



# EDITH CAVELL ELEMENTARY SCHOOL PAC

## MEETING MINUTES

Location: Cavell Library

Date: ♥ February 13, 2024

Time: 7:00 PM PST

1. **Welcome – meeting called to order and land acknowledgement** by Brenda –  
Updated by the VSB: *“With deep gratitude and respect, we are honoured to be learning and unlearning on the ancestral and unceded lands of the Musqueam, Squamish & Tsleil-Waututh Nations.”*

2. **Review and approval of December 2023 minutes**

Motion to approve: Lana Ho  
Motion seconded: Susie Howson  
Motion approved.

3. **Principal’s report – Andrea Greenhalgh**

1. Five projectors have been hung and working in classrooms. A quote is in for the rest of them. Principal Greenhalgh thanked the PAC for these.
2. Students are now eating in the gym with lunch tables. Some primary and some intermediate classes started a trial last week of eating on Wednesday, Thursday, and Friday. It will take time for the school to adjust. Students are still in classrooms on Monday and Tuesday with lunch monitors and Student Support Assistants for primary classes. Not all classes will be using the Gym for lunch.

The move to eat in the Gym is because of the challenge of having enough monitors and SSA staff to supervise in the classrooms every lunchtime.

3. Satisfaction Surveys will be emailed home to Grade 4 and 7 parents next week. It is available in 18 languages. Students in grades 4 and 7 will complete the surveys at school. Teachers and staff also have a chance to complete the surveys if they wish to do so. These surveys are carried out throughout British Columbia. They will be used to guide policymakers.
4. Student-led conferences will take place all this week. The two main days are February 14th and 15th. Students are showcasing their learning for their families to see. There will be early dismissal at 2pm on Wednesday and Thursday.

5. Basketball season is underway. We have three teams participating from grades 5, 6 and 7.
6. 'Douglas Park Before and After School Care' is to come back on-site at Cavell. They are presently waiting on the City Inspection. There is no date yet. There are potential spots. However, new spots may depend on the age range, and we do not know what the age range will be. There will only be Cavell students on the Cavell site. Numbers are limited due to the physical space available.
7. Other events for the students in February: Valentine's Day, Pink Shirt Day (Feb 28); Lunar New Year and Black History Month.

A parent enquired about what was happening at the Small Talk Building. Principal Greenhalgh explained they were disassembling and repurposing the shed. No details have been shared about what will happen with the double portable building.

4. **Douglas Park Community Centre report – Garrett Wong,**  
[Garrett.Wong@vancouver.ca](mailto:Garrett.Wong@vancouver.ca)  
 Regrets from Garrett.

Brenda reported that Douglas Park Community Centre has received approval for Cavell to use their tents for the Carnival.

#### 5. **Finance Report – Susie Howson → Motion: Carnival Deposits (Romina Grippo)**

Susie went through the Treasurer's Report (see Appendix B, located at the end of the document).

Points to note:

1. PAC did not get the Gaming grant last year.
2. The usual fundraising goal is \$30,000 to cover the approved budgeted items, but this does not include big items such as a potential Playground addition.
3. New Hot lunch figures are pending.
4. The spirit wear category is to be added, and figures are pending.
5. School budget items are almost entirely paid for, but \$3,061.84 in budgeted items has not yet been spent.
6. Parents who donate \$20 or more via SchoolCash online to the PAC will receive a tax receipt. SchoolCash online is the official VSB website for donations and parents need to direct the amount to the PAC as there are various options when you go on the site.

Edith Cavell's Direct Donation site can be found at this link: <https://cavell-school-pac.square.site/direct-donation>

7. Some parents had asked about donating to the PAC as they cannot attend the Parent Social. It was explained that at least \$20 of the \$50 ticket for the Parent Social is going to the PAC, and \$30 is going to the venue for two drink tickets, appetizers and pizza. Susie suggested that if parents do not want to attend or cannot attend the Parent Social, they can contribute \$20. A link has been set up on the PAC's website to make it easy to donate: <https://cavell-school-pac.square.site/shop/special-events/16>. However, Parents should note that donations through the Square site do not receive a tax receipt.

It was discussed that next year, they will have two separate committees: a Fundraising Committee and a Social Event Committee. The Social Event Committee could then concentrate on community building rather than raising funds.

If the PAC received \$100 per student, they could reach the \$30,000 goal. It was suggested that an 'upbeat' anonymous donation request for a suggested \$100 be sent out in September. Nina Wong offered to help write the 'upbeat' request.

