

Edith Cavell Elementary School
 Parents Advisory Council (PAC) Annual General Meeting
 December 4, 2018

Meeting Welcome – Kate Chipperfield

Review and Approval of Last Meeting’s Draft Minutes

Motion to Approve November 6, 2018 Minutes:

- **First:** Megan Guenter
- **Second:** Zahra Sato
- **All in Favour:** Passed

Call for New Business Agenda Items

One item received by email to Chair. No further new Business agenda items brought forward.

Douglas Park Liaison Report– Riya Talwar

Item	<u>General Overview of Current Programming Area:</u>
	Youth Engagement and Programs
1.0	The Winter 2019 Brochure is complete. Hard copies are available, but the brochure is available electronically at our updated website: https://douglasparkcc.org/
1.1	Junior council collaborated with the Wednesday Social Club by creating holiday “notes of kindness” and sharing them with social club members.
1.2	Friday Night Fun programming for both the pre-teens and teens has seen a positive retention of numbers and attendance.
1.3	Our core youth staff are continuing to maintain relationships with the youth and adhering to staff expectations. A new pool of youth-specific program assistant II’s have been hired which will be beneficial in maintaining the operation of our youth programs.
1.4	Youth Café continues to average \$80.00 in revenue per session. Local families involved in the several soccer programs running on Saturday mornings appreciate having coffee, tea, and refreshments nearby.
Item	Youth and Staff Development

2.0 Item	The Senior youth Council completed their philanthropic goal of the season – The Shoebox Project. We fundraised \$465.00 and created 8 shoeboxes valued at approximately \$50.00 to donate.
3.0	Community Support and Outreach
	Youth Program-Specific Flyers for the Winter 2019 Season are prepared and will be distributed just as they were for the Fall 2018 Season. Schools that will be reached include: Edith Cavell, L'ecole Bilingue, Simon Fraser, Emily Carr, and Talmud Torah.
Item	Important Upcoming dates
4.0	December 15 th , 2018 is Riya's last day as the Temporary Full Time Community Youth Worker. December 18 th , 2018 is Starla's return to Douglas Park Community Centre. December 23 rd , 2018 – January 1 st the centre is closed for Holidays. January 7 th , 2019 Programs commence for Winter 2019 Season.
	Respectfully Submitted,

Riya Bhagyashree Talwar

TFT Community Youth Worker

It was an absolute pleasure working with you all for the Fall 2018 season. I am grateful to have been invited to your PAC meetings to sustain and build the relationship between Douglas Park Community Centre and Edith Cavell. The warmth, kindness, and sense of community here is unlike any other. I will continue to be involved at Douglas Park however I can as this site truly holds a special place in my heart. Take care everyone, and all the best in the New Year!

Principal's Report – Ms. Lori Prodan

Updates

- New Liaison Trustee for Cavell – Janet Fraser
- New Cavell website - <https://www.vsb.bc.ca/schools/edith-cavell/Pages/default.aspx>
- “Magic of Learning” show was a great success – thanks PAC
- Performance by “Tribal Vision Dance” was well received – thanks PAC
- School goal – ADST (Applied Design Skills and Technology) is well underway

Upcoming

- Two weeks of Dance instruction in May, with an evening performance at the end
- Jesse Miller (social media safety and behavior) coming to Div 1 & 2
- Lunar New Year – musical performance
- Progress reports home Feb 1

Information Sharing

- Seismic Mitigation Project

- I continue to be the point of communication for Cavell parents about the seismic project
- Project Definition Report is now posted on-line
- Facilities and Planning Committee on Nov 14 – delegation from Cavell Seismic Committee by K. Harris and Cavell Seismic Project Update by D. Nelson, Deputy Superintendent

https://www.vsb.bc.ca/District/Board-of-Education/Meeting_Minutes/Documents/agendas-files/18_11Nov14_Open%20Facilities%20Planning%20Agenda.pdf

- PAC Seismic Committee representatives and I have met with senior staff twice – received all the parent feedback about swing site collected through the PAC survey
- Decision about swing site will be made by VSB senior management in December
- Cavell School Seismic Advisory Committee met on Nov 28, with Brenda representing PAC
- I met with Project Working Committee (engineers and architects) on Nov 20
- At VSB Board meeting on Nov 26 the following motion was passed:
Moved by B. Parrott, seconded by

‘that the Board request the Chairperson reaches out to Minister Fleming acknowledging the potential long term savings of the replacement option for Cavell Elementary School.
And furthermore that the Board request the Minister to review the expansion option proposed in the Capital Plan.’

