

EDITH CAVELL PAC MEETING MINUTES

December 12, 2023

Meeting held Via Zoom

Time: 7:00 PM PST

1. Welcome – meeting called to order at 7:03 pm
Alison – Land Acknowledgement
2. Review and approval of November 2023 minutes

Motion to approve: Stacey White

Motion seconded by: Susie Howsen

Motion passed unanimously.

3. Principal's report – Andrea Greenhalgh

- Principal Andrea reports that FSA Tests by Gr. 4 & 7s, are marked and will be returned to families the week of December 18, 2023.
- The Winter Concert is on Wednesday and Thursday this week. We acknowledge all teachers and staff who have helped prepare for the concert. And a huge thank you to our music teacher Ms. Katelyn for preparing students.
- We are collecting socks Wed and Thurs at the gym entrance to the concert. There are three Cavell charitable initiatives underway - Covenant House Sock Drive, hampers for 4 BWSS families and Vancouver Food Bank that Cavell families can support.
- On Jan 15 there will be a dance program for grades K – 7. Thank you, PAC subsidizing this program. The balance will be sent home for families to contribute the remaining amount.
- In the spring, there will be a schoolwide pickleball program.

4. Douglas Park Community Centre report – Garrett Wong
Regrets from Garrett.

5. Finance Report – Susie Jagpal

Highlights:

- Chequing Account has ~ 22K
- School PAC fund has ~ 18K.
- Gaming account has ~ 25K
- Total ~ 64K funds available
- We will be applying for the gaming grant.

- The PAC fundraising goal is 30K this year. So far, have raised 6,854 in total. Please see attached Treasurer report for more details.

6. Fundraising Report – Robyn Saona / Eva Hossack

We are wrapped up for Fall fundraisers and will start again in the new year. Thank you, Emma, for organizing the Subway lunches. It was a success, and we will continue with the Subway Lunch fundraiser in the new year on the 2nd Friday of each month.

Other fundraising activities in the works:

- Parent social coming up at the Vancouver Curling Club.
- We are speaking to the Greening Committee on how to fundraise for their needs. There was a suggestion of putting posters on school fences to promote donations for updating school grounds.
- In the new year we will be focussing on the parent social, school dance, virtual silent auction and the Carnival. Note that the Spring Fling name was changed back to Cavell Carnival.
- Romina Grippo,, Carnival Lead provided an update:
 - o Carnival Date is Friday, June 7, 2024. This is a 4-hour event.
 - o Quotes have been gathered from vendors and the event budget is being forwarded to the PAC in January
 - o There will be a 'call out' for volunteers going out tomorrow, Dec. 13 for subcommittee leads in the following areas – BBQ, Candy Corner, Entertainment, Games, Audio Visual. There may be a few more leadership roles required.
 - o Volunteers for subcommittee leads are needed in order for the event to happen.
 - o For those who don't want to take on a lead role, you can still volunteer the day of the event as approximately 100 volunteers will be needed.
 - o A sign up for volunteers will be set up via Googlesheets and/or contact Romina at grippo.romina@gmail.com.
- Principal Andrea G. suggested the PAC reach out to local Lions Club and they may provide volunteers to do the BBQ and sponsor some other items as well. Alison Seto noted that Telus provided volunteers for the carnival in the past; Romina commented that Telus has not released their schedule of community support yet. The Whitecaps are also on the list to reach out to. Any other suggestions, please reach out to the PAC.

7. Chairs' Report – Alison Seto

- Spirit Wear has arrived and will be distributed after the winter concert. Thank you, Principal Andrea, for making the space and tables available for distribution.

8. Greening committee report from Steve MacIntyre and Janna Clearwater

Garden boxes – Janna Clearwater

- Planning for 4 x 6 planters and will be making the applications via VSB. The committee is looking for time with staff to hear what they are looking for in the new year as the

teachers would be using the planters. While the application deadline is July 1, we would like to submit by February 2024. The committee is looking for options on where to put these new boxes within the guidelines provided.

