

# Sir Wilfrid Laurier Elementary School

## Minutes of Parent Advisory Council Meeting

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**Date:** Tuesday, October 11, 2016  
**Venue:** School Library  
**Present:** Risha Golby, Principal  
Ann Mukai (Acting Chair), Anita Parkinson (Vice Chair), Paola Baca (Immediate Past chair), Lisa Juan (Secretary), Clement Law (Treasurer), Janet Fraser, Anita Chui, Karen Lidhar, Satoko Anazawa, Donna Lei

**Call to order:** Meeting was called to order at 6:45 pm.

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

MOVED by Anita Chui and SECONDED by Clement Law. Minutes and agenda adopted.

### **Marpole Oakridge Community Centre Presentation by youth worker Anntuaneth Figuearoa:**

- Marpole Oakridge community Centre offers varieties of programs for children and youth.
- Sport program for age 9-13
- Leisure access program providing Vancouverites subsidized recreation programs and service. Program offers 50% discount rate for eligible families. Families in needed are welcome to contact the community centre to apply.
- Youth room users are 13-18 years old. The Youth room program will be targeted to bring in more Pre-teen user (11-13 years old). This program will be run by high school students.
- Junior Youth Council -
- Calendar comes out every month.
- Volunteer Opportunities for age 13-18. - Many committees to join.
- Pre-teen club for Grade 4-7. \$2 drop-in fee. Every Friday after school.
- Flu Clinics for flu shot begin starting Monday Oct 31 and run till Friday January 6.
- All programs can be found on the community centre website - [www.marpoleoakridge.org](http://www.marpoleoakridge.org)

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

- Thank you to PAC for a successful potluck event at the meet the teacher's night.
- Equal play program at soccer Field
  - Fair Play
  - Equal play is to create awareness of equal opportunity between boys and girls in sports.
  - Thursdays at lunch girls have full use of the soccer field. Equal Play facilitates skills and games for the next two months.
- Author Visit – Michael Kusugak from Northwest Territory sharing his story of Inuit culture for grade 3-7 students.
  - Great story telling,
  - Students were very engaged.
  - His wife talked about artifact about Inuit.

- Social Emotional Learning
  - Almost 1000 S.O.A.R tickets have been earned.
  - A fun day will be planned when reach the goal.
- Sports Jersey – New jerseys have been made. A big thank you to the Annex Pac for Donating the money.
- Pro-D day
  - School goal and staff workshops are focus on social emotional learning.
  - Student self-evaluation of social confidence in Oct.
  - Using S.O.A.R language.
- Rainy Day Recess
  - Grade K-3 – students will still be going out and using the under cover area – bring boots and jacket.
  - Grade 4-7 – students will be using Gym doing quiet game and activities. The under cover area is not big enough for our whole school population, and by having the 4-7 in the gym, the undercover are is safer for our K-3 who have enough space to play in a dry environment.

### Treasurer's Report by Clement Law:

#### ***Budge & Monthly Financial Report for 2016-17***

	Budget	Actual as of PAC meeting	Budget	Actuals as of Oct. 07, 2016	Remarks
Income	2015-16	2015-16	2016-2017	2016-17	
PAC Account carried forward	\$3,590.25	\$4,242.57	\$9,563.03	\$9,546.49	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	\$0.00	Est. based on the amount rec'd last year
Hot Lunch Net Revenue	\$10,000.00	\$8533.61	\$15,900.00	\$24,091.63	Est.\$5,300 per term T1:Paypal fee \$704.43 (2.9%+\$0.30 Per tx)
Gaming (\$20/student)	\$6,000.00	\$6,684.00	\$5,800.00	\$5,800.00	
Bank Interest		\$191.08	\$190.00	\$9.51	
Fundraising (RBC, Purdy's, others)	\$4,000.00	\$5,025.52	\$5,000.00	\$0.00	
PST Refund	\$4,494.29	\$4,614.39	\$0.00	\$0.00	
<b>Laurier Annex PAC &lt;&lt;NEW&gt;&gt;</b>			<b>\$0.00</b>	<b>\$637.70</b>	<b>Earmarked for Movie License</b>
<b>Total</b>	<b>\$40,343.40</b>	<b>\$36,400.03</b>	<b>\$41,848.15</b>	<b>\$40,393.45</b>	
<b>Expenditures</b>					
PAC Admin: Babysitting for PAC mtg (\$20/ea)	\$140.00	\$120.00	\$140.00	\$40.00	
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: Office Supplies	\$100.00	\$60.77	\$100.00	\$154.74	
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	\$0.00	
Churchill Scholarship (2 students x \$200ea)	\$400.00	\$400.00	\$400.00	\$0.00	
Classroom Funding (\$300/staff)	\$5,130.00	\$5,130.00	\$5,130.00	\$0.00	
Extracurricular Activities (Earthbite)	\$7,000.00	\$7,000.00	\$10,000.00	\$0.00	Gaming – TBD in next PAC meeting
Author Visits	\$500.00	\$700.00	\$1,000.00	\$0.00	
Teacher/School Requests	\$2,000.00	\$300.00	\$2,000.00	\$0.00	
Staff Appreciation	\$500.00	\$545.48	\$600.00	\$0.00	
Grade 7 Grad Class Celebration (Max. \$20 per Gr7 student)	\$760.00	\$698.72	\$760.00	\$0.00	(use Gaming money) 52 students for this year
Family & Community Events (e.g. Games Night, Sports Day, Moring Tea, etc.)	\$350.00	\$327.30	\$350.00	\$94.55	
Family & Community Events: Annual Movie License <<NEW>>			\$400.00		License fee \$0.73 per student. \$375 minimun.
Parent & Student Outreach: SOLOS Saleema Noon, Social Emotional learning, etc.	\$900.00	\$892.50	\$1,400.00	\$0.00	TBD in next PAC meeting Calc: (0.5*750 +875) *1.12
New Capital Purchase (2015-16: iPad cart)	\$10,000.00	\$10,000.00	\$5,000.00	\$0.00	TBD in next PAC meeting
Technology Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$0.00	
Expenditure Sub-Total	\$29,325.00	\$26,642.77	\$28,823.00	\$645.29	
Net (Incoming-Expenditure)	\$11,018.40	\$9,757.26	\$13,025.15	\$39,748.16	