- Also at the VSB Board meeting on Nov 26 – response to three questions from Facilities and Planning Committee, Edith Cavell Seismic Delegation
https://www.vsb.bc.ca/District/Board-of-Education/Meeting_Minutes/Documents/agendas-files/18_11Nov26_op_board_agenda.pdf
- An Open House is being planned for community (staff and parents) in January with schematic drawings, Project Manager and VPO staff in attendance

Discussion: Parents expressed thanks for planning evening dance performance in May

Treasurer's Report – Jane Liang

TREASURER'S REPORT December 4, 2018

BANK SUMMARY

SAVINGS ACCOUNT

Current Savings Bank Balance as of December 4, 2018 (including all checks written)	\$ 26,314.11
Budgeted Not Spent	\$ (1,550.65)
Available Balance	\$ 24,763.46

GAMING ACCOUNT

BANK BALANCE	
Current Gaming Account Balance as of December 4, 2018 (including checks written)	\$ 20,131.42
Budgeted Not Spent	\$ (12,000.00)
Available Balance	\$ 8,131.42

FUNDRAISERS

SAVINGS ACCOUNT FUNDRAISERS

FUNDRAISERS

Sum of Amount	Column Labels	
Row Labels	2017-2018	2018-2019
Direct donations	\$ 9,834.30	\$ 300.00
Hot Lunch	\$ 9,194.10	\$ 2,764.00
Carnival	\$ 7,952.82	
Family Photo Night Fundraiser	\$ 1,240.00	\$ 1,280.00
Plant Fundraiser	\$ 797.97	
Stong's Market	\$ 772.34	
QSP	\$ 655.14	\$ 142.89
Wreath Fundraiser	\$ 628.36	
Welcome Back Movie Night	\$ 613.96	\$ 213.22
Halloween Costume Swap	\$ 499.00	\$ 183.00
SPUD	\$ 407.03	
Parent 50/50 Donation	\$ 404.55	
Wolfe Casino Night	\$ 402.50	
Mabels Label	\$ 139.24	
November Movie Night		\$ 101.30
StaySafe		\$ 260.93
Grand Total	\$ 33,541.31	\$ 5,245.34

GAMING ACCOUNT FUNDRAISERS/GRANTS

	2017-2018	2018-2019
--	------------------	------------------

Row Labels	Actuals	Actuals
50/50 Raffle	\$ 701.55	
Carnival Raffle	\$ 10,530.75	
Gaming Grant	\$ 6,440.00	\$ 7,704.00
Grand Total	\$ 17,672.30	\$ 7,704.00

PAC EXPENSES

SAVINGS ACCOUNT PROGRAMS/EXPENSES

	2017-2018		2018-2019		
Row Labels	Budget	Actuals	Budget	Actuals	Budgeted Not spent
Earthbites	\$ (10,995.00)	\$(10,800.00)			
Teacher's Wish List - Intermediate IPADS	\$ (8,884.00)	\$ (8,884.00)			
Field Trips	\$ (4,830.00)	\$ (4,830.00)	\$ (4,830.00)	\$ (4,830.00)	
Classroom Funds	\$ (4,830.00)	\$ (4,830.00)	\$ (4,830.00)	\$ (4,830.00)	
Bookworm Awards	\$ (2,100.00)	\$ (2,100.00)	\$ (2,100.00)	\$ (2,100.00)	
School Performances	\$ (1,800.00)	\$ (1,800.00)			
School Dance Program	\$ (1,500.00)	\$ (1,500.00)			
Teacher's Wish List Primary Reading Books	\$ (1,200.00)	\$ (1,100.64)			
PAC to PAC donation	\$ (1,000.00)	\$ (1,000.00)			
Teacher's Wish List Upgrade Library Desktops	\$ (675.00)	\$ (571.40)			
School Assistance Fund	\$ (500.00)	\$ (500.00)	\$ (500.00)	\$ (500.00)	
Active Friends	\$ (500.00)	\$ (500.00)	\$ (500.00)	\$ (500.00)	
Hamber Student Bursary	\$ (500.00)	\$ (500.00)	\$ (500.00)		\$ (500.00)
Hot lunch supplies	\$ (400.00)	\$ (68.30)	\$ (400.00)	\$ (191.87)	\$ (208.13)
Munchalunch Fee	\$ (336.00)	\$ (336.00)	\$ (336.00)		\$ (336.00)
Welcome Back Coffee	\$ (250.00)	\$ (118.19)	\$ (250.00)	\$ (142.56)	
PAC Meeting babysitting	\$ (200.00)	\$ (200.00)	\$ (200.00)	\$ (200.00)	
Sunshine Gift	\$ (200.00)	\$ (209.51)			
Teacher's Gift	\$ (200.00)	\$ (216.30)	\$ (200.00)		\$ (200.00)
Sports Day	\$ (100.00)	\$ (78.70)	\$ (100.00)		\$ (100.00)
Bank Fees	\$ (100.00)	\$ (26.56)	\$ (100.00)	\$	\$ (92.96)