- There are currently 7 planters on site, 3 are community planters and others belong to the school. Some of these planters were part of a past program with Urban Roots, some have perennials and were maintained on a schedule by families in the community living nearby. The committee would like to discuss with teachers which ones to keep or move. Alison suggests sending an email out to the school population to see if anyone is interested in maintaining some of the boxes.

Greening committee - Steve McIntyre

- Steve shared a diagram of ideas around the school including new tree locations, garden boxes, benches, accessibility elements, possibly a grassy hill, etc.
- Tree planning proposal if we move quickly, we can get something in the ground before April 2024 (spring planting deadline). Steve shared suggestions of the species of trees and locations including around the south side portable, along the old gym space and along W. 20th street.
- There was a question about whether some of the trees taken out during the renovation could be paid for by the VSB. The bushes that were taken out during the renovation were overgrown.
- The costs is estimated to be around 2 – 3K and the VSB would be involved in acquiring the trees for the school. As such, the committee will need to discuss with VSB grounds staff on the availability of the types of trees proposed and the planting window. Steve reports that if we get the application in within the next few weeks, ideally before the holidays, we could get a turnaround through the VSB and planting in the spring. And the Greening Committee will need a commitment from the PAC that there will be funds available to pay for the trees. Species can be locked down later.
- There was a question about whether any of the proposed tree locations get in the way of kids playing or taking up field space.
- Principal Andrea commented that the VSB will put in a low fence, connecting from the west side of the gravel field to the grass on the south side. Trees can be planted on the north side of the fence.
- In terms of trees maintenance, the VSB will provide water bags for the first couple years. PAC volunteers are responsible for watering new trees through summers until established.
- There was a discussion about creating an outdoor learning space. Steve shared photos of sample U shaped narrow benches. Habitat is the systems vendor for providing example outdoor learning furniture, and are also preparing possible playground expansion options. School committee members would like wood instead of stone for the outdoor teaching area. VSB allows for stone benches. Wood is not allowed per VSB, but looking into composite or other acceptable alternative materials.

Playground update – Robyn S.

- Robyn S. is spearheading this initiative. A small group met with Habitat to discuss playground options. Habitat is the preferred vendor of playgrounds within the VSB. There is a suggestion to push out the wood chip area and add a climbing structure to connect to the other structures. We are also looking for a way to get a saucer swing and maybe a regular swing.
- The committee will be looking to get input from staff, parents and kids when we get the proposals.
- Accessibility Issues - It was noted that the VSB does not make accessibility upgrades. While they took out a stairwell during the renovation, they did not replace it. Steve reached out to the VSB accessibility department about this matter and reviewed 3 areas where we could improve accessibility on the grounds.

In summary, the Greening Committee's priorities are trees, then garden boxes shortly thereafter in January, followed by the other initiatives – playground and outdoor learning.

9. New business – call for any new items

a) Jasmyn Rockwell (parent) – brought issue of the sloppy sidewalks between Ash and W. 20th in front of the school not being cleared of mushy, slippery leaves by VSB or COV. The drains also get blocked resulting in some flooding along the sidewalks. Principal Andrea advises that it's on the list of capital projects for this area to be looked at. A portion of the gravel field will be dug up to properly fix the drainage problem.

Principal Andrea also shared that when it snows, there is a snow removal plan. Custodial staff are tasked to clear pathways into the school. There is no groundskeeper on site.

There was a question about what is happening with the Small Talk space/portable which is currently not used. Principal Andrea has asked, but there is no answer yet.

10. Volunteer opportunities

- Carnival committee
Please email Romina if you want to volunteer.
- Grad committee

If you are a parent of a grade 7, and wish to volunteer for the grad committee, please reach out to PAC Exec or sign up via signupgenius.

If anyone is interested in the various volunteer opportunities available, please check out signupgenius.

