

Carnarvon Community School
Parent Advisory Council Meeting #5
February 21, 2017

Members Present:

- Kerry Kenwood, Heidi Schmid, Lindsay Morphy, Kari Rust, Rishma Kassam, Kiley Lundin

Staff Present:

- Maureen McDonnell, Diane Martinson, Andrea Hawkes (gr. 5/6)

1. Introductions and Welcome!

2. Review Agenda

3. Review Minutes from January 16, 2017

- **MOTION:** to approve minutes from January 16, 2017 by Lindsay Morphy, second by Kerry Kenwood, **CARRIED**

4. Treasurer's Report

- See Appendix 1 – Treasurer's Report
- Projection to be approx. \$63K in bank at end of June – have had more donations this year than in past years
- A few more wish list items to fund, hot lunch is still a bit front loaded, gym sense will come out shortly
- Went over staff wish list
- **MOTION** for payment of laptop cart (\$1300) by Lindsay Morphy, Second Kiley Lundin, **CARRIED**
- **MOTION** for payment of locker painting (\$1000) by Heidi Schmid, Second Lindsay Morphy, **CARRIED**
- **MOTION** for payment \$700 for library items, by Kiley Lundin, Second Kerry Kenwood, **CARRIED**

5. Principal's Report

- School Growth Plan Goals update:
 - "To explore ways to foster and promote a growth mind-set toward math and improved math skills"

- “Math Celebration” Day – very successful – students/classes were able to share Math ideas, focus on hands-on and creative ways of expressing and working with mathematical concepts – working towards developing a consistently positive mindset towards Math, across the grades
- Staff Inquiry group – met this month to discuss further activities/ways to promote a positive mindset amongst students
- “To increase knowledge, acceptance, empathy, awareness and appreciation of Aboriginal histories, traditions, cultures and contributions among all students”
 - Teachers continuing to find ways to incorporate aboriginal content into various aspects of the curriculum and the First Peoples Principals of Learning
 - Divisions 11 and 14 have worked with Deana Michel, our aboriginal enhancement worker this past month on aboriginal themes – storytelling and
 - Div. 13 worked with Loretta Williams on traditional uses of cedar
- Activities/Events in the School
 - Swimming Program – all Grade 3 students are participating in a 3-session swimming program at Byng pool this month
 - Primary Skating – the last sessions have occurred over this past month at the Kits Community Centre
 - Garden Bed Build – a successful program in conjunction with the Tupper Technical Skills senior program students – Grade 5 and 6 students in Division 3 and 5 participated in the build with their secondary buddies/mentors. The students constructed planters for our Garden Project classes which are running, this month, from Feb., 21st to 24th
 - PINK SHIRT DAY – tomorrow – individual class projects/activities have been going on over the week
 - High School Visits – both Prince of Wales and Kitsilano Secondary representatives (staff and former Carnarvon students) are visiting the Grade 7 classes over this month
- Performances:
 - Traditional Lion Dance – to celebrate Lunar New Year – January 31st

- "The Building of the CPR" – Canadian Musical Theatre Company - January 27th

6. Vice Principal's Report (Maureen McDonnell)

- Ordered 30 notebook computers – once charging cart arrives then can start using them
- Code of Conduct
 - Getting feedback from students; already had feedback from teachers
 - Maureen will put a call out in next newsletter for assistance with graphic design to put it in more reader friendly format
- **Teacher's Report (Andrea Hawkes)**
 - Intermediate musical – primary one was successful before winter break
 - Will be doing songs with students along with Mr. MacIntosh – the students will be doing musical – "The Wrong Plan that Goes Right"
 - About 20 students that want to do it – gr. 5-7; anyone who wants to can have a part in the show
 - May 17/18
 - Equipment from school board not great, so looking to rent some headset microphones and shotgun microphones (\$320 + tax) – PAC approved funding this up to \$400
 - trying to rent lighting, but was able to work with a student's mom who was likely going to be able to provide it

7. Committee Reports

A. Purdy's (Easter) (Kiley)

- Karen Racy and Maria Stassinopolous will run this again; arrangements have started and it will start tomorrow; posters going up next week
- will run over spring break
- order deadline March 27th; pick up April 6-7; will run on Purdy's website

B. Spirit Wear (Kerry)

- Available for ordering on hot lunch website
- Using new cougar logo
- Deadline will be March 10; will arrive mid-April; pricing is set as not a fundraising – just to cover cost + taxes

