

# Sir Wilfrid Laurier Elementary School

## Minutes of Parent Advisory Council Meeting

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**Date:** Tuesday, May 15, 2018

**Venue:** School Outdoor Area

**Present:** Risha Golby, Principal

Ann Mukai (Chair), Anita Parkinson (Vice Chair), Lisa Juan (Secretary), Anita Chui, Kate Chang, Winola Chu, Samantha Cho, Akram Ghasemi, Joan Luo, James Wang, Nadine Wesley, Pim Chua, Emily Tsen, George Han, Terry Chui, Kevin Xu, Jue Qiu, Joe Fang, Paola Baca, Clement Law, Aly Woodward

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

### **Approval of Minutes and Meeting Agenda:**

MOVED by Paola Baca and SECONDED by Winola Chu. Minutes and agenda adopted.

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

- Sports day May 17<sup>th</sup>. Please come and join us.
- Three-year school goal
  - We are at the end of our three-year goal – social emotional learning. Waiting for new school goal to be approved by VSB at late September. The potential new school goal may be critical and creative thinking which is a goal can be integrated with new curriculum.
- Parent feed-back form
  - An email has been sent to all parents regarding to feed-back on pilot report card system. The new report card system is to create quality conversation with parent which will help kids grow in learning. Please take time to fill the survey form.
- Social emotional learning
  - Toward the end of 3-year goal of social emotional learning. S.O.A.R is very successful.
  - The final S.O.A.R fun day will be last day of school. Looking forward to have dunk tank fun.
- Bike to school week – May 28 to June 1
  - PAC has sponsored \$500 prize for bike to school week. Every student uses man power to school that week will be given a ticket to get into a draw at the end of each day. Students who bike whole 5 days will be eligible for the final big draw on the last day.
- School Supply Fee for 2018/2019
  - The Vancouver school board offers the service of purchasing basic school supplies in bulk at wholesale prices and passing the cost savings on to families. The School Supply Fee for 2018-2019 is **\$25.00** per student.
  - Supplementary Fees – Student Agenda \$6.00, Performance Fee \$10.00, Activity Fee \$45.00, Jump Math \$ 20.00 (Optional)

### **Approval of School Fee:**

All parent attendees were in favour.

- Volunteer Tea – June 8<sup>th</sup>
- Attendance prediction – 286 students for 2018/2019, and 13 divisions so far

**PAC Executive Elections:**

Thanks and appreciation was expressed for Lisa Juan who is stepping down from the Secretary position after 6 years. Thank you Lisa for your service to the community, your minutes help families keep up to date on PAC and school activities and feel connected. Your translations (often requested on very short notice) helped PAC to communicate with our diverse community.

- Chair: Ann Mukai
- Vice Chair: Anita Parkinson
- Treasurer: Gordon Quan
- Secretary: Donna Lei
- Pass Chair: Paola Baca
- Hot Lunch Coordinators: Anita Chui & Karen Lidhar
- DPAC Representative: Vacant
- Sports Day Coordinator: Paola Baca
- Strings Program Coordinator: Anita Chui
- Event/Fundraising Coordinator: Vacant

**Motion to Approval of Executive Positions:**

MOVED by Emily Tsen and SECONDED by Winola Chu. All parent attendees were in favour.

**Treasurer’s Report by Gordon Quan:**

<u>Sir Wilfrid Laurier Elementary PAC</u> <u>Budget &amp; Monthly Financial Report for 2017-2018</u>								
	Actual	Budget	Actual	Budget	Actuals as of April. 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	\$15,000.00	\$30,995.70			
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.	Fund 50% of Earthbites	
DPAC Distribution Funds	\$0.00	\$280.14	\$280.14	-	-			
Bank Interest	\$191.08	\$190.00	\$362.72	\$300.00	\$344.26			