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

11. Meeting adjourned at 8:15 pm.

TREASURER'S REPORT

Edith Cavell Elementary PAC Meeting
12 December 2023

AGENDA

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

BANK BALANCES AS AT 12 DECEMBER 2023

Account	Available Balance
Chequing account @ Dec 12, 2023	\$22,124.47
School PAC account (Direct Donations)	\$18,565.78
Gaming account @ Dec 12, 2023	\$25,651.12
Total	\$66,341.37
Uncashed cheques	-\$2,300.00
Undeposited funds	\$0.00
Accounts Receivable (Vera's)	\$250.00
Accounts Payable (Known Amounts)	-
Total	\$64,291.37

FUNDRAISING GOAL

Total funds available	\$64,291.37
Gaming grant 2023-2024	-
Total funds available	\$64,291.37
2023 - 2024 school budgeted programs remaining	-\$6,215.59
Balance	\$58,075.78
<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

YTD FUNDRAISER PROFITS

Fundraiser	Month(s)	YTD Net Profits	
Direct Donations	Sept - Nov	\$	2,470
Hot Lunch	Sept - Oct	\$	811
Pizza Hot Lunch	TBD	\$	1,672
Pumpkin Patch incl. Concession	October	\$	1,722
Costumes	October	\$	50
Subway Hot Lunch	December	\$	128
TOTAL YTD		\$	6,854

APPROVED BUDGET STATUS 2023/2024

		2022-2023	2023-2024	PAID	Remaining Owing	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)		(\$500.00)	
<i>School flag</i>	Community	(\$500.00)			\$0.00	
<i>Welcome back coffee</i>	Community	(\$500.00)	(\$500.00)	\$274.16	(\$225.84)	
<i>Welcome back to Cavell</i>	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	
<i>Art supplies</i>	School	(\$600.00)	(\$500.00)		(\$500.00)	
<i>Classroom & field trip funds for new</i>	School	(\$360.00)			\$0.00	
Grad (grade 7)	School	(\$1,500.00)	(\$1,750.00)		(\$1,750.00)	
<i>Mindfulness and yoga</i>	School	(\$1,500.00)			\$0.00	Unspent in 2022/23
Nash Pickleball / Tennis	School		(\$1,500.00)	\$500.00	(\$1,000.00)	
<i>Projectors / apple TVs / smart TVs</i>	School	(\$20,000.00)			\$0.00	
Saleema Noon (K-7)	School		(\$1,653.75)		(\$1,653.75)	Body science workshop every other year
School Assistance Fund	School				\$0.00	Need-based funding

APPROVED BUDGET STATUS CONT...

