Edith Cavell Elementary School

Parents Advisory Council (PAC) Meeting

March 2, 2020

1. Welcome

Lance Bredeson, PAC Chair opened up the meeting.

2. Review and Approval of December 3, 2019 DRAFT Minutes

Minutes will be finalized and ready for the next meeting.

3. Review and Approval of last meeting’s DRAFT Minutes (February 4, 2020)

**Motion: Alison Seto**

**Seconded: Allison Tredwell**

**All in Favour - Passed**

4. Principal’s Report – Ms. Lori Prodan

Updates

* Pink Shirt Day
* Global PlayDay
* Zero Waste & Zero Garbage Day
* Safeteen for Grade 6 & 7s
* Floor Hockey Tournament at Lunch
* Maple Man French Canadian experience
* Yearbook – informal portraits

Upcoming

* Saleema Noon Body Science Workshops
* Visit by VSB Trustee Janet Fraser
* Class Photos will be March 30
* Ready Set learn for 3 to 5 year olds (April 20 & 27 in the morning)

Info Sharing

Seismic Mitigation Project

* Preparations continue
* Updated student washroom plan
* Most of lights in classrooms in main block will be replaced
* Flooring in classrooms in main block will be replaced
* One white board per classroom will be installed

A discussion ensued and a question was asked whether everything with Maple Grove is on scheduled. Ms. Prodan mentioned that everything is on schedule. A question was also asked about busing and Ms. Prodan mentioned that parent’s will be updated in the Spring about busing and that a meeting will be held to go through logistics and questions.

Kindergarten Registration

* 40 kindergarten students are registered for next year
* This includes 19 siblings
* About 18 students remain on the waitlist, with 13 waiting for placement (5 are in choice programs)

VSB Survey “Build2Learn” – all parents are encouraged to complete the survey

* Survey on VSB Site
* Online until March 11th

5. Douglas Park Liaison Report – with regrets Suzy Parker is unable to attend

6. DPAC Representative’s Report – Ann Halupka

Ann provided an update from the DPAC General Meeting held on February 27, 2020:

* With regards to the recent Buildings Survey:  After parents complete the survey, DPAC Executive welcomes feedback (*on the actual survey,* not feedback about the topic) and DPAC will pass it along to the VSB.
	+ To share feedback, parents are invited to go to the “[Contact Us](https://nam03.safelinks.protection.outlook.com/?url=http%3A%2F%2Fvancouverdpac.org%2Fcontact-us.&data=02%7C01%7C%7Cd4810ed8e2054e404dd008d7bf064d98%7C84df9e7fe9f640afb435aaaaaaaaaaaa%7C1%7C0%7C637187906092739781&sdata=SGRi%2FAV4KROcjwRnptgX1%2F4eiQheqWdYHYaacI0zySA%3D&reserved=0)” tab on the DPAC their website (link provided).
* Presentation on Reporting Student Bullying & Harassment
	+ Panel presentation to share information and strategies with parents about how to support and take action, and what to expect if your child/teen is a target, perpetrator or perpetrator of bullying or harassment at school
	+ If there is parent interest at Cavell, BCTF offers a number of free parenting workshops, including one on Anti-bullying. Workshops are 90 minutes and presenters come to the School.

A discussion ensued regarding the workshop and it was agreed that Ann would look into details for a parent workshop in April or May.

A discussion also ensued around another parent workshop and Deborah McNamara was mentioned as a possible parent workshop. Alison Seto will look into possible workshop options and will send the information to Jane Liang.

7. Treasurer’s Report – Jane Liang

Jane provided a summary on recent transactions. See Treasurer’s Report attached as Schedule A. Jane also mentioned that a budget for next year will be presented at the May PAC meeting for approval at the June PAC meeting.

8. Initiative Updates / Call for Volunteers / Committee

Initiative Updatesa. Purdy’s Update – Allison Treadwell

Allison noted that Purdy’s is up and running. Deadline for orders is Sunday March 29th and will be through the Purdy’s website. Shadi Bakhtiari will be distributing orders April 8th at Cavell.

b. iGirl/iGuy Workshop – Jane Liang

Jane provided an update and noted that the workshop will be held May 15th Pro D Day. Please see the attached flyer for additional details about the workshop. It is for Grade 4-7 with separate workshops held for boys & girls.

c. Hot Lunch Menu Update – Rina Thakar

Rina provided an update on the recent meeting that she and Jesse Ziegler had with Eric and his wife from Chez Mon Cafe. They mentioned to Eric that numbers are down and he said that Cavell is the only school that they cater for that numbers are down for. He noted that Cavell has hot lunch 4 days a week and that other schools may have less days. Eric will provide an analysis and some suggestions like new menu items. A discussion ensued around time that the children have to eat and it was noted that children may not have enough time to finish their meals. Eric suggested that if numbers are still down that Cavell consider reducing the number of days that hot lunch is provided. It was also noted that if parents haven’t heard from Eric on an email that parents should call him after 6pm.

Jesse noted that she looked into some other providers but noted that if we can make it work with Eric at Chez Mon Café that it may be less complicated if we can work through this with him.

d. Family Dance Report – Clara Marasigan / Jane Liang

Jane read an update that Clara provided regarding the Family Dance:

Thanks to everyone for coming out to the Family Dance on Friday!  I hope that everyone had a good time!

Thanks to Gerald Champagne (a professional DJ & EC parent) for volunteering to DJ all night;  Mark Guilaran (who is an EC alumni) for donating all the sound and lighting equipment and having his crew from Skyline Productions setup and takedown all for free!; and Joel Marasigan (a professional dance instructor and experienced MC) who led the line dance and MC’ed the whole evening.

