



Sir Wilfrid Laurier Elementary School

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Sir Wilfrid Laurier Elementary School Minutes of Parent Advisory Council (PAC) Meeting

Date: April 16, 2024 (Wednesday)

Venue: hybrid - Zoom /Laurier library

Present:

Geri Gruft (Principal)
Bill Martin (Co-Chair)
Michael Chang (Co-Chair)
Carolyn Yeung (Secretary)
Debra Locke (Events Coordinator)
Margaret Lung (DPAC representative)

Natasha Burke (Treasurer)
Ping Zhao (Hot Lunch coordinator)
Ann Mukai (past PAC chair)
Katy Won
Koon Chan

The meeting was called to order by Bill Martin at 6:40pm.

	Agenda Item		Details	Action Item
1	Welcome, Land Acknowledgment	Bill	I would like to acknowledge that we are gathered on the traditional, ancestral and unceded territory of the Coast Salish peoples – Skwxwú7mesh (Squamish), Səlilwətaʔ/Selilwitulh (TsleilWaututh) and xʷməθkʷəy̓əm (Musqueam) Nations. Brief round of introductions.	Update land acknowledgment for next meeting.
2	Approval of meeting agenda	Bill	Moved by Bill, seconded by Carolyn. Motion carried.	Agenda approved.
3	Approval of last meeting minutes	Bill	Moved by Bill, seconded by Carolyn. Motion carried.	Minutes approved.

