

**EDITH CAVELL PAC – MINUTES**  
**Tuesday, September 19, 2023 6.30 – 7.30PM**  
**Location: Cavell Library**

1. Welcome – meeting called to order

Brenda gave the land acknowledgement.  
Alison introduced PAC executive and the Principal Andrea Greenhalgh.

2. Election of executive positions

- Motion to elect Susie Jagpal (Howson) as PAC Treasurer for 2023-24  
Motion: Angela Yap  
Second: Melanie Wong  
Motion carried unanimously
- Motion to elect Emma Vinnie as PAC co-Secretary for 2023-24  
Motion: Allison Tredwell  
Second: Rosina Cuk  
Motion carried unanimously

3. Principal's report – Andrea Greenhalgh

Principal Greenhalgh thanked everyone for their warm welcome to her, the 7 new teachers, and 4 Student Support Assistants. She mentioned that a new resource teacher will also be joining on October 1<sup>st</sup> and thanked the staff who had joined the PAC meeting.

Principal Greenhalgh explained the landscaping delay was mainly due to a water main break and reported what still needs to be done:

Primary playground: new border added, new wood chips, new stairs finished today, fencing will be down in next few days as well as an asphalt walkway to behind portables.

South playground: builders were here today. Benches to be fixed and /or replaced, border to be repaired, wood chips added where pyramid structure is.

21<sup>st</sup> Avenue: there will be trees added along the walkway between school and sidewalk to create a natural pathway. The existing old pathway will be redone so students will have a safer access point to go around the whole school. Students will be able to use this pathway for walking, but not as a play area.

Reminder that what the PAC plants or creates needs to be maintained by the PAC in upcoming years.

Gravel field: flooding occurs in this field at the north side. It is on the books for repair next summer.

A parent enquired about the possibility of it becoming a turf field. Principal Greenhalgh stated that it has never happened at an elementary school and existing turf fields are only at secondary schools. If parents want to pursue this, they should start with the Parks Board and/or call 311.

Southwest grass field: will be opened in October as the grass needs more time to take hold. The grass field will be closed again next summer as the grass will need to be rehabilitated again.

Outdoor classroom/learning space: would like to work with the students to get their voice on what they would like to do with this area. It is for them.

A parent enquired about the school grounds being used as a dog park. There is additional signage up from the VSB, but suggestion was made to call/report dogs on grounds before 5PM and/or off leash dogs. More reports will lead to enforcement from the city.

A parent enquired about the Small Talk portables. Principal Greenhalgh had no information to provide on the plans for this space. It currently sits vacant and the lease has expired with Small Talk. Grounds suggests PAC focuses on buying trees as a starting point due to uncertainty over the Small Talk portables.

Principal Greenhalgh explained the new lunch hour procedure. Starting next week students will have their lunch from 12:10 to 12:25, then there will be a bell and all students will be outside from 12:25 to 12:57. Grade 6/7 monitors as well as our supervision aides and SSAs will be in the classrooms and will also help the younger students get ready to go outside. Teachers may not be in classrooms during eating time (12:10 to 12:25). Andrea explained the other option was for students to eat all together in the gym, which would be loud and difficult for any neurodiverse students or for those sensitive to loud environments. Previously, students have been eating in classrooms during class time. The change is being made across the district to return to eating during lunch time.

Principal Greenhalgh mentioned the school will have cross country and soccer teams for the first time in a few years, and thanked the coaches and teams for volunteering their time.

Principal Greenhalgh explained that she has met with the grade 6 and 7 classes (as well as the 5/6 classes) to recruit primary monitors for our playground and lunch monitors.

Cavell will also have every class take turns doing the morning announcements and will work their way down throughout the year to the grade 2 students.

Principal Greenhalgh explained that district was switching to online for many forms and that we will have our packages out by the end of this week. Some parents will be getting notices for payments for field trips or workbooks already.

4. Douglas Park Community Centre update – Suzy Parker / Garrett Wong  
Sent their apologies. No information provided.
5. Vancouver Public Library update – Emily Gow  
Emily sent her apologies and provided a report (with hyperlinks). Alison provided a brief overview of Emily's update:

Flyer is attached with the upcoming fall programs at Terry Salman Branch.

### Book Clubs

This fall we are offering both virtual and in-person book clubs for grades 1-3 and 4-7.