Thanks to the parent volunteers: Jesse Ziegler, Megan Fan & Lu Wong, who manned the reception desk; the students of the Global Citizens Club for handling pizza and helping out with check-in at reception; the ECLC for doing the awesome Family Dance poster and Ms. Prodan for being our honorary judge and helping me through the process of organizing this fundraiser.

Highlights of the event included a Disney song guessing game, a limbo contest, a conga line, a fort nite dance off, a line dance and of course the favourite finale: confetti poppers!!!

According to our records, there were 198 tickets and 176 slices of pizza sold.  The approximate revenue was about $1200.

Gerald (the DJ), suggested holding the dance twice a year, perhaps once in the fall and once in the spring.  Not sure if families would support that.  In addition, not sure if people will come out to Maple Grove for it or not.  Something to think about...

Thanks to everyone who made it out!  Hopefully we can do it again next year.

A discussion ensued about having the Family Dance as a welcome back event.

**Call for Volunteers**

e. Sign-Up Genius – a few important volunteer positions available

Lance highlighted the open volunteer positions and a discussion ensued around the call for volunteers. It was agreed that Alison Seto will put together an email out to the Cavell community requesting any items to be donated for the Raffle.

i. Fundraising Coordinator;
ii. Raffle Volunteer;
iii. Sports Day Volunteer; and
iv. Movie Night Coordinator – all-ages movie nights.

Rina also noted that a Volunteer Coordinator is also open and a very needed role for Carnival.

Jane noted that an Intermediate movie night will be held after Spring Break. Jane Liang is helping organize the Intermediate movie night.

The Spring Plant Fundraiser was raised, and it was noted that we need a coordinator if we want to run this fundraiser.

9. Call for New Business Agenda Items

Brenda raised an important new item regarding Support for BC Public Education. She noted that our teachers currently don’t have a contract and noted that this isn’t positive for our teachers or children. A mediator is supposed help work through the process in March.

BC funding per student lags $1,800 behind the National average. All parents should be encouraged to send letters to Minister Fleming at rob.fleming.MLA@leg.bc.ca

and Minister Heyman at george.heyman.mla@leg.bc.ca

10. Adjourn

**\*\* Next regular PAC Meeting – May 5**

**APPENDIX A – FINANCIALS – March 2, 2020**

**Account Summary**

|  |  |
| --- | --- |
| **Account** | **Available Balance** |
| Savings Account |  $ 36,670.00  |
| School PAC Account (Direct Donations - Tax Receipt) |  $ 5,826.00  |
| Gaming Account |  $ 11,548.27  |
| Total Cavell PAC Accounts |  $ 54,044.27  |

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**SAVINGS ACCOUNT**

|  |  |
| --- | --- |
| Current Savings Bank Balance as of March 2, 2020 (including all checks written) |  $ 38,754.63  |
| Budgeted Not Spent |  $ (2,084.63) |
| Available Balance |  $ 36,670.00  |

\*\*Passed $8500 to spend on Carnival expenses - Feb 2020 meeting

**RECENT TRANSACTIONS**

|  |  |  |  |
| --- | --- | --- | --- |
| Date | Transaction | Amount | Category |
| 2/8/2020 |  Deposit Slip Order  |  $ (60.65) | Bank Fees |
| 2/24/2020 |  Deposit - Munch  |  $ 47.74  | Family Dance |
| 3/2/2020 |  Deposit - Munch  |  $ 139.46  | Family Dance |

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| --- | --- | --- | --- |
|  | **2018-2019** | **2019-2020** | **2019-2020** |
| **Row Labels** | **Actuals** | **Actuals** | **Forecast** |
| Hot Lunch |  $ 14,179.70  |  $ 3,713.85  |  $14,000.00  |
| Carnival  |  $ 7,145.96  |   |   |
| Family Dance |  $ 1,368.40  |  $ 187.20  |   |
| 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  |   |   |
| Previous year's unspent school funds |   |  $ 2,141.62  |   |
| Wreath Fundraiser |   |  $ 724.64  |   |
| **Grand Total** |  **$ 26,674.57**  |  **$ 8,460.59**  |  **$14,000.00**  |

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| --- | --- | --- | --- | --- | --- |
|  | **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) |  $ (71.37) |  $ (28.63) |
| 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)** |  **$(15,538.05)** |  **$ (2,084.63)** |

**SCHOOL PAC ACCOUNT (No transactions since last PAC meeting)**

|  |  |
| --- | --- |
| 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**

|  |
| --- |
| **BANK BALANCE** |
| Current Gaming Account Balance as of March 2, 2020 (including checks written) |  $ 17,848.27  |
| Budgeted Not Spent |  $ (6,300.00) |
| Available Balance |  $ 11,548.27  |

**RECENT TRANSACTIONS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Check# | Transaction |  Amount  | Category |
| 2/29 | 512 | Safeteen | $ (897.75) | Safeteen |

|  |  |  |
| --- | --- | --- |
|  | **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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| --- | --- | --- | --- | --- | --- |
|  | **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) |  $ (1,820.00) |   |
| 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) |  $ (897.75) |   |
| Saleema Noon |   |   |  $ (1,500.00) |  $ (1,522.50) |   |
| 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) |  $ (1,275.00) |  $ (525.00) |
| Ultimate Frisbee |   |   |  $ (3,100.00) |  $ (2,940.00) |   |
| **Grand Total** |  **$ (14,675.00)** |  **$ (12,329.88)** |  **$ (14,615.00)** |  **$ (8,455.25)** |  **$ (6,300.00)** |