**Edith Cavell PAC – Meeting Agenda**

**Tuesday, October 1, 2019**

**7PM – 8PM - Library**

1. Welcome
2. Review and Approval of last meeting’s DRAFT Minutes (June 4, 2019)

Motion to approve amendment.

Motion: Allison Tredwell

Seconded: Kate Chipperfield

All in Favour - Passed

1. Call for New Business Agenda Items

Brenda – List of Division Reps (Call for Volunteers)

1. Douglas Park Liaison Report – Rep Absent
2. Principal’s Report – Ms. Lori Prodan

Updates

* We welcomed 56 new students to Cavell in September (40 in Kindergarten and 16 from Gr 1-7)
* We raised over $6500 for cancer research in the Terry Fox Run
* Ultimate lessons were a great success from K to Gr 7
* Goal Setting conferences for most classes have been held

Upcoming

* The Great BC Shake Out will be on Thurs Oct 17
  + *Note: as part of the reunification process in the case of a real emergency, ID will be required to pick up your child.*
* “How Raven Stole the Sun” performance on Oct 8 in the afternoon (thank you PAC!)
* Students in Grades 4-7 will be writing the Foundation Skills Assessment soon

Information Sharing

* Seismic Mitigation Project
  + Our Project Manager and Architect recently met with the School Seismic Advisory Group and with Cavell staff to share drawings indicating the scope of work
  + Staff from VSB Material Services will be meeting with staff this week to talk about packing procedures
  + Parents will soon be asked to complete a survey about bus use for next year (not registration at this point, just information gathering for planning purposes)
* Current extra-curricular opportunities:
  + Senior Girls Soccer
  + Cross Country Running
  + Edith Cavell Leadership Club
  + Senior & Junior Choir (thanks, PAC)
  + Sport Ball (K-2) – Community Schools Team
  + Sport Kidz (Gr 3-5) – Community Schools Team
  + Global Citizens Club

Discussion Points

* The PAC materials stored in the science room will need to be gone through in preparation for the move.
* What happened to Band? Kate Chipperfield and Lori to follow up.

1. Treasurer’s Report – Ms. Jane Liang
2. Edith Cavell PAC Treasurer's Report - October 1, 2019 - 2018-2019 Year End Summary Financial Statements are attached as Schedule A to these Minutes."
3. School would like to ask for the $1266 remaining balance from last year’s classroom funds to help pay for some of the balance of the dance program.
   1. **Motion:** Jane Liang
   2. Motion to use $1266 (given to the school last year by the PAC and not used) to pay for the portion of the dance program that went over budget.
   3. Results of Vote
   4. In Favour - 1
   5. Not in Favour – 3
   6. Motion Denied (Money to be returned to PAC)
4. 2019-2020 budgeted programs
5. Volunteers needed
   * 1. Grade 7 graduation volunteer
     2. Parent Workshop - ideas? ask neighboring schools for a joint parent workshop?
     3. Sports Day volunteer
        1. Teacher’s gift volunteer
6. 2019-2020 fundraisers – fundraising goal?
7. QSP is canceled
8. Ongoing fundraisers
   1. Mabel’s label - 20%
   2. Spud - 25% (gift cards 10%)
      1. Cestmon Hot lunch - 15% - estimate $14,000 with 4 days hot lunch
9. Movie Night - need volunteer
10. Family Dance– March, April or May (Thanks to Clara and Joel who have volunteered to organize)
11. Any other fundraisers?
12. Chair’s Report – Lance Bredeson

* Welcome to the new PAC Chair
* Lance has a daughter in Grade 2
* PAC Meetings will run from 7pm – 8:15pm max (as custodian must clear the building)

