

Carnarvon Community School
Parent Advisory Council Meeting #1
September 19th, 2016

Members Present:

- Kelly Allison, Kiley Lundin, Kerry Kenwood, Lindsay Morphy, Heidi Schmid, Norma Biln, Monika Vaneclova, Michelle Gemmill, Sanja Rogic, Kathleen Mochoruk, Lana Bissel, Maria Phillos, Lisa Tautz, Lisa Kaulback, Ineke Lievens, Lisa Cortes, Teri Charruhas, Rachel Dekel, Melissa Misuraca, Tara Shioya, Soula Papthanasiou, Kari Rust

Staff Present:

- Maureen McDonnell, Diane Martinson, Angela Stewart

1. Introductions and Welcome!

2. Review Agenda

- MOTION: to approve agenda by Maria Phillos, second by Heidi Schmid, CARRIED

3. Review Minutes from AGM (June 6, 2016)

- MOTION: To approve minutes from June 6, 2016 AGM by Lindsay Morphy, second by Teri Charuhas, CARRIED

4. Treasurer's Report (Heidi Schmid)

- Heidi presented the balance sheet as at August 31, 2016
- The PAC has cash balance of **\$76,231**. This total is broken down into the separate fund balances:

○ Operating Fund	\$34,708
○ Legacy Fund	\$17,000
○ Playground Fund	\$16,179
○ PAC designated Fund	\$5,000
○ Gaming fund	\$3,344
- We are in good financial shape
- As of today, we have not prepared the 2016/2017 budget but we will have it prepared for approval at next month's meeting

- Diane will meet with the teachers and develop the Wish List that we will incorporate into the budget; will also seek input from parents on items to include; parents encouraged to put forward items wished to be included (locker painting was mentioned)
- Each meeting Heidi presents our current financial position, Revenue over Expense to date and a cash flow projection to forecast the year
- We need to obtain approval for two expenses we'd like to incur immediately and that is for classroom funding for the teachers and resource teams and D&O insurance
- Classroom Funding - we provide classroom funding every year and last year we actually provided two tranches totaling \$8500; this year, we'd like to obtain approval to issue a cheque for \$6360 – goes directly to classroom
 - MOTION to approve cheque for \$6360 for classroom funding by Kiley Lundin, second Kerry Kenwood, CARRIED
- D&O Insurance - we recommend coverage of \$1,000,000 of D&O Liability
 - MOTION to approve cheque for \$510 for insurance for executive by Kiley Lundin, second Kerry Kenwood, CARRIED

5. **Principal's Report**

- Welcome to Diane from PAC!
- Diane has been in the system for 35 years; been in neighbourhood a number of times; looking forward to a new year here
- Diane's background is literacy/social studies/fine arts, visual arts, dance, drama
- Students were moved into classrooms on day 2 of school year
- 407 students in 17 divisions
- had first welcome assembly – talked about what it's like to be in a community – will be touched on in newsletter; discussed importance of no wheels on school grounds; also discussed technology and importance of cell phones re: connection to home but leave in back pack unless being used for classroom – like students to be engaged with each other at recess, not on phones
- Newsletter home this week, website up, twitter will get going
- Looking at wish list with staff Bbq and meet the teacher – not a formal event – have a chat then head to bbq
- Terry Fox fun on September 29th 2-3 pm
- Pro d on September 30th – staff will be looking at math focus on pro d day
- Goal setting conferences on October 3rd and 4th, 2 pm dismissal
- Photo day – October 18th; new photographer this year
- Saleema Noon – sexual health educator - December 13th/14th – from K-7; parent evening on December 12th

- Cross country starts tomorrow – at 100km starting point

6. **Vice Principal's Report (Maureen McDonnell)**

- Technology update: acceptable use of technology – sent from VSB; we are updating school code of conduct – can use some of the language from this; key thing is that child understands the policy – most teachers went through it point by point; will be ongoing conversation with students/teachers throughout year; first year that VSB had this form but similar to ones sent home in past
- Two sets of ipads at school; ipads and ipad minis – are updated and will be very useful this year
- School wide class review: upcoming on Friday, September 23rd; resource team teachers, speech language pathologists, counselors
- Carnarvon Code of Conduct - was raised by a member that code could be simplified – VP said there is a committee right now looking at revising it, students/parents will have input; suggestion by a member that it could be more concept based instead of do/don't

7. **Teachers' Report**

- Angela Stewart – thankful for the \$300/class; excited about new curriculum; try to always have a teacher at PAC meetings; her 7th year at the school – if questions, please ask

