

Edith Cavell Elementary School  
Parents Advisory Council (PAC) Meeting  
June 4, 2019 DRAFT

Meeting Welcome

Kate, PAC Chair opened up the meeting.

Carnival Committee Update – Andrea Daem

Online Volunteer Tracking System “Sign Up Genius” link has been sent to parents. Please sign up for 1 or more shifts. There are currently 65 slots filled, 222 slots total and 12 Telus volunteers have signed up.

All Volunteers are entered in a draw to win 1 of 3 Prizes:

1. Wine/Chocolates/Dance Lesson for 2 Basket
2. Saje Gift Basket
3. Spud Fruit & Veg Basket

Carnival posters go up in neighbourhood end of week and the beginning of next. Banners up at school end of week and the beginning of next. PA Scripts read by kids start next Wednesday, beginning with Dunk Tank.

Currently working on thank you letters that will be distributed to Donors.

June is a month with the following emails for the Carnival:

- Bottles (bottle booth)
- Raffle (Get your sold books in)
- Cakes (for Cake walk)
- And the big one is VOLUNTEERS for CARNIVAL SHIFTS

Let’s all donate items and time to Carnival. The proceeds of Carnival will set us up to be in a sweet place next September to pay for student programs.

Review and Approval of Last Meeting’s DRAFT Minutes

**Motion: Allison Tredwell**

**Seconded: Ann Halupka**

**All in Favour - Passed**

## Call for New Business Agenda Items

There were no new agenda items.

## Douglas Park Liaison Report – Ms. Riya Talwar

- Running our Friday Night Fun pre-teen program in the summer
- Summer leadership camp registration is open and spots are filling up
- Youth Café has been running on Saturdays and averaging \$30.00 per session
- Baker's Dozen and Chef's will not run during the summer and will resume in the Fall of 2019.
- Fall 2019 brochure should be available early August
- The Senior and Junior Youth Council are wrapping up the school-year programming after a rewarding and successful year of volunteering, fundraising, and community engagement
- Our project manager for summer camp has been hired. We are looking to hire a senior leader next week to complete the summer leadership program team. Detailed summer camp calendars are currently being drafted
- Youth Program-Specific Flyers for the Summer 2019 Season will be distributed next week
- The LGBTQIA2S+ drop-in program Out and About hit a boom in week 3 with 7-9 youth showing up regularly for program
- Important Upcoming Events: June 12th, 2019 – Senior Youth Council Escape Room Party; June 14th, 2019 – Pre-Teen Dance SPRING FLING (Last Dance of the Year); June 19th, 2019 – Junior Youth Council Pizza Party; June 22nd, 2019 Community Day; July 2nd, 2019 – First day of Summer Leadership Program/Camp programming

Riya closed by letting the team know that her contract will end in early September and a new youth worker will take the role.

## Vancouver Project Office – Cavell Seismic Upgrade team

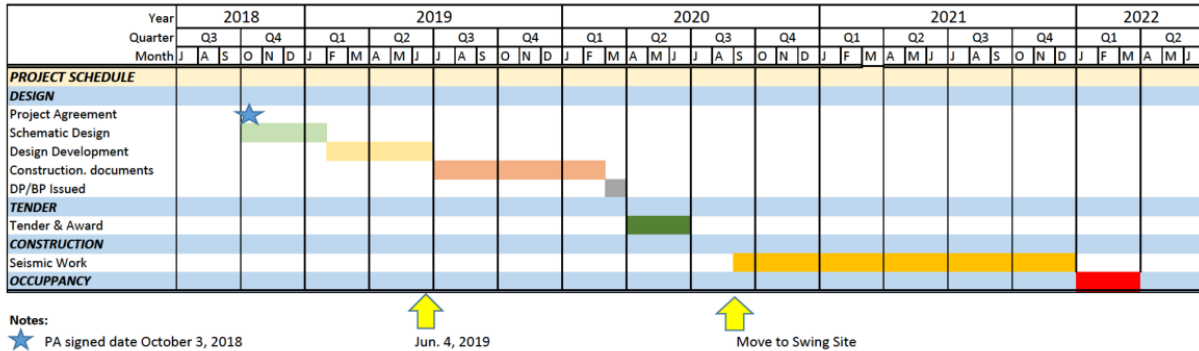
Michael Rossi introduced himself (District Principal of Educational Planning), Janson Ho (Director VPO) and Chung Lee (new Project Manager).