C. Spring Baskets (Kiley)

- Melanie Mueller running this again; has arranged with last year's provider to run it again after spring break; will run until April 12th ; delivered first week of May
- Ordering on hot lunch website

D. Lunch Task Force (Kerry)

- Mats have arrived; waiting for cart
- Some diluted cleaning solution will be used to wipe; Maureen will remind kids to wipe
- Email will be sent out re: need help supervising students for first few weeks after mats start being used at lunch

E. Safe to School (Kerry)

- A parent has been keen to start that; will be a blurb in newsletter
- Will impact teachers – but if Safe Arrival program starts, teachers will need to know
- In past, was run as an “opt in” program –there was another sheet in beginning of year package

F. Pub Night (Kiley)

- Too late for June Jamboree to run this year; possible organizer interested for next year
- Parent night in conjunction with kids movie night
- Coppertank (can hold 220) – can have a band that is playing for free; can set up silent auction
- Maureen will be the adult at movie night and will ask for grade 7 kids
- Pub night – can sell tickets in advance – movie night sell tickets in advance, include popcorn or drink
- Night will be Thursday, May 4th
- Will put it in newsletter once 100% confirmed
- Timing to be confirmed (movie)

G. Parent Education – Lisa Tautz

- Barry MacDonald – “Raising Boys” - If 3 schools; - \$530 each – would be April 20th? At Trafalgar; TBD
- Looking at one for girls too – possibly for next year

H. Street Parking (Kiley)

- Possibly putting cones out – Ms. Stewart did volunteer to put them out in the morning; issue is bringing them back in; will put request for volunteers in newsletter
- Diane will call parking enforcement

I. PAC Vacancies (Kerry)

- vacancies next year; PAC Chair, Fundraising, will put out call for new people in newsletter

J. Yearbook (Kari Rust)

- Discussion re: distribution of yearbooks (all students get them or pay system)
- Will have an e-share for photos– will send the info to Kerry for newsletter

8. **MOTION to ADJOURN by Lindsay Morphy, Second Kiley Lundin, CARRIED**

MEETING ADJOURNED to Wednesday, April 19th, 2017 at 7:00 p.m. in LIBRARY

Appendices:

Appendix 1 – Treasurer's Report

Balance Sheet

	<u>1-Sep-2016</u>	<u>21-Feb-2017</u>	<u>Projected 30-Jun-2017</u>
ASSETS			
Membership Shares	\$ 19	19	19
Operating bank account	72,875	53,893	10,923
Investment bank account	0	50,000	50,000
Gaming bank account	3,344	10,511	2,038
TOTAL ASSETS	\$ 76,238	\$ 114,422	\$ 62,980
FUND BALANCES			
Operating Fund	\$ 34,715	65,733	22,763
Gaming Fund	3,344	10,510	2,038
Playground Fund	16,179	16,179	16,179
Legacy Fund	17,000	17,000	17,000
PAC Designated Fund	5,000	5,000	5,000
	\$ 76,238	\$ 114,422	\$ 62,980

