

# Sir Wilfrid Laurier Elementary School

## Minutes of Parent Advisory Council Meeting

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**Date:** Tuesday September 19, 2017

**Venue:** School Library

**Present:** Risha Golby, Principal

Ann Mukai (Chair), Anita Parkinson (Vice Chair), Clement Law (Treasurer), Anita Chui (Hot Lunch), Paola Baca (Past President)

Peter Shao, John Hoang, Jiahui Fu, Martin Esnaola, Lisi Ouyang, Kelly Huang, Katy Won, Bill Martin, Junyan Qu, George Han, Yuzuri Nagata, Liang Fung, Aly Woodward, Stephan Tollenaar, Mirjam Tollenaar, Naomi Kidd, Trevor Kidd, Paul Williams, Emily Tsen, Gita Joshi, Samantha Cho

**Call to order:** Meeting was called to order at 6:30 pm.

**Welcome & Introductions:** All attendees were welcomed to the first PAC meeting of the year and each introduced themselves.

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

MOVED by Clement Law and SECONDED by Paola Baca. June Minutes and agenda adopted.

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

- As a result of all the changes in the BC education system this year resulting from the Supreme Court Ruling Laurier has increased by two divisions since June. At the start of the school year were 3 teachers short but are very happy to report that Ms Tan has agreed to take one of the classes and by the end of the week the other two positions should be filled. All staff have pulled together to get through this transition period and ensure kids are not missing out – thank you! Teachers are very happy with the class sizes.
- School Goal: This is the 3<sup>rd</sup> year with Social-Emotional learning as the school year. The school will continue as the Promoting Alternative Thinking Strategies (PATHS) pilot school for the Vancouver School District and will have a workshop during the Pro-D day on Friday.

**Elections of PAC Positions:** Several positions are still available. Please contact PAC if you are interested in taking a position

- DPAC Representative, After School Violin Program Co-ordinator, Event/Fundraising Coordinator
- Thank you to Eleanor Eden who has offered to be co-sports day Coordinator with Anita Chui & Karen Lidhar

**Treasurer's Report by Clement Law:**

Major purchases by the PAC include

- Earthbites: Garden and classroom nutrition program for all grades. \$10,000
- Technology: iPads

Major revenue sources for PAC

- Grant from the provincial government \$20 per child
- Hot lunch program
- Direct Appeal