4	Principal's Report	Ms. Geri	<p>Principal's Report.</p> <ol style="list-style-type: none"> 1) Pride for the school, students, staff. I am proud and humbled to be part of this community. 2) Thank you to Debra and PAC for organizing the craft fair this afternoon. 3) Ms. Horne has returned temporarily. Our permanent office assistant should arrive by the end of May or sooner. 4) We have 2 new SSAs. Student numbers are constant. 5) Grounds staff have pruned and cleaned things. 6) Met with staff regarding how the PAC may help support the school to achieve educational goals and visions. <ol style="list-style-type: none"> a) Most teachers want to continue with Earthbites (EB). There was a lot of interest in having parents contribute to the overall cost. Upper intermediate classes may want to step away from EB. Approx \$35/student for EB. b) Interest in having PAC fund performances. c) Interest in funding support for PE and playground equipment. Ms. Murphy applied for a grant and got funding for a staff wellness activity for pickleball. d) Commons furniture for the South building, specialty art supplies, additional technology i.e. Apple TVs. 7) Funding - school fees was submitted to the VSB. \$42 for school fees, \$5 for performance fee. Some divisions may have workbook or subscription fees. Supports are in place for those who are experiencing financial difficulties. 8) VSB handles the number of SSAs, based on needs assessment. There are specific criteria and they discuss together with the resource team. Certain Ministry designations are required to meet the criteria. 9) Facilities - working on repairing wear and tear on the school grounds from the rain; needs maintenance. 10) Projector and laptops - the projector has not yet arrived. The laptops are being used regularly, and most teachers are interested in exploring a few different programs for different subject areas. <p>Questions:</p> <ol style="list-style-type: none"> 1) Will there be changes in staffing and students for next year? <ol style="list-style-type: none"> a) Staffing levels will come out at the end of April. b) The district is anticipating an increase in enrollment this coming year. c) Geri will keep us updated to help with next year's PAC funding planning. 2) If fees have been submitted, how can we request for parents to cover part of the EB costs? <ol style="list-style-type: none"> a) The potential EB fee has been put through as a "TBD" fee. 	
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		<p>3) PAC will be putting our proposed budget together in May 2024. What are the next steps for the PAC and the school to work out the funding for EB?</p> <ul style="list-style-type: none"> a) Proposal would be that PAC pays for a portion, school pays for a portion, and families pay for a portion (school fee). b) The per workshop cost has remained the same over the past few years. Increase in costs to PAC has been because of the increase in size to the student body, and we also increased the EB amount in the budget such that PAC would pay for the program and school would pay for everything else (i.e. Planters, water wells, consumables) c) Suzanne from EB will typically send out an estimated cost in June. It is an expensive program. d) EB is traditionally a partnership: PAC chairs, principal and 2 teachers have previously attended meetings with EB. Geri will liaise with EB to find out more. <p>4) Did the school receive any additional funding to equip the South Building?</p> <ul style="list-style-type: none"> a) South building was cleaned, and white boards were put in, floors were updated, desk and chairs for the students, some carpets. b) However, the per student funding to the school remained the same. c) The projectors and other basic funding for the classrooms in the South building has come from the annual school budget allotted by the VSB. No additional funding specifically for the new building. <p>5) Are there any minimum district requirements for equipping classrooms?</p> <ul style="list-style-type: none"> a) Desk and chairs for the students, desk and chair for teacher. Specific needs for the students that require assistance/accommodations. b) Projector costs came from the budget. The school is not able to purchase 6 projects at one time for each of the classrooms in the South Building. <p>6) If the student body has increased, then the PAC wants to be able to help with supporting those basic needs to fully equip the classrooms. What can be done?</p> <ul style="list-style-type: none"> a) We can consider doing an ask through a Direct Appeal specifically for technology funds. b) Geri would be the individual liaising between the staff and the PAC. <p>7) There is lots of traffic around the South Building. Do we still have crossing-guards?</p>	
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			<p>a) We have crossing-guards at 58th Avenue as before but we don't have any crossing guards near the South Building.</p> <p>8) Constable from VPD was visiting with Ms. Geri last week. The Constable will let bylaw enforcement officers know if there are concerns re: road/pedestrian safety issues to watch for.</p> <p>a) Regarding painting the speedbumps and the sidewalk: We can share the message with the parents in the community and reach out to bylaw officers.</p> <p>9) Are we fully staffed for building engineers?</p> <p>a) Our evening building engineers have not been able to present recently. Ms. Geri has been trying to fill this role. Our daytime engineer is back, and the evening engineer should be back soon.</p> <p>10) Rodent issue is still ongoing affecting both buildings.</p> <p>11) We have an "unusually large staff, i.e. SSAs for our student body"; more SSAs than we have divisions.</p>	
5	PAC Programs, Events & Fundraising	Bill, Ping, Debra	<p>1) Hot Lunch - Last year was \$1.25/item markup, and this year was \$1/item except for Minato which was \$0.50 markup. 13-14% profit this year, but previous years was 18%.</p> <p>2) Craft fair - thank you to Debra for organizing the craft fair. Thanks to Debra, Kate Chang, and all parent volunteers, and Katy for helping out. One HL parent won a door prize, and another student won the Safeway card. Parents are already asking about another craft fair for the Fall/Winter.</p> <p>a) What are the policies around home-made baked goods, and food?</p> <p>b) Ms. Geri can find out what the policies are, and details re: Foodsafe plan and Foodsafe person on site.</p> <p>3) Movie night - will be happening May 7 starting at 5:30pm, and finish by 8pm. The movie should end by 7:30pm. The movie feature will be Inside Out. Posters will be up soon.</p> <p>4) Maybe we can consider a rolling bulletin board for messages - there isn't space presently. Maybe a consideration in the future.</p> <p>5) Are there any surveillance cameras around the school? - No cameras.</p> <p>6) Sports Day - there are 3 teachers on the Sports day committee. Ms. Geri wants to make sure that things are equitable for Sports Day (May 17).</p> <p>a) Can we get the teachers to decide on the colour groups early? i.e. by next week (April 23) R/Y/G/B - so that parents have time to order T-shirts if they are interested.</p>	

