

**CARNARVON COMMUNITY SCHOOL
PARENT ADVISORY COUNCIL MEETING
OCTOBER 17, 2017- 7:00pm
Library**

1. Introductions and Welcome!

Members Present: Paige Strouts, Alicia Schouten, Ali Kadkhoda, Nicole Ricci-Stiles, Ellen Tang, Valerie Kalheim, Kari Rust, Kerry Kenwood, Lindsay Morphy, Jenny Jea

Staff Present: Charlotte Skinner, Diane Martinson, Adrienne Stewardson

2. Review Agenda

3. Review minutes from September 2017 meeting

MOTION by Nicole Ricci-Stiles to approve minutes from September 2017 meeting, SECOND by Ellen Tang, CARRIED.

4. Treasurer's report: Heidi Schmid

Summary of Balance Sheet

- Approx \$96,000 total in bank – amount is “front-loaded” since hot lunch is pre-paid.

Wish List

- Teachers are working on it
- School has \$13,000 received from the ministry to use first. (see Principal's report below)
- Classroom Funding
 - PAC annually gives \$300 for every classroom, resource room and library
 - \$6420 total
 - MOTION by Lindsay Morphy to approve paying out this amount, SECOND by Paige Strouts, CARRIED.

Approval of budget

- Will be for Nov meeting
- Some budget items included in this month's financials as an estimate based on previous year

5. Principal's report: Diane Martinson

Activities/Events in the School

- Cross-Country – successful practices and mini-meets with a large turnout of students and great enthusiasm – Final meet is this Thursday, October 19th at Trout Lake – 1:00-3:00. Thanks to Ms. Tang, Ms. Sula, Ms. Kafalas and Mr. Epting for coaching the team this year.

- Volleyball – We have entered three teams in the inter-school volleyball league this year - practices are just beginning. Thanks to Mr. Lorne, Mr. Chan and Mr. An for coaching.
- “Global Citizens Club” – a new club focusing on local and world service and social responsibility themes and “giving back.” The club members will be attending “We” Day tomorrow (Wed. Oct. 18) and are in the midst of organizing “We Scare Hunger” at the school – a fund-raising/food collection event for the Greater Vancouver Food Bank which begins on Thursday, Oct. 19. They will be focusing on local and international themes over the year.
- Garden Program Lessons – last session for students is next week (Oct. 23-27) – thanks to PAC for this valuable program. Teachers will continue with the activities from the program throughout the year.

Math Program

- Grade 2-7 students are beginning a new Math program this year, in conjunction with our school goal focusing on Math
- Program is called “Maximizing Math” and has written and hands-on, station components
- Program meets the new BC Ministry of Education program standards
- Program overviewed by Ms. Stewardson, vice-principal (see below)

Ministry of Education program funding

- Carnarvon has been allotted \$13,000 to put towards materials/programs which support the new curriculum
- Staff has decided to put the funding towards the new Math program, 12 kits for a robotics program and Primary level home reading books.
- Breakdown of costing provided at the meeting (see Vice-Principal’s report below)
- Staff will be presenting wish list at the November meeting

Communicating Student Learning Inquiry Project and Pilot Programs

- Group of interested primary and intermediate staff members and Ms. Martinson will be participating in the inquiry project which will meet with other schools, at the district level, four times over the year and discuss and share ideas regarding way to communicate student learning
- Inquiry group will meet at the school level and try out and work with a number of methods of communicating – digital etc.
- The district Pilot Project will involve a group of teachers (combination of Primary and Intermediate) who are interested in piloting the new reporting format that will officially begin next year giving us an opportunity to have a say and give feedback for the final format and documentation.
- The Pilot project is for students between K and Gr. 9 and consists of 5 opportunities to report out to parents (one written in January and one in June, the student self-assessment, and three other formats of reporting).
- The report consists of two pages – anecdotal strengths and areas of continued work and a sliding scale of progress (subject by subject)

Carnarvon PAC

<https://www.carnarvonpac.ca/>

- Intermediate students will not receive letter grades but they are available upon parent request.
- Power Point presentation from the VSB District shown

General overview of safety protocol within the school with specific reference to vandalism on the grounds

- Andrew does rounds every morning
- Andrew deals with any clean up or calls in VSB maintenance team to handle it (for bigger issues- i.e. painting over graffiti, replacing broken windows) which, depending on the severity, typically happens very promptly
- If there are issues at school on weekends, call 311

6. Vice Principal's report: Adrienne Stewardson

New Math program for grades 2-7

- Maximizing Math developed by Edmonton school district
- Math work station packages uses games to teach skills
- Student expected to do self-evaluations
- Tests can be just 1 question but are comprehensive, testing multiple skills
- Will use Pro D Days to help teachers implement program
- Cost – Approx \$2900, including \$1000 for teacher supplies and \$6/copy for student workbook

