



Oct. 13, 2026 PAC meeting minutes

Location: online

Time: 7:00 p.m. PST

PAC website: <https://cavellpac.wixsite.com/cavell>

1. Welcome — meeting called to order by Megha Bahree

With deep gratitude and respect, I acknowledge we are on the ancestral and unceded lands of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh Úxwumixw (Squamish Nation) & səliłwətał (Tsleil-Waututh Nation).

2. Review/approve September 2026 minutes

Motion: Sarah Brusven

Second: Allison T.

Approved

3. Principal's report — Andrea Greenhalgh

- **Gymnastics** is on for the whole school. The final day will be Monday, Oct. 19 — to compensate for Thanksgiving Monday
- **SpacesEDU:**
 - Watch for a schoolwide letter being sent in the next two weeks

- By December, all elementary schools in the district will be using SpacesEDU for our learning updates (formerly known as report cards). Families will still be able to request a paper copy
- Each family will have to create a SpacesEDU account. Directions will be given on how to create an account if you don't yet have one
- Some classes have already started sharing photos through this platform
- **Reminder: please sign online form consents** for neighbourhood walks, technology use agreement, etc.
- Students will discuss and review **our school's code of conduct** (i.e., Cavell Cares: Take care of yourself; Take care of others; Take care of this place.) The code is found on [our school website](#) as well as in students' agendas/planners). There will be a copy posted on the hallway bulletin board as well.
- Thank you so much for all the hard work many families put in for the **walk-a-thon** last week. It was a lot of fun and the weather was fantastic!
- **Foundation Skills Assessments (FSA)** for literacy and numeracy are ongoing through the month of October for grade 4 and 7 students. These are marked centrally across the district by teachers, admin, and district staff I will share our school's data when received in early 2027
- **School Cash Online processing fees** are no longer charged to parents. More information to come from the district. We don't know at this point if it's being rolled back for good or just for this year.

Question: Will Cavell be getting a **French specialist teacher**? What's the plan for delivering core French language skills to students?

Andrea: We don't have a core French teacher. All elementary school teachers are certified generalist teachers who can teach all subjects. Grade 5–7 classroom teachers teach their own core French. Contractually, teachers get a certain amount of prep time each week (they generally prep while students are in P.E., music or the library. If we hire a core French teacher, we'd probably have to lose a P.E. or music teacher. As far as I know there's never been a core French teacher at Cavell

4. Douglas Park Community Centre report — Megha Bahree on behalf of Cynthia Lightbody, Licensed Childcare Coordinator

- There's a new person in Cynthia's role — Saoirse Kennedy. No updates from them at the moment

5. Finance Report — Susie Jagpal

See two attachments: finance report and budget

- Good news: The PAC secured the gaming grant and successfully updated its banking signing authority.

- Our adjusted working balance is about \$45k — we'll see a bump next month (inclusive of walk-a-thon profit)
- We've raised about \$11k so far
- **Budget**
 - We wish the VSB would fund more of the items on the teachers' wishlist (e.g., iPads, noise-cancelling headphones, carts for gym chairs, etc.)
 - Keeping the budget similar to last year and in line with inflation is a good idea, so we're in good shape

Question: We bought a few **iPads** last year. Have we replaced the broken/lost ones?

Andrea: The 15 we bought will replace what we've lost, plus a few, but another batch will be obsolete as of June 2027. We also don't have a complete laptop supply, but teachers are prioritizing iPads with attached keyboards because they last longer.

Motion to approve the 2026-27 budget: Lyndsey Roberts

Second: Chris Lim

Approved

6. Walk-a-thon update — Eva/Robyn

- We raised around \$7k in just three weeks — really impressive for our small-ish school!
- The draw for prizes is forthcoming on Thursday (all prizes were donated)

7. DPAC report — Sarah Brusven

- I attended my first DPAC meeting last month and it was very well attended
- DPAC representatives successfully lobbied the VSB to eliminate School Cash Online transaction processing fees for families
- Last year, DPAC meetings were a very unique environment. This year they emphasized the need to create a safe space as part of a new chapter with a new exec in place
- A Churchill school rep reported male students were feeling unsafe using the bathrooms because of vaping. They raised the idea of removing bathroom doors. No motion was passed, and the Churchill rep will continue to gather info
- A neighboring school PAC shared that iPads funded by the school's PAC were recycled by the school's admin without the PAC's notice/consent
- **We still need a Cavell DPAC rep** (monthly meeting; alternates between virtual and in-person): Grade 2 parent Lyndsey Roberts is interested

8. Municipal elections — Lyndsey Roberts

- **Saturday will be the last opportunity to vote in municipal elections**
- You can vote at Douglas Park, City Hall and other locations

- This is an opportunity to **vote for the School Board Trustees**. They manage educational budgets and policies, and have a direct line to the provincial Ministry of Education
- The **provincial election will follow on Oct. 24**
- If you have questions, feel free to reach out to me

9. A review of Edith Cavell PAC by-laws — Allison Tredwell

- Allison proposed dividing PAC bylaw updates into housekeeping changes and substantive revisions
- Substantive bylaw changes introduce new members-at-large roles and financial provisions for gaming grants
- Allison will send proposed changes for review in advance of upcoming meetings. Housekeeping changes will be voted on in November; substantive changes will be discussed in January and voted on in February.
- Redlined versions of the proposed housekeeping changes will be distributed in advance of the November vote. Feedback is welcome at any point in the review process.