### Reading Buddies

Children in Grades 2 - 4 are matched with a "big buddy" teen mentor to practice reading aloud and participate in activities such as storytelling and games that make literacy fun.

### Write Now!

Get your creative juices flowing and participate in fun activities that will get your writing stories and poems. For grades 3-7.

Library cards are free for all Vancouver residents and even babies qualify for their own card!

6. Finance Report – Alison Seto / Susie Jagpal (Howson)  
Budget attached. Alison and Brenda went through the big items on the budget. Brenda mentioned that they receive Gaming Funds and have been authorised by the fund to save up the grant so it can be spent on the school grounds. So far, \$25,000 has been saved up. Gaming Fund can only be spent on activities and items not for classroom instruction. Examples of items that qualify include extracurricular clubs, playground and outdoor items.  
A parent asked about the future of the playground.  
Alison explained that we have been unable to make plans while the school was undergoing seismic upgrade. Now that we have moved back to the Cavell site and grounds work is underway/planned, we can begin to make plans for what else can be done. In addition, we would need to know what is happening with the Small Talk space. Once we have some ideas, the VSB needs to sign off on the plan.  
Brenda stated we should be forming a Greening Committee in the near future. Please let the PAC know if you are interested in joining this new committee. A community meeting will have to happen in the near future to get input on children and families on ideas for the playground. We will begin to strategically plan, apply for grants and fundraise in phases.

Andrea Greenhalgh mentioned that the new approach for updating playgrounds is to retrofit the old one, so not to put it in landfill. There are grants available for improving accessibility of playgrounds.

Instead of doing ultimate Frisbee this year, Cavell is going to do pickle ball and tennis. They can have multiple courts for pickle ball in the gym.

Sexual health classes from Saleema Noon will happen this year. There will be an online session for parents on April 3<sup>rd</sup> and age-appropriate body science sessions for each class on April 4<sup>th</sup> and 5<sup>th</sup>.

A parent asked about removing Mystery Science from the budget. Alison explained that it was very expensive for the number of teachers using it and children benefitting from it. Funds to be spent on items that reach more children.

Funds for classroom literacy. Alison reminded that teachers should be stamping books purchased with PAC funds, so they stay in Edith Cavell.

- Motion to approve the 2023/24 budget as presented (see attached)

Motion: Susie Jagpal (Howson)

Second: Rosina Cuk

Motion carried unanimously

#### 7. Chairs' Report – Brenda Brown / Alison Seto

Welcome back event – Thank you for attending.

Fundraising Update

- Fundraising goal is about \$25- \$30K.
- Confirmed that Walkathon made \$5,604.47.
- Direct donation drive has started. Discussion around publicizing that every dollar donated in direct donation goes to the PAC, as opposed to percentages on other sales-based fundraisers.
- Allison Tredwell will run Purdy's chocolate fundraiser.
- Pizza lunch will start Friday September 29th.
- Free fruit and veg coming to the classrooms through the BC Fruit and Vegetable Nutritional programme.

Rosina Cuk provided update on other potential fundraising events:

- Pumpkin Patch

To be held Friday Oct 13<sup>th</sup> or 20<sup>th</sup> 3:30-5pm. To be sponsored by the local real estate agent Marty Majerski. He will pay for 250 pumpkins, 1 photographer, provide 3 people for set up and tear down, provide photo backdrop.

- Halloween Costume Sale

Collection from October 2<sup>nd</sup> – 13<sup>th</sup>. Sale will be at Pumpkin Patch. Request made if at all possible, to put costumes in clear bag and label with size.

- Breakfast with Santa

December 1<sup>st</sup> or 8<sup>th</sup> 2023.

- Winter plant sale

December 12<sup>th</sup> delivery day cut off at November 28<sup>th</sup>

- West Coast Seeds

Still to be applied for. February 19<sup>th</sup> - March 1<sup>st</sup> 2024.

- Spring Carnival

Marty Majerski willing to sponsor. He will discuss if there is interest and school grounds availability. He will also sponsor a bouncy castle.

Principal Greenhalgh mentioned that VSB may no longer allow bouncy castles. Brenda mentioned, this is a big event and if we want it to happen, need to start organising it now. It requires many volunteers and a strong leader.

- Silent Auction

To be organized by Eva Hossack and Robyn Saona. Eva mentioned they usually reach \$8,000 and would like to beat that this year. Eva asked parents to start thinking about items or even services they or businesses could donate.