Janson Ho provided a schematic timeline of the project schedule and provided an overview of next steps. Please see the Cavell Elementary School project schedule put together by the Vancouver Project Office for details and timelines. He also confirmed that Maple Grove is on schedule with anticipated completion the summer of 2020 and that there have been no surprises at this point. A question was raised about why we haven't been involved in consultation. Mr. Ho suggested that timing for consultation is different for a new build versus a renovation. A new build would have more consultation early on for blueprints with engineering discussions, however for a renovation like Cavell there is little input unless any opportunities for design changes are necessary and at this point little opportunities exist. A question was also raised about timeline and if delays are accounted for and Mr. Ho said that their team has a lot of experience in these projects.

Michael Rossi discussed the move to and from swing sites from an educational lens and suggested that the VSB looks for a logical break for the move. He said that the VSB will come to the school before hand to talk about busing closer to the move to swing site so they can capture the group who will be mostly affected. An info meeting will be held with a brochure and a sign-up form. And confirmed that there will be a practice run beforehand. A discussion ensued and a question was raised about teachers packing and unpacking their classes. Mr. Rossi said that teachers get a day to pack up and one day to unpack. He suggested that if any parents have any questions to send them to Patti and that she would forward to him.

Chung Lee suggested that he will be in touch with the school community at the beginning of school year 2019. A discussion ensued regarding a downstairs bathroom.

**CAVELL ELEMENTARY SCHOOL**



# CURRENT SCHEDULE (SUBJECT TO CHANGE)

Printed: V:\Schools\Cavell\4 Project Development\02 Project Management\Schedules\Project Schedule Cavell PAC 2019.06.04 Revised.xlsx

Principal’s Report – Ms. Patti Plottel

Sent out the June newsletter today: a busy school thanks to teachers and the PAC support. Provided an overview from the newsletter.

School fees are going up next year from \$25 to \$35 & camp fees will go up. 8 students dropped out of camp at last minutes & school had to backfill costs. Will look at how there is a more realistic price next year.

A suggestion from a parent regarding Raffle tickets. Suggested make “cheques payable to” wording should be on the tickets or flyer

Upcoming events: Volunteers appreciation June 13.

Grad planning: Grade 7's will march through the hallways on the last day and all the children will line the halls and give well wishes and high fives. Each grade 7 will put together a valedictorian speech and students will vote for single speech to be given, but all speeches will be posted.

Treasurer's Report – Jane Liang

Jane provided an overview of the proposed 2019/20 budget.

Edith Cavell PAC Treasurer Report June 3, 2019

**PAC Accounts – Available Balance**

<b>Account</b>	<b>Available Balance as of June 3, 2019</b>	
Savings Account	\$	28,698.03
School PAC Account (Direct Donations - Tax Receipt)	\$	1,946.00
Gaming Account	\$	10,599.28
<b>Total Cavell PAC Accounts</b>	<b>\$</b>	<b>41,243.31</b>

**SAVINGS ACCOUNT**

Current Savings Bank Balance as of June 3, 2019 (including all checks written)	\$	29,207.88
Budgeted Not Spent	\$	(509.85)
<b>Available Balance</b>	<b>\$</b>	<b>28,698.03</b>

**Recent Transactions (5/8/19 – 6/3/19)**

Date	Check#	Payable To	Amount	Category
5/13/2019	2200	Shadi Bakhatiari	\$ (47.39)	Carnival
5/13/2019	2201	Vancouver School Board	\$ (500.00)	PAC to PAC donation
5/27/2019	2202	The Popcorn Guy	\$ (543.94)	Carnival
5/27/2019	2203	Its My Party Shop (Dunk Tank)	\$ (408.80)	Carnival
5/27/2019	2204	Vancouver Party Works	\$ (2,240.65)	Carnival

**FUNDRAISERS**

<b>Row Labels</b>	<b>2017-2018</b>	<b>2018-2019</b>
Hot Lunch	\$ 9,194.10	\$ 9,371.15
Family Dance		\$ 1,368.40

Family Photo Night Fundraiser	\$ 1,240.00	\$ 1,280.00
Plant Fundraiser	\$ 797.97	\$ 390.88
Purdys Chocolate Fundraiser		\$ 384.97
StaySafe		\$ 260.93
Movie Night	\$ 613.96	\$ 810.04
QSP	\$ 655.14	\$ 199.62
Halloween Costume Swap	\$ 499.00	\$ 183.00
Stong's Market	\$ 772.34	\$ 152.59
Direct donations	\$ 9,834.30	\$ 100.00
Mabels Label	\$ 139.24	\$ 60.48
SPUD	\$ 407.03	\$ 55.94
Snackwich - hamber		\$ 47.00
Parent 50/50 Donation	\$ 404.55	
Wolfe Casino Night	\$ 402.50	
Wreath Fundraiser	\$ 628.36	
Carnival	\$ 7,952.82	\$(4,907.18)
<b>Grand Total</b>	<b>\$ 33,541.31</b>	<b>\$ 9,757.82</b>

