

Sir Wilfrid Laurier Elementary School

Minutes of Parent Advisory Council Meeting

Date: Tuesday, February 07, 2017
Venue: School Library
Present: Risha Golby, Principal
 Anita Parkinson (Vice Chair), Lisa Juan (Secretary), Clement Law (Treasurer), Janet Fraser, Paola Baca (Immediate Past chair), Anita Chui, May Fong, Aly Woodward, Karen Lam

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

Approval of Minutes and Meeting Agenda:

MOVED by Clement Law and SECONDED by Janet Fraser. Minutes and agenda adopted.

Principal’s Report by Risha Golby:

- S.O.A.R
 - Students help to make the highlight video.
- Inquiry
 - BC province will provide 50 million funding to hire more teachers and improve student supports. 91 full time positions cross VSB districts. Our school will get 1.5 more full-time staffs that mean increasing teaching time for kindergarten teachers. 2 teachers will be increasing their times and co-teaching kindergarten.
- Snow day – Parents’ behavior improved remarkably at snowy day. Thank you parents for cooperation.
- Graffiti problem at washrooms.

Treasurer’s Report by Clement Law:

Budge & Monthly Financial Report for 2016-17

	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

					Est.\$5,800 per term T1 Gross Rev (-PayPal fees):\$28,413.98 T1:Paypal fee \$704.43 (2.9%+\$0 Per tx) T1 Net Revenue: \$5,766.57 T2 Gross Rev Rec'd \$27,432.27 T2 Paypal fees 28,003.25-27,432.27=\$570.98
Hot Lunch Net Revenue	\$10,000.00	\$8533.61	\$17,400.00	\$28,386.39	
Gaming (\$20/student)	\$6,000.00	\$6,684.00	\$5,800.00	\$5,800.00	
Bank Interest		\$191.08	\$190.00	\$140.38	
Fundraising (Purdy's) <<NEW>>	\$4,000.00	\$5,025.52	\$1,000.00	\$879.96	**ADJUSTED**
Fundraising (Movie Night) <<NEW>>				\$237.51	(Net Revenue)
Fundraising (Others) <<NEW>>					(RBC is a bonus)
PST Refund	\$4,494.29	\$4,614.39	\$0.00	\$0.00	
Laurier Annex PAC <<NEW>>			\$0.00	\$637.70	Earmarked for Movie License
String Pilot Program <<NEW>>			\$0.00	\$0.00	
Total	\$40,343.40	\$36,400.03	\$39,348.15	\$52,976.55	Mtg Oct.11- All Income items passed vote
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	\$80.00	
PAC Admin: Office Supplies & Banking Costs	\$100.00	\$60.77	\$100.00	\$255.39	Note: Need to increase budget to \$300
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	\$0.00	
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
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	\$1040.00	\$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 Saleema Noon, Social Emotional learning, etc.	\$900.00	\$892.50	\$1,253.00	\$0.00	Calc: (0.5*750 + 0.85*875) *1.12 with 15% discount

Teacher/School Requests	\$2,000.00	\$300.00	\$2,000.00	\$0.00	Combine with Cap Purchase?
New Capital Purchase (2015-16: iPad cart)	\$10,000.00	\$10,000.00	\$5,000.00	\$0.00	Combine with teacher/school requests?
Technology Maintenance	\$1,000.00	\$0.00	\$1,000.00	\$0.00	
Expenditure Sub-Total	\$29,325.00	\$26,642.77	\$29,046.00	\$17,366.94	
Net (Incoming-Expenditure)	\$11,018.40	\$9,757.26	\$10,302.15	\$35,609.61	Mtg Oct.11 – All Expense items passed vote

Account Balances as of Jan 31, 2017	PAC Accounting	BMO Balance	Difference	Reasons for diff. btwn our PAC Acc't and BMO Acc't balances	
General (-431)	\$34,415.14	\$27,627.17	-\$6,787.97	1) Cheques issued but not cashed (+ this from PAC Accounting)	\$273.53
Gaming (-423)	\$1,081.10	\$1,081.10	\$0.00	2) Funds in process of tx(not yet deposited) [-this from PAC Accounting]	\$7,061.50
Fundraising (-415)	\$113.26	\$113.37	\$0.00		
Total:	\$35,609.61	\$28,821.64	-\$6,787.97		-\$6,787.97

- Staff wish list – Enhancement of technology
 - iPad cart with large iPads (20 iPads) = \$11,901.41. PAC will support \$10,000 and school \$2,000

Motion to increase new Capital Purchase amount from \$5,000 to \$8,000.

MOVED by Paola Baca and SECOND by Anita Chui. All Parent attendees in favour.

Motion to increase Office Supplies/ Banking Costs amount from \$100 to \$300.

MOVED by Janet Fraser and SECOND by Anita Chui. All Parent attendees in favour.

Hot Lunch Update by Anita Chui/Karen Lidhar

- Field Trip Notice – With Laura away and new teacher substituted her position. We didn't get field trip notice in advance to cancel hot lunches.
- C'est Mon Café is – Soup delivery is difficult. Can we consider not doing soup for next term?
 - Missing lunches. Will ask students at each class to mark who order and take lunches.
 - C'est Mon Café will do 4 days a week for next term. Subway for one day.
 - C'est Mon Café mentioned if he has to offer cheap menus, he would like to add sides – popsicle, gelato, banana etc.
- Big thanks to all parent volunteers.

Student Directory by Paola Baca

- 74 students info filled in student directory via Much-in-Lunch.
- Send out email to parents who signed up to gain permission for sending the directory to share.
- Share the list with whole school or just the group of parents who signed up? TBD

- Paola's suggestion is to send an email out to parents who have signed up and give a deadline to pull out from the list before distributing to whole school.

Fundraising

Past Events (Recap & Thank-you)

- SOLOs – Parent session

Upcoming Events

- Next Movie Night
 - Wednesday, March 1st, 2017
 - Movie – Moana
 - Concession – Pizza, Order large bag of Kernel's popcorn to re-bag to small bags.
- School T-shirt
 - Will order extra. Hope to have T-shirt in for movie night sale.

Motion to approve ordering MAX 350 T-shirts.

MOVED by Clement Law and SECOND by Aly Woodward. All Parent attendees in favour.

New Events

- AGM Potluck in May
 - Dinner at 5:30pm. Meeting at 6:30pm
- Bike to school week breakfast
 - Late May
- Ideas for new events
 - Sports day, Staff appreciation day.

Budget Discussion

- \$6000 surplus at the end of year. Continue to next school year.

Other Business

- DPAC Rep – We don't have a DPAC Rep. If anyone would like to represent our PAC, please let us know. Meeting will be every second Thursday of each month.
- After School String Program
 - Free volunteer teacher willing to teach experience students to spring break after that fee will apply.
 - \$20 PAC Admission fee
- Recycling – Students doing without gloves and tongs. School will provide gloves to students.
- School photos – A parent suggested that school sends out notice to parents for ordering a copy of the big school photo that contains whole school students and staffs.

Adjournment:

Meeting adjournment at 8:10 pm.

MOVED by Clement Law and SECONDED by Lisa Juan

Next meeting will be on Tuesday April 11, 2017 at 6:30 pm