Edith Cavell Elementary School

Parents Advisory Council (PAC) Meeting

October 6, 2020

1. Welcome, meeting called to order.

Lance Bredeson, PAC Chair called the meeting to order.

1. Special welcome to incoming Principal Mariette Smith.

Lance gave a warm welcome to Principal Mariette Smith to Edith Cavell.

1. Douglas Park Liaison Report – Suzy Parker

Suzy provided the following update about Douglas Park:

* Centre is only open Monday to Friday right now.
* Programs are focusing more on children & seniors at this time.
* Before and after school care currently in place through Douglas Park.
* Rally program is a recreation, leadership program for children aged grade 4-7. Used to be full of Cavell children however program is currently floundering as children who were in program have dropped out. Hoping that when weather turns bad, children will sign up again. Please see the below link for more Information about the Rally program: <https://douglasparkcc.org/r-a-l-l-y-recreation-arts-leadership-learning-youth-driven-for-grades-4-7/>
* Fitness centre is closed right now and working through how they will run things going forward.
1. Review and Approval of June 2020 DRAFT Minutes.

June meeting minutes will be shared and approved at the next meeting.

1. Principal’s Report.

Mariette thanks the parents and families for their flexibility, understanding, patience and following the guidelines.

Mariette provided the following update:

* An update on safety protocols throughout the school­, with tape down to direct movement ­, etc
* An update on the Library, still have Library but no books as books are at Maple Grove.
* An update about the 14 divisions and teachers, including outlining new teachers
* An overview of the school calendar
* An overview of the School Organization: September had 328 students, now have 317 and expecting more students to arrive back mid October and throughout the year; described cohort buddy classes for inside cohort buddies; explained staggered breaks schedule for primary and intermediates; explained that when outside, children are allowed to mix with other students and have choice whether they want to wear masks; lots of hand washing; eating in the classes; only have 2 Supervision aids but need a 3rd
* Info Sharing: water bottles are important; every student received 2 masks from the VSB; rain gear is important; not allowed to share food currently; Code of Conduct had to be updated; Communication from the school will include a Monthly Newsletter and emails
* Communicating Student Learning: Goal Setting Conferences coming up October 21 & 22, early dismissal at 2pm; teachers will communicate directly with families regarding what this may look like
* Appointment: would love to meet you; please make an appointment by email to see teachers and the principal
* Seismic Mitigation Program: work continues both in the planning the upgrade and planning for the move: move will be the fall 2020, no new info
* Upcoming: Terry Fox “run” info will come soon; Meet the EC Staff creating staff list with photos; Thanksgiving Monday October 12; Goal Setting Conferences on Teams October 21 & 22; PD Day October 23
1. Finance Report – Brenda Brown.

Brenda outlined that to operate as a PAC that we need a Treasurer and Secretary so please sign up for either role. The roles can be shared. Please sign up as we desperately need these 2 roles filled. Alison Seto volunteered to be Treasurer and she will reach out to Jane for the transition.

Brenda provided an update of the Financials.

**Financials as of August 31, 2020**

|  |  |
| --- | --- |
| **Account (as of August 31, 2020)** | **Bank Statement Balances** |
| Savings Account | $ 45, 239.39  |
| School PAC Account (Direct Donations - Tax Receipt) |  $ 5,826.00  |
| Gaming Account |  $ 18,693.46  |
| Total (Budgeted Programs Included) |  $ 69,758.85  |
|  |  |

Cheques we need to write to the school ASAP: $11, 400

Classroom Funds

Field Trip Funds

Mystery Science Renewal

**2020-2021 Programs Based on 2019-2020 Programs**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **2019-2020** | **2020-2021** |   |
| **Row Labels** | **Budget** | **Budget** | NOTES |
| Active Friends |  $ (500.00) |   |   |
| Bank Fees |  $ (100.00) |  $ (100.00) |   |
| BC PAC Fee |  $ (125.00) |  $ (125.00) |   |
| Bookworm Awards |  $ (2,100.00) |  $ (2,100.00) |   |
| Classroom Funds |  $ (4,950.00) |  $ (4,950.00) |   |
| Field Trips |  $ (4,950.00) |  $ (4,950.00) |   |
| 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) |   |
| Movie License |  $ (367.00) |  $ (367.00) |   |
| PAC to PAC donation |  $ (500.00) |  $ (500.00) |   |
| Resource Teacher Funding |  $ (200.00) |  $ (200.00) |   |
| Mystery Science (K-5) |  $ (1,500.00) |  $ (1,500.00) |   |
| Author |  $ (1,200.00) |  $ (1,200.00) |   |
| Bank Fee |  $ (65.00) |  $ (65.00) |   |
| Geering Up Workshop (K-7) |  $ (1,540.00) |  $ (1,540.00) |   |
| Grad (grade 7) |  $ (1,500.00) |  $ (1,500.00) |   |
| Online Safety - Grades 4-7 |  $ (350.00) |  $ (700.00) | Increase to include grades 4-5 |
| Anti Bullying Workshop - Grades 6-7 |  $ (900.00) |  $ (900.00) |   |
| Saleema Noon (K-7) |  $ (1,500.00) |   | every other year |
| Track and Field |  $ (660.00) |  $ (660.00) |   |
| 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) |  $ (3,100.00) |   |
| Zoom Account |  | $ (300.00) |  |
| **Grand Total** |  **$ (32,413.00)** |  **$ (31,063.00)** |   |