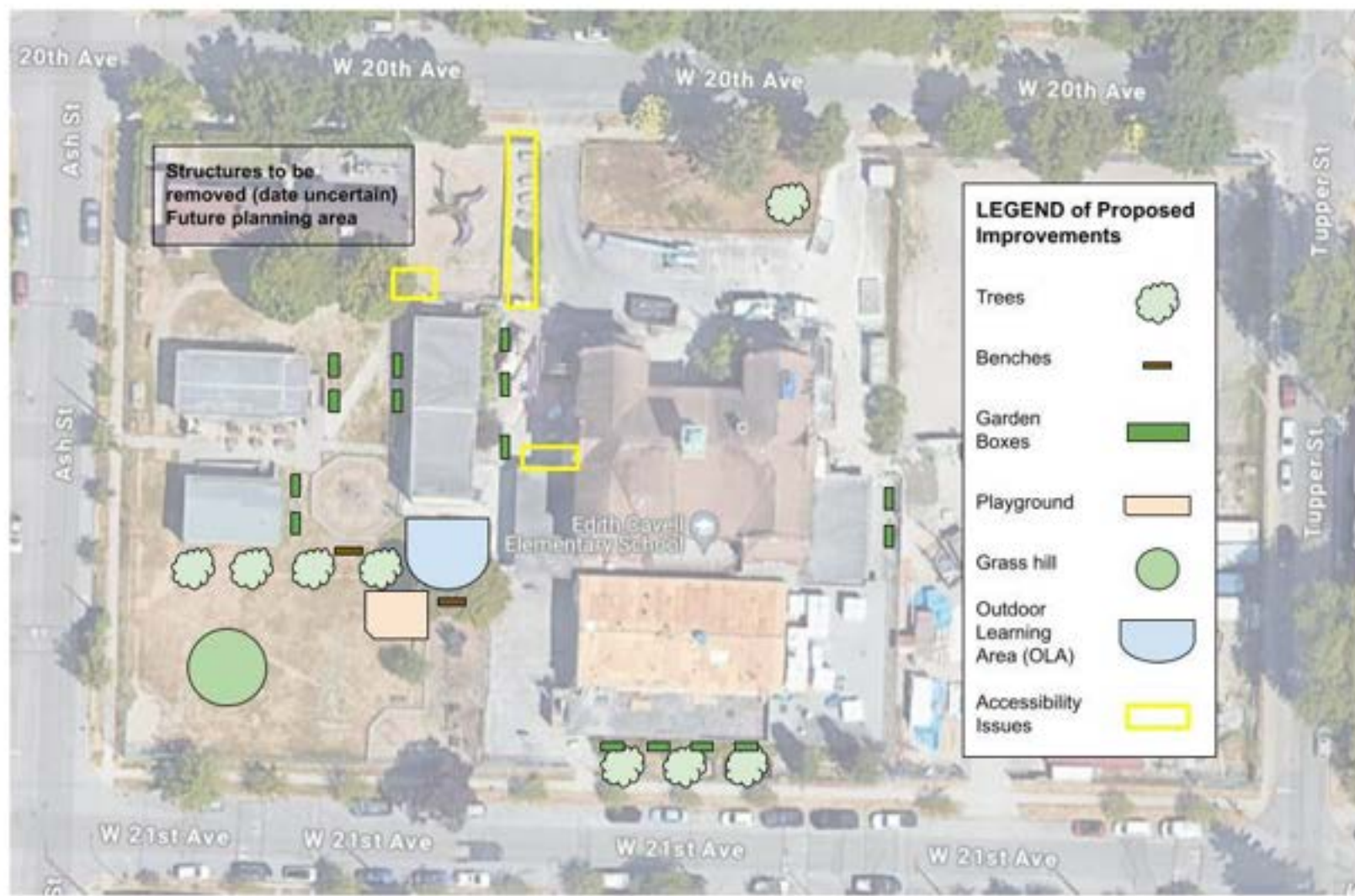
2023/2024

		2022-2023	2023-2024	PAID	Remaining Owing	NOTES
	Category	Budget (Approved)	Budget (Proposed)			<i>Items in italics were approved after the initial budget</i>
School Performances	School	(\$1,000.00)	(\$1,800.00)	\$1,800.00	\$0.00	Art Starts
Sports Day	School	(\$100.00)	(\$125.00)		(\$125.00)	
<i>Ultimate Frisbee</i>	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
<i>Classroom literacy</i>	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
<i>Mystery Science (K-5)</i>	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)	\$17,004.16	(\$6,215.59)	