Draft budget is included in agenda package – will discuss more next meeting

| <u>Sir Wilfrid Laurier Elementary PAC</u>   |                    |                    |                    |                    | <u>Report Date:</u>  |                             |
|---|--------------------|--------------------|--------------------|--------------------|--|-----------------------------|
| <u>Budget &amp; Monthly Financial Report for 2016-2017</u>                                  |                    |                    |                    |                    | <u>August 31, 2017</u>   |                             |
|   | Budget             | Actual as of       | Budget             | Actual as of       | Remarks  | Acc't                       |
|   | 2015-16            | PAC Meeting        | 2016-17            | PAC Meeting        |  |                             |
|   |                    | 2015-16            |                    | 2016-17            |  |                             |
| <b>Income:</b>  |                    |                    |                    |                    |  |                             |
| PAC General Account carried forward   | \$3,590.25         | \$4,242.57         | \$9,563.03         | \$9,459.49         | Bank Bal: \$9,563.03 - Issued Chqs: \$430.54 + 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% of Earthbites      |
| Hot Lunch - Net Profit  | \$10,000.00        | \$8,533.61         | \$17,400.00        | \$18,102.43        | Details on 'Hot Lunch Profit Report'   |                             |
| B.C. Gaming (\$20/student)  | \$6,000.00         | \$6,684.00         | \$5,800.00         | \$5,800.00         |  | Fund 50% of Earthbites      |
| DPAC Distribution of Funds  |                    |                    | \$280.14           | \$280.14           |  |                             |
| Bank Interest   |                    | \$191.08           | \$190.00           | \$362.72           |  |                             |
| Fundraising (Purdy's)   | \$4,000.00         | \$5,025.52         | \$800.00           | \$879.96           |  |                             |
| Fundraising (Movie Nights) - Net Profit   |                    |                    | \$200.00           | \$410.89           | Nov 30 - Net Rev: \$237.51<br>Mar 01 - Net Rev: -\$42.67<br>(RBC donations \$3,375 to be directly deposited into VSB in aug/Sep, expect to get chq from Laurier Elem in Sep) |                             |
| Fundraising (Others)  |                    |                    | \$2,000.00         |                    |  |                             |
| PST Refund  | \$4,494.29         | \$4,614.39         | \$0.00             | \$0.00             |  |                             |
| Laurier Annex PAC Donation  |                    |                    | \$637.70           | \$637.70           | (Previously Not Budgeted)<br>Earmarked for Movie License(s)  |                             |
| Strings Pilot Program   |                    |                    | \$2,520.00         | \$2,520.00         |  |                             |
| T-shirts - Net Profit   |                    |                    | \$0.00             | \$217.45           | (Net Revenue)  |                             |
| <b>Income Sub-Total:</b>  | <b>\$40,343.40</b> | <b>\$36,400.03</b> | <b>\$44,785.99</b> | <b>\$46,105.90</b> |  |                             |
| <b>Expenditure:</b>   |                    |                    |                    |                    |  |                             |
| 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/mtg)   | \$140.00           | \$120.00           | \$140.00           | \$180.00           |  |                             |
| PAC Admin: Office Supplies & Banking Costs  | \$100.00           | \$60.77            | \$300.00           | \$284.42           |  |                             |
| 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         | \$5,070.00         |  |                             |
| Extracurricular Activities: Earthbites  | \$7,000.00         | \$7,000.00         | \$10,000.00        | \$11,780.00        |  | From Gaming & Direct Appeal |
| Author Visits   | \$500.00           | \$700.00           | \$1,000.00         | \$1,000.00         |  |                             |
| Staff Appreciation  | \$500.00           | \$545.48           | \$750.00           | \$828.49           |  |                             |
| Grade 7 Grad Class Celebration (Max. \$20 per Gr.7 student)                                 | \$750.00           | \$698.72           | \$1,050.00         | \$1,060.00         | 53 Gr.7 students (Updated at PAC Mtg Apr.11)   | 100% from Gaming            |
| Community Events (e.g. Bike Week, Games Night, Sports Day, Etc.)                            | \$350.00           | \$327.30           | \$600.00           | \$743.08           | <<NEW>> Approved on May 16 meeting to increase by \$250. Sponsor Bike Week - \$500   |                             |
| Community Events: Annual Movie License Parent & Student Outreach: SOLOS, Saleema Noon, etc. | \$900.00           | \$892.50           | \$1,253.00         | \$780.94           | Calc: [ 0.9750 + 0.86*875 ] * 1.12 with 15% discount<br>Balance to be paid in June (less 1 student or 17students x \$60)   |                             |
| Cost of Strings Program   |                    |                    | \$2,160.00         | \$2,459.98         |  |                             |
| Teacher / School Requests   | \$2,000.00         | \$300.00           | \$0.00             | \$0.00             |  |                             |
| New Capital Purchase (2015-16: iPad cart)   | \$10,000.00        | \$10,000.00        | \$12,000.00        | \$12,000.00        |  |                             |
| Technology Maintenance  | \$1,000.00         | \$0.00             | \$1,000.00         | \$0.00             |  |                             |
| <b>Expenditure Sub-Total:</b>   | <b>\$29,325.00</b> | <b>\$26,642.77</b> | <b>\$36,676.00</b> | <b>\$37,453.91</b> | <b>Reasons for diff betn our Net (Inc. - Exp) and PAC All Acc't balances:</b>  |                             |
|   |                    |                    |                    |                    | 1) Munch-a-Lunch (2017-18)   | \$336.00                    |
|   |                    |                    |                    |                    | 2) Dep for Strings Program (2017-18)   | \$690.00                    |
|   |                    |                    |                    |                    | 3) Owe Anita C. for Sports Day Pizza   | \$9.50                      |
|   |                    |                    |                    |                    |  | <b>-863.50</b>              |
| <b>Net (Income - Expenditure):</b>  | <b>\$11,018.40</b> | <b>\$9,757.26</b>  | <b>\$8,109.99</b>  | <b>\$8,651.99</b>  |  |                             |
| <b>All Account Balances as of:</b>  |                    |                    |                    |                    |  |                             |
|   | 31-Aug-2017        | 31-Aug-2017        |                    |                    |  |                             |
|   | PAC Acc't          | BMO Acc't          | Difference         |                    | <b>Reasons for diff betn our PAC All Acc't and BMO balances:</b>   |                             |
| General (-431)  | \$9,113.89         | \$9,677.61         | \$563.72           |                    | 1) Cheques issued but not cashed ( add (+) this to PAC Accounting);  | \$563.72                    |
| Gaming (-423)   | \$27.46            | \$27.46            | \$0.00             |                    | 2) Funds in received but not deposited ( subtract (-) this from PAC Accounting);   |                             |
| Fundraising (-415)  | \$114.14           | \$114.14           | \$0.00             |                    |  |                             |
| <b>Total:</b>   | <b>\$9,255.49</b>  | <b>\$9,819.21</b>  | <b>\$563.72</b>    |                    |  | <b>\$563.72</b>             |

