

**CARNARVON COMMUNITY SCHOOL
PARENT ADVISORY COUNCIL MEETING
April 19, 2017 - 7:00pm
Library**

1. Introductions and Welcome!

- Members Present: Lindsay Morphy, Lisa Tautz, Kelly Allison, Patrick Gorry, Heidi Schmid, Kerry Kenwood, Daisy Frangolias, Amy Qiu

2. Review Agenda

3. Review minutes from February 2017 meeting

- MOTION by Lindsay Morphy to approve minutes from February 2017 meeting, Second by Heidi Schmid, CARRIED

4. Presentation by Dr. Elaine Leung re: Sea Smart

- Will be running an after school program at Carnarvon starting in the fall – will liaise with Noreen re: best day and time of program (3:00-4:45 or 3:15-4:15)
- Is a science education program that allows youth to experience life as a marine biologist through fun interactive workshops
- Purpose is to engage youth with ocean issues
- Uses a variety of teaching methods – programs currently running at Trafalgar and Kits Beach

5. Treasurer's report: Heidi Schmid

- \$107,545 currently in bank
- projected to have \$64,313 by end of June 2017 broken down as follows:
 - \$24,097 in Operating Fund
 - \$2,037 in Gaming Fund
 - \$17,000 in Legacy Fund
 - \$5,000 in PAC designated Fund
- Balance Sheet, Revenue over Expenses and Cash Flow Projections attached as Appendix 1

6. Principal's report: Diane Martinson

- District Plan – PowerPoint presentation (information can be found on the VSB website)
- Kindergarten enrollment for 2017-2018 – in-catchment draw for spaces – we had a short waitlist which has since been incorporated into our numbers – there will be 2 Kindergarten classes next year – currently we have 39 students registered for Kindergarten
- 2017-2018 Enrollment

- due to the Supreme Court decision that reinstates former class size language, one more classroom is needed at Carnarvon to accommodate our current students and new registered in-catchment students
- District ELAC class will be moving to Queen Elizabeth for September 2017 – Mrs. Noble, the current teacher of the program, is planning on moving to Queen Elizabeth with the class
- Sports Day – Friday, June 2nd – date is correct on newsletters and the website but the school calendar, published last year has the date incorrectly written as May 19 – the date was changed early in the year due to the Project Chef program
 - School will be in session from 9:00-3:00 with Sports Day in the morning and the optional Hot Lunch program at noon – from 1:00-3:00 students will be involved in activities in their classrooms
- Intermediate Musical - The Drama Club, under the direction of Ms. Hawkes and Mr. Macintosh have been writing and creating the musical over lunch hours – the final presentation, which includes all of the Intermediate classes, will be on Thursday, May 18th from 1:00-3:00.
- Project Chef – Thanks to the generous sponsorship from the PAC and parent support, all of the classes will have participated in a week of “Project Chef” by the 25th of May – a 9 week program – thanks to all of the parent/family volunteers who have supported our students in the program
- B.C. Student Vote – all Intermediate students will be participating, learning about the candidates, government and the electoral system in class and voting in a formally-run process on Monday, May 8th, one day before the election
 - Senior students will learn about and run the polling stations (Library and Gym) which will be open before school, recess and at lunch for students to vote
 - Results are announced for each riding/school participating throughout the province the day after the election
- Various fieldtrips and classroom presentations – will be written up in the newsletter being sent home next week (March/April) – the newsletters will be coming out at the beginning of the month starting in May

7. Vice Principal's report: Maureen McDonnell

- New golf program this year - Snag Golf Program - will be running with some of the classes this spring
- Trek Program at Prince of Wales – Div 7,8, 9, 10 will be going to Jericho Beach in May
- Also been chosen to participate in HUB cycling education program sponsored by City of Vancouver; coming here to give 3 day lesson Divisions 5, 6, 7, 8 will be participating – day 1 teach students about cycling safety, day 2

pedestrian safety, day 3 will do bike stations – similar to program we have had in the past but had to pay for it

- Student learning surveys will be sent out soon; there will be a link to answer the survey
- Yesterday Heritage Fair held at school

8. Teacher's report (Angela Stewart)

- Teachers are enjoying Project Chef - it has been very successful and enjoyed by the teachers and the students
- some concern was expressed by a member that parents of children in Ms. Donnelly's class don't know where to pick kids up after school because that room is being used by Project Chef – Maureen's understanding was that parents are being given the information on a weekly basis but she would follow up