Robotics

- Vex IQ Robots – meets requirements of Applied Science & Technology curriculum – same as kits are being used in high school programs
- \$5500 for 12 kits
- To be introduces class by class, each class will have approx. 1 month with kits
- Includes intro to Block Coding
- Program to start by Christmas

Primary home reading

- Grade 2 levels readers required – levels 16-30
- \$1800

7. Teacher's report: Charlotte Skinner

- Thanks to parents for support – field trips, goal setting conference foods, etc.
- New VP & many male teachers good for school & students
- New grade 4 teacher starts tomorrow

8. PAC Committee reports

a) PAC list registration - Lindsay Morphy

- 170 subscribers so far (out of how many families?)
- If you haven't already and want to be on the PAC mailing list, please subscribe online

b) Direct Drive fundraising - Kerry Kenwood

- Letter/form going home end of Oct/beginning of Nov once we get the wish list and establish our general fundraising goal

c) Hot Lunch reminders - Nicole Ricci-Stiles

- Gluten free/vegetarian option – not available with current caterers (C'est Mon Café - approved by VSB)
- Unpaid balances – Kerry will include a reminder in PAC corner or PAC website

d) Family Photo Night photo orders - Erin Agerskov

- All photos have been received by families. Order deadline is Oct 31. Contact Mimi Meier at info@mimimeier.com.

e) Welcome Back BBQ success update - Kelly Allison, Kerry Kenwood

- Thanks to all who helped and brought food

f) Halloween Dance - Teri Charuhas

- Available on hot lunch website - \$5 adults, \$3 kids,
- Need raffle prizes, volunteers & bakers
- e-mail info@carnarvonpac.com or signup at the sheet in main hall

g) Pumpkin Patch - Dana Propp

- Oct 25, 3:00pm - 5:00pm out in front of the school

h) Winter Market - Rishma Kassam, Alicia Shouten

- Box for item donations will be outside of office - bring in new or gently used items as well as wrapping paper, gift bags and ribbon.
- Ms. Hawke's class is coordinating.
- Tentatively scheduled for Dec 5 – Diane to confirm after talking with teachers

i) QSP fundraising - Melanie Mueller

- Forms sent out last week
- Year-round fundraiser

j) Holiday Purdy's - Karen Racey, Maria Stassinopolous

- Campaign through November, delivery end/Nov and beg/Dec

9. Other Business

a) use of Legacy and Playground funds - input needed

- Legacy Fund – to be used for something structural and/or long-lasting for the school – was granted when school changed from being a community school to regular school.

- Playground fund – leftover from playground construction – need to be spent on the playground
- Ideas
 - Coast Salish artist creates house pole together with students to be put up at the school garden (perhaps using school's indigenous name of Raven's Nest)
 - Expanding garden project – arbour, picnic tables, accessible garden for wheel chairs – VP to talk to VSB grounds people.
 - Drainage around playground
 - UV Sails above playgrounds
 - Raised sandbox

b) Safe Arrival - protocol for parents

- Call number as early as possible to minimize office having to track down missing students.

c) Donation Bins on Balaclava

- Principal is contacting owners of bins to move to 16th Ave.

d) Traffic cones at front of school and city enforcement

- no U-turn's, no mid-street drop offs

e) New Pinnies required for gym classes

- VP will look into it
- New school Jerseys in primary sizes required. Many older yellow/burgundy colours may be available. If more required, will request through wish list.

10. Adjournment

MOTION for adjournment by Kerry Kenwood until next meeting on November 15, 7:00 pm, SECOND by Lindsay Morphy, CARRIED.

Balance Sheet

	<u>1-Sep-2017</u>	<u>10/16/2017</u>
ASSETS		
Membership Shares	\$ 19	19
Operating bank account	8,088	32,989
Investment bank account	50,000	50,000
Gaming bank account	1,447	9,607
TOTAL ASSETS	\$ 59,554	\$ 92,616

FUND BALANCES		
Operating Fund	\$ 19,929	48,783
Gaming Fund	1,447	9,607
Playground Fund	16,179	16,179
Legacy Fund	17,000	17,000
PAC Designated Fund	5,000	5,000
	\$ 59,554	\$ 96,568