1. Committee / Initiative Updates / Call for Volunteers
   1. Fundraisers – Call for Fundraising Coordinator
      * Xmas Wreaths - Ashley Robinson to Coordinate
      * Spring Plants Sale - Ashley Robinson to Coordinate
      * Movie Night/ Renewal of Movie License
        + We need more people to committee to this event to move forward and buy the license.
        + A schedule of nights need to be created in advance as the gym is busy and hard to secure
        + It was decided that the PAC Executive would create a Sign-Up Genius automated volunteer website in an effort to fill all outstanding volunteer positions
      * Family Dance – Clara Shih Marasigan
        + Less of a fundraiser this year as we will need to pay for DJ
        + Date to be determined – looking at Mar/Apr/May
      * Purdy’s Chocolate – Allison Tredwell
        + Spring (near Easter)
      * Family Photo Night – Kate Chipperfield
        + October 21, 22 – [Sign up now](https://www.signupgenius.com/go/20f054eafa82da6ff2-cavell)
        + Spots are limited
   2. Carnival Committee – Call for Carnival Chair or Co – Chairs
      * We do not have a Carnival Chair or Raffle Chair for 2019/2020
      * It was decided that the PAC Executive would create a Sign-Up Genius automated volunteer website in an effort to fill all outstanding volunteer positions.
      * Lori/Andrea to book a date in case it happens
      * Carnival Date will need to be earlier due to the move
   3. DPAC – Call for DPAC Chair (to be added to the Sign-Up Genius list of volunteer positions)
   4. Hot Lunch Program – Zahra Sato

* Running smoothly
* Question: Could we run Hot Lunch 5 days a week?
  + Answer: No, teachers would prefer not as they use the space for prep work
* Choir and Hot Lunch conflicts – Choir kids not to order hot lunch on Choir day. Could the intermediates get their hot lunch early?
  1. Seismic Committee Update – Brendan Brown

So much has happened since our last PAC meeting, yet it actually feels like it amounts to nothing.

* The Seismic Committee met on June 13th and brainstormed to create a presentation for the VBE Facilities Planning Meeting.
* Brenda Brown presented “Build Cavell Right” at the Facilities Planning Meeting on June 19th. The summary of the presentation was that we were hoping that the Board would invest some money into our project, as Minister Fleming told is that he would match funds if they were willing to bring any to the table. At this point we were still trying desperately to get rid of the portables and hope for the smaller – sized expansion.
* As a result of our presentation, Janet Fraser, the Board Chair asked to meet with us. Alison Seto and Sacha Iley were able to attend with me on July 2nd. I am afraid she did not have much good news for us. The Board had already submitted the Capital requests and we are remaining third on the list. The board is still analysing their assets and determining ways that they can generate money. I am afraid that by the time all of this happens it will be too late to hope for any monies that could be invested into the Cavell project. We provided Trustee Fraser with a summary of the Action Items from our discussion. The most important of which is a meeting with representatives from the City, Board and Ministry and those impacted from the densification of the Cambie Corridor and Olympic Village. I followed up on this last week and Trustee Fraser said she is still working on it.
* September 13th I attended a talk at SFU about Urban Education, at which Minister Fleming was a speaker. His talk was about the new curriculum, very different from what I had expected. It didn’t feel like an appropriate venue to ask tough questions.
* On September 23rd the Seismic School Advisory Committee met with the District Principal, Project Manager, and an architect from Think Space who has been designing our project. We were told everything is on schedule with Maple Grove, and our project. They have applied for the permits and are now waiting. They have found an odd issue in the design of the walls that they did not anticipate and are still trying to determine the way, and the cost of this. There was mention of asking the province for more money and using the contingencies. When I asked about possibly fundraising to “Upgrade” our upgrade the Project Manager said that this must happen now – as soon as possible, if he is to include it in the plan.
* Following the meeting I found a “Wish List” document that Sacha Iley had created in June for the staff – with Ms. Prodan’s help it was tweaked a bit with our new knowledge and distributed to staff. I am hoping to analyze the list with the Seismic Committee, Jane our Treasurer and hopefully a Fundraising Coordinator next week.

1. New Business

Volunteer Positions Need to be Filled - Division Parents

* We need 1 or 2 parents per class.
* Duties include attending PAC meetings when possible, distributing the minutes to your class with emphasis of any information that specifically effects your class.
* Organizing the teacher gift at Winter Break and Year End. Distributing messages to your class (via email) from the PAC regarding events like Carnival or Movie nights.
* Contact Andrea Daem at [pacsecretary1@gmail.com](mailto:pacsecretary1@gmail.com) if you would like to volunteer and your will be supplied with a class email list.

|  |  |
| --- | --- |
| DIVISION | PARENT VOLUNTEER(S) |
| Division 1 |  |
| Division 2 |  |
| Division 3 |  |
| Division 4 |  |
| Division 5 |  |
| Division 6 | Megan Guenter |
| Division 7 |  |
| Division 8 | Ashley Robinson/ Melanie Wong |
| Division 9 |  |
| Division 10 |  |
| Division 11 | Angela Yap |
| Division 12 | Alison Seto/ Carrie Robb |
| Division 13 | Ashley Robinson/ Megan Guenter |
| Division 14 | Sasha Iley/ Angela Yap |