Account Balances as of Oct 6, 2016	PAC Accounting	BMO Blanace	Difference	Reasons for diff. btwn our PAC Acc't and BMO Acc't balances	
General (-431)	\$33,572.70	\$34,379.14	\$806.44	1) Cheques issued but not cashed (+ this from PAC Accounting)	\$1,483.39
Gaming (-423)	\$6,062.52	\$6,062.52	\$0.00	2) Funds in process of tx( not yet deposited) [-this from PAC Accounting]	\$676.95
Fundraising (-415)	\$112.94	\$112.94	\$0.00		
Total:	\$39,748.16	\$40,554.60	\$806.44		\$806.44

**Motion to Approval expenditure budget excluding Teacher/School Requests and New Capital Purchase.**  
 MOVED by Anita Chui and SECOND by Anita Parkinson. All Parent attendees in favour.

### Hot Lunch Update by Anita Chui/Karen Lidhar

- 210 hot lunch orders for this session.
- Currently there are 6 hot lunch vendors, it is bit difficult to deal with this many of vendors (different form or document to fill with each vendor). May can consider to reduce the number of vendors for next order session.
- Drink sale – propose to add “ go go squeeze” (organic apple juice) to drink sale. Anita P will check if “ go go squeeze” meets the health guideline.
- All food vendors will need to meet the VSB food health standard with in a year.

- Let more people know about hot lunch drink sale. General rule will be one drink per child. Put drink sale info on PAC section of School Newsletter.

### **Parent Sessions/SOLOS by Paola Baca**

- Parent session is scheduled on Thursday Feb 2<sup>nd</sup> 2017, at 7:00 pm in Churchill secondary school.
- Student session will be scheduled at last week of Feb 2017.
- There are two types of assembly – small assembly \$675, and large assembly \$875. Large assembly is preferred by PAC, but need to check with SOLOS to see if the information presented can accommodate students from all grades. Paola to follow up.

### **Fundraising**

- Direct Appeal – defer to November meeting
- Photographer before Christmas
  - Mountain West booking will be cancelled. The recent fee schedule received from Mountain West is much higher than the original proposed fee (PAC will charge a sitting fee and family receive on 8x10 free photo) when we booked them last term. There will be a minimum order of \$25 in order to get a free 8x10 photo. For getting a free 8x10 photo, the family will pay PAC \$20-25 sitting plus \$25 order of photos that doesn't sound a great deal anymore.
  - Another suggestion is to tie the event with movie night and has a volunteer photographer to take photos and share with dropbox, so families can download and print their own photos or send to Costco for printing.
  - The timeframe of exploring different options and booking an available photographer will be too tight for this year. Will postpone this event to next year.
- Laurier Annex Contribution
  - Sports Jersey – Money from Annex donation used toward purchasing of 150 sport Jerseys
  - Movie License – Annex money will use to purchase movie licenses for movie night. License fee is \$0.63 per student, and good for a year.
- Movie Night – Get the movie license first and schedule with school for Christmas movie night in Dec.
- Winter Event - Risha suggested that Pancake Breakfast event will be better to tie with bike to school week in spring. Therefore defer the Pancake Breakfast event to spring. No Winter event in Dec.
- Purdy's Sale – Will do Purdy's sale before Christmas. Prefer order hand out date – Dec 8<sup>th</sup>. Order will need to start in mid November.

### **Other Business**

- After School String Program – Risha mentioned rental of school facility for using for after school string program can be arranged through formal contract with school. Rental fee can be free of charge. PAC can go ahead to arrange instructor. Class location TBD. Ideal arrangement will be someone to handle registration and payment together (can be instructor).
- Lunch/Recess – A parent asked about the possibility of switching lunch and recess time – recess first and lunch later. Risha will need to communicate with teachers first about the concept. Maybe arrange a short trial first.

### **Adjournment:**

Meeting adjournment at 8:35 pm.

MOVED by Clement Law and SECONDED by Lisa Juan

Next meeting will be on Tuesday November 8, 2016 at 6:30 pm