

# Sir Wilfrid Laurier Elementary School

## Minutes of Parent Advisory Council Meeting

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**Date:** Tuesday, February 07, 2017  
**Venue:** School Library  
**Present:** Risha Golby, Principal  
 Anita Parkinson (Vice Chair), Lisa Juan (Secretary), Clement Law (Treasurer), Janet Fraser, Paola Baca (Immediate Past chair), Anita Chui, May Fong, Aly Woodward, Karen Lam

**Call to order:** Meeting was called to order at 6:40 pm.

**Approval of Minutes and Meeting Agenda:**

MOVED by Clement Law and SECONDED by Janet Fraser. Minutes and agenda adopted.

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

- S.O.A.R
  - Students help to make the highlight video.
- Inquiry
  - BC province will provide 50 million funding to hire more teachers and improve student supports. 91 full time positions cross VSB districts. Our school will get .5 more full-time staffs that mean increasing teaching time for kindergarten teachers. 2 teachers will be increasing their times and co-teaching kindergarten.
- Snow day – Parents' behavior improved remarkably at snowy day. Thank you parents for cooperation.
- Graffiti problem at washrooms.

**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
Income	2015-16	2015-16	2016-2017	2016-17	
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

					Est.\$5,800 per term T1 Gross Rev (-PayPal fees):\$28,413.98 T1:Paypal fee \$704.43 (2.9%+\$0 Per tx) T1 Net Revenue: \$5,766.57 T2 Gross Rev Rec'd \$27,432.27 T2 Paypal fees 28,003.25-27,432.27=\$570.98
Hot Lunch Net Revenue	\$10,000.00	\$8533.61	\$17,400.00	\$28,386.39	
Gaming (\$20/student)	\$6,000.00	\$6,684.00	\$5,800.00	\$5,800.00	
Bank Interest		\$191.08	\$190.00	\$140.38	
Fundraising (Purdy's) <<NEW>>	\$4,000.00	\$5,025.52	\$1,000.00	\$879.96	**ADJUSTED**
Fundraising (Movie Night) <<NEW>>				\$237.51	(Net Revenue)
Fundraising (Others) <<NEW>>					(RBC is a bonus)
PST Refund	\$4,494.29	\$4,614.39	\$0.00	\$0.00	
Laurier Annex PAC <<NEW>>			\$0.00	\$637.70	Earmarked for Movie License
String Pilot Program <<NEW>>			\$0.00	\$0.00	
Total	\$40,343.40	\$36,400.03	\$39,348.15	\$52,976.55	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	\$80.00	
PAC Admin: Office Supplies & Banking Costs	\$100.00	\$60.77	\$100.00	\$255.39	Note: Need to increase budget 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	\$0.00	
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	**ADJUSTED**
Family & Community Events: Annual Movie License <<NEW>>			\$400.00	\$399.00	
Parent & Student Outreach: SOLOS Saleema Noon, Social Emotional learning, etc.	\$900.00	\$892.50	\$1,253.00	\$0.00	Calc: (0.5*750 + 0.85*875) *1.12 with 15% discount

Teacher/School Requests	\$2,000.00	\$300.00	\$2,000.00	\$0.00	Combine with Cap Purchase?
New Capital Purchase (2015-16: iPad cart)	\$10,000.00	\$10,000.00	\$5,000.00	\$0.00	Combine with teacher/school requests?
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>\$29,046.00</b>	<b>\$17,366.94</b>	
<b>Net (Incoming-Expenditure)</b>	<b>\$11,018.40</b>	<b>\$9,757.26</b>	<b>\$10,302.15</b>	<b>\$35,609.61</b>	<b>Mtg Oct.11 – All Expense items passed vote</b>

Account Balances as of Jan 31, 2017	PAC Accounting	BMO Balance	Difference	Reasons for diff. btwn our PAC Acc't and BMO Acc't balances	
General (-431)	\$34,415.14	\$27,627.17	-\$6,787.97	1) Cheques issued but not cashed (+ this from PAC Accounting)	\$273.53
Gaming (-423)	\$1,081.10	\$1,081.10	\$0.00	2) Funds in process of tx( not yet deposited) [-this from PAC Accounting]	\$7,061.50
Fundraising (-415)	\$113.26	\$113.37	\$0.00		
Total:	\$35,609.61	\$28,821.64	-\$6,787.97		-\$6,787.97

- Staff wish list – Enhancement of technology
  - iPad cart with large iPads (20 iPads) = \$11,901.41. PAC will support \$10,000 and school \$2,000

**Motion to increase new Capital Purchase amount from \$5,000 to \$8,000.**

MOVED by Paola Baca and SECOND by Anita Chui. All Parent attendees in favour.

**Motion to increase Office Supplies/ Banking Costs amount from \$100 to \$300.**

MOVED by Janet Fraser and SECOND by Anita Chui. All Parent attendees in favour.

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

- Field Trip Notice – With Laura away and new teacher substituted her position. We didn't get field trip notice in advance to cancel hot lunches.
- C'est Mon Café is – Soup delivery is difficult. Can we consider not doing soup for next term?
  - Missing lunches. Will ask students at each class to mark who order and take lunches.
  - C'est Mon Café will do 4 days a week for next term. Subway for one day.
  - C'est Mon Café mentioned if he has to offer cheap menus, he would like to add sides – popsicle, gelato, banana ..... etc.
- Big thanks to all parent volunteers.

**Student Directory by Paola Baca**

- 74 students info filled in student directory via Much-in-Lunch.
- Send out email to parents who signed up to gain permission for sending the directory to share.
- Share the list with whole school or just the group of parents who signed up? TBD

- Paola's suggestion is to send an email out to parents who have signed up and give a deadline to pull out from the list before distributing to whole school.

## **Fundraising**

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

- SOLOs – Parent session

### Upcoming Events

- Next Movie Night
  - Wednesday, March 1<sup>st</sup>, 2017
  - Movie – Moana
  - Concession – Pizza, Order large bag of Kernel's popcorn to re-bag to small bags.
- School T-shirt
  - Will order extra. Hope to have T-shirt in for movie night sale.

### **Motion to approve ordering MAX 350 T-shirts.**

MOVED by Clement Law and SECOND by Aly Woodward. All Parent attendees in favour.

### New Events

- AGM Potluck in May
  - Dinner at 5:30pm. Meeting at 6:30pm
- Bike to school week breakfast
  - Late May
- Ideas for new events
  - Sports day, Staff appreciation day.

## **Budget Discussion**

- \$6000 surplus at the end of year. Continue to next school 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.
- After School String Program
  - Free volunteer teacher willing to teach experience students to spring break after that fee will apply.
  - \$20 PAC Admission fee
- Recycling – Students doing without gloves and tongs. School will provide gloves to students.
- School photos – A parent suggested that school sends out notice to parents for ordering a copy of the big school photo that contains whole school students and staffs.

## **Adjournment:**

Meeting adjournment at 8:10 pm.

MOVED by Clement Law and SECONDED by Lisa Juan

Next meeting will be on Tuesday April 11, 2017 at 6:30 pm