Revenue over Expenses

For the period ended October 12, 2017

	NET INCOME (LOSS)	BUDGET 2017-2018	Variance	Actuals 2017-2017	Actuals 2015-2016	Actuals 2014-2015	Actuals 2013-2014
FUNDRAISING							
Barbeque	(118)	(100)	(118)	(76)	(13)	-	26
Change For Change	-	-	-	-	-	-	4,300
Direct Drive	-	10,000	(10,000)	24,200	23,060	5,000	-
Donation Playground	-	-	-	-	4,137	704	51,288
Family Picture Night	1,232	1,250	(18)	1,231	1,601	1,525	1,800
Gift Card Program	-	-	-	-	-	1,270	1,302
Hot Lunch	25,001	6,000	19,001	4,945	12,156	6,817	12,711
June Jamboree/"NEW EVENT"	(248)	-	(248)	1,199	9,710	11,676	11,502
Monster Mash & Pumpkin Patch	-	3,500	(3,500)	3,509	2,519	-	-
Purdy's Chocolates - Christmas	-	2,000	(2,000)	2,488	2,239	1,754	2,220
Purdy's Chocolates - Easter	-	350	(350)	418	391	562	750
QSP Magazine	-	800	(800)	1,187	859	796	1,248
Recycling Revenue	-	-	-	-	262	207	-
Sports Day	-	(200)	200	(151)	(703)	(369)	884
Spring Flower Baskets	-	1,200	(1,200)	1,118	1,206	1,308	1,553
Sweatshirts/Entertainment Books	35	-	35	(1)	525	849	1,723
Welcome Back Coffee	-	-	-	-	-	-	(58)
Winter Market (net of donation)	-	800	(800)	838	1,300	1,334	1,193
TOTAL FUNDRAISING	25,902	25,700	202	40,904	59,249	33,434	92,442
USE OF FUNDS							
100km/Blenheim house	-	-	-	-	(194)	(149)	-
Band Instruments - Xylophone (Bass Clarinets)	-	-	-	(1,701)	-	(1,008)	-
Classroom Funding	-	-	-	(6,360)	(8,500)	(5,100)	(3,914)
Computers (30 laptops)	(634)	-	(634)	(10,278)	(8,947)	(912)	(8,600)
Computers (10 ipad minis)	-	-	-	(3,367)	-	-	-
Cross Country Flag	-	-	-	-	(429)	-	-
Garden/Playground	-	-	-	(7,298)	(7,211)	-	(110,744)
Grade 7 Leaving	250	-	250	(750)	(516)	(333)	(270)
Guitars for Music Program	-	-	-	-	-	(1,597)	-
High Jump Equipment	-	-	-	-	(2,778)	(429)	-
Inside Games/Hokki Stools	-	-	-	(2,247)	(25)	(925)	-
Library Furniture (*)	-	-	-	(1,485)	(4,526)	(725)	-
Library Support	-	-	-	(1,030)	(2,105)	(1,000)	(1,000)
Locker painting	-	-	-	(968)	-	-	-
New Curriculum support (books, resources)	-	-	-	(1,265)	-	-	-
Novels - Intermediate (* partial)	-	-	-	(2,166)	(1,447)	-	(21)
PAC Parent Education	-	-	-	(571)	-	(1,645)	(560)
Patrol Support	-	-	-	(360)	(420)	(450)	(390)
Project Chef/Portable stereos for classrooms	-	-	-	(7,000)	-	(4,526)	-
Primary book room	-	-	-	(664)	(666)	(1,000)	-
Safe Teen	-	-	-	(683)	(1,313)	(630)	-
Software Memberships/School Jerseys	-	-	-	(2,114)	(2,391)	-	-
Smartboard Notebook/Wireless speakers&docm c	-	-	-	-	(725)	-	-
Technology (*)	-	-	-	(1,908)	-	-	-
Yearbook	-	-	-	-	-	(413)	(759)
Other misc.	(617)	-	(617)	(3,479)	(958)	(1,621)	(1,895)
	(1,001)	-	(1,001)	(55,691)	(43,149)	(22,463)	(128,152)
(*) Budget carry over from PY							
REVENUE OVER EXPENSES	24,902	25,700	(798)	(14,787)	16,100	10,970	(35,711)
GAMING							
Gaming Direct funds	8,160	8,160	-	7,880	8,956	7,760	7,366
June Jamboree Raffle	-	-	-	-	2,433	2,140	2,320
Interest	0	10	(10)	8	7	4	-
Badminton program	-	-	-	-	(2,424)	-	-
Dance program	-	-	-	-	(3,827)	-	-
Gymsense	-	-	-	(6,485)	-	(4,305)	-
Performance Groups	-	-	-	(2,546)	(2,425)	(2,171)	(2,631)
Playground	-	-	-	-	-	-	(4,000)
Projector - gymnasium	-	-	-	-	-	(2,000)	(1,240)
Sports Equipment (Volleyball)	-	-	-	(754)	(3,820)	-	-
NET GAMING	8,160	8,170	(10)	(1,897)	(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	-