

# Sir Wilfrid Laurier Elementary School

## Minutes of Parent Advisory Council Meeting

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**Date:** Tuesday, December 05, 2017  
**Venue:** School Classroom  
**Present:** Risha Golby, Principal  
Ann Mukai (Chair), Anita Parkinson (Vice Chair), Paola Baca (Immediate Past chair), Lisa Juan (Secretary), Clement Law (Treasurer), Gordon Quan (Treasurer), Anita Chui, Karen Lidhar, Winola Chu, Kate Chang, Nadine Wesley, Joey Wesley, Trevor Kidd, Kelly Huang, katy Won.

**Call to order:** Meeting was called to order at 6:37 pm.

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

MOVED by Anita Parkinson and SECONDED by Clement Law. Minutes and agenda adopted.

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

- Student/Parent/Teacher Conference
  - Students are excited in preparing their works for conference in a new way which reflected to the new assessment system.
  - Primary classes will transfer to "Fresh Grade" system from "See Saw due to the technical issue with "See Saw" lately. Fresh grade and See Saw are both communication tools for sharing students' works with parents. This is part of new reporting process.
- Past Pro-D day
  - "PATHS" (Promoting Alternative Thinking Strategies) workshop as part of social emotional learning.
  - We are looking into being the pilot school (K-6) of district.
- Saleema Noon presentation
  - It was very successful and very beneficial for students' learning on the subject of sexual education.
  - Thank you PAC to sponsoring the presentation.
- Craft Fair
  - Very successful event and great turn out. Thank you Kate Change for organizing the event.
- Temporary Homeless Modular House
  - School has asked students to stay away from gravel field and tennis court due to the protesting. School's priority is to ensure student's safety and protecting them from being filmed from media.
  - School will be focusing on how to support students' feeling and impact on students.
  - School will encourage respectful personal opinions. As principal, as PAC, we represent all the opinions and will remain neutral.
- S.O.A.R
  - Students have reached another 1000 S.O.A.R tickets. School will host a movie/fun say on Dec 19.
  - Popcorn will be ordered from Kernels and need parent volunteers to help packaging.
  - K-3 students will have movie at library, and 4-7 students will be at Gym.
- Technology
  - School has already purchased some "Cloud" books from a great deal. But will still need i-Pad purchasing.

## Treasurer's Report by Clement Law:

	Actual	Budget	Actual	Budget	Actuals as of Nov. 30, 2017	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	\$3,135.00	Updated	Fund 50% of Earthbites
Hot Lunch Net Revenue	\$8533.61	\$17,400.00	\$18,102.43	\$17,400.00	\$11,129.63	Updated !Details on "Hot Lunch Profit Report"	
BC Gaming (\$20/student)	\$6,684.00	\$5,800.00	\$5,800.00	\$6,380.00	\$6,380.00		Fund 50% of Earthbites
DPAC Distribution Funds	\$0.00	\$280.14	\$280.14	-	-		
Bank Interest	\$191.08	\$190.00	\$362.72	\$300.00	\$73.63		
Fundraising –Purdy's (Net Profit)	\$5,025.52	\$800.00	\$879.96	\$800.00	\$0.00		
Fundraising –Movie Nights(Net Profit)		\$200.00	\$410.89	\$200.00	-\$81.34		
Fundraising –Fresh to you (Net Profit)					\$379.60	New	
Fundraising (Others)		\$2,000.00		\$3,375.00		(RBC donations \$3,375 to be directly deposited into VSB in Aug/Sep, expect to get chq from Laurier Elem in Sept)	\$1,000 for Earthbites
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	\$11,475.00		
T-Shirts – Net Profit		\$0.00	\$217.45	\$0.00	\$122.03		
<b>Income Sub-Total</b>	<b>\$36,400.03</b>	<b>\$44,785.99</b>	<b>\$46,105.90</b>	<b>\$59,409.01</b>	<b>\$41,285.54</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	\$60.00	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	\$0.00		
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	\$05,495.00		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	\$0.00	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) Assume 53	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	\$1,720.00		
Teacher/School Requests	\$300.00	\$0.00	\$0.00	\$2,000.00	\$0.00	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	\$0.00	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>\$14,993.62</b>		
<b>Net (Incoming-Expenditure)</b>	<b>\$9,757.26</b>	<b>\$8,109.99</b>	<b>\$8,651.99</b>	<b>\$7,565.51</b>	<b>\$26,291.92</b>		