\*\*2018-2019 Hot Lunch (Sept – March)

**EXPENSES**

	2017-2018	2017-2018	2018-2019	2018-2019	2018-2019
Row Labels	Budget	Actuals	Budget	Actuals	Budgeted not spent
Active Friends	\$ (500.00)	\$ (500.00)	\$ (500.00)	\$ (500.00)	
Bank Fees	\$ (100.00)	\$ (26.56)	\$ (100.00)	\$ (8.58)	\$ (91.42)
BC PAC Fee	\$ (75.00)	\$ (75.00)	\$ (75.00)	\$ (75.00)	
Bookworm Awards	\$ (2,100.00)	\$ (2,100.00)	\$ (2,100.00)	\$ (2,100.00)	
Classroom Funds	\$ (4,830.00)	\$ (4,830.00)	\$ (4,830.00)	\$ (4,830.00)	
Earthbites	\$ (10,995.00)	\$ (10,800.00)			
Field Trips	\$ (4,830.00)	\$ (4,830.00)	\$ (4,830.00)	\$ (4,830.00)	
Hamber Student Bursary	\$ (500.00)	\$ (500.00)	\$ (500.00)	\$ (500.00)	
Hot lunch supplies	\$ (400.00)	\$ (68.30)	\$ (400.00)	\$ (281.57)	\$ (118.43)
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)	
School Dance Program	\$ (1,500.00)	\$ (1,500.00)			
School Performances	\$ (1,800.00)	\$ (1,800.00)			
Sports Day	\$ (100.00)	\$ (78.70)	\$ (100.00)		\$ (100.00)
Teacher's Gift	\$ (200.00)	\$ (216.30)	\$ (200.00)		\$ (200.00)
Primary Reading Books	\$ (1,200.00)	\$ (1,100.64)			
Upgrade Library Desktops	\$ (675.00)	\$ (571.40)			
Website	\$ (20.00)	\$ (19.99)	\$ (20.00)	\$ (19.99)	
Welcome Back Coffee	\$ (250.00)	\$ (118.19)	\$ (250.00)	\$ (142.56)	

Sunshine Gift	\$ (200.00)	\$ (209.51)			
Jersey gift	\$ (100.00)	\$ (100.00)			
Referee Services - Basketball	\$ (80.00)	\$ (35.00)			
Intermediate IPADS	\$ (8,884.00)	\$ (8,884.00)			
PAC to PAC donation	\$ (1,000.00)	\$ (1,000.00)	\$ (500.00)	\$ (500.00)	
Resource Teacher Funding			\$ (200.00)	\$ (200.00)	
Seismic Committee Expenses			\$ (500.00)	\$ (406.44)	
Check Order				\$ (171.48)	
<b>Grand Total</b>	<b>\$ (41,375.00)</b>	<b>\$ (40,399.59)</b>	<b>\$ (16,141.00)</b>	<b>\$ (15,601.62)</b>	<b>\$ (509.85)</b>

**SCHOOL PAC ACCOUNT**

	Actuals
Direct Donation December	\$ 1,710.00
Online Donation December	\$ 1,340.00
ADST –Knitting and Make Do Kits	\$ (960.00)
Author Visit Books – Linda Grace Smith	\$ (144.00)
<b>Grand Total</b>	<b>\$ 1,946.00</b>

**GAMING ACCOUNT**

Current Gaming Account Balance as of June 3, 2019 (including checks written)	\$ 13,704.28
Budgeted Not Spent	\$ (3,105.00)
Available Balance	\$ 10,599.28

**Recent Transactions (5/8/19 – 6/3/19)**

Date	Check#	Payable To	Amount	Category
5/13/2019	497	Shadi Bakhtiari	\$ (408.14)	Carnival Raffle Tickets
5/13/2019	498	Troys Bop Shop	\$ (1,500.00)	Dance Program

Fundraising/Grants	2017-2018	2018-2019
	Actuals	Actuals
50/50 Raffle	\$ 701.55	\$ 633.50
Carnival Raffle	\$ 10,530.75	\$ (433.14)
Gaming Grant	\$ 6,440.00	\$ 7,704.00
<b>Grand Total</b>	<b>\$ 17,672.30</b>	<b>\$ 7,904.36</b>