Revenue over Expenses

For the period ended February 21, 2017

	NET INCOME (LOSS)	BUDGET 2016-2017	Actuals 2015-2016	Actuals 2014-2015	Actuals 2013-2014
FUNDRAISING - 2015/2016					
Barbeque	(76)	150	(13)	-	26
Change For Change	-	-	-	-	4,300
Direct Drive	24,200	5,000	23,060	5,000	-
Donation Playground	-	-	4,137	704	51,288
Family Picture Night	1,231	1,500	1,601	1,525	1,800
Gift Card Program	-	-	-	1,270	1,302
Hot Lunch	23,326	10,000	12,156	6,817	12,711
June Jamoboree/NEW EVENT*	-	-	9,710	11,676	11,502
Monster Mash & Pumpkin Patch	3,509	2,000	2,519	-	-
Purdy's Chocolates - Christmas	2,488	2,000	2,239	1,754	2,220
Purdy's Chocolates - Easter	-	350	391	562	750
QSP Magazine	875	800	859	796	1,248
Recycling Revenue	-	250	262	207	-
Sports Day	-	(500)	(703)	(369)	884
Spring Flower Baskets	-	1,200	1,206	1,308	1,553
Sweatshirts/Entertainment Books	-	-	525	849	1,723
Welcome Back Coffee	-	(50)	-	-	(58)
Winter Market	838	1,200	1,300	1,334	1,193
TOTAL FUNDRAISING	56,391	23,900	59,249	33,434	92,442
USE OF FUNDS					
100km/Blenheim house	-	(200)	(194)	(149)	-
Band Instruments - Xylophone (Bass Clarinets)	-	(1,100)	-	(1,008)	-
Classroom Funding	(6,360)	(6,360)	(8,500)	(5,100)	(3,914)
Computers (30 laptops)	-	(10,000)	(8,947)	(912)	(8,600)
Computers (10 ipad minis)	(3,367)	(3,300)	-	-	-
Cross Country Flag	-	-	(429)	-	-
Garden/Playground	(7,298)	(7,000)	(7,211)	-	(110,744)
Grade 7 Leaving	-	(500)	(516)	(333)	(270)
Guitars for Music Program	-	-	-	(1,597)	-
High Jump Equipment	-	-	(2,778)	(429)	-
Inside Games/Hokki Stools	-	-	(25)	(925)	-
Library Furniture (*)	(1,485)	(800)	(4,526)	(725)	-
Library Support	(1,030)	(2,000)	(2,105)	(1,000)	(1,000)
Locker painting	-	-	-	-	-
New Curriculum support (books, resources)	-	(3,000)	-	-	-
Novels - Intermediate (*) partial)	(418)	(2,553)	(1,447)	-	(21)
PAC Parent Education	(893)	(1,200)	-	(1,645)	(560)
Patrol Support	-	(450)	(420)	(450)	(390)
Project Chef/Portable stereos for classrooms	-	(2,000)	-	(4,526)	-
Primary book room	-	(1,000)	(666)	(1,000)	-
Safe Teen	(683)	(650)	(1,313)	(630)	-
Software Memberships/School Jerseys	(2,114)	(1,500)	(2,391)	-	-
Smartboard Notebook/Wireless speakers&docm	-	(300)	(725)	-	-
Technology (*)	(1,066)	(1,700)	-	-	-
Yearbook	-	-	-	(413)	(759)
Other misc.	(660)	(1,000)	(958)	(1,621)	(1,895)
	(25,373)	(51,613)	(43,149)	(22,463)	(128,152)
(*) Budget carry over from PY					
REVENUE OVER EXPENSES	31,018	(27,713)	16,100	10,970	(35,711)
GAMING					
Gaming Direct funds	7,880	7,880	8,956	7,760	7,366
June Jamboree Raffle	-	-	2,433	2,140	2,320
Interest	4	10	7	4	-
Badminton program	-	-	(2,424)	-	-
Dance program	-	-	(3,827)	-	-
Gymsense	-	(5,000)	-	(4,305)	-
Performance Groups	(718)	(2,200)	(2,425)	(2,171)	(2,631)
Playground	-	-	-	-	(4,000)
Projector - gymnasium	-	-	-	(2,000)	(1,240)
Sports Equipment (Volleyball)	-	(2,000)	(3,820)	-	-
NET GAMING	7,166	(1,310)	(1,100)	1,429	1,815
PLAYGROUND FUND					
Playground Building Donation	-	-	-	33,000	-
Outdoor classroom	-	-	-	(302)	-
Building Supplies	-	-	-	(16,519)	-
NET PLAYGROUND	-	-	-	16,179	-
LEGACY FUND					
Replenish fund	-	-	-	17,000	-
NET LEGACY	-	-	-	17,000	-