Account Balances as of Nov.30, 2017	PAC Accounting	BMO Blanace	Difference	Reasons for diff. btwn our PAC Acc't and BMO Acc't balances	
General (-431)	\$24,755.77	\$34,997.75	\$10,241.98	1) Cheques issued but not cashed (+ this from PAC Accounting)	\$22,061.58
Gaming (-423)	\$1,421.55	\$6,421.55	\$5,000.00	2) Funds in process of tx( not yet deposited) [-this from PAC Accounting]	\$6,819.60
Fundraising (-415)	\$114.45	\$114.45	\$0.00		
Total:	\$26,291.92	\$41,533.90	\$15,241.98		\$15,241.98

- Major sources of fundraising – hot lunch program, gaming money, direct appeal. The raised funds help funding teachers’ requests.
- Teachers’ Requests –
  - Repaint mural @ gym.
  - Additional ipad cart or Chrome books (cheaper than ipad) cost around \$10,000 - \$14,000

- Author visits – Eric Walter (\$672) Grade 4-6. Dan Bar-el (\$250) for k-3.
- Amendments
  - Community fund \$1000
  - Classroom funding updated to \$5700 to reflect 19 FTE @ \$300 each.
  - Teacher/School requests updated to \$2000 for the \$2000 from Ming Le/RBC earmarked for social-emotional learning.

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

- Thank you to all wonderful parent volunteers.
- Some students were taking advantages toward re-fill system. Sharing foods with students whom not ordering hot-lunch. In the new term, will allow for one re-fill only.
- New VSB approved vendors available.
- Hot-lunch sales are down. C'est Mon Café has updated his menu for review and hope we give him another term. The decision is to go ahead with his new menu.
- MunchaLunch has changed their payment system made the credit card payment difficult for us. Hot lunch now will receive cheque and cash payments only.

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

- New VSB safe arrival procedure. Reporting student absences by calling New Safe Arrival number and leave a message prior to 9 am.
- Student Sign Out Procedure – when picking up your child during the school day, please ensure to sign them out at school office to avoid un-necessary searching for a missing student.
- Teachers now can take attendance at their own classroom with their lap-top and report back to office at 9:30 am. Laura will cross reference the lists.

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

- VSB has several committee meetings every week, and a board meeting at the end of each month.
- DPAC has members to attend each committee meeting and report back to DPAC meeting.
- Topics learnt from Nov. DAPC meeting
  - Library funding is down.
  - Chrome books can't be used.
  - PAC can accept e-transfers.
- Looking for DPAC representatives for our school.

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

- Past Events
  - Saleema Noon: Parent session Nov. 27 6:30pm – 8:00pm. Parent session was well received.
  - Movie Night: Thursday Nov 9. Movie starts at 6:00 pm. Not a great turn out, but kids all had fun.
  - Craft Fair: Thursday Nov. 30
    - was very successful and had great turn out. Thank you to Kate and the team.
    - income from table sales - \$180, silent auction \$151
    - It's Cash only event. Next time will need a note stated "Bring Cash"
    - can be combined with family photo day.
- Upcoming Events
  - Another spring Craft Fair on April 26.

- Lunar/Chinese New Year culture sharing potluck & movie night on Feb 15. Pot-luck 5:00 pm, movie – 6:00 pm. (school performance - Lion dance maybe for 2019 fund)
- Fundraising
  - Fresh to You: Raised \$375.60 +\$ 75 (extra vegie sale) = \$450.60
  - Purdy's: Raised \$1094.59
  - Direct Appeal – Raised \$3,135.00
  - Separate direct appeal (Sept, Oct) with other fundraising events for next year.

### **Temporary Modular Housing by Anita Parkinson & Ann Mukai**

- Attended meeting with Gil Kelley (General manager of city planning department) on Nov 22. Letter and Memo received. (see attached documents)
- Planning to attend VSB Committee II on Dec 13 – Planning & Facilities Committee
  - We have 10 minutes to do our presentation to address our concerns and questions.
- Laurier PAC will have a seat on Community Advisory Committee (CAC)
- How to communicate the TMH information with parents
  - A page on PAC website to share information with parents
  - Share city's link with in the meeting minutes.  
<http://vancouver.ca/people-programs/temporary-modular-housing.aspx>
  - City hopes to communicate through PAC to share information
- Obtain practical usable data from other school (Nightingale elementary maybe a good school to go to. It has both TMH and problematic neighbourhood)

### **Other Business**

- DPAC Representative – We don't have a DPAC Rep. If anyone would like to represent our PAC, please let us know. Next DPAC meetings – Dec 14, Jan 11, Jan 25
- Annex has been rented for Jan 1, 2018

### **Adjournment:**

Meeting adjournment at 8:30 pm.

MOVED by Clement Law and SECONDED by Lisa Juan

Next meeting will be on Tuesday January 16, 2017 at 6:30 pm in Library.