1. Adjourn

APPENDIX A

**Edith Cavell PAC Treasurer’s Report – October 1, 2019**

**2018-2019 Year End Summary**

|  |  |
| --- | --- |
| **Revenue/Expenses by Account** | **2018-2019** |
| **2018-2019 Revenue** | **$ 47,292.69** |
| Savings Account | $ 26,674.57 |
| School PAC Account  (Direct Donations) | $ 4,040.00 |
| Gaming Account | $ 16,578.12 |
| **2018-2019 Expenses** | **$ (29,284.51)** |
| Savings Account | $ (15,910.63) |
| School PAC Account  (Direct Donations - Tax Receipt) | $ (1,044.00) |
| Gaming Account | $ (12,329.88) |
| **2018-2019 Gross Total** | **$ 18,008.18** |

|  |  |
| --- | --- |
| **Accounts** | **Available Balance as of October 1, 2019** |
| Savings Account | $ 28,308.86 |
| School PAC Account  (Direct Donations - Tax Receipt) | $ 5,137.62 |
| Gaming Account | $ 10,815.66 |
| Total Cavell PAC Accounts | $ 44,262.14 |

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SAVINGS ACCOUNT AVAILABLE BALANCE

|  |  |
| --- | --- |
| Current Savings Bank Balance  as of October 1, 2019 (including all checks written) | $ 31,031.86 |
| Budgeted Not Spent | $ (2,723.00) |
| Available Balance | $ 28,308.86 |

SAVINGS ACCOUNT – FUNDRAISERS

|  |  |  |
| --- | --- | --- |
|  | **2018-2019** | **2019-2020** |
| **Row Labels** | **Actuals** | **Forecast** |
| Hot Lunch | $ 14,179.70 | $14,000.00 |
| Carnival | $ 7,145.96 |  |
| Family Dance | $ 1,368.40 |  |
| Family Photo Night | $ 1,280.00 |  |
| Movie Night | $ 810.04 |  |
| Plant Fundraiser | $ 390.88 |  |
| Purdys Chocolate | $ 384.97 |  |
| StaySafe | $ 260.93 |  |
| QSP | $ 254.68 |  |
| Halloween Costume Swap | $ 183.00 |  |
| Stong's Market | $ 152.59 |  |
| Direct donations | $ 100.00 |  |
| Mabels Label | $ 60.48 |  |
| SPUD | $ 55.94 |  |
| Snackwich - hamber | $ 47.00 |  |
| **Grand Total** | **$ 26,674.57** | **$14,000.00** |

SAVINGS ACCOUNT - EXPENSES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **EXPENSES** | **2018-2019** | **2018-2019** | **2019-2020** | **2019-2020** | **2019-2020** |
| **Row Labels** | **Budget** | **Actuals** | **Budget** | **Actuals** | **Budgeted not spent** |
| Active Friends | $ (500.00) | $ (500.00) | $ (500.00) | $ (500.00) |  |
| Bank Fees | $ (100.00) | $ (33.62) | $ (100.00) |  | $ (100.00) |
| BC PAC Fee | $ (75.00) | $ (75.00) | $ (125.00) | $ (75.00) |  |
| Bookworm Awards | $ (2,100.00) | $ (2,100.00) | $ (2,100.00) | $ (2,100.00) |  |
| Classroom Funds | $ (4,830.00) | $ (4,830.00) | $ (4,950.00) | $ (4,950.00) |  |
| Field Trips | $ (4,830.00) | $ (4,830.00) | $ (4,950.00) | $ (4,950.00) |  |
| Hamber Student Bursary | $ (500.00) | $ (500.00) | $ (500.00) |  | $ (500.00) |
| Hot lunch supplies | $ (400.00) | $ (281.57) | $ (400.00) |  | $ (400.00) |
| Munchalunch Fee | $ (336.00) | $ (336.00) | $ (336.00) |  | $ (336.00) |
| PAC Meeting babysitting | $ (200.00) | $ (200.00) | $ (200.00) |  | $ (200.00) |
| School Assistance Fund | $ (500.00) | $ (500.00) | $ (500.00) | $ (500.00) |  |
| Sports Day | $ (100.00) | $ (69.45) | $ (100.00) |  | $ (100.00) |
| Teacher's Gift | $ (200.00) | $ (114.77) | $ (200.00) |  | $ (200.00) |
| Website | $ (20.00) | $ (19.99) | $ (20.00) |  | $ (20.00) |
| Welcome Back Coffee | $ (250.00) | $ (142.56) | $ (250.00) | $ (247.20) |  |
| Sunshine Gift |  | $ (99.75) |  |  |  |
| Movie License |  |  | $ (367.00) |  | $ (367.00) |
| PAC to PAC donation | $ (500.00) | $ (500.00) | $ (500.00) |  | $ (500.00) |
| Resource Teacher Funding | $ (200.00) | $ (200.00) | $ (200.00) | $ (200.00) |  |
| Seismic Committee Expenses | $ (500.00) | $ (406.44) |  |  |  |
| Check Order |  | $ (171.48) |  |  |  |
| Mystery Science |  |  | $ (1,500.00) | $ (1,378.03) |  |
| **Grand Total** | **$ (16,141.00)** | **$(15,910.63)** | **$(17,798.00)** | **$(14,900.23)** | **$ (2,723.00)** |

