (CAC): March meeting – Update
  - The meeting minutes of first CAC meeting has been posted on PAC website.
  - March meeting just sharing feedback from community meeting.
  - Any parent has concern or questions can always let CAC rep. know and bring to meeting.
  - Extra 24H staff @ modular housing
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### **Childminding for next year**

- Karen Lidhar has offered to help find replacement or volunteer

### **Other Business**

- DPAC Representative needed.
- Job descriptions – Use the one from last year.
- Thank you for donations – Send out e-cards for string credit donations
- Westside PAC group – idea sharing, email sharing

### **Adjournment:**

Meeting adjournment at 8:15 pm.

MOVED by Clement Law and SECONDED by Lisa Juan

Next meeting (AGM) will be on Tuesday May 15, 2018 at 6:30 pm in Gym.