				(7.04)	
Jersey gift	\$ (100.00)	\$ (100.00)			
Referee Services - Basketball	\$ (80.00)	\$ (35.00)			
BC PAC Fee	\$ (75.00)	\$ (75.00)	\$ (75.00)	\$ (75.00)	
Website	\$ (20.00)	\$ (19.99)	\$ (20.00)		\$ (20.00)
Resource Teacher Funding			\$ (200.00)	\$ (200.00)	
Choir				\$ -	
(blank)		\$ -			
Seismic Committee Expenses			\$ (500.00)	\$ (406.44)	\$ (93.56)
Grand Total	\$ (41,375.00)	\$ (40,399.59)	\$ (15,641.00)	\$ (13,982.91)	\$ (1,550.65)

GAMING ACCOUNT PROGRAMS

	2017-2018		2018-2019		
Row Labels	Budget	Actuals	Budget	Actuals	Budgeted Not Spent
Choir	\$ (2,840.00)	\$ (2,190.24)	\$ (3,760.00)	\$ (1,775.00)	\$ (1,985.00)
Geering Up Workshop	\$ (1,540.00)	\$ (1,540.00)	\$ (1,540.00)		\$ (1,540.00)
Grad	\$ (1,500.00)	\$ (1,495.00)	\$ (1,500.00)		\$ (1,500.00)
Saleema Noon	\$ (1,500.00)	\$ (1,417.50)			
Author	\$ (1,200.00)	\$ (840.00)	\$ (1,200.00)		\$ (1,200.00)
New Garden Beds	\$ (950.00)	\$ (950.00)			
Jerseys	\$ (950.00)	\$ (403.37)			
Safeteen	\$ (900.00)	\$ (847.88)	\$ (900.00)		\$ (900.00)
Track and Field	\$ (660.00)	\$ (570.00)	\$ (660.00)		\$ (660.00)
Jesse Miller	\$ (350.00)		\$ (350.00)		\$ (350.00)
Bank Fee	\$ (65.00)	\$ (55.27)	\$ (65.00)		\$ (65.00)
Magic of Reading Show			\$ (750.00)	\$ (450.00)	
School Dance Program			\$ (1,500.00)		\$ (1,500.00)

Parent Workshop			\$ (500.00)		\$ (500.00)
School Performances			\$ (1,800.00)		\$ (1,800.00)
Grand Total	\$ (12,455.00)	\$ (10,309.26)	\$ (14,525.00)	\$ (2,225.00)	\$ (12,000.00)

**November movie night funds have not all been deposited yet. Nor have expenses been paid.

**Reminder on annual fundraisers – SPUD, Mabel’s Label and QSP

**Thank you for those who have donated to direct donations. Please contact PAC treasurer if you have any questions.

Committee/ Initiative Updates

Edith Cavell Parent Advisory Council – By Laws – Allison Tredwell

- Revised copy of bylaws is on the PAC Website. We are not voting today as some changes to Draft document posted in November have been requested and are being posted now.
- If you have suggested changes before Feb meeting please email Allison
- We will vote on the bylaws at the next PAC Meeting in February
- We are not a society or a non-profit but under the School Act we do need bylaws
- Our prior PAC Bylaws were outdated and not publically available.