- Walkathon

Teachers feedback is not to run it in June this coming year.

- Movie night

Eva Hossack mentioned the possibility of organizing a movie night at The Park theatre, with additional events to make it super fun for the students

- Pub night

Kyle Chuang offered to organize a pub fundraising event for adults.

- Other fundraising ideas welcome

Just need organizers!

#### 8. Ongoing Communications – Allison Tredwell

- Email list vs Class Rep list

Allison reiterated the need to get the word out regarding getting parents on the email list and class lists.

There are 2 different email lists to sign up to. The PAC uses email as its primary means of communication.

- Newsletter

Newsletter sign up: <https://cavellpac.wixsite.com/cavell/email-lists#newsletter-signup>

By signing up for the PAC newsletter parents will receive timely notifications of upcoming meetings, events, fundraisers, and volunteer opportunities. Signing up for the newsletter is an easy way to stay connected and not to miss out on anything important. The VSB does not provide the PAC with parents' emails, and this list is separate from the school email list. Subscribing is voluntary and is now carried over from year to year.

- Class List

Class Lists sign up: <https://cavellpac.wixsite.com/cavell/email-lists#class-lists>

The PAC offers an email list specifically for each child's class. Class Parents use this list to coordinate optional group gifts for teachers and support staff before Winter and Summer Breaks. The list also serves as a great way to get a recap of PAC meetings, news relevant to a child's class, and other news. Each list is individually maintained.

9. Hot Lunch – Susannah Rohloff

Susannah Rohloff sent her apologies. There has been discussion on various vendors. This term PAC will continue to use C'est Mon Café, which will run Monday to Thursday. If any parent would like to organize a new hot lunch e.g. White Spot, Subway, Friday's are available. Pizza Friday's will continue last Friday of every month.

Andrea Greenhalgh explained VSB does have a grant for hot lunch. This gets divided up amongst the schools. Most of the grant will go to the needier schools; however, we do have funding we can tap into for families who need it. Any family that does need it please approach Principal Greenhalgh in confidence.

10. Walking School Bus – Rosina Cuk

The walking school bus takes 20 students per trip and is almost at capacity. They are still looking for volunteers for after school trips. It goes from 13<sup>th</sup> and Heather to the school (4 stops). Parents and volunteers use a What's app communication system.

11. New business – call for any new items

A parent asked about the fundraising strategy, with limited resources are we spreading ourselves too thin and are we using our time and resources most effectively. He pointing out if every parent donated \$100, they would reach the target. Brenda explained that it depends on the fundraising chair's approach and presently there was no fundraising chair. Last year a PAC survey collected parents' opinions on how best to raise funds and that this will help determine the strategy. With no current fundraising chair, we are likely to continue with 3-4 main fundraisers for the year and smaller fundraisers as people wish to run one.

12. Volunteer opportunities

- Fundraising Chair
- Grad committee
- Class Reps
- DPAC Rep

Sign up on the sign-up genius link

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

13. Adjourn

*Next Meeting: Tuesday, October 10<sup>th</sup> 2023 in person in Cavell Library and via Zoom.  
Babysitting will be provided on site.*