EXPENSES	2017-2018	2017-2018	2018-2019	2018-2019	2018-2019
Row Labels	Budget	Actuals	Budget	Actuals	Budgeted Not Spent
Author	\$ (1,200.00)	\$ (840.00)	\$ (1,200.00)	\$ (288.75)	

Bank Fee	\$ (65.00)	\$ (55.27)	\$ (65.00)		\$ (65.00)
Choir	\$ (2,840.00)	\$ (2,190.24)	\$ (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)	\$ (1,495.00)	\$ (1,500.00)		\$ (1,500.00)
Jerseys	\$ (950.00)	\$ (403.37)			
Jesse Miller	\$ (350.00)		\$ (350.00)	\$ (341.25)	
New Garden Beds	\$ (950.00)	\$ (950.00)			
Safeteen (Anti Bullying Workshop)	\$ (900.00)	\$ (847.88)	\$ (900.00)	\$ (787.50)	
Saleema Noon	\$ (1,500.00)	\$ (1,417.50)			
Track and Field	\$ (660.00)	\$ (570.00)	\$ (810.00)		
Magic of Reading			\$ (750.00)	\$ (450.00)	
Parent Workshop			\$ (500.00)	\$ (420.00)	
School Dance Program			\$ (1,500.00)	\$ (1,500.00)	
School Performances			\$ (1,800.00)	\$ (1,580.00)	
<b>Grand Total</b>	<b>\$ (12,455.00)</b>	<b>\$ (10,309.26)</b>	<b>\$ (14,675.00)</b>	<b>\$ (8,842.50)</b>	<b>\$ (3,105.00)</b>

PROPOSED 2019/2020 BUDGET

Total Cavell PAC Accounts	\$41,243.31
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\*\*Does NOT include fundraising revenue from April – Jun Hot lunch, Carnival, Raffle, and 2019/2020 gaming grant

<b>PAC SPENDING</b>	<b>2018-2019</b>	<b>2019-2020</b>	
	<b>Budget</b>	<b>Budget</b>	<b>NOTES</b>
Active Friends	\$ (500.00)	\$ (500.00)	
Savings account Bank Fees	\$ (100.00)	\$ (100.00)	
BC PAC Fee	\$ (75.00)	\$ (125.00)	increase in fees
Bookworm Awards	\$ (2,100.00)	\$ (2,100.00)	
Classroom Funds	\$ (4,830.00)	\$ (4,950.00)	Based on 330 students @ \$15/student
Field Trips	\$ (4,830.00)	\$ (4,950.00)	Based on 330 students @ \$15/student
Hamber Student Bursary	\$ (500.00)	\$ (500.00)	
Hot lunch supplies	\$ (400.00)	\$ (400.00)	
Munchalunch Fee	\$ (336.00)	\$ (336.00)	
PAC Meeting babysitting	\$ (200.00)	\$ (200.00)	
School Assistance Fund	\$ (500.00)	\$ (500.00)	
Sports Day	\$ (100.00)	\$ (100.00)	
Teacher's Gift	\$ (200.00)	\$ (200.00)	
Website	\$ (20.00)	\$ (20.00)	
Welcome Back Coffee	\$ (250.00)	\$ (250.00)	
Resource Teacher Funding	\$ (200.00)	\$ (200.00)	
Seismic Committee Expenses	\$ (500.00)		
Author	\$ (1,200.00)	\$ (1,200.00)	
Gaming Account Bank Fees	\$ (65.00)	\$ (65.00)	



Music	\$ (3,760.00)		
Geering Up Workshop	\$ (1,540.00)	\$ (1,540.00)	
Grad	\$ (1,500.00)	\$ (1,500.00)	
Jesse Miller	\$ (350.00)	\$ (350.00)	
Anti Bullying Program (Grade 6/7)	\$ (900.00)	\$ (900.00)	
Saleema Noon		\$ (1,500.00)	
Movie License	\$ (367.00)	\$ (367.00)	
Track and Field	\$ (660.00)	\$ (660.00)	
Magic of Reading Show	\$ (750.00)		not a priority by the teacher's
Mystery Science		\$ (1,500.00)	requested by the teachers
PAC2PAC Donation	\$ (1,000.00)	\$ (500.00)	
Parent Workshop	\$ (500.00)	\$ (500.00)	
School Dance Program	\$ (1,500.00)	\$ (1,500.00)	
School Performances	\$ (1,800.00)	\$ (1,800.00)	
Ultimate Frisbee		\$ (3,100.00)	requested by the teachers
<b>Grand Total</b>	<b>\$(31,533.00)</b>	<b>\$(32,413.00)</b>	

Patti informed the group that teachers enjoyed mystery science resource and they would like to hold onto this resource as well as Ultimate Frisbee. A discussion ensued around the budget items and it was agreed that as the mystery of science is used by all teachers that we fund again next year. It was also agreed that the PAC would fund Ultimate Frisbee as it is a program that benefits all the classrooms.