10. Fundraising update — Stacey White

(see attached / Video presentation available [here](https://youtu.be/9rCgK3UiND8?si=0D0DbEX1V0mE0ty0):
<https://youtu.be/9rCgK3UiND8?si=0D0DbEX1V0mE0ty0>)

- We've had strong initial fundraising results
- Hot Lunch programs are now featured prominently on the PAC website under About, and the Square payment site has been rebranded as "Cavell Cafe"
- **Carnival** — we still need someone to take this on. It requires a lot of volunteer hours. Romina is very happy to act as a consultant (she led it in previous years)
- **Silent auction** — we still need someone to take this on. This role requires much less time to organize, but it generally raises about as much as Carnival
- The **direct donation drive** aims to raise \$11,700 to replace revenue from discontinued large events
- **Apples** will be delivered on Friday (usually between 2:30-4 p.m., but this will be confirmed by email) — pick up will be in the undercover area by the gravel field
 - Crates are 10lb, so you might want to bring something to help transport them
- Please **reach out to the Stacey re unfilled volunteer positions** (e.g, Neufeld Farms, Carnival, etc.): cavellfundraising@gmail.com

11. Social committee update — Glorianna Udy

- The hot chocolate event was last week and it went relatively well
- Planning a **Christmas movie night for early December** pending a renewed license. We'll share a poll with different film options. Chris can help with the tech setup

12. Class parent update — Stacey White

No updates

13. Call for volunteers for representative for DPAC, Treasurer

- **We really need a new treasurer for next year.** Susie would be happy to mentor/support them as they learn the ropes

14. New business

15. Volunteer opportunities

- Fundraising / social committee ([Sign Up Genius](#))
- Please let us know or visit <https://cavellpac.wixsite.com/cavell/volunteer-now> if you are interested in any position

16. Adjourn

TREASURER'S REPORT

Edith Cavell Elementary PAC Meeting

13 October 2026

AGENDA

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

BANK BALANCES AS AT 13 OCTOBER 2026

Account	Available Balance
Chequing account @ Oct 13, 2026	\$56,058.76
School PAC account (Direct Donations)	\$13,480.30
Gaming account @ Oct 13, 2026	\$6,380.00
Total	\$75,919.06
Unserviced hot lunch payments	-\$5,856.85
Uncashed cheques	-\$1,226.73
Undeposited funds	\$595.00
Cash Float	\$0.00
Accounts Receivable	\$7,919.00
Accounts Payable (Known Amounts)	-\$1,789.31
Total	\$75,560.17

➔ Excludes Sept & Oct donations (see Accounts Receivable).

➔ Includes payments received for hot lunches in the future.

➔ Includes Direct Donations (walkathon & regular, undeposited Zeffy donations).

➔ Includes regular payables, plus Grad fundraiser (Booster Juice).

TOTAL FUNDS AVAILABLE & FUNDRAISING GOAL

13 OCTOBER 2026

Total funds available	\$75,560.17
Gaming grant 2026/2027 (\$6,380)	RECEIVED, incl. above
Total funds available	\$75,560.17
2026 - 2027 school budgeted programs remaining	-\$30,567.00
Walkathon Direct Donation Drive	-\$6,900.00
Balance	\$44,993.17
<i>Fundraising goal - Regular</i>	<i>\$35,000.00</i>
<i>Fundraising profits thus far</i>	<i>\$10,901.75</i>
<i>Fundraising still to be raised</i>	<i>\$24,098.25</i>

YTD FUNDRAISER PROFITS

13 OCTOBER 2026

Fundraiser	Month(s)	YTD Net Profits
Direct Donations (see Walkathon)	Nov to June	\$ 1,371
Walkathon (Gym/Literacy etc.)	October	\$ 6,989
Sun Oka Apple Fundraiser	October	\$ 1,518
Pizza Hot Lunch	TBD	\$ 229
Subway Hot Lunch	TBD	\$ 73
Sushi Hot Lunch	TBD	
Foodie Kidz Hot Lunch	TBD	\$ 120
Hot Chocolate Bar (parent teacher conf)	Oct	\$ 96
Used Book Sales	Sept/Oct	\$ 131
Pedal Heads	Oct	\$ 375
TruEarth	Oct, Feb, June	
Purdy's	Dec & Mar	
Neufeld Farms	December	
Mabel's Labels	Sept to June	
Movie Nights incl. donations	Sept	
Cobbs	TBD	
Carnival	June	
School Dance	Feb	
Silent Auction	April	
Spiritwear	Jan	
Stong's Market	Sept to June	
Just Mulch	TBD	
New Year Skate	Jan	
Bao Buns & Board Games (net of staff appreciation)		
White Caps	Sept/Oct	
Chor Leoni		
Miso Taco	TBD	
TOTAL YTD		\$ 10,902