Edith Cavell Elementary School PAC Budget

		2022-2023	2023-2024	NOTES
	Category	Budget (Approved)	Budget (Proposed)	<i>Items in italics were approved after the initial budget</i>
Hamber Student Bursary	Community	(\$500.00)	(\$500.00)	
School flag	Community	(\$500.00)		
Welcome back coffee	Community	(\$500.00)	(\$500.00)	
Welcome back to Cavell	Community	(\$500.00)		
PAC Meeting babysitting	PAC admin		(\$250.00)	
Website	PAC admin	(\$21.00)	(\$21.00)	
Zoom Account	PAC admin	\$0.00	\$0.00	
Art supplies	School	(\$600.00)	(\$500.00)	
Classroom & field trip funds for new students	School	(\$360.00)		
Grad (grade 7)	School	(\$1,500.00)	(\$1,750.00)	
Mindfulness and yoga	School	(\$1,500.00)		Unspent in 2022/23
Nash Rickleball / Tennis	School		(\$1,500.00)	
Projectors/ apple TVs/ smart TVs	School	(\$20,000.00)		
Saleema Noon (K-7)	School		(\$1,653.75)	Body science workshop every other year
School Assistance Fund	School			Need-based funding
School Performances	School	(\$1,000.00)	(\$1,800.00)	Art & arts
Sports Day	School	(\$100.00)	(\$125.00)	
Ultimate Frisbee	School	(\$1,500.00)		
Teacher Appreciation	Teacher - appreciation		(\$250.00)	
Bookworm Awards	Teacher - classroom	(\$500.00)		
Classroom Funds	Teacher - classroom	(\$4,950.00)	(\$4,965.00)	331 students x \$15
Classroom literacy	Teacher - classroom	(\$1,400.00)	(\$1,400.00)	\$100/classroom
Field Trips	Teacher - classroom	(\$4,950.00)	(\$4,965.00)	331 students x \$15
Mystery Science (K-5)	Teacher - classroom	(\$1,078.65)	\$0.00	
Author	Teacher - library	(\$1,000.00)	(\$1,000.00)	May not all have been spent (waiting for totals)
Library Additions	Teacher - library	(\$1,600.00)	(\$1,600.00)	
Resource Teacher Funding	Teacher - resource	(\$250.00)	(\$200.00)	
SSA funding	Teacher - resource	\$0.00	(\$240.00)	
	Grand Total	(\$44,309.65)	(\$23,219.75)	



## FALL 2023 CHILDREN'S PROGRAMS

FREE!

**Terry Salman Branch**

4575 Clancy Loranger Way

604.665.3964

### EARLY YEARS

#### Babytime

Mondays, Sep 11 – Dec 4  
10:15 am & 11:15 am

Rhymes, songs, and stories for  
caregivers and their babies. (30 min)

*For 0 – approximately 18 months | Drop-in*  
*\*No program Oct 9<sup>th</sup>*

#### Toddler Storytime

Wednesdays, Sep 6 – Dec 6  
10:15 am & 11:15 am

Rhymes, songs, and stories for  
caregivers and their toddlers. (30 min)

*For 18 months – 3 years | Drop-in*

#### Family Storytime

Saturdays, Sep 9 – Dec 9  
10:15 am & 11:15 am

Rhymes, songs, and stories for  
caregivers and young children.  
(30 min)

*For 0 – 5 years | Drop-in*  
*\*No program November 11<sup>th</sup>*

#### Man in the Moon

Sundays, Sep 10 – Oct 29  
10:30 am

A unique program for dads and  
caregivers who are men/non-binary  
and their young children. (60 min)

*For 0 – approximately 18 months |*  
**Registration required**

### SPECIAL EVENTS:

#### Let's Sing for the Holidays

Saturday, Dec 16  
11:15 am

Sing some of our favourite holiday  
songs. (30 min)

*All Ages | Drop-in*

#### Happy Noon Year

Sun, Dec 31 | 11:30 am

Ring in the New Year with a special  
storytime and party, where the  
countdown will be at noon. (45 min)

*For 0 – 5 years | Drop-in*



For more events, program details  
or to register, visit [vpl.ca](http://vpl.ca).



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For  
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MIDDLE YEARS

**KidsZone:**  
**It's Friday, Friday Club**  
Fridays, 6:30 pm

- Sep 22 | *LEGO!*
- Sep 29 | *Family Board Game Night*
- Oct 6 | *IFFC Totally Fun Fall DIY*
- Oct 13 | *Unluckily we wrote a book*
- Oct 20 | *LEGO! LEGO!!*
- Oct 27 | *This is Halloween Party, Party*
- Nov 3 | *Elephant and Piggie Theatre*
- Nov 10 | *Pictionary & Charades*
- Nov 17 | *LEGO! LEGO!! LEGO!!!*
- Nov 24 | *Family Board Game Night*
- Dec 1 | *IFFC So Cool Winter DIY*
- Dec 8 | *IFFC BINGO Bonanza!*

Meet other kids and enjoy a different fun activity each week. (60 min)  
For Grades K-7 | **Drop-in**

**Science Sleuths**  
Thursday, Sept 21 | 3:45 pm  
Meet other kids and have fun trying different experiments to answer the mysterious questions of our world. (60 min)  
For Grades 4-7 | **Registration required**

**STEAM Buddies**  
Thursdays, Nov 23 – Dec 7  
4 pm  
Explore the world of STEAM and take on fun challenges with a teen buddy. (60 min)  
For Grades 2-4 | **Registration required**



For more events, program details or to register, visit [vpl.ca](http://vpl.ca)

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