### **Motion: Carnival Deposits (Romina Grippo)**

**Romino** proposed a motion to spend \$1,429.58 for 50% of the deposit for Party Works equipment for the Carnival on June 7. The equipment includes inflatables (a 3-lane Obstacle Course and Soccer Shootout), Conk the Crow, Kiddie Striker, Slushie Machine, and Cotton Candy Machine.

Last Carnival in 2019, the spend was \$8,000. The event grossed over \$15,000, raising \$7,000 for the PAC. This year, the aim is to keep the spend under \$7,000. More importantly, it will be a great community event.

Motion to approve spending on deposits for the upcoming carnival: Zahra Sato  
Motion seconded: Nina Wong  
Motion approved.

Romina mentioned the need for a volunteer to take on the project of running the 50/50 raffle at the Carnival. The PAC does have a Licence and tickets. The 50/50 raffle will not happen without a lead volunteer to manage it.

### **6. Fundraising Report – Eva Hossack / Robyn Saona**

- **Current/Past: Direct Donation, Purdy's Chocolates, Spirit Wear, Hot Lunch**
- **Upcoming: Parent's Night, Silent Auction, Family Dance, Walkathon, Carnival**

Eva Hossack went through the report (Appendix A - located at the end of the document). Eva commenced by stating the focus of the fundraising committee was raising money for our kids and bringing the community together.

In addition to the report, Eva added the following points:

1. Eva would like the 'class reps' to get their class parents excited about the Parent Social and encourage them to go.

2. Eva explained that the committee tried to find a way to provide 'babysitting' for the event, but the venue could not accommodate this.
3. Marty Majerski has donated a popcorn machine to the PAC. This can be used at PAC events. If anyone is interested in volunteering, they could run Popcorn Fridays.
4. Rosina Cuk is looking into getting Movie nights going.

## **7. Committee Report - Greening - Steve MacIntyre and Janna Clearwater Stewart**

Janna provided the Greening Committee update:

1. Playground Expansion: The Vancouver School Board has approval to remove the small tree in the playground area. This has changed the design plans for the playground. Habitat Builders have submitted a few options. We are looking to have the playground design options ready for PAC and school review soon.
2. Outdoor Learning Area: The committee is waiting on permission for composite log material as an alternative option to giant rocks used on other VSB sites. This information is coming from Habitat. The staff likes the idea of having the Outdoor Learning Area beside the playground, between the portables.
3. Garden Boxes: A survey has been received back from teachers. Three staff members are interested in gardening (Divisions 1, 9 and 12). The committee wants to install the garden boxes in January/February 2025 so the staff can begin lessons next spring. The committee is awaiting VSB's response to having the garden boxes located on 21st Avenue. Tupper Secondary students will build the boxes. The quote is \$1,000 a box. Alison suggested it may be cheaper to source the lumber.

It was suggested that if the Outdoor Learning Area will cost as much as the Playground, the Community should be consulted on which project should go ahead.

Robyn Saona mentioned that the next stage would be to invite parents to hear the proposals. Dave from Habitat Systems will present and be happy to do it in person or via an online meeting. It was suggested that he present at the March or April PAC meeting.

## **8. Committee Report - Hot lunch - Susannah Rohloff**

Susannah Rohloff submitted a Hot Lunch update, which Alison read out.

1. On February 6, we started with our new hot lunch vendor, Foodie Kids. Lunches are delivered on Tuesdays and Thursdays. So far, everything has gone smoothly, and we have received positive feedback about the lunches. People, in particular, are enjoying the variety and types of things they can order (e.g. drinks, snacks, desserts). Our order numbers have definitely increased, as we had hoped! The Square site has been updated, so you can order until the end of May. A reminder is being sent every Wednesday to remind parents to order for the following week. (The cut-off is midnight on Wednesday.)

2. A big thank you to Andrea and the staff for being really supportive about this change, which involves them a bit more, since the orders are delivered to the front entry area and a child from each division comes to pick up the bags for their division.
3. And also, thank you to Alison Seto, who did a lot to get this up and running!
4. Please contact Susannah if you have any further questions or feedback.

A parent asked why they changed the lunch provider. Alison explained that it was because of low order numbers and low quality. Simon Fraser Elementary recommended their provider, Kiddie Foods, so they investigated and decided to go with them.

A discussion occurred on the possibility of serving food in the Multi-purpose room like in previous years. Principal Greenhalgh explained that they can no longer serve food on-site due to changes made since COVID and Food Safe. It must be pre-packaged.

## **9. Chairs' Report**

It has been decided that a PAC meeting will take place on April 9. This will be an in-person meeting. An April meeting was not previously scheduled.

