

Sir Wilfrid Laurier Elementary School

Minutes of Parent Advisory Council Meeting

Date: Tuesday, January 16, 2018
Venue: School Library
Present: Risha Golby, Principal
 Anita Parkinson (Vice Chair), Lisa Juan (Secretary), Clement Law (Treasurer), Gordon Quan (Treasurer), Anita Chui, Winola Chu, Katy Won, Joe Qui

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

Approval of Minutes and Meeting Agenda:

MOVED by Anita Parkinson and SECONDED by Winola Chu. Minutes and agenda adopted.

Principal’s Report by Risha Golby:

- District funding
 - School has received \$10,250 funding from district and will spend on resources.
 - Ipad purchase for using with “Fresh Grade”
 - \$2,000 was using for purchasing 15 smart board licenses.
 - \$5,000 for new text books (new curriculum, social study, and emotional learning. Current text books are out of date.
- S.O.A.R
 - Entry & Exit and safe use of hallway. Emphasize and remind kids of hallway safety.
 - On the way to 2,000 S.O.A.R tickets
 - Kids are welcome to join S.O.A.R committee (grade 2 to 7). Morning message and help doing school slide show.
- Report Card
 - Teachers to deliver report cards to principle on Monday Jan 22, and report cards to go home on Jan 26.
 - 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.

Treasurer’s Report by Clement Law:

	Actual	Budget	Actual	Budget	Actuals as of Jan. 02, 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	\$3,135.00	\$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	\$22,055.52		
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	\$125.80		
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	\$11,375.00		
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	\$56,113.44		
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	\$80.00	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) Assume 57	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	\$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	\$727.95	Updated	
Expenditure Sub-Total	\$26,642.77	\$36,676.00	\$37,453.91	\$51,843.50	\$16,658.40		
Net (Incoming-Expenditure)	\$9,757.26	\$8,109.99	\$8,651.99	\$7,565.51	\$39,455.04		

Account Balances as of Jan.02, 2018	PAC Accounting	BMO Balance	Difference	Reasons for diff. btwn our PAC Acc't and BMO Acc't balances	
General (-431)	\$37,915.70	\$45,232.50	\$7,316.80	1) Cheques issued but not cashed (+ this from PAC Accounting)	\$7,316.80
Gaming (-423)	\$1,424.58	\$1,424.58	\$0.00	2) Funds in process of tx(not yet deposited) [-this from PAC Accounting]	
Fundraising (-415)	\$114.45	\$114.76	\$0.00		
Total:	\$39,455.04	\$46,771.84	\$7,316.80		\$7,316.80

- 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

Hot Lunch Update by Anita Chui

- Thank you to all wonderful parent volunteers.
- Hot lunch sales are still down about \$7,000 short.
- Pizza is always popular.

- C'est Mon Café can technically do everything – take order from their website and distribute foods at school if there are no parent volunteers in the future.
- About 20% of hot lunch orders are every day.
- Hot-lunch profit budget number to \$15,000

String Update by Anita Chui

- We currently have one string teacher and there are requests to bring another teacher in.
 - Tina Wong will start on Jan 17.
- One student dropped out and one new joined.

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.
- The problem is parents will tell teachers regarding to their kids' absence but the info has not been communicated to the office.
- For parent volunteers helping office to call out regarding to students' absence, Risha will have to get answer from VSB if parent volunteers to assist call out is okay.

DPAC Report by Anita Chui

- Meeting once a week, and five meetings a month.
- Looking for DPAC representatives for our school.

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.
- Fundraising
 - Direct Appeal – Raised \$3,690.00
 - Suggestion: 50/50 at concerts. The money will be used for Gym mural. Will need gaming license for 50/50. Anita P to investigate gaming license.

Temporary Modular Housing by Anita Parkinson

- Our PAC representative (Ann, Anita P, Anita C) went to VSB planning & facilities committee to do a presentation on Dec 13 to express our concern of lack of communication. The presentation is now available on PAC website.
- Laurier PAC will have a seat on Community Advisory Committee (CAC)
- Occupancy – mid-February
- Have a walk-through tour for the community before occupancy.
- Community conversation through Community Advisory Committee.
- VSB will have a weekly meeting with City of Vancouver.
- PAC has emailed Nightingale elementary and Franklin elementary PAC before Christmas, but hasn't heard anything back.

Other Business

- A new Laurier family from Brazil is looking for Child Care service. If anyone can help.
- Marpole Community Centre Planning open house on Wed January 17 at St. Augustine's.
- Some independent media was taking picture @ playground. VSB media policy is not allow anyone taking pictures of students without consent.
- A parent has express his concern of student safety regarding to TMH residents. Principal stated that school's priority is student safety and will continue to monitor and do so.
- DPAC Representative needed – next meeting Jan 25.

Adjournment:

Meeting adjournment at 8:00 pm.

MOVED by Clement Law and SECONDED by Lisa Juan

Next meeting will be on Tuesday February 13, 2017 at 6:30 pm in Library.