

Sir Wilfrid Laurier Elementary School

Minutes of Parent Advisory Council Meeting

Date: Tuesday, May 16, 2017
Venue: School Library
Present: Risha Golby, Principal
Ann Mukai (Chair), Anita Parkinson (Vice Chair), Lisa Juan (Secretary), Clement Law (Treasurer), Anita Chui, Karen Lidhar, Samantha Cho, Nadine Wesley, Donna Lei, Alice Liu, Janet Fraser, Winola Chu

Call to order: Meeting was called to order at 6:55 pm.

Approval of Minutes and Meeting Agenda:

MOVED by Anita Parkinson and SECONDED by Anita Chui. Minutes and agenda adopted.

Principal's Report by Risha Golby:

- Social Emotional Learning
 - S.O.A.R – After introducing S.O.A.R, there were 35% deduction of office discipline.
 - A survey done with grade 7 students found that 85% of students strong and strongly agree of understanding school conduct.
 - Introduce PATHS (Promoting Alternative THinking Strategies)
- Garden Expansion
 - Big Thanks to Laurier Annex and Cambie corridor Developing Group. We now have 6 extra garden beds.
 - 10 students learnt how to build cedar garden box and will guide their fellow students and help with parent volunteers to built the new garden boxes.
 - Soil delivery will be on May 23. Need volunteers for shoveling.
- Staff/Class
 - As the provincial teachers won their fight over class size. The class size will be restored back to level of 2001 that means less students, more staff. Therefore, class will be increasing from 12 to 14 divisions next year and need to temporary sharing spare time space. Laurier is on the list of potential for portable classroom.

PAC Executive Elections:

Chair: Ann Mukai
Vice Chair: Anita Parkinson
Treasurer: Clement Law
Secretary: Lisa Juan
Pass Chair: Paola Baca
Hot Lunch Coordinators: Anita Chui & Karen Lidhar
DPAC Representative: Vacant
Sports Day Coordinator: Vacant
Strings Program Coordinator: Vacant

Event/Fundraising Coordinator: Vacant

Approval of Executive Positions:

All parent attendees were in favour.

Treasurer's Report by Clement Law:

Budge & Monthly Financial Report for 2016-17

Report Date: April 30, 2017

	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
Hot Lunch Net Revenue	\$10,000.00	\$8533.61	\$17,400.00	\$32,556.69	Details on " Hot lunch profit report"
BC Gaming (\$20/student)	\$6,000.00	\$6,684.00	\$5,800.00	\$5,800.00	
DPAC Distribution of Finds			\$280.14	\$280.14	(Previously Not Budgeted)
Bank Interest		\$191.08	\$190.00	\$212.76	
Fundraising (Purdy's) <<NEW>>	\$4,000.00	\$5,025.52	\$800.00	\$879.96	
Fundraising (Movie Night) -NET			\$200.00	\$204.84	Nov.30 – Net Rev. \$237.51 Mar. 30 – Net Rev. - \$42.67
Fundraising (Others) <<NEW>>			\$2,000.00		<< NEW>> (RBC donations expect to receive in June)
PST Refund	\$4,494.29	\$4,614.39	\$0.00	\$0.00	
Laurier Annex PAC Donation			\$637.70.00	\$637.70	(Previous not budgeted) Earmarked for Movie License
String Pilot Program			\$2,520.00	\$2,520.00	
T-Shirts			\$0.00	-\$92.55	(Net Revenue)
Total	\$40,343.40	\$36,400.03	\$44,785.99	\$59,894.15	
Expenditures					
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	\$140.00	
PAC Admin: Office Supplies & Banking Costs	\$100.00	\$60.77	\$300.00	\$255.39	

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	\$400.00	
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 <<NEW>> Approved Apr.11 meeting
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	\$1060.00	\$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 Salema Noon, Social Emotional learning, etc.	\$900.00	\$892.50	\$1,253.00	\$780.94	Calc: (0.5*750 + 0.85*875) *1.12 with 15% discount
Cost of String Program			\$2,160.00	\$1,080.00	<<NEW>> Paid 50% in April. Balance to be paid in June (less 1 student or 17 students x \$60)
Teacher/School Requests	\$2,000.00	\$300.00	\$0.00	\$0.00	Combine with Cap Purchase?
New Capital Purchase (2015-16: iPad cart)	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	Combine with teacher/school requests (\$2,000) & increased to \$10,000
Technology Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$0.00	
Expenditure Sub-Total	\$29,325.00	\$26,642.77	\$36,206.00	\$19,687.88	
Net (Incoming-Expenditure)	\$11,018.40	\$9,757.26	\$8,579.99	\$40,206.27	

Account Balances as of Apr.30, 2017	PAC Accounting	BMO Balance	Difference	Reasons for diff. btwn our PAC Acc't and BMO Acc't balances	
General (-431)	\$39,008.59	\$53,281.92	\$14,273.33	1) Cheques issued but not cashed (+ this from PAC Accounting)	\$14,273.33
Gaming (-423)	\$1,084.00	\$1,084.00	\$0.00	2) Funds in process of tx(not yet deposited) [-this from PAC Accounting]	\$0.00
Fundraising (-415)	\$113.68	\$113.68	\$0.00		
Total:	\$40,206.27	\$54,479.60	\$14,273.33		\$14,273.33

- To bring PATHS (Promoting Alternative Thinking Strategies) from K to Grade 7

Motion to approve spending extra \$2,000 for school funding outside original budget

MOVED by Ann Mukai and SECOND by Anita Chui. All Parent attendees in favour.

Hot Lunch Update by Anita Chui/Karen Lidhar

- 5-day hot lunch generates approx. \$17,000 fundraising a year.
- Vendor that we use now is V.S.B approved.
- Big thanks to all parent volunteers. We can't do it without you.

After School Strings Program Update

- Total 17 students enrolled in the program.
- Will open from grade 4 and up with beginner next year.

Fundraising

Upcoming Events

- Sports day
 - Friday May 19.
 - Free freezies (315 kids and 30 staff)
 - Pre-order through munch-a-lunch for students - pizza (fresh slices). Need two volunteers for each division. Grade 8 student helpers from Churchill.
 - Napkin hand-out. No plates.
 - Concession sale.
 - Free coffee from Starbucks.
 - Full day 9:00 am – 3:00 pm with lunch break this year.
- Staff Appreciation
 - Date: Tuesday June 6.
 - Order from Veggi Chau. Same menu as last year.
 - Laurier mug as gift to teachers.

Other Business

- PAC to continue donating \$500 for bike to school week prizes.

Motion to approve raising community event budget from \$250 to \$600.

MOVED by Clement Law and SECOND by Lisa Juan. All Parent attendees in favour.

Adjournment:

Meeting adjournment at 7:57 pm.

MOVED by Clement Law and SECONDED by Lisa Juan

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