

Sir Wilfrid Laurier Elementary School

Minutes of Parent Advisory Council Meeting

Date: Tuesday, February 13, 2018
Venue: School Library
Present: Risha Golby, Principal
 Ann Mukai (Chair), Anita Parkinson (Vice Chair), Lisa Juan (Secretary), Gordon Quan (Treasurer), Anita Chui, Karen Lidhar, Paola Baca, Katy Won, Donna Lei

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

Approval of Minutes and Meeting Agenda:

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

Principal’s Report by Risha Golby:

- S.O.A.R
 - Hallway Challenge - Entry & Exit and safe use of hallway. Emphasize and remind kids of hallway safety, was very successful.
- General Kindness (Theme for February)
 - Our grade 7 volunteers will take charge this month; from organizing our Pink Shirt Day assembly, to a stirring speech on history of Pink Shirt Day, and finally, by highlighting acts of kindness in our school through messaging on our bulletin boards.
 - Any extra money made from S.O.A.R pink shirt sale will be donated to charity.
- Report Card
 - The feedback for new report card system are generally good and positive.
 - Lots of work for teachers to prepare report showing learning strengths of student and how can support the continue learning at home.
 - Will report back to district with examples of report cards.
 - New reporting system will receive feedback from parents at March parent/teacher conference. Written report card is just a small shot of new assessment system besides parent/teacher conference, “fresh grade” communication.
- February will be a very busy month with Zumba back, Movie night - showing “Wonder”, Lunar New Year Pot Luck, Pink day.

Treasurer’s Report by Gordon Quan:

	Actual	Budget	Actual	Budget	Actuals as of Jan. 30, 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	\$17,400.00	\$25,984.65		
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	\$189.35		
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	\$11,740.00		
T-Shirts – Net Profit		\$0.00	\$217.45	\$0.00	\$262.03		
Income Sub-Total	\$36,400.03	\$44,785.99	\$46,105.90	\$59,409.01	\$61,026.12		
Expenditures							
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	\$100.00	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	\$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	\$3,320.00		
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	
Expenditure Sub-Total	\$26,642.77	\$36,676.00	\$37,453.91	\$51,843.50	\$18,678.40		
Net (Incoming-Expenditure)	\$9,757.26	\$8,109.99	\$8,651.99	\$7,565.51	\$42,347.72		

Account Balances as of Jan.31, 2018	PAC Accounting	BMO Blanace	Difference	Reasons for diff. btwn our PAC Acc't and BMO Acc't balances
General (-431)	\$40,806.14	\$40,642.60	-\$163.54	1) Cheques issued but not cashed (+ this from PAC Accounting)
Gaming (-423)	\$1,426.65	\$1,426.65	\$0.00	2) Funds in process of tx(not yet deposited) [-this from PAC Accounting]
Fundraising (-415)	\$114.93	\$114.93	\$0.00	
Total:	\$42,347.72	\$42,184.18	-\$163.54	

- Community fund - PAC has authorized \$1000 to cover hot-lunch & string sponsorship. School will cover the amount after \$1000.
- Hot lunch profit - adjust hot lunch profit budget from \$17,400.00 to \$15,000.00.
- Churchill Scholarship – Churchill graduation will be held on June 14 at 6:00pm. Need representative to present scholarship.

Hot Lunch Update by Anita Chui

- Thank you to all wonderful parent volunteers.

- Unclaimed hot lunch – some older kids took unclaimed lunch. All unclaimed lunch should send back to PAC.
- Sports day – Pizza Hut
- Term 3 hot lunch
 - More vendors are VSB approved now. Check with VSB about new approved vendor list.
 - Maybe revisit vendor issue again in June for September.
 - Do a survey in classes for students' favourite dishes.
 - End term 3 hot lunch around week of June 8th.
- Hot-lunch profit budget number to \$15,000

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.

Events & Fundraising by Anita Parkinson & Ann Mukai

- Upcoming Events
 - Lunar/Chinese New Year culture sharing potluck & movie night on Feb 15. Pot-luck 5:00 pm, movie "Wonder" -6:00 pm. Tables and chairs have been ordered.
 - Spring Craft Fair on April 26.
 - AGM/Potluck Tuesday May 15.

Temporary Modular Housing by Ann Mukai

- Community Conversation(s): Feb 7.
 - Facilitate well this time better than information nights held before. Dialogue doing much better.
 - Share info collected from community conversation night on PAC website.
- Community Advisory Committee (CAC): Feb 8 – Update
 - The meeting minutes of first CAC meeting has been posted on PAC website.
- Education kids about homeless through S.O.A.R. (Maybe wait until fall)

Other Business

- DPAC Representative needed.

Adjournment:

Meeting adjournment at 8:30 pm.

MOVED by Clement Law and SECONDED by Lisa Juan

Next meeting will be on Tuesday April 10, 2017 at 6:30 pm in Library.