BUDGET 2026/2027

Edith Cavell Elementary School Final PAC Budget - 2026-2027

		2025-2026	2026-2027	
	Category	Budget (Approved)	Budget (Approved)	NOTES
Hamber Student Bursary	Awards/Bursaries	(\$500.00)	(\$500.00)	2 students x \$250 each
Bank Fees	PAC admin	(\$60.00)	(\$100.00)	\$4.95 x 12 in gaming account, buffer for chequings
Website Domain Name	PAC admin	\$0.00	(\$25.00)	
Classroom Funds	Classroom Funds	(\$6,640.00)	(\$6,600.00)	K-3: (21x\$20)x 8 Gr4-7: (27x\$20)x 6
Classroom literacy	Classroom Funds	(\$1,400.00)	(\$1,400.00)	14 classrooms x \$100 per class
Music Teacher Funds	Classroom Funds	(\$200.00)	(\$200.00)	
Welcome back coffee	Community	(\$250.00)	(\$222.00)	Actual (\$155.86+\$65.83)
Kindergarten Welcome	Community	\$0.00	(\$55.00)	
PAC Meeting babysitting	PAC admin	(\$150.00)	(\$180.00)	3 meetings (2 babysitters) - \$30; Initial meeting and AGM - \$45 (3 babysitters)
School Assistance Fund	Principal	(\$531.07)	(\$1,000.00)	Need-based funding. In '24/25, \$468.93 unspent from field trips was used towards this account for '25/26. This account is used for families who need assistance with field trips or Gr.7 camp etc.
Resource Teacher Funding	Resource	(\$560.00)	(\$560.00)	Teachers 2.8 of them
SSA funding	Resource	(\$325.00)	(\$350.00)	14*\$25
Art supplies	School Equipment	(\$500.00)	(\$250.00)	usually \$500, \$250 in 2026, revisit for 2027
Author	School Equipment	(\$1,000.00)	\$0.00	K-7 (wasn't used in 2025 so rolled over. Reassess for next year)
Library Additions	School Equipment	(\$1,850.00)	(\$1,625.00)	\$5 per child (assume 325 students) [VSB also supplies \$1500]
Grade 7 Celebration	School Events	(\$1,500.00)	(\$1,500.00)	
Whole school activity TBD	School Events	(\$1,500.00)	(\$1,750.00)	ie. gymnastics (pays half, parents pay other half)
Saleema Noon (K-7)	School Events	(\$1,800.00)	\$0.00	Body science workshop every other year. Done in 2025/2026
School Performances	School Events	(\$1,800.00)	(\$1,800.00)	Also get Art Starts \$500 grant, Greenthumb etc
Sports Day	School Events	(\$125.00)	(\$100.00)	popsicles
Mystery Science (K-5)	School Events	(\$400.00)	\$0.00	*\$400 was not used last year so can put towards White Board from Wishlist below.
Social Clubs	School Events	(\$100.00)	(\$100.00)	yarn club, comic book (grant maybe?), chess)
Primary Resource Library K-1 Decodables	Teacher - Library	(\$450.00)	(\$300.00)	Wishlist 2025 & 2026
Garden Boxes	School	(\$2,500.00)	\$0.00	Got grant for \$3K (have to wait for small talk). Will be needed in future \$2500
Skipping Ropes	School Equipment	\$0.00	(\$150.00)	Wishlist 2026
Ipads (x 15)	School Equipment	\$0.00	(\$7,500.00)	Wishlist 2026
Noise Cancelling Headphones	School Equipment	\$0.00	(\$300.00)	Wishlist 2026
Headphones for iPads	School Equipment	\$0.00	(\$300.00)	Wishlist 2026
Mental Health Resources	School Equipment	\$0.00	(\$300.00)	Wishlist 2026
Carts for Gym Chairs x 2	School Equipment	\$0.00	(\$2,700.00)	Wishlist 2026 (chairs purchased by PAC; therefore, VSB will not cover)
Literacy Circle Book Sets	School Equipment	\$0.00	(\$300.00)	Wishlist 2026
Whiteboard for Gym	School Equipment	\$0.00	(\$400.00)	Wishlist 2026. *To be covered by Mystery Science amount unused in 2025/2026.
SEL Regulation Tools	Teacher - Resource	(\$2,000.00)	\$0.00	Wishlist 2025
Replacement Gym Speaker	School Equipment	(\$600.00)	\$0.00	Wishlist 2025
Xylophone	School Equipment	(\$450.00)	\$0.00	Wishlist 2025
Team Jerseys & Dodgeballs	School Equipment	(\$750.00)	\$0.00	Wishlist 2025
iPad Keyboards	Teacher - Classroom	(\$475.00)	\$0.00	Wishlist 2025
Welcome back social- Meet & Greet	Community	\$0.00	\$0.00	Not required
TOTAL FINAL PAC BUDGET FOR 2026/2027		(\$29,916.07)	(\$30,567.00)	