			<ul style="list-style-type: none"> b) If any student is not able to afford one, they can request for a T-shirt from the PAC and PAC will cover the cost. 7) T-shirts - we will need it to be a pre-order as PAC does not have the funds to pre-pay. 8) Teacher and Staff appreciation - no date yet. Typically held in May. 9) DPAC update - next meeting on April 25. Not much to update. 	
6	Treasurer's report	Bill, Tasha	<ul style="list-style-type: none"> 1) Treasurer's report up until the end of March 2024. 2) Breakdown of costs - approx \$37k. We have approx \$1700 in the school-held account. 3) Upcoming costs: <ul style="list-style-type: none"> a) Ping opened up Hot Lunch for some families that missed out and newcomers to the school. So far we have received \$120 in sales. These won't show up until next month's report. b) Direct Appeal - we won't see those monies transferred to our account until ~June. It typically takes ~2 months for VSB to process the School Cash Online donations and for the money to go into the school-held account. If we receive the money after mid-June, we won't see a report from the school until Sept/Oct. c) School Cash Online would be for individuals who want to make a donation and get a tax receipt. If individuals do not request a tax receipt, then they can still make a donation directly to the PAC (via cash, e-Transfer or cheque). d) Cash Online amounts go through the VSB, and then the School Administrator goes into the school account and then transfers it into our PAC account. e) Ms. Geri will talk to the accountant to see if there's any other way to expedite this. School Cash Online is the preferred method for receiving donations. f) VSB will no longer accept physical cheques or cash. PAC will accept cash/cheque/E-transfer donations but these donations would not receive a tax receipt. g) PAC will send out the Direct Appeal request this week. 4) T-shirts sales - we will be doing pre-orders in time for Sports Day. 5) Presently, we cannot afford to pay for EB. We won't have enough in our bank account to cover the 1st installment in the Fall, even with the gaming account. <ul style="list-style-type: none"> a) This year, we received the gaming funds in October, and then needed to wait for interest to build up to pay for the 2nd installment for EB. 	

			<ul style="list-style-type: none"> 6) Craft fair - successful, will figure out the profits. Approx \$380 for tables. 19 tables rented. 7) We will need to reduce the amount spent on Sports Day/Bike-to-School week. 8) We can consider delaying HL re-payments at the end of the school year. However, there will be more credits because of field trips and we have had to cancel hot lunch for various divisions. Delaying payment would also depend on if the family is moving out of Vancouver or out of the country. 9) Ms. Altman has not yet booked anything for author visits; due to increased student numbers, we would need 4 sessions. We do not have the funds to cover author visits for this year. 10) We will need to increase our fundraising opportunities. What we raised from the craft fair today will be able to cover our Munch a Lunch system. 11) Re: Staff appreciation - Recommendations from last year's staff appreciation that we change up the food. ?BBQ. Typically PAC will come in to decorate the staff room, help with setting it up and bringing in the catered food, and then clean up afterwards. 12) Due to tight funds, we may need to scale back on Sports Day spending, Grade 7 ceremony support, author visits, and staff appreciation. 13) Bill will look into setting up the Direct appeal right away (preparing a notice and Geri will send this out) 14) We will let Ms. Altman know that PAC cannot support the author visits for this year. 15) We can consider reducing the expected expenses for the staff appreciation slightly. 16) Also, school performances have not yet been paid, so we would need to account for this. 	
7	Other business	Bill	<ul style="list-style-type: none"> 1) Has the Grade 7 grad committee been set up yet? <ul style="list-style-type: none"> a) Ms. Geri is unsure and will look into this. She will check on what is typically allowed/not allowed for the Grade 7 ceremony. It is typically a collaborative effort between Grade 7 teachers and Grade 7 parents on the committee. Ms. Geri will try to figure out the timing. 2) The next meeting in May is the AGM. This meeting is when we elect the next PAC Executives. Bill will create and send out some information about the positions that are available and hopefully we can drum up some interest. 	

Motion to end the meeting was moved by Bill, seconded by Michael. Motion carried. Meeting was adjourned at 8:37pm.

Next Meeting: The next meeting will be held on Wednesday, May 22, 2024 @ 6:30 pm. hybrid meeting. This will be our AGM