Choir – Angela Yap

- Dress Rehearsal – December 14 – 11am
- Concert – December 14 – 7pm
- VSB Choir Festival – Date TBA

Still to be determined if "new" students can be added to choir ranks in January. Diana to let Angela know. Some parents raised concerns of number of kids being supervised by one adult when junior and senior choirs practice together, which happens infrequently. Angela will suggest to Diana that a parent volunteer could help during those practices.

Hot Lunch Program – Zahra Sato

Based on comments from the last meeting, more variation is needed for hot lunch. This will be implemented for the next hot lunch session so that the food selection available rotates and is not always the same ie: every Thursday is Pizza day.

Carnival Committee – Andrea Daem, Chair (Friday June 21, 2019)

Looking for more volunteers. Coordinator Positions needed:

- Games – Sacha Iley
 - Cold Drinks – Brenda Brown
 - Free Activity Booth – ?
 - Mini Silent Auction - ?
 - Set Up/Tear Down - ?
 - Student Volunteer Coordinator – Jenny Retallack
- It was suggested that the Gr 6s & 7s be able to volunteer for Carnival. Jenny Retallack volunteered to coordinate the student volunteers and to work with Megan Guenter the Volunteer Coordinator.

Family Dance – Clara Marasigan

Proposed change of date for dance to February 14
Friday, Feb 15 is a PRO D Day. We are looking into moving the dance to Thursday Feb 14. Will depend on availability of DJ and sound/music.

Discussion: Ms. Prodan noted that this change in date was not due to any error on Clara or Jane's part. Further updates on Dance date will come by email in January.

Fundraising – Megan Guenter

Wreaths – Cancelled. Wholesaler is unreliable so it was decided to cancel the fundraiser until we can find another supplier.

November Movie night

- November 30th Movie "Polar Express" was a success
- Raised approximately \$600 for the school

Chair's Report – Kate Chipperfield

The majority of PAC activities since last meeting have centered around our Seismic Mitigation project and Brenda will cover this in her report as Seismic committee chair.

Thanks to Brenda Brown and PAC seismic committee for their on-going hard work on our behalf.

Thank you to all our volunteers; this month, particularly to Megan Guenter and team, for another great Movie night.

An opportunity has come up which allows our parent community to help a team of Eric Hamber Grade 12 Marketing students complete a project. They call themselves the SNACKWICH team and have created sandwich and snack sized reusable zippered fabric pouches for 7\$ and 9\$ each. They produce the bags themselves at school or at home, and are taking pre-orders with paypal payment option. The bags are machine washable on gentle cycle.

They are providing a one dollar cashback to our PAC fund for every item sold; two dollars for a bundle order of a small and large bag together. This fundraiser will be run by email and online order, helps our secondary student community, and benefits our environment with reduced lunch-time waste!

Watch for the email announcement and thanks to Megan agreeing to be point person for the SNACKWICH team. Orders will be due by December 14th, 2018.



DPAC Update – Allison Tredwell

Upcoming Dates

Thursday, Dec 13, 7-9pm, DPAC Exec* Meeting @ VSB *All are welcome to attend

Thursday, Jan 10, 7-9pm, DPAC Exec* Meeting @ VSB *All are welcome to attend

Thursday, Jan 24, 7-9pm, DPAC General Meeting: Cannabis Legalization & Schools @ VSB

Thursday, Jan 31, 7-9pm, Anxiety in Children & Youth @ VSB

For more details: <http://vancouverdpac.org/upcoming-events/>

Seismic Committee Update – Brenda Brown

Mandate for Edith Cavell Elementary Seismic Committee and Actions Achieved:

- 1) Meetings with David Nelson (Deputy Superintendent VSB) and Seismic Committee regarding Swing Site for Edith Cavell
 - a. Identification of potential new swing site Magee/Maple Grove
 - b. Seismic committee has reached out to Maple Grove and Magee PAC to find common solutions (MG PAC indicated desire to join #GetSeismicRight movement – attended Meeting at MG – Nov 19 and Meeting at Magee – Dec 3)
 - c. **Planned announcement regarding swing site will be mid-December**
- 2) Presentation at the VSB Facilities and Planning Committee Nov 14th with VSB trustees and staff (See the presentation: <http://cavellpac.weebly.com/updates.html>)
 - a. Requested VSB Full Board Review PDR for potential new build/or Seismic upgrade coordination with expansion
 - b. Board directed Superintendent Suzanne Hoffman to communicate directly with Minister Fleming for review of VPO decision for seismic mitigation only.
 - c. Addressed the fact that there was no procedural fairness followed in the Edith Cavell Seismic decision.
- 3) Discussion of Edith Cavell Seismic Project at VSB Full Board Meeting Nov 26
 - a. Extended Discussion of Trustees regarding Edith Cavell Seismic Mitigation
 - b. VSB Trustees Allan Wong and Barb Parrott put forth a motion
 - i. **The VSB Board requests Chairperson reaches out to Minister Fleming acknowledging the potential long term savings of the replacement option for Cavell Elementary School, if advanced, and furthermore that the Board requests that the Minister review the expansion option propose in the Capital Plan.**
- 4) Meeting of Seismic Committee with George Heyman (our MLA) and Janet Fraser (VSB trustee liaison for Cavell and VSB Trustee Chairperson) Nov 30
 - a. Requesting engagement with Minister Fleming and Ministry of Education to advocate for:
 - i. New Build (as lowest cost Life-cycle analysis)

- ii. Coordination of Expansion with Seismic Mitigation
- iii. Provincial support for potential New Swing Site location

- 5) Engagement with Dan Davies, MLA and Education Critic – Met w/Nov 2 – letter Nov 20
- a. Dan Davies wrote a personal letter to Minister Fleming requesting re-evaluation of Cavell PDR for potential new build to be coordinated with expansion

Mandate for Edith Cavell Elementary Seismic Committee:

1. Meet and liaise with VSB Trustees, VSB Committee II, VPO, Ministry of Education (MOE), media or public, as needed to increase transparency and parent consultation for our Cavell SMP.
2. Liaise with VSB, VSB Committee II, VPO and Field Principal O’Sullivan’s team to achieve a closer and/or single temporary accommodation (Swing site).
3. Act on behalf of the PAC as necessary to achieve upgrade with expansion or new build with or without expansion.
4. Liaise and advocate with VPO, VSB Trustees, MOE, Douglas Park, Cambie Montessori, and others as necessary to explore options of keeping siblings together, of bus supervision and safety, and before and after school care.

It is important to understand...

The Seismic Committee’s current ask is for the Minister to re-look at the New Build option. After carefully examining the PDR it is clear that the planned Seismic upgrade is NOT in any way a renovation of our school’s poor condition. If we stick with the current proposal after the upgrade 6 million in deferred maintenance will remain.

Only 2 million of upgrades are included in the upgrade. Poor air systems, lead paint, asbestos and lead pipes within the school will remain. There is no foreseeable plan for a way that the VSB could address this deferred maintenance in the future.

Also, a new build would see over 2 million in savings over the 40-year life cycle of the school. This is technically over 8 million in savings when you look at it with this lens. **As a Committee, we will continue to advocate for a new build for the benefit of future generations of Cavell students.** We are hopeful after our conversations with Minister Heyman and Janet Fraser, that they will see the sense and savings in this option and Get Seismic Right, rather than only what is the

lowest cost for them in this moment, and that as a government they have a responsibility to consider the future Cavell students as well.

Discussion of seismic report:

Brenda did a fantastic job representing Cavell at 3Dec Magee parent meeting. The Magee PAC chair who hosted was very professional and respectful; however the tone from Magee/MG parents and neighbours living in the area was angry. Another parent pointed out this was likely the "vocal minority" and that there were actually only forty or so Magee parents present. Brenda said that school staff who spoke with her after the event were supportive. Awaiting swing site decision by senior staff VSB – David Nelson and Suzann Hoffman.

NEW Business:

Received by email from parent: Request that Seismic committee share goals and plans with broader PAC.

As discussed above, SC has made a full report to PAC about next steps, and plans to report at each regular PAC meeting.

Adjourn

Parents social at Cambie *Biercraft* following the meeting

****Next PAC Meeting – February 5th 2019 @ 7pm Cavell Library**