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	\$80.41		
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	\$3,770.24	(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	\$16,050.00		
T-Shirts – Net Profit		\$0.00	\$217.45	\$0.00	\$262.03		
<b>Income Sub-Total</b>	<b>\$36,400.03</b>	<b>\$44,785.99</b>	<b>\$46,105.90</b>	<b>\$57,009.01</b>	<b>\$72,106.19</b>		
<b>Expenditures</b>							
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	\$140.00	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	\$5,495.00		50% from Gaming & 50% from Direct Appeal
Author Visits	\$700.00	\$1,000.00	\$1,000.00	\$1,000.00	\$934.50		
Staff Appreciation	\$545.48	\$750.00	\$828.49	\$1,000.00	\$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	\$5,256.00		

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
<b>Expenditure Sub-Total</b>	<b>\$26,642.77</b>	<b>\$36,676.00</b>	<b>\$37,453.91</b>	<b>\$52,093.50</b>	<b>\$21,316.90</b>	
<b>Net (Incoming-Expenditure)</b>	<b>\$9,757.26</b>	<b>\$8,109.99</b>	<b>\$8,651.99</b>	<b>\$4,915.51</b>	<b>\$50,789.29</b>	

Account Balances as of April.30, 2018	PAC Accounting	BMO Balance	Difference
General (-431)	\$49,206.49	\$50,827.29	\$1,620.80
Gaming (-423)	\$1,433.09	\$1,433.09	\$0.00
Fundraising (-415)	\$115.45	\$115.45	\$0.00
Total:	\$50,755.03	\$52,375.83	\$1,620.80

### Draft Budget 2018/2019

<i>Sir Wilfrid Laurier Elementary PAC</i>					
<i>Budget &amp; Monthly Financial Report for 2018-2019</i>					
	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>
	2016-17	2017-18	2017-18	2018-19	
<b>Income:</b>					
PAC General Account Carried forward	\$9,459.49	\$9,677.61	\$8,510.39	\$0.00	
PAC Gaming Account carried forward	\$262.28	\$27.26	\$27.46	\$0.00	
PAC Fundraising Account carried forward	\$112.84	\$114.14	\$114.14	\$0.00	
Float carried forward	\$20.00	\$20.00	\$20.00	\$20.00	
Direct Appeal	\$7,040.00	\$5,000.00	\$3,690.00	\$3,500.00	
Hot Lunch – Net Profit	\$18,102.43	\$15,000.00	\$30,995.70	\$15,000.00	
BC Gaming (\$20/student)	\$5,800.00	\$6,380.00	\$6,380.00	\$6,380.00	
DPAC Distribution of Funds	\$280.14	-	-		
Bank Interest	\$362.72	\$300.00	\$344.26	\$300.00	
Fundraising – Purdy's (Net Profit)	\$879.96	\$800.00	\$1,094.56	\$800.00	
Fundraising – Movie Nights (Net Profit)	\$410.89	\$200.00	\$80.41	\$75.00	
Fundraising – Fresh to You (Net Profit)			\$453.60		
Fundraising – Craft Fair (Net Profit)			\$311.04	\$200.00	
Fundraising – (Others)		\$3,375.00	\$3,770.24	\$0.00	
PST Refund	\$0.00	\$0.00	\$0.00	\$0.00	
Laurier Annex PAC Donation	\$637.70				
Violin Program (Gross Rev)	\$2,520.00	\$16,115.00	\$16,050.00	\$16,000.00	
T-shirts (Net Profit)	\$217.45	\$0.00	\$262.03	\$0.00	