Walkathon (Goal: \$7,000, Raised Net \$6,989)		
Snap cubes/balances/base 10 blocks	\$500.00	Wishlist 2026
Math Manipulatives	\$500.00	Wishlist 2026
Primary Home Reading Book Program	\$1,200.00	Wishlist 2026
Folding Gym Mats	\$4,500.00	Wishlist 2026
California Kickball/baseball mits	\$200.00	Wishlist 2026
Walkathon Direct Donation Campaign	\$6,900.00	

Cavell PAC Fundraising Report

October 2026



Completed fundraisers

Fundraiser	Reported amount
Walkathon	\$7,050 +
Whitecaps September Games	\$215
Sun Oka Apples	\$1500 +
Used Book Sale	\$211

Current fundraisers

Direct Donation Drive

\$1,371

Goal of \$11,700



Whitecaps vs Seattle

November 1, 2026

\$5 per ticket sold goes to PAC



Upcoming fundraisers

Spirit Wear

TBC: Nov 1 - 12



Purdys

TBC: Late Nov – Dec 3



Fundraisers awaiting volunteers

Silent Auction

Neufeld Farms

Carnival

Parent Social Fundraiser

Volunteer recruitment

Weekly promotion

Vacant roles will appear in the newsletter and on the Cavell PAC Facebook Page each week.

Social sharing

Sharing the PAC's social posts is appreciated.

All roles are listed on the PAC's Volunteer With Us page.

cavellpac.wixsite.com/cavell/volunteer-now

Campaign risk and fundraising response

Silent Auction and Carnival

Two of our highest earning campaigns also require substantial volunteer effort.

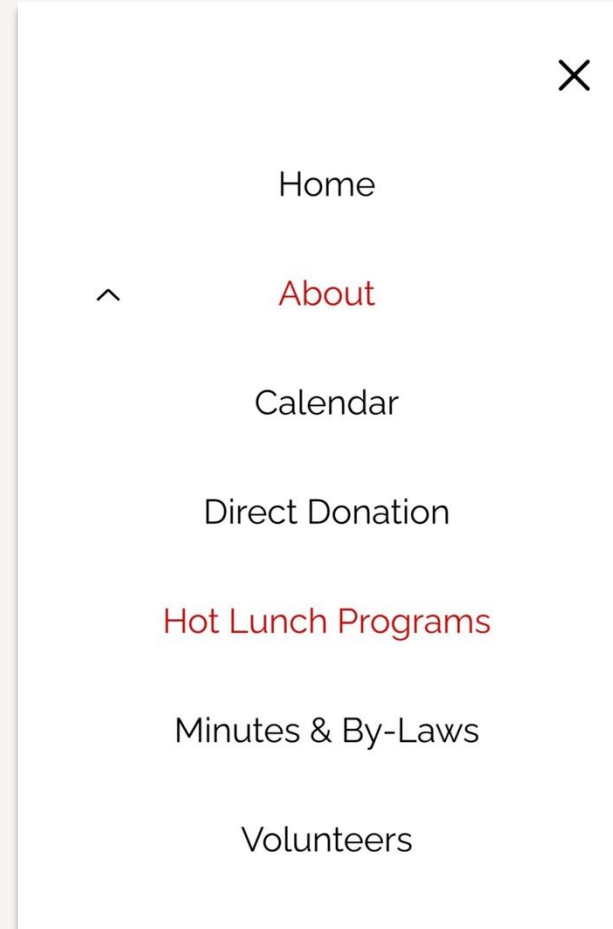
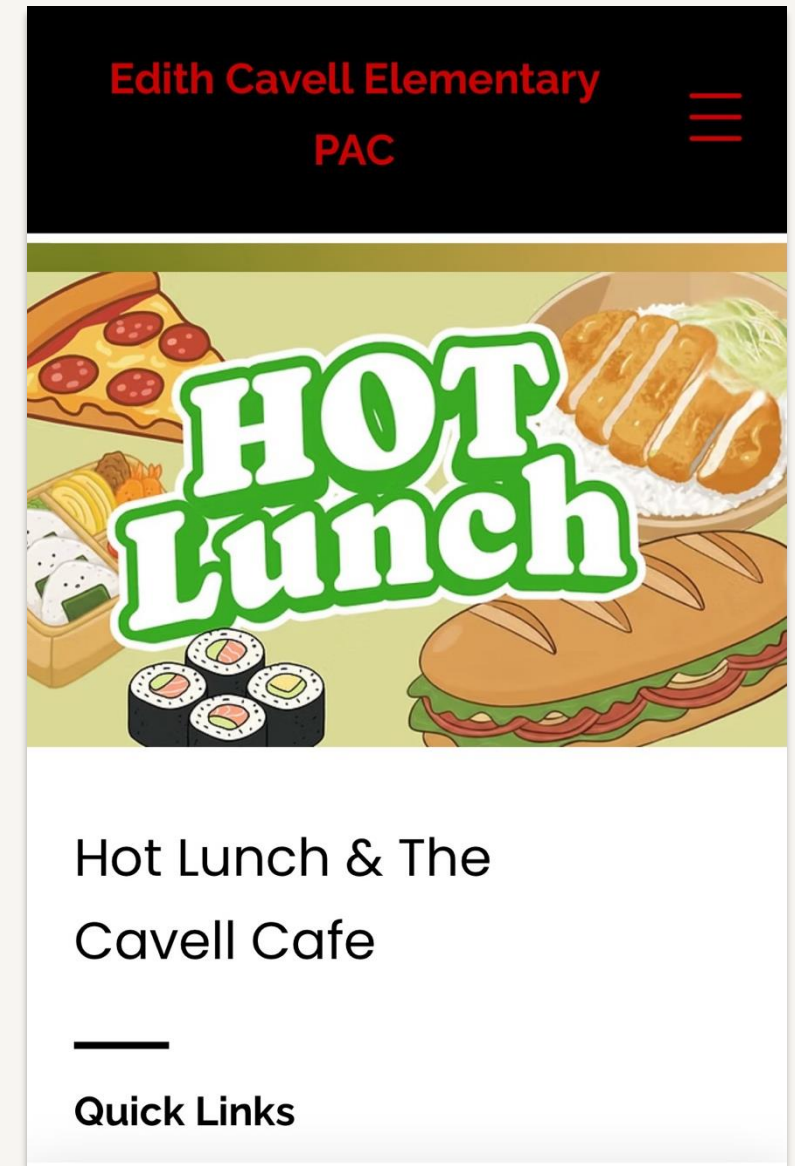
Without volunteer coordinators, neither will take place.