8. **Committee Reports**

- A. Hot Lunch – Kelly Allison in lieu of Shannon Barnes, Judie Han
- always open to new ideas/help; hot lunch starting this week; info on website; ready for new food items
 - Raised by a member whether possible to revise system so that do not have to order week by week
 - Kelly Allison– raised issue of volunteers – if interested, contact Kelly and she will contact Shannon
- B. Family Photo Night - Kiley Lundin
- thinks all went smoothly
 - 57 sittings took place at \$25/sitting = \$1425 (gross)
 - PAC netted \$1250
- C. Back to School BBQ – Kerry Kenwood, Kelly Allison
- Thurs, Sept 22 from 5:30-7:00 – most orders are in, still looking for volunteers – set up, people helping to plate buns, need runners to

replenish containers, juice/water stations and clean up – see Kerry if can help

D. Halloween Dance – Teri Charuhas

- scheduled for Fri, October 28th
- Fun community event; parents/kids everyone dresses up
- Food, costume contest
- Teri – needs guidance re: timing; 6-8 pm probably fine, Diane will check custodian issue
- Need some small things for raffle prizes
- need volunteers to help with preparation and organization
- will start advertising & asking for volunteers with signs at the BBQ on Thursday
- last year raised \$2500

E. Pumpkin Patch – Kelly Allison in lieu of Dana Propp

- Dana and her partner Bret would like to host the Pumpkin Patch again; last year her company donated pumpkins and proceeds go to PAC; after school event – face painting, hot chocolate
- Ideally Tuesday, October 25th or Wednesday, October 26th from 3:00-5:00/5:30 – Heidi will confirm date with Dana

F. Fruit & Veggie Program - Teri Charuhas

- begins Wednesday, September 21st
- needs volunteers for the first shift on the Wednesday morning 9am; every 3 weeks fresh fruit/veggies delivered to school
- sign up sheet on PAC board for the rest of the sessions
- full schedule:

Sep 21 st	On schedule	Cucumbers, Mini
Oct 5 th	On schedule	Tomatoes, Cherry (1 pt)
Oct 26 th	On schedule	Pears, Anjou
Nov 9 th	On schedule	Carrots, baby (12x2LB/cs)
Nov 23 rd	On schedule	Apples, Salish
Dec 7 th	On schedule	Oranges, Mandarin
Feb 1 st	On schedule	Apples, Mixed Organic
Feb 22 nd	On schedule	Kiwifruit (BC)
Apr 12 th	On schedule	Tomatoes, Cabernet Red
May 3 rd	On schedule	Peppers, Mini
May 17 th	On schedule	Cucumbers, Mini

G. QSP - Melanie Mueller

- trying to get magazine fundraiser set up for the first or second week of October – PAC gets percentage from magazines subscribed – last year approximately \$800 raised

H. Parent Education – Lisa Tautz

- typically 2 presentations per year – some years in past has been 3 presentations
- Saleema Noon booked for winter session; PAC organizes parent evening
- in past, safe use of technology, anxiety, fine motor skills, online safety, bring in guest speakers – experts in area – if have idea please contact Lisa, can be hard to come up with topics
- a member raised sending survey out for topics
- a member raised possibility of adding survey to package that gets distributed with students at begging of school year

I. Other Business

- Fundraising
 - A member raised issue of doing direct donation – in past PAC years had decided not to do direct drive; Kiley – would be good to do both; will put it in survey
 - Purdy's Chocolates – Kiley Lundin – PAC receives 25% profit but same prices as in stores; end of Nov for delivery early Dec; last year raised approx. \$2500
 - Kiley – happy to look at new ideas; please approach Kiley – very open to new ideas/suggestions/initiatives
- Lockers
 - A member raised whether possible to get repainted or replaced? Diane will look into process involved and will report back
- Lunch
 - A member raised issued of concern that students are eating on gym floor – anything that could be done?
 - Kelly – issue has been raised before but there was never a solution found
 - Raised by members whether older kids could put the tables down or whether lunch could be split between primary/secondary students, or whether primary students could eat in classroom with secondary students as monitors

- MOTION – to form task force – by Tara Shioya, second Kiley Lundin, CARRIED
- Tara Shioya, Ineka, Lisa, Diane will form task force – task force will look at best proposals, next step will be to bring back ideas and then take to staff
- Grad
 - Question by a member regarding what the grad consists of and general discussion regarding grad (end of June, ceremony – get a certificate; usually dinner/dance; try not to make a huge deal – leaving and moving on)

9. **Adjourn MOTION by Teri Charuhas, second Kiley Lundin, CARRIED**