Draft Budget for this year

| <u>Sir Wilfrid Laurier Elementary PAC</u>                        |                    |                    |                    |                    |                   | Report Date:   |                             |
|--|--------------------|--------------------|--------------------|--------------------|-------------------|--|-----------------------------|
| <u>Budget &amp; Monthly Financial Report for 2017-2018</u>       |                    |                    |                    |                    |                   | September 1, 2017  |                             |
|  | Actual<br>2016-18  | Budget<br>2016-17  | Actual<br>2016-17  | Budget<br>2017-18  | Actual<br>2017-18 | Remarks  | Acc't                       |
| <b>Income:</b>   |                    |                    |                    |                    |                   |  |                             |
| PAC General Account carried forward                              | \$4,242.57         | \$9,563.03         | \$9,459.49         | \$9,819.21         | \$8,661.49        | Bank Bal: \$9,819.21 - Issued Chq(2016-17): \$963.72 + Munch-A-Lunch(2017-18) \$336 - Voin(2017-18) \$930        |                             |
| 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         | \$6,000.00         | \$0.00            |  | Fund 50% of Earthbites      |
| Hot Lunch - Net Profit   | \$8,533.61         | \$17,400.00        | \$18,102.43        | \$18,000.00        | \$0.00            | Details on 'Hot Lunch Profit Report'   |                             |
| B.C. Gaming (\$20/student)                                       | \$6,684.00         | \$5,800.00         | \$5,800.00         | \$5,800.00         |                   |  | Fund 50% of Earthbites      |
| DPAC Distribution of Funds                                       |                    | \$280.14           | \$280.14           | \$0.00             |                   |  |                             |
| Bank Interest  | \$191.08           | \$190.00           | \$362.72           | \$300.00           | \$0.00            |  |                             |
| Fundraising (Purdy's)  | \$5,025.52         | \$800.00           | \$879.96           | \$800.00           |                   |  |                             |
| Fundraising (Movie Nights) - Net Profit                          |                    | \$200.00           | \$410.89           | \$200.00           | \$0.00            |  |                             |
| Fundraising (Others)   |                    | \$2,000.00         |                    | \$3,375.00         |                   | (RBC donations \$3,375 to be directly deposited into VSB in aug/Sep, expect to get chq from Laurier Elem in Sep) | \$1,000 for Earthbites      |
| PST Refund   | \$4,614.39         | \$0.00             | \$0.00             | \$0.00             | \$0.00            |  |                             |
| Laurier Annex PAC Donation                                       |                    | \$637.70           | \$637.70           | \$0.00             |                   |  |                             |
| Strings Pilot Program  |                    | \$2,520.00         | \$2,520.00         | \$12,090.00        | \$930.00          |  |                             |
| T-shirts - Net Profit  |                    | \$0.00             | \$217.45           | \$0.00             | \$0.00            | (Net Revenue)  |                             |
| <b>Income Sub-Total:</b>   | <b>\$38,400.03</b> | <b>\$44,785.99</b> | <b>\$46,106.90</b> | <b>\$68,646.81</b> | <b>\$9,763.09</b> |  |                             |
| <b>Expenditure:</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/mtg)                    | \$120.00           | \$140.00           | \$180.00           | \$160.00           | \$0.00            | Assuring 8 PAC Meetings  |                             |
| PAC Admin: Office Supplies & Banking Costs                       | \$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         | \$5,070.00         | \$0.00            |  |                             |
| Extracurricular Activities: Earthbites                           | \$7,000.00         | \$10,000.00        | \$11,780.00        | \$10,000.00        | \$0.00            |  | From Gaming & Direct Appeal |
| Author Visits  | \$700.00           | \$1,000.00         | \$1,000.00         | \$1,000.00         | \$0.00            |  |                             |
| Staff Appreciation   | \$545.48           | \$750.00           | \$828.49           | \$750.00           | \$0.00            |  |                             |
| Grade 7 Grad Class Celebration (Max. \$20 per Gr.7 student)      | \$698.72           | \$1,060.00         | \$1,060.00         | \$1,000.00         | \$0.00            | (\$20 per Gr.7 student), Assume 50   | 100% from Gaming            |
| Community Events (e.g. Bike Week, Games Night, Sports Day, Etc.) | \$327.30           | \$600.00           | \$743.08           | \$750.00           | \$0.00            |  |                             |
| Community Events: Annual Movie License                           |                    | \$400.00           | \$399.00           | \$400.00           | \$0.00            |  |                             |
| Parent & Student Outreach: GOLOG, Galeema Noon, etc.             | \$892.50           | \$1,253.00         | \$780.94           | \$892.50           | \$0.00            |  |                             |
| Cost of Strings Program  |                    | \$2,160.00         | \$2,459.98         | \$11,160.00        | \$0.00            | Balance to be paid in June (less 1 student or 17students x \$60)   |                             |
| Teacher / School Requests  | \$300.00           | \$0.00             | \$0.00             | \$0.00             | \$0.00            |  |                             |
| 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            |  |                             |
| <b>Expenditure Sub-Total:</b>                                    | <b>\$28,842.77</b> | <b>\$38,878.00</b> | <b>\$37,463.91</b> | <b>\$46,313.60</b> | <b>\$368.00</b>   |  |                             |
| <b>Net (Income - Expenditure):</b>                               | <b>\$9,767.28</b>  | <b>\$8,109.99</b>  | <b>\$8,661.99</b>  | <b>\$11,232.11</b> | <b>\$9,397.09</b> |  |                             |
| <b>All Account Balances as of:</b>                               |                    |                    |                    |                    |                   |  |                             |
|  | 1-Sep-2017         | 1-Sep-2017         |                    |                    |                   |  |                             |
|  | PAC Acc't          | BMO Acc't          | Difference         |                    |                   | Reasons for diff betn our PAC All Acc't and BMO balances:  |                             |
| General (-431)   | \$9,241.29         | \$9,677.61         | \$436.32           |                    |                   | 1) Cheques issued but not cashed [ add (+) this to PAC Accounting]   |                             |
| Gaming (-423)  | -\$1,032.54        | \$27.46            | \$1,060.00         |                    |                   | 2) Funds in received but not deposited [ subtract (-) this from PAC Accounting]                                  |                             |
| Fundraising (-415)   | \$114.14           | \$114.14           | \$0.00             |                    |                   |  |                             |
| <b>Total:</b>  | <b>\$8,322.89</b>  | <b>\$9,819.21</b>  | <b>\$1,496.32</b>  |                    |                   |  | <b>\$0.00</b>               |