To prepare for the potential shortfall, Direct Donation Drive and Hot Lunch will receive extra emphasis and promotion throughout the year.

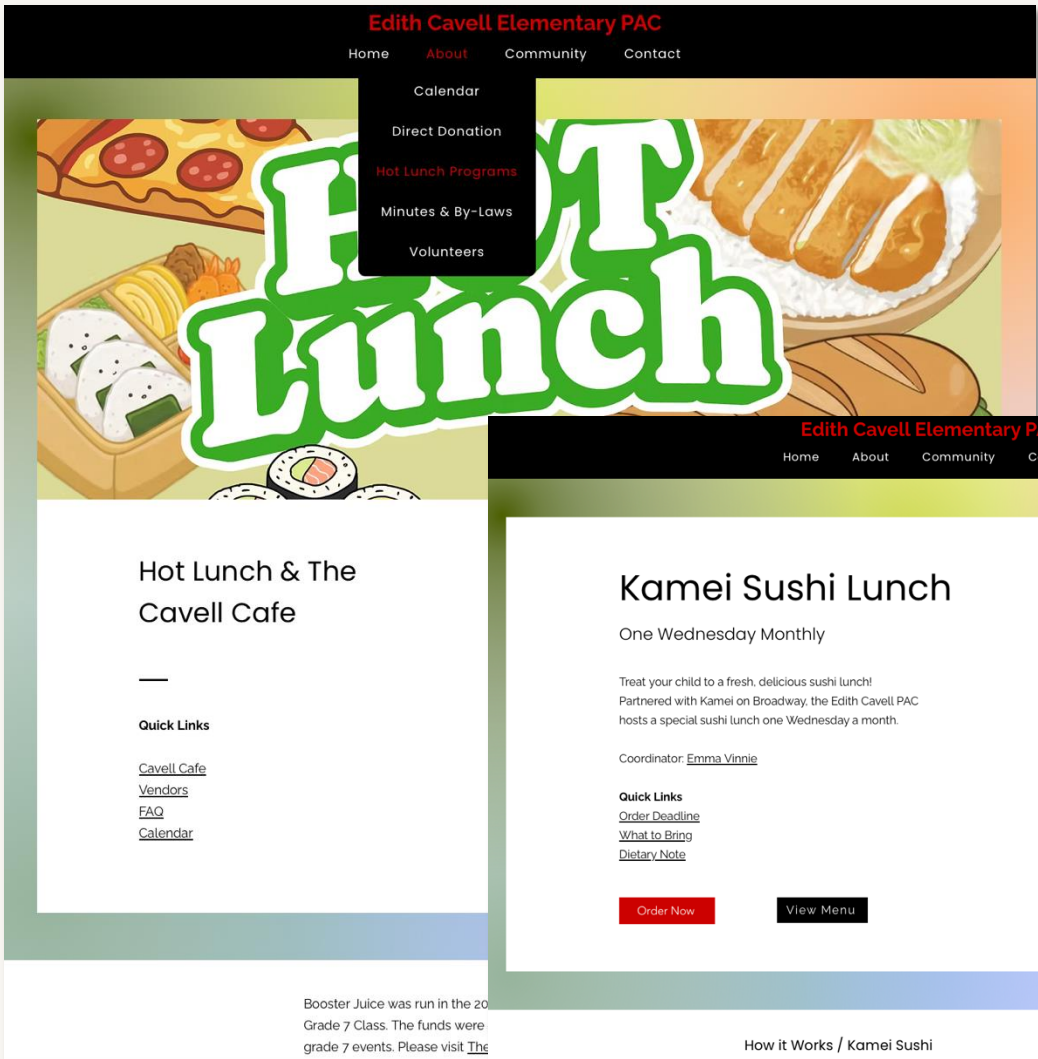
Hot Lunch from The Cavell Cafe

Collectively, the Hot Lunch programs generated \$8,375 last year.

