

**CARNARVON COMMUNITY SCHOOL
PARENT ADVISORY COUNCIL MEETING
SEPTEMBER 18, 2017- 7:00pm
Library**

1. Introductions and Welcome!

Members Present: Heidi Schmid, Jenny Jea, Geroge Kavoucas, Paige Strouts, Marine Wolff, Liza McGuinness, Nicole Ricci-Stiles, Melissa Misuraca, Lisa Tautz, Susanna Houwen, Dana Propp, Kelly Allison, Sherri Morrison, Carrie Riches, Teri Charuhas, Valerie Kalheim, Judie Han-Pettipas, Tara Shioya, Andrew Johnson, Sean Carey, Samara Hurley, Kerry Kenwood, Gabriela Boratto, Ellen Tang, Soula Papathanasiou, Julie Mohaseb, Erin Agerskov, Ali Kadkhoda, Alisia Adams, David Spence, Andrea Campbell, Mimi Meier, Kate Paquin, Manuela Armenta-Prest

Staff Present: Diane Martinson, Adrienne Stewardson

2. Review Agenda

3. Review minutes from June 6, 2017 meeting

MOTION by Kerry Kenwood to approve minutes from June 6, 2017 meeting, SECOND by Heidi Schmid, CARRIED.

4. Treasurer's report: Heidi Schmid

Balance Sheet at Aug 31, 2017

- Hot lunch below projection, could be due to timing of invoices
- Total \$59,519 in bank
- Operating fund – approx. \$20,000 available to spend
- Gaming Fund – approx. \$8000 expected in Oct from government – to be spent on performances, sports
- Playground fund – designated for construction on playground (eg. Benches) - \$16,179 remaining
- Legacy Fund – was spent on playground but then replenished. Must be spent on something lasting in school
- Board Designated – an emergency fund for when other funds are not available

Upcoming Expenditures

- Members are asked to please send ideas for how to spend legacy fund to PAC email.

Wish List and 2018 Budget

- Wish List to be received from Diane, plan to present the 2018 budget at the next PAC meeting.
- Open to new fundraising ideas

5. Principal's report: Diane Martinson (Draft)

- 396 students, 17 divisions
- Grade 4 part-time teacher position to be filled by this week. The class's Resource teacher is currently filling in.
- Question: What are the current requirements for class size and is Carnarvon meeting Them? Answer: Class size maximums – 22 in primary, 30 in intermediate (2 less for a split class)
- What's new? Currently working on weekly newsletters instead of monthly, crosswalk monitors have started.
- Safe Arrival – to be school based. There will be a designated phone line for parents to call if their child will be absent. Classroom teachers will be asked to list students they weren't aware would be away. Office will match up list with calls received at designated line. Parent will be asked to call prior to 8:15 am if possible.
- Question: Grade 7 students told they won't be able to leave school grounds at lunchtime as per previous years. Please comment on reasons, thoughts. Answer: School is responsible for students during school hours even if parents are ok with students leaving the campus. Grade 7 students met with Ms. Martinson and discussed their reasons for wanting to leave the school grounds at lunch – Ms. Martinson told them that she would take their views under consideration and get back to them. Diane to get back to students tomorrow on final decision.

6. Vice Principal's report: Adrienne Stewardson

- School website currently being updated. Will include sports tab to list date/time of tournaments, meets

7. Teacher's Report:

None

8. PAC Committee reports

- a) Website & PAC list registration – Lindsay Morphy
 - Carnarvonpac.ca – Includes all school events, announcements
 - PAC list registration – sign up is on the website; is being confused with the classroom e-mail list sent home this week. Suggestion: Send separate email to members to sign up also on pac website
 - Class reps – still needed for primary grades
- b) Safe to School - Lindsay Morphy, Andrea Campbell
 - School will now run this program

- c) Hot Lunch - Judie Han, Monika Vaneckova, Ellen Tang, Nicole Ricci-Styles
 - Trying to move away from paper ordering
 - Can we offer gluten free items, veggie burgers?
 - Can the Ingredient list available on website?
- d) Family Photo Night - Erin Agersov, Fiona Finnegan, Sylvia Mager
 - Sold out in 2 days
 - Raised \$1300+
- e) Back to school BBQ - Kelly Allison, Kerry Kenwood
 - Volunteers needed, sign up on Pac Board outside office
- f) Halloween Dance - Teri Charuhas
 - Monster Mash, Oct 27 6-8 pm, family dance, volunteers needed for serving, raffle (parent donations), costume contest, bake sale
- g) Pumpkin Patch – Dana Propp
 - Wed, Oct 25, 3-6pm, perhaps shorten to 3-5pm but allow afterschool care to bring kids to donate to pumpkin patch
- h) Fruit and Veggie Program- Teri Charuhas
 - Starts Sep 20, 20 min commitment, volunteers needed
- i) QSP fundraising - Melanie Mueller
 - Rolling out on Oct 10
- j) Parent Education – Lisa Tautz
 - Usually one in fall and one in spring
 - Seleema Noon scheduled for next year as she was here last year
 - Social media related topic
 - Raising girls (last year was raising boys)

9. Other Business

- a) Online payment to school instead of cheques/cash – Adrienne to look into it (Jules Quesnel has a system in place)
- b) Adrienne also looking into offering Edupacs for next year instead of collecting school fees for bulk buying of school supplies
- c) Fundraising direct drive – perhaps suggest some amounts for direct drive.
- d) Grade 7 committee – available
- e) Fundraising calendar to be set up for next meeting by Heidi – please come to PAC meeting with fundraising ideas

MOTION TO ADJOURN by Kerry Kenwood, SECOND by Dana Propp, CARRIED.

