



Sir Wilfrid Laurier Elementary  
School

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

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**Date:** May 22, 2024 (Wednesday)

**Venue:** hybrid - Zoom /Laurier library

**Present:**

Cheryl Matthews (Acting Principal)  
Bill Martin (Co-Chair)  
Carolyn Yeung (Secretary)  
Debra Locke (Events Coordinator)

Margaret Lung (DPAC representative)  
Winola Chu

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

	Agenda Item		Details	Action Item
1	Welcome, Land Acknowledgment	Bill	Updated Land acknowledgement. Brief round of introductions.	
2	Approval of meeting agenda	Bill	Moved by Bill, seconded by Winola. Motion carried.	Agenda approved.
3	Approval of last meeting minutes	Bill	Moved by Bill, seconded by Winola. Motion carried.	Minutes approved.

4	Principal's Report	Ms. Matthews	<p><b>Principal's Report.</b></p> <ol style="list-style-type: none"> <li>1) Ms Matthews - will be covering on Wednesdays until the end of the year, covering for Ms. Geri</li> <li>2) Thank you to the PAC community.</li> <li>3) Sports Day was a huge success!</li> <li>4) June is full of field trips, workshops, music performance, Grade 7 celebration, SOAR events.</li> <li>5) Details of year-end music performance TBD</li> <li>6) Volunteer tea - TBA</li> <li>7) Summary of learning reports will be sent home on June 24, 2024.</li> <li>8) Issues with plumbing in the South Building - VSB working to determine the cause. In the interim, students are using the bathroom in the main building. Should be working by Friday.</li> <li>9) Organization for school for next year - planning for 17 Divisions. Most likely 2 K classes.</li> <li>10) Student population will likely increase to just over 400 students.</li> <li>11) Looking forward to the 2024-2025 school year.</li> </ol> <p>Questions:</p> <ul style="list-style-type: none"> <li>- Welcome to Kindergarten will be 9am-12pm on June 6.</li> <li>- Volunteer Tea will be tentatively on June 14 and also Year End Concert.</li> <li>- Grade 7 will go to Churchill to visit on June 11</li> <li>- SOAR assembly on June 27. School-wide SOAR celebration on June 26. Grade 7 ceremony on June 24.</li> <li>- Requests for class placement - There were a lot of requests. Needs to be submitted in writing.</li> <li>- May 28 - VSB district track meet.</li> </ul>	
5	Financial report	Bill	<ol style="list-style-type: none"> <li>1) See financial report on website for details.</li> <li>2) We ran a Direct Appeal, and parents were given the option to make direct donations to the PAC vs. going through School Cash Online. We were concerned that the School Cash Online funds would not make it to the PAC in time.</li> <li>3) April 2024 saw \$1945 in Direct Appeal.</li> <li>4) May 2024 - additional payments for T-shirt, craft fair, movie night, and sports day. Thank you Debra for all the hard work.</li> <li>5) Additional direct appeal amounts - in May 2024 we got \$2980 in Direct Appeal, now in the school held account.</li> <li>6) Improved financial situation - PAC will be able to support the staff appreciation lunch and the Grade 7 leaving ceremony.</li> <li>7) We are reserving \$837 in Hot Lunch credits.</li> <li>8) Current projected opening balance for Sept 2024 is \$5620 (after expected upcoming payments/expenses).</li> </ol>	