These proven fundraisers were hard to find online. Moving between the PAC website and Square added confusion.

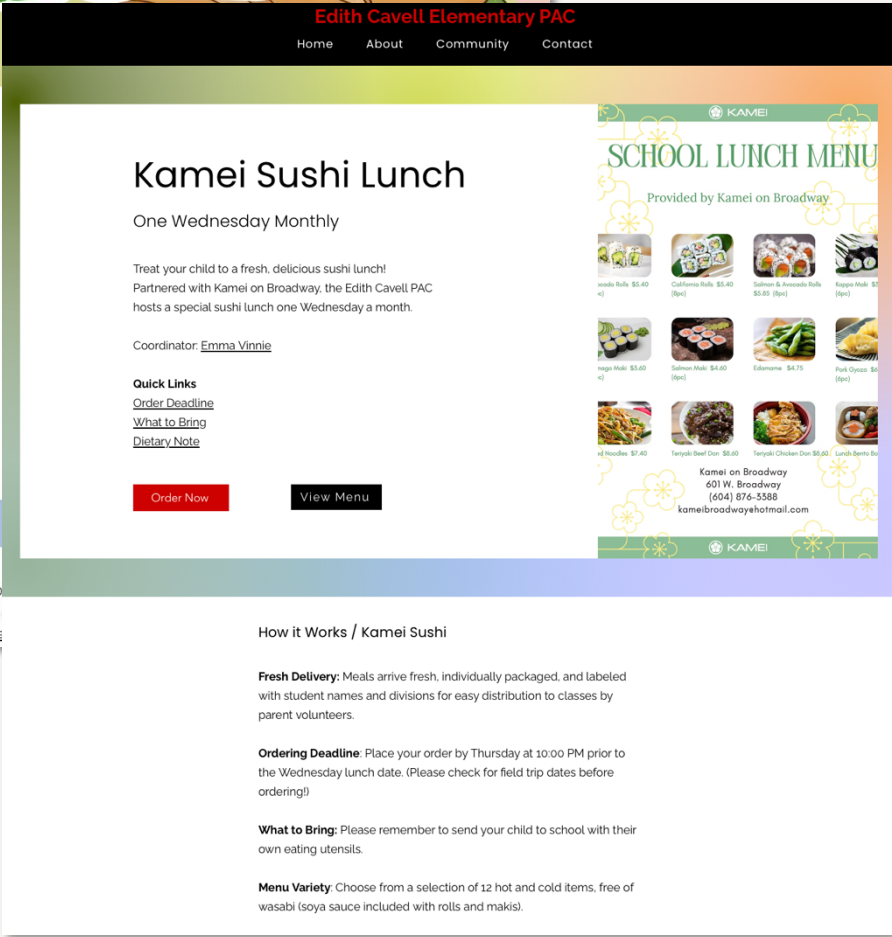


A dedicated Hot Lunch section



Make Information Easy to Find

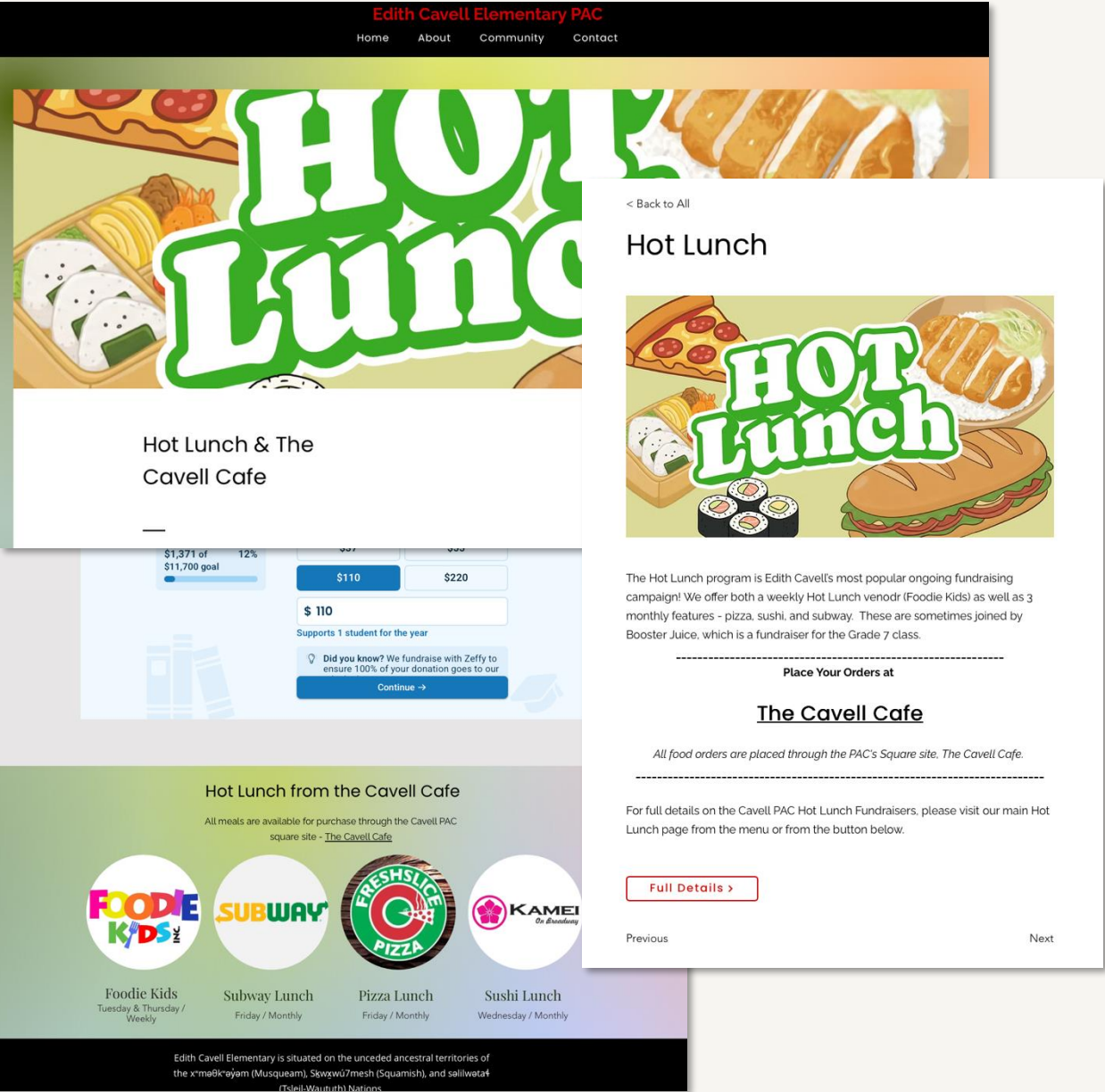
The main menu under ABOUT links to these pages, as does a post under Ongoing Fundraisers.



Hot Lunch overview page summarizes each vendor’s campaign, deadlines, contacts and key links.

Vendor pages provide full details, coordinator contacts, menus and ordering links.

