Edith Cavell Elementary School

Parents Advisory Council (PAC) Meeting

February 4, 2020

Meeting Welcome

Lance Bredeson, PAC Chair opened up the meeting.

Review and Approval of Last Meeting’s DRAFT Minutes

Draft minutes from the last meeting will be on website shortly for review.

Principal’s Report – Lori Prodan

Updates

* New Student Support Worker at Cavell, Gordy Whyte
* New afternoon custodian, Greg Forrest
* Whole School Performance today “What If”
* Global Play Day
* Water Bottle filling station
* Teacher Candidates – Danielle La Grange (UBC) Div 4, Yolande Varley (SFU) Div 9, Emma Langley (UBC) Div 2

Upcoming

* Saleema Noon Body Science Workshops, March 5 & 6 for students with parent night March 2
* Maple Man – French Canadian cultural experience for whole school, March 2
* Geering Up – workshops have been booked for May 19-22

Information Sharing

* Communicating Student Learning – more on-going communication has replaced the twice per year, whole school events. Teachers communicate with parents in a variety of ways – open houses, celebration of learning, student led conferences, on-line portfolios…
* The focus is three essential components: student strengths, areas for growth and ways to support learning. “Where am I? Where am I going? How will I get there?”

Seismic Mitigation Project

* New Project Manager is Arthur Mak. He has been on site several times. Preparations continue for our move to Maple Grove at the end of this school year
* Working on busing logistics with bus route and timing and there will have a parent meeting after details are worked out
* Lori will work with Maple Grove Principal to work through shared playground and timing
* Rumour not true that Prince of Whales will share space with us as their seismic hasn’t even been announced yet
* New Maple Grove building is close to the old Maple Grove building: from a fire safety perspective, there will be some safety measures put in place.

Brenda Kaplan Brown added that there was recently a post on the Edith Cavell Facebook Page where they shared minutes from a recent Maple Grove PAC meeting minutes. Brenda noted that the PAC minutes referenced active protests about Cavell coming to their site. Brenda and Lori both noted that they have spoken to the District Principal about working together community to community.

Douglas Park Liaison Report

* Douglas Park sent their regrets that they couldn’t attend because of the weather.

Carnival Committee Update – Rina Thakar

Lance introduced Rina and thanked her for graciously volunteering to be the Carnival Committee Chair this year. Rina provided an update that Andrea has circulated emails to Carnival volunteers to start thinking about their areas for Carnival. She also noted that she will meet with Andrea firstly and then hold a meeting with Carnival volunteers shortly.

Rina noted that last year’s expenses were $8,300, and suggested that since prices have gone up slightly, has asked to put forward a motion to approve a budget of $8,500 for Carnival this year.

**Motion: Rina Thakar**

**Seconded: Shadi Bakhtiari**

**All in Favour - Passed**

Purdy’s Update – Allison Tredwell

Allison provided an update that she will be organizing the Purdy’s Fundraiser again this year. Deadline for orders will be Sunday March 29th and will be through the Purdy’s website. Allison noted that she will need someone to help distribute orders at the school April 8th. Shadi Bakhtiari volunteered to be responsible for distributing orders April 8th at Cavell.

iGuy & iGirl Workshop – Jane Liang

Jane provided an update regarding an upcoming workshop for Intermediate Children. She has been in touch with Saleema Noon regarding holding the iGuy and iGirl Workshops at Cavell Friday May 15th from 10-3 (on Pro-D Day). There needs to be a minimum of 15 children per workshop and there can be up to 30 children per workshop. Sign up will be through Munchalunch.

Family Dance – Clara Shih

Clara provided an update regarding the upcoming Family Dance that she is organizing for Friday February 28th from 5:30-8pm. Similarly, to last year, there will be pizza offered at the beginning and this will be ordered through Munchalunch. The same parents and alumni who graciously donated their time and equipment will again this year as DJ, Sound Equipment & MC.

Clara put forward a motion to approve $200 for the purchase a few items in preparation for the dance.

**Motion: Clara Shih**

**Seconded: Brenda Kaplan Brown**

**All in Favour - Passed**

Treasurer’s Report – Jane Liang

Jane provided an update and overview of the 3 Cavell accounts: Savings Account, School PAC Account and Gaming Account. Please see Appendix A.

She also provided an update on recent transactions and as part of this update, noted that the refund for Hot lunch is much less than last year and less than expected. She suggested that since the refund is much less than we expected that we may need to look at additional fundraising options. A discussion ensued and it was noted that the food selection has changed over time and that we may want to work with the provider to look at the menu options. Rina Thakar and Jesse Ziegler have volunteered to work with Jane Liang as part of a working group to brainstorm ideas and provide feedback to the provider.

Chair’s Report – Lance Bredeson

Lance provided the following Choir update:

* 27 spots in Junior Choir, with 3 spots left
* 22 in Senior Choir, with 8 spots left
* First performance is on March 9th
* May attend Choral Festival to perform
* Spring concert at school April 6th

Lance noted that there are still some important volunteer positions open and still listed on the Cavell PAC website:

* Intermediate Movie Night – will need a volunteer to take this on
* Movie Nights for all the Children – will need a volunteer to take this on
* A Grade 7 Grad Party Coordinator - Gemma Forsythe has just volunteered for this role
* Fundraising Coordinator - still open

DPAC update – Anne Halupka

There was no DPAC update.

Call for New Business Agenda Items

There were no new business agenda items.