The Chairs discussed the issue of where to put the PACs Fridge, which was misplaced during the seismic upgrade and has now been found. The Fridge is required for fundraising/social events, but there is no spot for it in the multipurpose room or boiler room. The issue was not resolved.

The Grad committee needs more volunteers. They are creating a yearbook and organizing an 'Amazing Race'.

## **10. New business – call for any new items**

None.

## **11. Volunteer opportunities**

- **Please let us know or visit the link below if you are interested in any positions.**
- **The Grad Committee needs more volunteers.**
- **Currently searching for a person or team to run Movie Nights.**

It was announced that Rosina Cuk has offered to co-ordinate the Movie Nights.

- <https://www.signupgenius.com/go/8050D4BAEA62AA5FC1-20232024#/>

## **12. Meeting Adjourned**

**Next Meeting: Tuesday, March 12, 2024 – Online via Zoom**

**Appendix A Fundraising Report Feb 13, 2024**

**Appendix B Treasurers Report**

## Appendix A

### Fundraising Report Feb 13, 2024

1. **Ongoing fundraisers:** Direct Donation, Pizza Hot Lunch, Subway Hot Lunch, new Foodie Kids Hot Lunch 2x/week
2. **Purdy's Chocolates:** order online for Easter treats, deadline March 11, 2024
3. **Parent Social-** Friday, March 1<sup>st</sup>, 6:30-9:30 at the Vancouver Curling at Hillcrest.
  - Tickets are \$50 includes 2 drink tickets, appetizers, pizza and live entertainment (*no curling*)
  - This is a Fundraising event- approximately \$20 from each ticket sold goes directly to our children (programs at the school, improvements to our school grounds, including plans for an expanded playground!)
  - If you are unable to attend but would still like to contribute to the fundraising efforts, you can donate \$20 on the ticket site.
  - Requesting class parents/ reps to encourage their parents to attend (post on class WhatsApp groups, etc)
  - Thanks to parents Lucie Bahar and Kyle Chuang for organizing this event
4. **Family Dance-** plans still in works to organize a dance for this year, currently working on a date
  - Thanks to Chris Lim and Rosina Cuk for volunteering to organize
5. **Silent Auction-** Virtual Auction is LIVE April 22-26th. The Silent Auction has raised \$15,117 in the last 2 years with the help of our community. The money raised goes towards our kids' valuable programs, activities and school ground upgrades. How can you help to make this year a success?

Are you or someone you know able to donate any of the items below?

- New Items such as toys, games, puzzles, books
- Gift Cards to restaurants, stores etc.
- Bottles of wine
- Is there a service you can donate?
- Tickets to a game, concert, event
- Vacation Rental

We'll also be holding 10 spots for local artists to donate a service or art. We've had someone donate custom knitted hats, collaborated art pieces, individual art, cookie dough rolls in the past as an example.

Cut off date is April 5th.

Spread the word and don't forget to Bid once the auction is live!

1. **Walk-a-thon-** Friday May 17<sup>th</sup>, mark it in your calendars, let's help our kids beat their fundraising efforts from last year > \$5000k
2. **Cavell Carnival-** June 7<sup>th</sup> 3-7pm join us for the return of the beloved Cavell Carnival
  - Thank you to Romina Grippo for her immense efforts to organize this event
  - Event will be an incredible afternoon of games, entertainment, food and community togetherness!
  - This event has raised around \$7000 in the past, help us beat this target for this year so that we can direct funds towards school ground improvements for our children!

## Appendix B

### TREASURER'S REPORT

Edith Cavell Elementary PAC Meeting  
13 February 2024

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### AGENDA

1. Current bank balances
2. Fundraising Goal
3. Fundraiser Profits
4. Approved Budget



## BANK BALANCES AS AT 13 FEBRUARY 2024

Account	Available Balance
Chequing account @ Feb 12, 2023	\$30,048.10
School PAC account (Direct Donations)	\$25,119.78
Gaming account @ Feb 12, 2023	\$25,651.12
<b>Total</b>	<b>\$80,819.00</b>
Uncashed cheques	-\$580.50
Undeposited funds	\$0.00
Accounts Receivable	\$0.00
Accounts Payable (Known Amounts)	-\$4,485.16
<b>Total</b>	<b>\$75,753.34</b>

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## FUNDRAISING GOAL

Total funds available	\$75,753.34
Gaming grant 2023-2024	-
<b>Total funds available</b>	<b>\$75,753.34</b>
2023 - 2024 school budgeted programs remaining	-\$3,061.84
<b>Balance</b>	<b>\$72,691.50</b>
<i>Fundraising goal - Regular</i>	<i>\$30,000.00</i>
<i>Fundraising goal - Large Ticket Items</i>	<i>?</i>