Discussion about music programs next year - Parent pay versus PAC funded versus hybrid of the two? – see Chair's report. Discussion ensued about this. We are conscious of needing savings for refurbishment of grounds or school after seismic so may want to reduce spending for next year. Decision that choir and Band may be offered based on interest assessment (Doodle Poll) but both programs will be parent-pay only. Other programs are a PAC funding priority because ALL students benefit.

Approval of Proposed 2019-20 PAC Budget and Expenditures as presented.

**Motion: Indy Diocee**  
**Seconded: Zahra Sato**  
**All in Favour - Passed**

### Chair's Report – Kate Chipperfield

I am very pleased to announce that Lance Bredeson, father of Uma, grade 1, has volunteered for the PAC Chair position for 2019-20. Since there are no other volunteers/nominations for the position, Lance is acclaimed Chair. Sincere thanks to Lance who joins our dedicated PAC executive.

Position of District PAC (DPAC) representative remains open for next year. Please email cavellpacchair@gmail.com if you have any questions about the position. Duties include attending DPAC meetings generally once per month and carrying important information back to our members, as well as representing Cavell at DPAC meetings.

Discussion of potential extracurricular Band program for next year. Mr. Joel Reid has confirmed availability for after-school hours. I will set up a doodle poll over the next week to gauge interest in this activity as well as Choir. Band needs a minimum of 10 kids interested to run. There is potential for two different bands (beginner, no experience and intermediate, >1 year experience with the instrument). Both Choir and Band would require a parent volunteer to coordinate registration and payment to the choir and band directors directly in order for these to run. We still need a volunteer for Hot lunch coordinator for next year. Zahra continues in the role of volunteer coordinator. A discussion ensued and Zahra noted that she will find out if hot lunch can be streamlined with C'est Mon Café taking more on. Please email cavellpacchair@gmail.com if you are interested or would like more information.

Megan Guenter will purchase teacher and staff gifts again from PAC funds this year. Thank you Megan!

Finally, as this is my last meeting as chair, thank you for the opportunity of serving on the executive this past two years!

### DPAC update – Allison Tredwell

Thursday, June 6, 6:30-9pm – [Parent Advocate Training: Introductory](#) Rm 120, Vancouver Education Centre 1580 W. Broadway. Vancouver DPAC is looking to reinstate the role of

appointed parent advocates in the district. Appointed parent advocates can help other parents in the district by: listening to their concerns; explaining how the school system works, including policies and procedures; suggesting resources and options; helping them develop a plan to address their concerns; and attending meetings with them for support. This session is open to all VSB parents/guardians, staff and administrators interested in learning more. See event for more details.

Saturday, June 8, 9am-12:30pm – [Parent Advocate Training: Level 1](#) Mount Pleasant Community Centre. Registration required.

Thursday, June 13, 7-9:30pm – [DPAC Executive Meeting](#) Rm 120, Vancouver Education Centre 1580 W. Broadway

Thursday, June 20, 7-9:30pm – [DPAC AGM](#) Rm 180, Vancouver Education Centre 1580 W. Broadway. Parents of VSB students interested in being part of DPAC's 2019/20 Executive, please get your [nomination form](#) signed by a PAC you're a member of and submitted by 7pm Wednesday, June 19.

#### Seismic Committee Update – Brenda Brown

I finally got in touch with Nadja, Minister Heyman's assistant regarding his meeting that he would "take care of" with Suzanne Hoffman. She can only tell me that the meeting occurred – with Janet Fraser, and that it was a private meeting, so the details cannot be shared. So we know nothing.

The Seismic Advisory Committee meeting that was to happen on April 9th was cancelled and we have not had one since Jan 29th. Previous to this there was one on Nov 28th.

It is looking like the Cavell Seismic Committee will need to push and advocate at a VSB Facilities Meeting on our own for the items discussed in our meeting with Minister Fleming. A facilities planning meeting will be held June 19th and it was suggested that Cavell present at that time.

New Business - NONE

Adjourn

**Parent social to follow - Biercraft Cambie**

**\*\* Next regular PAC Meeting - October, 2019**