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SCHOOL PAC ACCOUNT

|  |  |
| --- | --- |
| 2018-2019 Direct Donation | $4,040.00 |
| 2018-2019 Balance Transfer | $1,266.62 |
| Previous year's balance transfer | $875.00 |
| Author Books | -$144.00 |
| ADST Kits | -$300.00 |
| Makedo kits | -$600.00 |
| **Grand Total** | **$5,137.62** |

GAMING ACCOUNT SUMMARY

|  |  |
| --- | --- |
| **BANK BALANCE** | |
| Current Gaming Account Balance  as of October 1, 2019 (including checks written) | $ 21,860.66 |
| Budgeted Not Spent | $ (10,885.00) |
| Available Balance | $ 10,975.66 |

GAMING ACCOUNT – FUNDRAISERS/GRANTS

|  |  |  |
| --- | --- | --- |
|  | **2018-2019** | **2019-2020** |
| **Row Labels** | **Actuals** | **Actuals** |
| 50/50 Raffle | $ 633.50 |  |
| Carnival Raffle | $ 8,240.62 |  |
| Gaming Grant | $ 7,704.00 | $ 6,540.00 |
| **Grand Total** | **$ 16,578.12** | **$ 6,540.00** |

GAMING ACCOUNT – EXPENSES

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **2018-2019** | **2018-2019** | **2019-2020** | **2019-2020** | **2019-2020** |
| **Row Labels** | **Budget** | **Actuals** | **Budget** | **Actuals** | **Budgeted Not Spent** |
| Author | $ (1,200.00) | $ (288.75) | $ (1,200.00) |  | $ (1,200.00) |
| Bank Fee | $ (65.00) | $ (12.38) | $ (65.00) |  | $ (65.00) |
| Choir | $ (3,760.00) | $ (3,475.00) |  |  |  |
| Geering Up Workshop | $ (1,540.00) | $ (1,540.00) | $ (1,540.00) |  | $ (1,540.00) |
| Grad | $ (1,500.00) | $ (1,400.00) | $ (1,500.00) |  | $ (1,500.00) |
| Jesse Miller | $ (350.00) | $ (341.25) | $ (350.00) |  | $ (350.00) |
| Safeteen (Anti Bullying Workshop) | $ (900.00) | $ (787.50) | $ (900.00) |  | $ (900.00) |
| Saleema Noon |  |  | $ (1,500.00) |  | $ (1,500.00) |
| Track and Field | $ (810.00) | $ (535.00) | $ (660.00) |  | $ (660.00) |
| Magic of Reading Show | $ (750.00) | $ (450.00) |  |  |  |
| Parent Workshop | $ (500.00) | $ (420.00) | $ (500.00) |  | $ (500.00) |
| School Dance Program | $ (1,500.00) | $ (1,500.00) | $ (1,500.00) |  | $ (1,500.00) |
| School Performances | $ (1,800.00) | $ (1,580.00) | $ (1,800.00) | $ (630.00) | $ (1,170.00) |
| Ultimate Frisbee |  |  | $ (3,100.00) | $ (2,940.00) |  |
| **Grand Total** | **$ (14,675.00)** | **$ (12,329.88)** | **$ (14,615.00)** | **$ (3,570.00)** | **$ (10,885.00)** |