Hot Lunch Visibility & Ordering

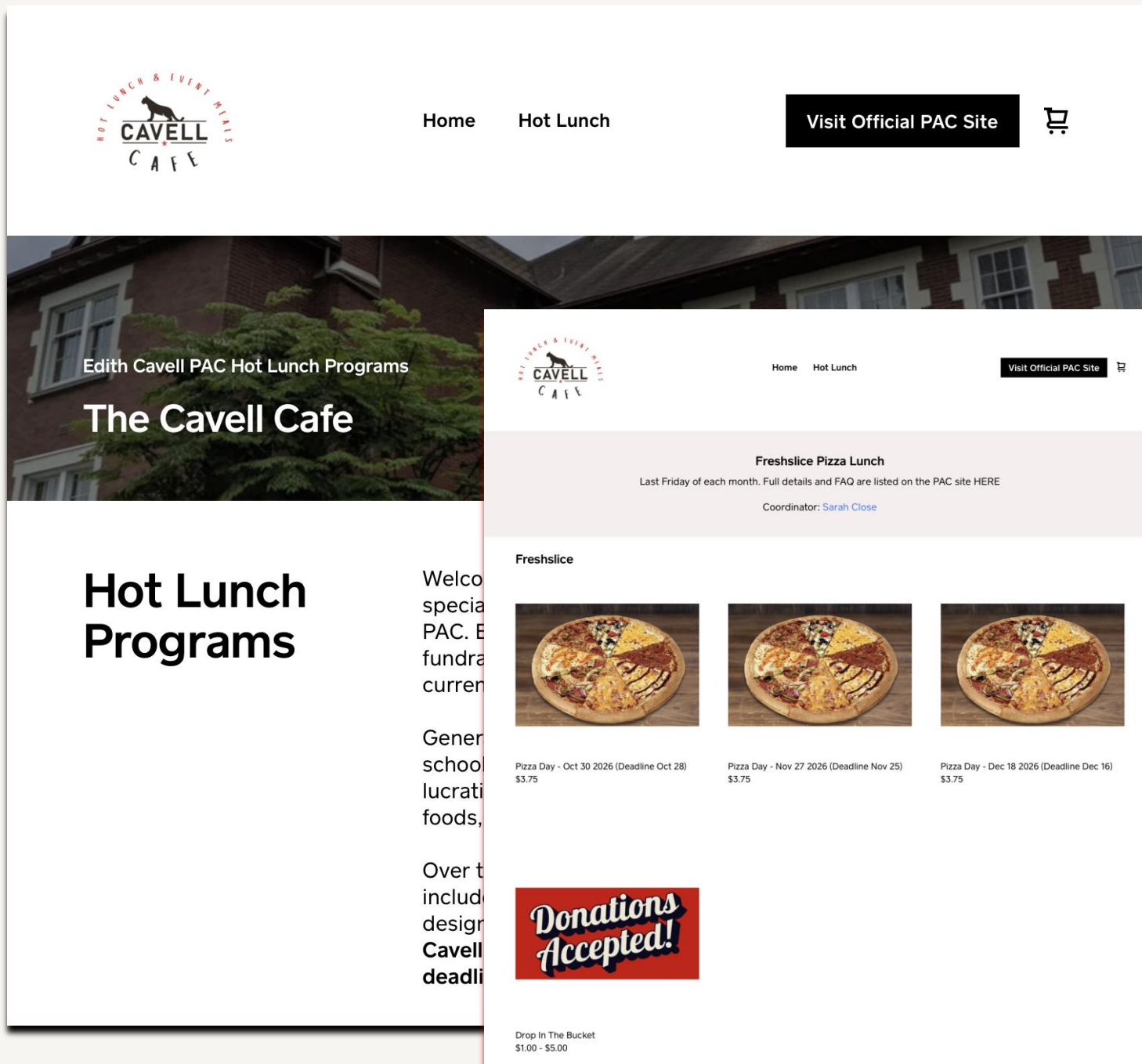


A consistent website presence

HOME and ABOUT now feature “Hot Lunch from The Cavell Cafe.” Each Hot Lunch page repeats the same section for consistent visual branding.

Simpler routes to information

The Ongoing Fundraisers post previously held all the information. It now directs families to Square for ordering or the Hot Lunch overview for details.



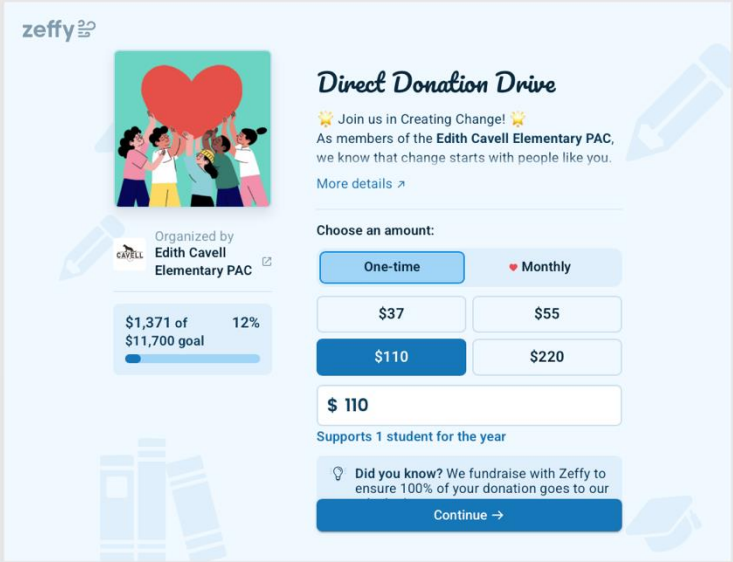
Edith Cavell PAC Square is now The Cavell Cafe

All meal payments still use the PAC Square site. The new name aims to reduce confusion between PAC website & payment sites. **The URL has not changed.**

Direct Donation Drive

\$1,371 of the \$11,700 goal

\$37 per child for campaign goal
\$110 covers fundraising for year



The image shows a Zeffy Direct Donation Drive interface. On the left, there's a graphic of three children holding a large red heart, with the text 'Organized by Edith Cavell Elementary PAC' below it. A progress bar shows '\$1,371 of \$11,700 goal' at 12%. The main section is titled 'Direct Donation Drive' and includes the text 'Join us in Creating Change! As members of the Edith Cavell Elementary PAC, we know that change starts with people like you. More details >'. Below this, there's a 'Choose an amount:' section with buttons for 'One-time' and 'Monthly'. Under 'One-time', there are buttons for '\$37', '\$55', '\$110', and '\$220'. A text input field shows '\$ 110'. Below the input field, it says 'Supports 1 student for the year'. At the bottom, there's a 'Did you know? We fundraise with Zeffy to ensure 100% of your donation goes to our' message and a 'Continue ->' button.

Visible throughout the year

The year-long drive is embedded on the website's HOME page and included in Fundraising Events.

Extra promotional pushes will run between other fundraising campaigns throughout the year.

Hot Lunch from the Cavell Cafe

All meals are available for purchase through the Cavell PAC square site - [The Cavell Cafe](#)



Foodie Kids
Tuesday & Thursday /
Weekly



Subway Lunch
Friday / Monthly



Pizza Lunch
Friday / Monthly



Sushi Lunch
Wednesday / Monthly

Edith Cavell Elementary is situated on the unceded ancestral territories of the x'məθk'əyəm (Musqueam), Skwxwú7mesh (Squamish), and selilwəta4 (Tsleil-Waututh) Nations

2026/27 School Year Fundraising Goal

\$35,000

Achievable with Donation and Sales-based
campaigns over labour intensive events