Have budgeted $30,000 for this year, however some items like babysitting for PAC meetings and hot lunch supplies won’t be needed.

We need to approve a few items at this time: classroom funds, money for field trips and Mystery Science tool for teachers for a total amount of $11,400.

 **Motion: Ann Halupka**

 **Seconded: Alison Seto**

 **All in Favour – Passed**

A discussion ensued about the teacher wish list for Seismic and that hopefully there will be some fundraising opportunities in the future to raise the money for the mounted projectors.

1. Committee / Initiative Updates:
Fundraisers – Call for Fundraising Coordinator

Potential Fundraisers

* + Purdy’s Chocolate – Allison Tredwell provided an update on the timing with the order deadline November 25th and pick up December 7th with details of how distribution will happen to be confirmed later.
	+ Walkathon – Brenda Brown will come back with more info on the walkathon as a potential fundraiser
	+ Cavell Cares Ware – Allison Tredwell provided an update on the Cavell Spirit Wear that she received from Megan Guenther:

*I found an amazing designer and business in the neighborhood that has created a simple logo for Cavell. I am really interested in supporting local business. He has created the logo for us, which belongs to “BEASTVAN” for 3 years. During this time we are obligated to purchase spirit wear through this company. I feel the quality is great, ordering system is easy, and prices reasonable, and we only need 12 piece minimums (something we would not be able to do if we were to source out a distributor). Chris, the owner, has also created spirit wear for my school, Henderson, and the feedback was amazing from both staff and students.*

*This would be a simple logo that would be specifically for PAC spirit wear. It is not meant to change the Cavell logo, or rebrand in anyway. It simply represents Cavell Cougars, and would be great for kids to own with our move to Maple Grove in the coming months.*



*My motion reads as follow “I would like to make a motion to go ahead with creating spirit wear for Cavell school, along with Chris from Beast Van using these colours and logo. This would be a PAC fundraiser, with a portion of proceeds going towards the purchasing of items from the teacher’s wish list in 20/21 year. “*

Pricing : (we can adjust higher to make a profit for the PAC; prices TBA)

|  |  |
| --- | --- |
| Youth Tshirts | 15.00 |
| Youth Sweatshirts | 35.00 |
| Adult tshirts | 25.00 |
| Adult Sweatshirts | 50.00 |
| Hats | 25.00 |
| *Umbrellas* | *30.00* |

*Any other comments or questions please feel free to email me at* *mmecca@hotmail.com**.*

Mariette noted that she believes that this is a great idea for Cavell. A discussion ensued and it was agreed that Megan will look into details and provide an update at the next meeting.

* + Xmas Wreaths -Ashley Robinson and Melanie Wong looking into this and will get back to us with more info at the next meeting
	+ Spring Plants Sale – no updates were provided at this time.
	+ Direct Donations – no updates were provided at this time.
1. Volunteer Positions:

Lance provided an update regarding the Volunteer positions that need to be filled and let people know that they should consider a volunteer position as they would enjoy it. He also let the families know that the Sign-Up Genius automated volunteer website has been created to organize all outstanding volunteer positions;

<https://www.signupgenius.com/go/8050d4baea62aa5fc1-20202021>

Here are the volunteer positions that need to be filled:

Treasurer (FILLED BY ALISON SETO)

* Keeping accurate and up to date records of all expenses paid and all money received;
* Depositing and distributing PAC funds;
* Presenting PAC financial details at PAC meetings;

Secretary

* Attending PAC meetings;
* Creating minutes of meetings; and
* Communication of PAC events (using MailChimp);

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.
1. Call for New Business Agenda Items.

Zahra asked about class division lists to send out the PAC updates and Allison mentioned that lists should be sent out to the Class Parents by the end of the weekend.

Zahra also asked about Hot Lunch program and Mariette confirmed that Hot Lunch is cancelled until further notice.

1. Adjourn.

**Motion: Brenda Brown**

**Seconded: Zahra Sato**

**All in Favour - Passed**

 **\*\* Next regular PAC Meeting – November 3, 2020**