



# Parent Advisory Council

## Edith Cavell Elementary School

### April 9, 2024 Minutes of PAC Meeting

**Time: 7:00 PM PST**

**Location: Cavell Library**

**1. Welcome – meeting called to order by Brenda Kaplan.**

**2. Guest Presentation – Dave Warner** from Habitat Playgrounds shared that he reviewed the wish list provided by the PAC and others and designed for the space. The playground area was squared off to make 1000 sq ft of play area. There were many iterations of the space; Dave walked attendees through the 3 final designs:

**Design 6 – 1** – focuses on oodle disk swing, overheads and monkey bars (lolly ladder), swigglenknots bridge, pod climbers and balance beams, wobble pods and tight rope. Many of the new features connect to the existing climbing structure. Cost is approximately 83K for entire structure. Pricing is done in 2 phases to provide budgetary options. However, it will cost a little more to do the playground in 2 phases there will be some duplication of work coming back a second time.

**Design 8 – 2** – oodle swing, 'S' ring bridge, swigglenknots bridge, overhead trekker (arc over), pod climbers, balance beams, wobble pods and tight rope. ~88K for entire structure.  
Phase 1 – 68K and Phase 2 is ~21K

**Design 10 – 3** – oodle swing, tight rope moves to other side, boogie board, pod climbers, wave horizontal ladder, turning bar  
Overall cost ~ 73 K  
Phase 1 - ~61K  
Phase 2 - ~ 12K

**Questions asked following the presentation:**

Q. What is the life expectancy of playgrounds?

A. 25 – 30 years or longer. Habitat Playgrounds provides extensive warranties.

Q. Who maintains the playground equipment as some of the current equipment needs some attention.

A. The Vancouver School District maintains the equipment as the school board will be invoiced.

Q. Is there any opportunity to change the designs?

A. They can be tweaked a bit. However, Dave's team have gone through about 10 designs already to arrive at the 3 presented. They are designed to connect to existing features and be inclusive for all abilities.

Q. Can the designs be put on poster boards so they can take the designs around to the classrooms?

A. Yes, they can be put on poster boards. There will be additional consultation with students, families and staff.

Q. What about regular swings?

A. The Oodle swing more expensive than regular swings. It should be noted that regular swings need more space.

Q. Is there a design option with no swing?

A. There was a design with no swing and this can be presented as well. If there is a question about cost, it should be noted that swiggle knot is one of the most expensive pieces.

Q. How long does installation take?

A. Approximately 2 weeks.

Included with the minutes are the 3 proposals. There was a request to modify one of the designs to include a different accessible option to replace the swing. As such, there will be 2 options with a swing and 1 with a different accessible item. Once Dave has made the adjustment to one of the options, he will have all 3 final designs printed on posterboards for display at the school and to take around to classrooms for student input.

### **3. Review and approval of March 2023 minutes**

- Approved.

### **4. Principal's report – Andrea Greenhalgh**

Thank you PAC for sponsoring the Saleema Noon presentations last week for families and students. Jump Rope for Heart – there was an email and link to sign up, plus a donation link.

- May 3 – if reach a goal, the kids will have an afternoon of free play.

The PAC has historically contributed to field trips via a Field Trip Fund. Teachers were asked if the fund was still necessary. Andrea reports that teachers would like PAC to maintain the fund for equity. Buses are the largest part of the cost for a field trip.

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

Garret sends his regrets. Please see his message below.

### **Douglas Park Community Association Before and After School Care Edith Cavell Elementary– Re-opening September 3, 2024**

Douglas Park Community Association has been actively working with the Vancouver School Board and licensing to re-open before and after school childcare onsite at Edith Cavell Elementary. We are excited to announce that the program will re-open on **September 3<sup>rd</sup>, 2024**. Like many of you,

we desperately hoped our program could re-open during the current school year. Unfortunately, the process has been very challenging and in multiple respects out of our control. We apologize for the disappointment and inconvenience.

Families already on the DPCA waitlist will be contacted this spring to confirm their child's spot for September. Thereafter, we will begin to onboard new families for the September 3, 2024, start date.

Any inquiries, please contact [rosie.laforges@vancouver.ca](mailto:rosie.laforges@vancouver.ca)

**The Licensed Daycamps (Summer Spectacular) registration will be open to the public on May 1st @ 7pm Online.** There will be very limited spots in each week for each age group due to the current School Age Care families having priority registration on these spots. This camp is advertised in the Spring brochure.

Specialty day camps will be advertised in the summer brochure. Garrett should be providing an update on these ones.

#### **6. Finance Report – Susie Howson**

Bank balances ~ 76K. Minus 3K, have about 73K. See Treasurer Report for details in Appendix A

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

Upcoming: Silent Auction (April 22 – 27). The committee is still accepting donations to the end of this week, April 12. They will collect bottles of wine, gift cards, anything new and unused, please send along.