<b>Income Sub-Total:</b>	\$46,105.90	\$57,009.01	\$72,103.83	\$42,275.00	
<b>Expenditure:</b>					
PAC Admin: DPAC Membership	\$0.00	\$0.00	\$0.00	\$75.00	
PAC Admin: Munch-A-Lunch Service Fee	\$336.00	\$336.00	\$336.00	\$336.00	
PAC Admin: Babysitting for PAC Mtg (\$20/mtg)	\$180.00	\$160.00	\$140.00	\$160.00	
PAC Admin: Office Supplies & Banking Costs	\$284.42	\$300.00	\$0.00	\$300.00	
PAC Admin: Float (for Hot Lunch Sales)	\$20.00	\$20.00	\$20.00	\$20.00	
Parent Directory (Munch-A-Lunch)	\$112.00	\$0.00	\$0.00	\$0.00	
Churchill Scholarship (2 students x \$200ea)	\$400.00	\$400.00	\$400.00	\$400.00	
Classroom Funding (\$300/FTE)	\$5,070.00	\$5,700.00	\$5,700.00	\$5,700.00	
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Author Visits	\$1,000.00	\$1,000.00	\$934.50	\$1,000.00	
Staff Appreciation	\$828.49	\$1,000.00	\$44.78	\$1,000.00	
Grade 7 Grad Class Celebration (Max \$20 per Gr7 Student)	\$1,060.00	\$1,060.00	\$0.00	\$1,060.00	
Community Events (e.g. Bike week, Games Night, Sports Day)	\$743.08	\$750.00	\$98.12	\$750.00	
Community Events : Annual Movie License	\$399.00	\$400.00	\$0.00	\$400.00	
Parent & Student Outreach: SOLOS, Saleema Noon	\$780.94	\$892.50	\$892.50	\$1,250.00	
Violin Program – Cost of Lessons/Books	\$2,459.98	\$14,000.00	\$5,256.00	\$14,000.00	
Teacher/School Requests	\$0.00	\$2,000.00	\$2,000.00	\$2,000.00	
New Capital Purchase (2016-27: pad Cart)	\$12,000.00	\$12,000.00	\$0.00		
Technology Maintenance	\$0.00	\$1,000.00	\$0.00	\$1,000.00	
Community FUND [NEW]		\$1,000.00	\$727.95	\$1,000.00	
<b>Expenditure Sub-Total:</b>	<b>\$37,453.91</b>	<b>\$52,093.50</b>	<b>\$21,316.90</b>	<b>\$39,451.00</b>	
<b>Net (Income-Expenditure):</b>	<b>\$8,651.99</b>	<b>\$4,915.51</b>	<b>\$50,786.93</b>	<b>\$2,824.00</b>	

- Bank e-transfer – can't do it due to two signatures needed when doing transaction.
- School spending – Technology purchasing – money has been allocated but purchase hasn't been made yet due to IT, cloud problems. Waiting for IT problems to be resolved before purchasing.

### Hot Lunch Update by Anita Chui

- Thank you to all wonderful parent volunteers.
- Made \$12,000 sales this year.
- Survey result – almost feedbacks are about meal options, and pricing
- New Vendors for next year
  - 1) Pizza – Pizza Hut (sale direct from Pizza hut)
  - 2) Togo Sushi – Togo Sushi Oakridge will do individual packing and deliver to school
- Grade 7 kids to volunteer @ hot-lunch in September

### String Update by Anita Chui

- 2 classes – Wednesday for experience students, Thursday for beginners.
- 2 families decided to donate their string credits to PAC
- Continuing string program in September for students at grade 4 and up.
- Performance at school assembly and choir concert on June 12

### Events & Fundraising by Anita Parkinson & Ann Mukai

- Past Events

- Spring Craft Fair on April 26 – Awesome turnout (21 tables)! Thank you to Kate Chang and everyone who participated
- Staff appreciation on Wednesday May 9<sup>th</sup>. Chau Veggie Express. Keychain as gift from PAC

- Upcoming Events

- AGM/Potluck Tuesday May 15 – information comes out @ May newsletter.
- Sports day – Pizza, donut, juice box
- June PAC meeting – Additional meeting to prepare for next year and wrap up for this year. June 12 9:30 am.

### **Temporary Modular Housing by Ann Mukai**

- Community Advisory Committee (CAC): April – Update

- The meeting minutes of first CAC meeting has been posted on PAC website.
- March meeting just sharing feedback from community meeting.
- Any parent has concern or questions (school related questions) can always let CAC rep. know and bring to meeting.
- Extra 24H staff @ modular housing

### **Childminding for next year**

- Emily Woodward, our current grade 7 student will be able to take over the babysitting for next year.

### **Adjournment:**

Meeting adjournment at 7:45 pm.

Next meeting will be on Tuesday June 12, 2018 at 9:30 am in Staff Room.