			<p>9) We will hold off on the Author Visits for this year.</p> <p>10) We are required by the constitution to pass on \$3000 to next year's PAC.</p> <p>11) We did not have any Food Safe certifications this year.</p> <p>12) We want to figure out how to communicate with the parents to be able to get more people involved.</p> <p>13) Bill will send an email to Geri - additional budget adjustments if needed, and we can conduct an additional PAC meeting over Zoom if needed.</p>	
5	PAC Programs, Events & Fundraising	Bill, Ping, Debra	<p>1) Teacher appreciation preparations starting soon. Date options June 7, 11, 13, 20 per Ms. Geri.</p> <p>2) Hot Lunch:</p> <p>a) There were concerns regarding Libby's Kitchen. What is the vetting process for the vendors? VSB has requirements on food safety and certification. The Hot Lunch team brings it up to the Principal and it needs to be signed off.</p> <p>b) Is it made clear to the parents which vendor is which day at the time of ordering? Each day is assigned to a specific vendor. Maybe something to consider for next year so that it is more obvious on Munch-a-lunch which vendors are on which day.</p> <p>3) Earthbites - summer watering sign-up has been put up by Ms. Moore. Every week has at least 1 family that has signed up.</p> <p>4) Movie night and Sports Day were very successful. About 125 people showed up. The DVD had a couple glitches. We used the new projector and it was successful.</p> <p>5) Grade 7 leaving ceremony - Bill will reach out regarding PAC support.</p> <p>6) WTK - Thursday June 6 - we will coordinate with Geri to have a PAC representative to present a short blurb about the PAC to the incoming parents.</p> <p>7) DPAC update - DPAC is looking for Executives. The next meeting is tomorrow. No other updates for now. There are a number of working groups - i.e. facilities, learning group - all quite active.</p> <p>8) T-shirts - a teacher asked about sweatshirts, long-sleeve shirts, women's cut t-shirts.</p> <p>a) Maybe we can put together a Google form for Teachers to order because they do not have Munch-a-lunch access.</p>	

AGM		<p><b>Proposed Budget:</b></p> <ol style="list-style-type: none"> <li>1) Hot Lunch - we had estimated 18k this year, reduced it down to \$12,500 in profit in the proposed budget; which is more in keeping with this year's profit.</li> <li>2) BC Gaming - typically is \$20/student. We put \$6500 in the budget. Application is due at the end of June.</li> <li>3) Next year's PAC will decide on the final budget in September.</li> <li>4) Proposing a big change in Earthbites funding. Geri has started conversations with teachers and EB.       <ol style="list-style-type: none"> <li>a) Older divisions may not continue with EB.</li> <li>b) We will consider having a field-trip fee for parents to help cover some of the costs.</li> </ol> </li> <li>5) Author visits - increased the budget due to increased student population, with anticipated ~\$400/presentation.</li> <li>6) Staff appreciation budget increased up to \$1400</li> <li>7) Grade 7 PAC contribution increased to \$1000.</li> <li>8) Sports Day/Bike-to-School budget will stay at \$800.</li> <li>9) Community events budget \$1000.</li> <li>10) Parent outreach: \$1600; Saleema Noon was this year, next year would be "something else", TBD. Can consult with the Principal and teachers for ideas.</li> <li>11) Teacher and School requests for PAC funding support will be made at the beginning of next year.</li> <li>12) Direct Appeal - it is the school making a Direct Appeal to the parents via the PAC. It is a request placed to the community for us to all contribute. We will plan to conduct a Direct Appeal earlier in the school year next year. The monies are obtained by the PAC but the school administers the distribution of funds.</li> </ol> <p><b>Executive Election: 4 positions that we need to elect</b></p> <ol style="list-style-type: none"> <li>13) Chair / Co-Chair</li> <li>14) Treasurer</li> <li>15) Secretary</li> <li>16) optional Vice-Chair</li> <li>17) optional DPAC Representative</li> </ol> <p>If we do not make any selections today, we will leave it open, and review through the coming months until the September PAC meeting.</p> <p>Treasurer - (Bill will serve until we elect)        Secretary - Carolyn        Vice-Chair - open        Chair - open (Bill will serve until we elect)        DPAC chair - Margaret</p> <p><b>Non-Exec committees:</b>        Hot lunch coordinator - Ping Zhao        Event and fundraising coordinator - open</p>	
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			<p>Sports Day coordinator - pending; Ping?          Craft Fair coordinator - open          Movie Night coordinator - open</p> <p>We need more help!</p> <ul style="list-style-type: none"> <li>- hopefully this coming year we can have a better volunteer set-up</li> <li>- PAC can communicate with Geri to discuss re: class parent to get more involvement.</li> <li>- We can try for a Fall craft fair, but we need to figure out the food restrictions/FoodSafe requirements, etc. ahead of time.</li> </ul> <p>Proposed meeting dates for 2024/2025 - We will adjust so that the dates are all on Tuesday - next year's incoming PAC can make adjustments if needed. "Light" months will be in-person (Sept, Oct, March, April, May), darker months will be via Zoom (Nov, Dec?, Jan, Feb)</p>	
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Motion to end the meeting was moved by Bill, seconded by Winola. Motion carried. Meeting was adjourned at 7:57pm.

Next Meeting: June meeting is TBD (if needed)