9. Committee Reports:

a) Safe-to-School Lindsay Morphy

- interest in reviving a safe to school program at Carnarvon; interest was sparked because of an incident at a school close to UBC that did not have a safe arrival program
- Committee has spoke to other schools about how their safe arrival program works and committee feels it is doable and important to get this program going again at Carnarvon
- Committee looked closely at having the program run in a fully automated way through an app, but due to privacy concerns from the Director of Technology at the VSB, it is not possible for the PAC to run the safe arrival program through an app – information on student attendance can only be tracked by the VSB
- In light of the VSB position, the committee is planning to run the way it has been run in the past which is out of the staff room. The plans are still preliminary as details are worked out:
- parents will be asked to phone a safe arrival number or send an email to a safe arrival email address; once paper attendance sheets come down to the safe arrival room, the volunteer will cross reference between attendance sheets and messages from parents re: whether their child is absent/late
 - students that are late will be asked to go directly to the safe arrival room, will get a stamp on their hand and proceed to their classroom (so the teacher knows they have been accounted for)

- volunteer would be phoning parents of any student with an unaccounted absence
- after speaking to other schools about appropriate volunteer numbers, committee is hoping for 15-18 volunteers, which would result in one half hour shift per month for the volunteer; a call out for volunteers will go out soon
- will need to work with Diane re: tweaking the attendance sheets for safe arrival purposes
- discussion re: whether should be run as optional program (opt-in); committee would rather it not be optional for logistical reasons and because it is a safety program – some discussion re: how PAC would be able to use parents' contact information without their consent anyhow – consensus seemed to be to run it as an opt-in program
- committee will have an update on progress by next PAC meeting

b) Fundraising Event Reports:

➤ Purdy's Easter Fundraiser

- Sales of \$1,670.03
- Profit Earned: \$417.51
- Big Thanks to Karen Racey and Maria Stassinopoulos for taking the lead and to all the efficient volunteers who helped; it was the shortest sorting session on record!

➤ Spring Flowers

- orders have been submitted to DeVry (supplier) and we sold more than \$3600 worth of plants; Waiting for info invoice to confirm profit, hope to be close to \$1500.
- volunteers will be needed for the first week of May for order sorting and distribution
Melanie Mueller has been organizing the fundraiser again this year and will be setting up a schedule and asking for volunteers
- flower pick up will be on gym stage

c) Parent Pub & Student Movie Night

- Thursday May 4th 6pm - 8:30pm for Movie Night, Parent Pub night 6pm onward - tickets to go on sale through hot lunch site this week

(live on Wed. April 19) ** not a fundraiser, but may make a small profit
- goal is to cover costs (no silent auction - focus on fun)

- Maureen McDonnell is hosting a vote for K-4 students to choose between Moana, Sing or Trolls at school this week. Assuming older students won't be interested, but are welcome to attend.
- Movie night tickets \$5 (covers costs for 4 or 5 Gr 7 babysitters plus the costs for popcorn)
- It has been decided to make it BYO-filled-water-bottle for movie night to cut down on plastic waste.
- Coppertank Pub night tickets are \$10 (includes first drink, reserved section, dedicated servers and live band). Jasper and the Banffs are playing for (almost) free. We receive 20% of sales from our guests.
- we have a small group of volunteers to help with ticket collection and popcorn for movie night as well some volunteers making signs/posters for school. Possible 50/50 raffle at pub night. More volunteers are welcome, email carnarvon.fundraising@gmail.com

d) Parent Education Night (Lisa Tautz)

- Presentation tomorrow night at Jules Quenel – Boy Smarts – Barry Macdonald 7:00 p.m.
- Lisa will be looking into program for girls

e) Website (Lindsay Morphy)

- Discussion re: having new school website built – PAC has had website previously, but was not maintained and was taken down
- New website would have safe arrival information, secure email addresses (eg. safearrivals@carnarvonpac.ca) instead of gmail accounts
- Will be a place on website for PAC meeting minutes, constituting documents
- Will be a place for announcements, calendar, upcoming events
- Will be looking into way for push notifications – eg. If website is updated with an announcement that 100 km club is cancelled one morning, could be linked to a twitter feed that would push notifications to smart phones)
- Will be looking into way to streamline some volunteer sign up – possibly find a way to do it on the website for some events (eg. 100 km club supervision)
- Discussion re: needing a webmaster to update announcements, possibly send emails – will discuss further, Lindsay will do it initially

- Lindsay spoke to Mia at Kits Media – has worked with them in the past; Kits Media expected the build to be under \$2,000 and secure hosting would be \$80/year

MOTION to approve spending up to \$2000 to build website and to pay for secure hosting at \$80/year, **CARRIED UNANIMOUSLY**

- f) Spirit Wear –
 - was a successful spirit event; would be good to do again next year but with fewer selections
- g) Graduation –
 - trip to Apex organized; post-ceremony there will be a short dance
- h) Sports Day –
 - discussion re: food to offer; coffee and muffins to be provided for parents; leftovers – give to staff; needs help for volunteers to set up in morning
- i) Volunteer Appreciation
 - at 8:00 a.m. on June 8th – Maureen has done an invitation and there will be something that will be coming out soon

10. **Adjournment at 8:45 p.m.**

MEETING ADJOURNED TO MONDAY, MAY 15th AT 7:00 P.M. in LIBRARY

Appendix 1 – Treasurer’s Balance Sheet, Revenue over Expenses, and Cash Flow Projection