Family Dance – need adult volunteers. The PAC has sold about 78 tickets. We are only selling tickets for kids. The event is free for parents and siblings. An LED glow stick will be provided with each ticket. These sticks last about 10 years and cost about 1.00.

Rosina has found a DJ for 405.00. This item is over budget, so PAC has to either cover the cost. 75.00/hour x 3, plus 180.00 for equipment rental. There was a discussion that a DJ is reading the crowd, will cater to the needs of the audience, making the event more fun.

Brenda made a motion for PAC to spend the 405.00 for a DJ.

Seconded – by Bridgitte. Motion was passed.

There will be food sales at the dance. Pizza tickets will be colour coded to streamline distribution of food.

Other upcoming fundraisers – Walkathon and Carnival

#### **8. Committee Reports**

**Greening Committee** - Steve MacIntyre and Janna Clearwater Stewart

Call out for 1 – 2 parent volunteers to help with grant writing. There are some grants coming out in the fall we should apply for. Brenda suggested sending out an email out with a blurb about the types of grant writers needed.

## 9. New business

### a) **Bike to school week – June 3 – 7.**

This is not a fundraiser. The event is intended to encourage kids to be active and hopefully get some numbers for VSB to let them know how much we need our bike rack back. Rosina Cuk shared that this event takes place during the same week as the carnival. ALL activities will be before or after school so it won't interfere with teachers schedules. Andrea will bring this item up at the next staff meeting. We will be joining Emily Carr for a pre-event the week prior, which includes a bike obstacle course, safety check and bike decorating. We are looking for parent volunteers to be crossing guards in the South side of the school to help coordinate the southeast route (20th to 25th, Cambie to Manitoba) and south south route (25th to 29th, Cambie to Heather).

### b) **Marty Majerski** – realtor has purchased a commercial popcorn machine for the school. Thank you! We can use this at many of our events.

## 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 a person or team to run Movie Nights
- <https://www.signupgenius.com/go/8050D4BAEA62AA5FC1-20232024#/>

## 12. Adjourn

Next Meeting: Tuesday, May 14, 2024 – Online via Zoom

### [Appendix A – Treasurer's Report](#)

Appendix B - Habit Playground Designs in 1 Phase

[Design 6-1 \(1\)](#)

[Design 8-2 \(1\)](#)

[Design 10-3 \(1\)](#)

Appendix C – Habitat Playground Designs installed in 2 Phases (costs a little more than when done in one go)

[Design 6 - 1](#)

[Design 8 - 2](#)

[Design 10-3](#)

# TREASURER'S REPORT

Edith Cavell Elementary PAC Meeting

12 March 2024

# AGENDA

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

## BANK BALANCES AS AT 12 MARCH 2024

Account	Available Balance
Chequing account @ Mar 12, 2023	\$28,064.16
School PAC account (Direct Donations)	\$25,379.78
Gaming account @ Feb 12, 2023	\$25,651.12
Total	\$79,095.06
Uncashed cheques	\$0.00
Undeposited funds	\$0.00
Accounts Receivable	\$0.00
Accounts Payable (Known Amounts)	- 4,273.89
Total	\$74,821.17

## FUNDRAISING GOAL

Total funds available	\$74,821.17
Gaming grant 2023-2024	-
<b>Total funds available</b>	<b>\$74,821.17</b>
2023 - 2024 school budgeted programs remaining	-\$3,061.84
<b>Balance</b>	<b>\$71,759.33</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	\$ 24,179.78
Oct donations	\$ 200.00	\$ 2,320.00	\$ 24,379.78
Nov donations	\$ 150.00	\$ 2,470.00	\$ 24,529.78
Dec donations	\$ 590.00	\$ 3,060.00	\$ 25,119.78
Jan donations	\$ -	\$ 3,060.00	\$ 25,119.78
Feb donations	\$ 260.00	\$ 3,320.00	\$ 25,379.78

\$180 was also received in Feb for donations to the Parent Social, thank you



# YTD FUNDRAISER PROFITS

Fundraiser	Month(s)	YTD Net Profits	
Direct Donations	Sept - Jan	\$	3,320
Hot Lunch - C'est Mon Café	Sept - Jan	\$	2,138
Pizza Hot Lunch	TBD	\$	924
Pumpkin Patch incl. Concession	October	\$	1,722
Costumes	October	\$	50
Vera's Food Truck	October	\$	250
Subway Hot Lunch	TBD	\$	444
Purdy's	Dec + Mar	\$	1,315
Parent Social - pending	March	\$	1,361
New Hot Lunch - pending	TBD	\$	1,427
Carnival		\$	(1,430)
<b>TOTAL YTD</b>		<b>\$</b>	<b>11,522</b>

# 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	\$0.00	
<i>Classroom &amp; 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)	\$1,500.00	\$0.00	
<i>Projectors / apple TVs / smart TVs</i>	School	(\$20,000.00)			\$0.00	
Saleema Noon (K-7)	School		(\$1,653.75)	\$1,653.75	\$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

# 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>
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)	\$20,157.91	(\$3,061.84)	