Cash Flow Projection

	Actual YTD	Budget Feb-16	Budget Mar-16	Budget Apr-16	Budget May-16	Budget Jun-16	2016-2017 Forecast	2016-2017 Budget	Variance to Budget
FUNDRAISING - 2016/2017									
Beg Cash Bal - operating fund		65,733	52,151	38,729	29,894	30,394			
Barbeque	(76)	-	-	-	-	-	(76)	150	(226)
Direct Drive	24,200	-	-	-	-	-	24,200	5,000	19,200
Family Picture Night	1,231	-	-	-	-	-	1,231	1,500	(269)
Hot Lunch	23,326	(500)	(500)	(7,500)	500	(6,000)	9,326	10,000	(674)
June Jamoboree/"NEW EVENT"	-	-	-	-	-	-	-	-	-
Monster Mash & Pumpkin Patch	3,509	-	-	-	-	-	3,509	2,000	1,509
Purdy's Chocolates - Christmas	2,488	-	-	-	-	-	2,488	2,000	488
Purdy's Chocolates - Easter	-	-	-	350	-	-	350	350	-
QSP Magazine	875	-	-	-	-	-	875	800	75
Recycling Revenue	-	60	-	65	-	65	190	250	(60)
Sports Day	-	-	-	-	-	(500)	(500)	(500)	-
Spring Flower Baskets	-	-	-	1,200	-	-	1,200	1,200	-
Welcome Back Coffee	-	-	-	-	-	-	-	(50)	50
Winter Market	838	-	-	-	-	-	838	1,200	(362)
TOTAL FUNDRAISING	56,391	(440)	(500)	(5,885)	500	(6,435)	43,631	23,900	19,731
USE OF FUNDS									
100km/Blenheim house	-	-	-	-	-	(200)	(200)	(200)	-
Band Instruments - Xylophone (Bass Clarinets)	-	(1,100)	-	-	-	-	(1,100)	(1,100)	-
Classroom Funding	(6,360)	-	-	-	-	-	(6,360)	(6,360)	-
Computers (30 laptops)	-	(8,951)	(2,651)	-	-	-	(11,602)	(10,000)	(1,602) To be voted on
Computers (10 Ipad minis)	(3,367)	-	-	-	-	-	(3,367)	(3,300)	(67)
Garden/Playground	(7,298)	-	-	-	-	-	(7,298)	(7,000)	(298)
Grade 7 Leaving	-	-	-	-	-	(500)	(500)	(500)	-
Library Furniture (*)	(1,485)	(441)	-	-	-	-	(1,926)	(800)	(1,126) To be voted on
Library Support	(1,030)	-	(970)	-	-	-	(2,000)	(2,000)	-
Locker painting	-	-	(1,000)	-	-	-	(1,000)	-	(1,000) To be voted on
New Curriculum support (books, resources)	-	(1,500)	-	(1,500)	-	-	(3,000)	(3,000)	-
Novels - Intermediate (* partial)	(418)	(500)	(1,000)	(500)	-	-	(2,418)	(2,553)	135
PAC Parent Education	(893)	-	(300)	-	-	-	(1,193)	(1,200)	8
Patrol Support	-	-	-	-	-	(450)	(450)	(450)	-
Project Chef/Portable stereos for classrooms	-	-	(7,000)	-	-	-	(7,000)	(7,000)	-
Primary book room	-	(500)	-	(500)	-	-	(1,000)	(1,000)	-
Safe Teen	(683)	-	-	-	-	-	(683)	(650)	(33)
Software Memberships/School Jerseys	(2,114)	-	-	-	-	-	(2,114)	(1,500)	(614)
Smartboard Notebook/Wireless speakers&docm cameras	-	-	-	(300)	-	-	(300)	(300)	-
Technology (*)	(1,066)	-	-	-	-	-	(1,066)	(1,700)	634
Other misc.	(660)	(150)	-	(150)	-	(46)	(1,006)	(1,000)	(6)
	(25,373)	(13,142)	(12,921)	(2,950)	-	(1,196)	(55,582)	(51,613)	(3,969)
REVENUE OVER EXPENSES	31,018	(13,582)	(13,421)	(8,835)	500	(7,631)	(11,952)	(27,713)	15,761
Ending Cash Balance		52,151	38,729	29,894	30,394	22,763			
Beg Cash Balance		10,512	8,514	7,790	2,792	2,036			
GAMING									
Gaming Direct funds	7,880	-	-	-	-	-	7,880	7,880	-
June Jamboree Raffle	-	-	-	-	-	-	-	-	-
Interest	4	2	1	2	1	2	13	10	3
Gymsense	-	-	-	(5,000)	-	-	(5,000)	(5,000)	-
Performance Groups	(718)	-	(725)	-	(757)	-	(2,200)	(2,200)	1
Sports Equipment (Volleyball)	-	(2,000)	-	-	-	-	(2,000)	(2,000)	-
NET GAMING	7,166	(1,998)	(724)	(4,998)	(766)	2	(1,307)	(1,310)	3
Ending Cash Balance		8,514	7,790	2,792	2,036	2,038			

* Carryover budget - not spent in PY

** Disclaimer - the forecast is not a guarantee and is based on the PAC's revenue and expense assumptions and is estimate only.