Adjourn

**\*\* Next regular PAC Meeting – March 2**

**APPENDIX A – FINANCIALS – February 4, 2020**

**Account Summary**

|  |  |
| --- | --- |
| **Account** | **Available Balance** |
| Savings Account | $ 36,482.80 |
| School PAC Account  (Direct Donations - Tax Receipt) | $ 5,826.00 |
| Gaming Account | $ 11,546.02 |
| Total Cavell PAC Accounts | $ 53,854.82 |

**SAVINGS ACCOUNT**

|  |  |
| --- | --- |
| Current Savings Bank Balance  as of February 4, 2020 (including all checks written) | $ 38,628.08 |
| Budgeted Not Spent | $ (2,145.28) |
| Available Balance | $ 36,482.80 |

**RECENT TRANSACTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Check# | Transaction | Amount | Category |
| Dec-19 |  | Deposit - Etransfer | $ 42.00 | Wreath Fundraiser |
| Dec-19 |  | Deposit - Etransfer | $ 50.00 | Choir |
| Dec-19 |  | Deposit - Munch | $ 5.33 | Wreath Fundraiser |
| Dec-19 |  | Deposit - Etransfer | $ 13.00 | Wreath Fundraiser |
|  |  | Deposit | $ 100.00 | Choir |
| Dec-19 |  | Deposit | $1,265.00 | Wreath Fundraiser |
| Dec-19 |  | Returned Check | $ (50.00) | Choir |
| Dec-19 |  | Bank Fee - returned check | $ (5.00) | Bank Fees |
| Dec-19 | 2230 | Diana Nyvik | $ (150.00) | Choir |
| Dec-19 |  | Deposit Fee | $ (5.72) | Bank Fees |
| Feb-20 |  | Deposit - Hotlunch | $3,713.85 | Hot lunch (Sept – Dec) |

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| --- | --- | --- |
| **FUNDRAISERS** | **2018-2019** | **2019-2020** |
| **Row Labels** | **Actuals** | **Actuals** |
| Hot Lunch | $ 14,179.70 | $ 3,713.85 |
| Carnival | $ 7,145.96 |  |
| Family Dance | $ 1,368.40 |  |
| Family Photo Night Fundraiser | $ 1,280.00 | $ 1,160.00 |
| Movie Night | $ 810.04 | $ 408.23 |
| Plant Fundraiser | $ 390.88 |  |
| Purdys Chocolate Fundraiser | $ 384.97 |  |
| StaySafe | $ 260.93 |  |
| QSP | $ 254.68 |  |
| Halloween Costume Swap | $ 183.00 |  |
| Stong's Market | $ 152.59 | $ 125.05 |
| Direct donations | $ 100.00 |  |
| Mabels Label | $ 60.48 |  |
| SPUD | $ 55.94 |  |
| Snackwich - hamber | $ 47.00 |  |
| 2018-2019 unspent school funds |  | $ 2,141.62 |
| Wreath Fundraiser |  | $ 724.64 |
| **Grand Total** | **$ 26,674.57** | **$ 8,273.39** |

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| --- | --- | --- | --- | --- | --- |
| **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) | $ (10.72) | $ (89.28) |
| 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) | $ (366.45) |  |
| 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)** | **$(15,477.40)** | **$ (2,145.28)** |

**SCHOOL PAC ACCOUNT**

|  |  |
| --- | --- |
| 2018-2019 Direct Donation | $ 4,040.00 |
| 2019-2020 Direct Donation | $2,830.00 |
| Author Books | $ (144.00) |
| ADST Kits | $ (300.00) |
| Makedo kits | $ (600.00) |
| **Grand Total** | **$ 5,826.00** |

**GAMING ACCOUNT**

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| --- | --- |
| **BANK BALANCE** | |
| Current Gaming Account Balance  as of February 4, 2020 (including checks written) | $ 18,746.02 |
| Budgeted Not Spent | $ (7,200.00) |
| Available Balance | $ 11,546.02 |

**RECENT TRANSACTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Check# | Transaction | Amount | Category |
| Dec -19 | 507 | Jane Liang | $ (10.00) | 50/50 Raffle Fee |
| Dec -19 | 508 | Jane Liang | $ (24.64) | 50/50 Raffle Supplies (Tickets) |
| Dec -19 |  | DEPOSIT | $ 907.50 | 50/50 Raffle |
| Jan-20 | 509 | Saleema Noon | $(1,522.50) | Saleema Noon |
| Jan-20 | 510 | Green Thumb Theatre | $ (645.00) | School Performances |
| Feb-20 | 511 | Geering Up Workshop | $(1,820.00) | Geering Up Workshop |

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|  | **2018-2019** | **2019-2020** |
| **Fundraisers/Grants** | **Actuals** | **Actuals** |
| 50/50 Raffle | $ 633.50 | $ 872.86 |
| Carnival Raffle | $ 8,240.62 |  |
| Gaming Grant | $ 7,704.00 | $ 6,540.00 |
| **Grand Total** | **$ 16,578.12** | **$ 7,412.86** |

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| **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 | $ (1,540.00) | $ (1,540.00) | $ (1,540.00) | $ (1,820.00) |  |
| 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) | $ (1,522.50) |  |
| Track and Field | $ (810.00) | $ (535.00) | $ (660.00) |  | $ (660.00) |
| Magic of Reading | $ (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) | $ (1,275.00) | $ (525.00) |
| Ultimate Frisbee |  |  | $ (3,100.00) | $ (2,940.00) |  |
| **Grand Total** | **$ (14,675.00)** | **$ (12,329.88)** | **$ (14,615.00)** | **$ (7,557.50)** | **$ (7,200.00)** |