Greening Committee

Edith Cavell Grounds Improvement Initiatives

Grounds Projects Overview

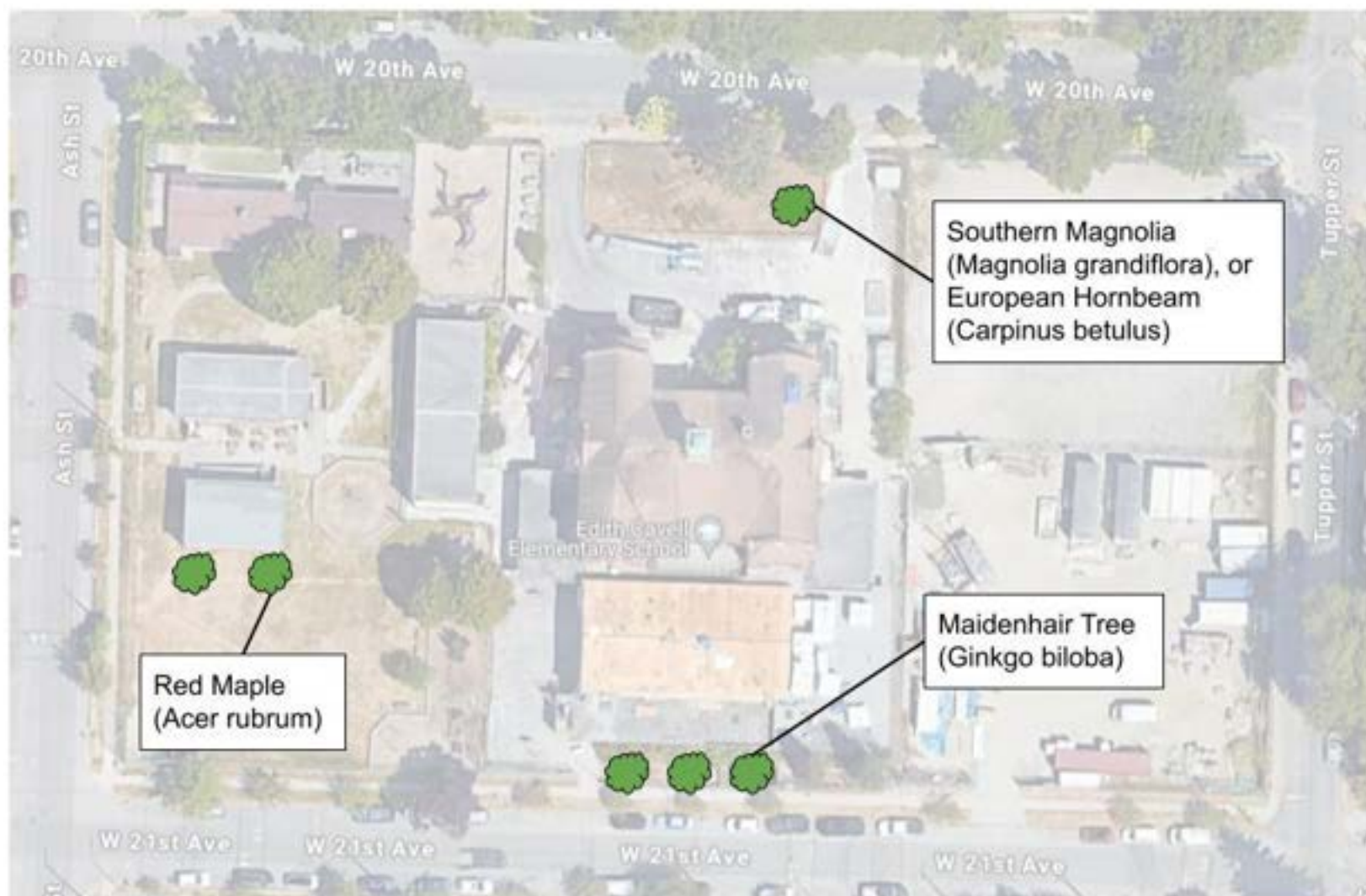


Structures to be removed (date uncertain)
Future planning area

LEGEND of Proposed Improvements

- | | |
|-----------------------------|---|
| Trees |  |
| Benches |  |
| Garden Boxes |  |
| Playground |  |
| Grass hill |  |
| Outdoor Learning Area (OLA) |  |
| Accessibility Issues |  |

Tree Planting



Southern Magnolia
(*Magnolia grandiflora*), or
European Hornbeam
(*Carpinus betulus*)

Red Maple
(*Acer rubrum*)

Maidenhair Tree
(*Ginkgo biloba*)