MEETING ADJOURNED at 8:30 pm to October 17, 2017 at 7:00 pm in Library

Balance Sheet

	<u>1-Sep-2016</u>	<u>31-Aug-2017</u>
ASSETS		
Membership Shares	\$ 19	19
Operating bank account	72,875	8,053
Investment bank account	0	50,000
Gaming bank account	3,344	1,447
TOTAL ASSETS	\$ 76,238	\$ 59,519

FUND BALANCES		
Operating Fund	\$ 34,715	19,894
Gaming Fund	3,344	1,447
Playground Fund	16,179	16,179
Legacy Fund	17,000	17,000
PAC Designated Fund	5,000	5,000
	\$ 76,238	\$ 59,519

Revenue over Expenses

For the period ended Aug 31, 2017

	NET INCOME (LOSS)	BUDGET 2016-2017	Variance	Actuals 2015-2016	Actuals 2014-2015	Actuals 2013-2014
FUNDRAISING						
Barbeque	(76)	150	(226)	(13)	-	26
Change For Change	-	-	-	-	-	4,300
Direct Drive	24,200	5,000	19,200	23,060	5,000	-
Donation Playground	-	-	-	4,137	704	51,288
Family Picture Night	1,231	1,500	(269)	1,601	1,525	1,800
Gift Card Program	-	-	-	-	1,270	1,302
Hot Lunch	4,945	10,000	(5,055)	12,156	6,817	12,711
June Jamoboree/"NEW EVENT"	1,199	-	1,199	9,710	11,676	11,502
Monster Mash & Pumpkin Patch	3,509	2,000	1,509	2,519	-	-
Purdy's Chocolates - Christmas	2,488	2,000	488	2,239	1,754	2,220
Purdy's Chocolates - Easter	418	350	68	391	562	750
QSP Magazine	1,187	800	387	859	796	1,248
Recycling Revenue	-	250	(250)	262	207	-
Sports Day	(151)	(500)	349	(703)	(369)	884
Spring Flower Baskets	1,118	1,200	(82)	1,206	1,308	1,553
Sweatshirts/Entertainment Books	(1)	-	(1)	525	849	1,723
Welcome Back Coffee	-	(50)	50	-	-	(58)
Winter Market	838	1,200	(362)	1,300	1,334	1,193
TOTAL FUNDRAISING	40,904	23,900	17,004	59,249	33,434	92,442
USE OF FUNDS						
100km/Blenheim house	-	(200)	200	(194)	(149)	-
Band Instruments - Xylophone (Bass Clarinets)	(1,701)	(1,100)	(601)	-	(1,008)	-
Classroom Funding	(6,360)	(6,360)	-	(8,500)	(5,100)	(3,914)
Computers (30 laptops)	(10,278)	(10,000)	(278)	(8,947)	(912)	(8,600)
Computers (10 ipad minis)	(3,367)	(3,300)	(67)	-	-	-
Cross Country Flag	-	-	-	(429)	-	-
Garden/Playground	(7,298)	(7,000)	(298)	(7,211)	-	(110,744)
Grade 7 Leaving	(750)	(500)	(250)	(516)	(333)	(270)
Guitars for Music Program	-	-	-	-	(1,597)	-
High Jump Equipment	-	-	-	(2,778)	(429)	-
Inside Games/Hokki Stools	(2,247)	-	(2,247)	(25)	(925)	-
Library Furniture (*)	(1,485)	(800)	(685)	(4,526)	(725)	-
Library Support	(1,030)	(2,000)	970	(2,105)	(1,000)	(1,000)
Locker painting	(968)	-	(968)	-	-	-
New Curriculum support (books, resources)	(1,265)	(3,000)	1,735	-	-	-
Novels - Intermediate (* partial)	(2,166)	(2,553)	387	(1,447)	-	(21)
PAC Parent Education	(571)	(1,200)	629	-	(1,645)	(560)
Patrol Support	(360)	(450)	90	(420)	(450)	(390)
Project Chef/Portable stereos for classrooms	(7,000)	(7,000)	-	-	(4,526)	-
Primary book room	(664)	(1,000)	337	(666)	(1,000)	-
Safe Teen	(683)	(650)	(33)	(1,313)	(630)	-
Software Memberships/School Jerseys	(2,114)	(1,500)	(614)	(2,391)	-	-
Smartboard Notebook/Wireless speakers&docm c	-	(300)	300	(725)	-	-
Technology (*)	(1,908)	(1,700)	(208)	-	-	-
Yearbook	-	-	-	-	(413)	(759)
Other misc.	(3,514)	(1,000)	(2,514)	(958)	(1,621)	(1,895)
	(55,726)	(51,613)	(4,113)	(43,149)	(22,463)	(128,152)
(*) Budget carry over from PY						
REVENUE OVER EXPENSES	(14,822)	(27,713)	12,891	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	8	10	(2)	7	4	-
Badminton program	-	-	-	(2,424)	-	-
Dance program	-	-	-	(3,827)	-	-
Gymsense	(6,485)	(5,000)	(1,485)	-	(4,305)	-
Performance Groups	(2,546)	(2,200)	(346)	(2,425)	(2,171)	(2,631)
Playground	-	-	-	-	-	(4,000)
Projector - gymnasium	-	-	-	-	(2,000)	(1,240)
Sports Equipment (Volleyball)	(754)	(2,000)	1,246	(3,820)	-	-
NET GAMING	(1,897)	(1,310)	(587)	(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	-