## PAC DIRECT DONATIONS YTD

	Monthly Donations	YTD Total Donations
Sept donations	\$ 2,120.00	\$ 2,120.00
Oct donations	\$ 200.00	\$ 2,320.00
Nov donations	\$ 150.00	\$ 2,470.00
Dec donations	\$ 590.00	\$ 3,060.00
Jan donations	\$ -	\$ 3,060.00

No donations received in January. If you can't or prefer not to attend the Parent Social, a \$20 donation in lieu would be wonderful 😊

## YTD FUNDRAISER PROFITS

Fundraiser	Month(s)	YTD Net Profits
Direct Donations	Sept - Jan	\$ 3,060
Hot Lunch - C'est Mon Café	Sept - Jan	\$ 2,138
Pizza Hot Lunch	TBD	\$ 1,694
Pumpkin Patch incl. Concession	October	\$ 1,722
Costumes	October	\$ 50
Vera's Food Truck	October	\$ 250
Subway Hot Lunch	TBD	\$ 312
Purdy's	?	\$ 1,065
Parent Social - pending	TBD	
New Hot Lunch - pending		
<b>TOTAL YTD</b>		<b>\$ 10,291</b>

## APPROVED BUDGET STATUS 2023/2024

		2022-2023	2023-2024	PAID	Remaining Owing	NOTES
	Category	Budget (Approved)	Budget (Proposed)			Items in italics were approved after the initial budget
Hamber Student Bursary	Community	(\$500.00)	(\$500.00)		(\$500.00)	
School flag	Community	(\$500.00)			\$0.00	
Welcome back coffee	Community	(\$500.00)	(\$500.00)	\$274.16	(\$225.84)	
Welcome back to Cavell	Community	(\$500.00)			\$0.00	
PAC Meeting babysitting	PAC admin		(\$250.00)	\$60.00	(\$190.00)	
Website	PAC admin	(\$21.00)	(\$21.00)		(\$21.00)	
Zoom Account	PAC admin	\$0.00	\$0.00		\$0.00	
Art supplies	School	(\$600.00)	(\$500.00)	\$500.00	\$0.00	
Classroom & field trip funds for new	School	(\$360.00)			\$0.00	
Grad (grade 7)	School	(\$1,500.00)	(\$1,750.00)		(\$1,750.00)	
Mindfulness and yoga	School	(\$1,500.00)			\$0.00	Unspent in 2022/23
Nash Pickleball / Tennis	School		(\$1,500.00)	\$1,500.00	\$0.00	
Projectors / apple TVs / smart TVs	School	(\$20,000.00)			\$0.00	
Saleema Noon (K-7)	School		(\$1,653.75)	\$1,653.75	\$0.00	Body science workshop every other year
School Assistance Fund	School				\$0.00	Need-based funding
School Performances	School	(\$1,000.00)	(\$1,800.00)	\$1,800.00	\$0.00	Art Starts

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## APPROVED BUDGET STATUS CONT... 2023/2024

		2022-2023	2023-2024	PAID	Remaining Owing	NOTES
	Category	Budget (Approved)	Budget (Proposed)			Items in italics were approved after the initial budget
Sports Day	School	(\$100.00)	(\$125.00)		(\$125.00)	
Ultimate Frisbee	School	(\$1,500.00)			\$0.00	
Teacher Appreciation	Teacher - appreciation		(\$250.00)		(\$250.00)	
Bookworm Awards	Teacher - classroom	(\$500.00)			\$0.00	
Classroom Funds	Teacher - classroom	(\$4,950.00)	(\$4,965.00)	\$4,965.00	\$0.00	331 students x \$15
Classroom literacy	Teacher - classroom	(\$1,400.00)	(\$1,400.00)	\$1,400.00	\$0.00	\$100/classroom
Field Trips	Teacher - classroom	(\$4,950.00)	(\$4,965.00)	\$4,965.00	\$0.00	331 students x \$15
Mystery Science (K-5)	Teacher - classroom	(\$1,078.65)	\$0.00		\$0.00	
Author	Teacher - library	(\$1,000.00)	(\$1,000.00)	\$1,000.00	\$0.00	May not all have been spent (waiting for totals)
Library Additions	Teacher - library	(\$1,600.00)	(\$1,600.00)	\$1,600.00	\$0.00	
Resource Teacher Funding	Teacher - resource	(\$250.00)	(\$200.00)	\$200.00	\$0.00	
SSA funding	Teacher - resource	\$0.00	(\$240.00)	\$240.00	\$0.00	
	Grand Total	(\$44,309.65)	(\$23,219.75)	\$20,157.91	(\$3,061.84)	