Hot Lunch Update by Anita Chui

- Hot lunch is our major fundraiser and relies heavily on parent volunteers. If you have time over lunchtime please consider signing up for a shift (link on the PAC website). Volunteers supervise food distribution (no food prep required) and work in pairs. It is a great opportunity to come into the school during the day.

- Munchalunch, the online ordering software, has had a few problems this time around, but we are working through them.

### **After School Strings Program Update**

- Ready to go. Wednesday experienced players, Thursday new players.

### **Fundraising & Events:**

#### Past Events

- First Day Welcome: great to meet so many new parents

#### Upcoming Events

- Meet the Teacher Family Potluck: Thursday September 21 Notice will go home, peanut free food, bring your own dishes if possible
- Seleema Noon: Working on dates for the fall for parent session and in-school sessions for students
- Movie Night: need to pick date
- Craft Fair: We are hoping to organized a fair where parents/kids/staff can sell their crafts

#### Fundraising

- Family Portraits: looking for a photographer
- Fresh to You: Fresh Fruit and vegetable basket sales – have applied
- Purdy's: chocolate sales will run again this fall
- Direct Appeal

### **Other Business**

- Grade 7 grad committee

### **Adjournment:**

Meeting adjournment at 7:35 pm.

Next meeting will be on Tuesday October 10, 2017 at 6:30 pm

Tuesdays: November 7, January 16, February 13, April 10, May 15 (AGM)