

Sir Wilfrid Laurier Elementary School

Minutes of Parent Advisory Council Meeting

Date: Tuesday, June 12, 2018
Venue: School Library
Present: Risha Golby, Principal
 Ann Mukai (Chair), Anita Parkinson (Vice Chair) Gordon Quan (Treasurer),
 Anita Chui, Winola Chu, Holly Quan, Emily Tsen
 Guest: Armin Samiei – incoming Principal
Call to order: Meeting was called to order at 9:30 am

Approval of Minutes and Meeting Agenda:

MOVED by Ann Mukai and SECONDED by Winola Chu. Minutes and agenda adopted.

Welcome to our Incoming Principal Armin Samiei:

- We were very happy to have our future principal, Armin Samiei visit us. She is coming from Nightingale Elementary where she is Principal. She introduced herself and said she is a big advocate for kids and looking forward to lots of fun and continuing to work with SOAR.

Principal’s Report by Risha Golby:

- The school board has done its annual placement of principals and Risha will be moving to Grandview Elementary in September. She is sad to leave us, but knows we will be in fantastic hands with Armin Samiei,
- Thank you to Lisa Juan, the past PAC secretary. She served PAC for many years and will be missed
- Choir concert tonight, primary concert last week and intermediate concert this week and final assembly last day of school
- Excited to attend camp with the grade 7’s
- Report cards will go home last day of school

Treasurer’s Report by Gordon Quan:

	Actual	Budget	Actual	Budget	Actuals as of Mar. 31, 2018	Remarks
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	\$3,710.00	\$3,000 use to fund Earthbites
Hot Lunch Net Revenue	\$8533.61	\$17,400.00	\$18,102.43	\$15,000.00	\$16,823.70	
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.
DPAC Distribution Funds	\$0.00	\$280.14	\$280.14	-	-	
Bank Interest	\$191.08	\$190.00	\$362.72	\$300.00	\$444.23	
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	\$479	
Fundraising –Fresh to you (Net Profit)					\$453.60	New
Fundraising – Craft Fair (Net Profit)					\$751.04	New
Fundraising (Others)		\$2,000.00		\$3,375.00	\$3,380.24	(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	\$16,235.00	
T-Shirts – Net Profit		\$0.00	\$217.45	\$0.00	\$315.00	
Income Sub-Total	\$36,400.03	\$44,785.99	\$46,105.90	\$57,009.01	\$58,738.36	
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	\$160.00	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	\$10,000.00	
Author Visits	\$700.00	\$1,000.00	\$1,000.00	\$1,000.00	\$934.50	
Staff Appreciation	\$545.48	\$750.00	\$828.49	\$100.00	\$815.59	Increased Apr 24
Grade 7 Grad Class Celebration (Max. \$20 per Gr7 student)	\$698.72	\$1,060.00	\$1,060.00	\$1,060.00	\$588.6	Est.53 students
Community Events (e.g. Bike Week, Games Night, Sports	\$327.30	\$600.00	\$743.08	\$750.00		

Day, etc.)					\$1268.31	
Community Events: Annual Movie License		\$400.00	\$399.00	\$400.00	\$398.59	
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	\$8,064.88	
Teacher/School Requests	\$300.00	\$0.00	\$0.00	\$2,000.00	\$2,000.00	(\$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	
Expenditure Sub-Total	\$26,642.77	\$36,676.00	\$37,453.91	\$52,093.50	\$31,579.37	
Net (Incoming-Expenditure)	\$9,757.26	\$8,109.99	\$8,651.99	\$4,915.51	\$27,158.99	

Account Balances as of May.31, 2018	PAC Accounting	BMO Blanace	Difference	Reasons for diff. btwn our PAC Acc't and BMO Acc't balances	
General (-431)	\$46,725.9	\$49,430.32	\$2,704.42	1) Cheques issued but not cashed (+ this from PAC Accounting)	
Gaming (-423)	\$1,435.34	\$1,435.34	\$0.00	2) Funds in process of tx(not yet deposited) [-this from PAC Accounting]	\$
Fundraising (-415)	\$115.63	\$115.63	\$0.00		
Total:	\$48,276.87	\$50,981.29	\$2,704.42		-\$0

- bank difference is due to \$1,345 for Grade 7 grad funds safekeeping outstanding cheques: 527 \$300, 528 \$150
- School spending – School will proceed with technology purchase: \$12,000 for iPads.
- Next year, Emily Tsen will help Gordon with the accounting – thank you!
- Working to get signing authority on bank accounts transferred to new exec.

Hot Lunch Update by Anita Chui

- Next year will have C'est Mon Cafe 2 days, Subway 1 day and add Pizza Hut 1 day and ToGo Sushi 1 day
- Agree to offer to refund credits to grade 7 students who are leaving school

String Update by Anita Chui

- Preparing for final performances
- Agree to hold the \$900 collected as rentals for repairing instruments

Grade 7 Grad by Anita Chui

- The Grade 7 Grad committee overspent the budgeted amount (PAC's contribution and money collected from students) and asked if PAC could make up the difference. Also, the PAC budget line is "Max \$20 per Gr7 Student" and shows \$1060 based on 53 students but the class is now 57 students. After much discussion it was voted that PAC's contribution would be the budgeted \$1060. It was noted that this was a larger class than usual. It was suggested that next year we move to a fixed amount to avoid confusion.

Events & Fundraising by Anita Parkinson & Ann Mukai

- Past Events
 - AGM/Potluck Tuesday May 15 – Thanks to all who attended
 - Sports day – Again sold out the concession, successful lunch – thanks to all volunteers
- Upcoming Events
 - Year End and Farewell BBQ Tuesday June 19 5:30pm – PAC will BBQ hotdogs and have a cake to thank volunteers and say farewell. Hotdogs will be by donation. Bring your own drink & plates
Paper and email notice to go home, Picnic style
 - September meeting will be Tuesday September 18th
 - Meet the Teacher Potluck will be Thursday September 20th
 - Send out Friendship list forms in first couple of weeks
 - PAC meetings for next year – third Tuesdays of the month
 - Parent presentation - Learning and the Brain was suggested
- Fundraising for Next Year
 - Direct Appeal – September
 - Fresh to You Vegetable Sales – see if there is interest in the fall
 - Purdy's Chocolates – perhaps to earlier next year, Churchill starts early
 - Craft Fair
 - T-Shirts - about 50 shirts left, aim to organize another order for the Sept 20th potluck

Temporary Modular Housing by Anita Parkinson

- Community Advisory Committee (CAC): May meeting – Update
 - Meeting minutes will be posted on the Community Builders Group website, www.communitybuildersgroup.ca, and available for the public to view..
 - Next meeting June 14

Childminding for next year

- Emily, one of our current grade 7's, will do childminding next year

Other Business

- DPAC Representative , Fun & Fundraising Coordinator vacant.

Adjournment:

Meeting adjournment at 11:00 pm.

MOVED by Ann Mukai and SECONDED by Anita Parkinson

Next meeting (AGM) will be on Tuesday September 18, 2018 at 6:30 pm in Library.