Hornbeam



Magnolia



Red Maple



Maidenhair







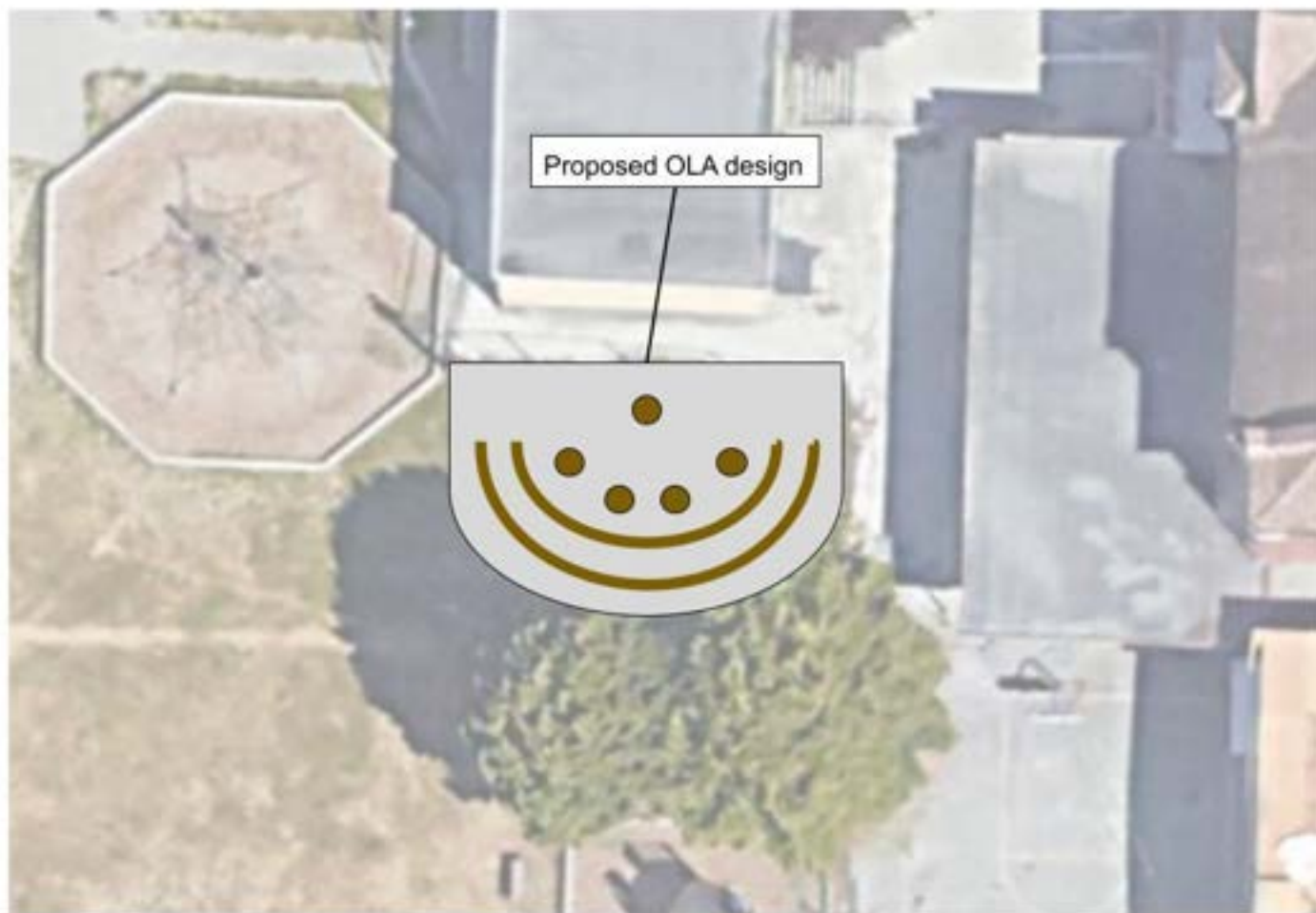






Outdoor Learning Area









Westwood Elementary - Coquitlam

Garden Boxes



Screening Plants











Playground Expansion





Accessibility Issues









