

**CARNARVON COMMUNITY SCHOOL
PARENT ADVISORY COUNCIL MEETING
APRIL 18, 2018 - 7:00pm
Library**

1. Introductions and Welcome!

Members Present: Jenny Jea, Nicole Ricci-Stiles, Amanda Walsh, Samara Hurley, Kerry Kenwood, Lindsay Morphy, Heidi Schmid, Kari Rust
Staff Present: Diane Martinson

2. Review Agenda

3. Approval of February 2018 meeting minutes as advertised and posted on the PAC website
MOTION by Kerry Kenwood to approve, SECOND by Nicole Ricci-Stiles, CARRIED.

4. Treasurer's report: Heidi Schmid

a) Balance Sheet

- Currently \$116,000 in bank, projected to be down to \$84,000 by school year end

b) Revenue over Expenses

- Total Fundraising showing well over budget but this is partially due to timing of funds collected for Hot Lunch but not yet paid to Vendors
- Carnarvon Carnival budgeted for \$5000 in revenue.

c) Use of Funds Details

- School Performance, Tennis Program, Guitar budgets will all be used by end/June.

5. Principal's report: Diane Martinson

a) Sports Teams

- This spring, three sports teams will be offered for Intermediate students: Track and Field, Ultimate Frisbee and Badminton, sponsored by teachers
- Track meet dates will be in next week's newsletter
- We are encouraging students to sign up for activities and teams on their own initiative – sign-up times and dates are announced over the PA during announcements and classroom teachers are also passing the information onto students

b) Tennis Program

- PAC funded in-school tennis program began this week (April 16th) and is running until April 30th in PE classes
- Thanks to PAC for sponsoring this program for students

c) "Ready, Set, Learn" and "Welcome to Kindergarten"

- We have 30 students currently registered for the 2018-2019 school year – there is space for 40 students

- “Ready, Set, Learn” is being presented for 3-4 year olds on Mondays this month – April 9, 16, and 23rd
- “Welcome to Kindergarten” is May 24th from 1:00 -2:30 p.m.
- d) Online Payment Program
 - Carnarvon is part of the pilot for a VSB “online payment program” – field trips, school fees in September
 - Families will be guided through the sign-on process through payment of the next class field trip and information will be coming out to families in the next newsletter
 - It will possible to fill a “wallet” online from which payments can be made
- e) “Big One at 2” – May 3rd
 - There is a new format for release which we will be practicing in a small version – program successful in the Victoria School Board for the past two years
 - A fill in release form will be distributed to families in September which includes a “tear off” sheet at the bottom
 - Parent of family member who is picking up child or children will sign in at a central table, tear off sheet with child/children’s name(s) and division is taken to staff runners by the field and students are picked up brought back to adult who is picking them up
 - School will be asking for 20-30 volunteer parent/guardians to walk through the process this year, as a trial
- f) VSB Budget Process
 - Preliminary Budget released today – information available online through the VSB website
 - Online feedback and scheduled meetings are scheduled – budget process to be completed by the end of June

6. Vice Principal’s report: Adrienne Stewardson

7. Teacher’s report

8. PAC Committee reports

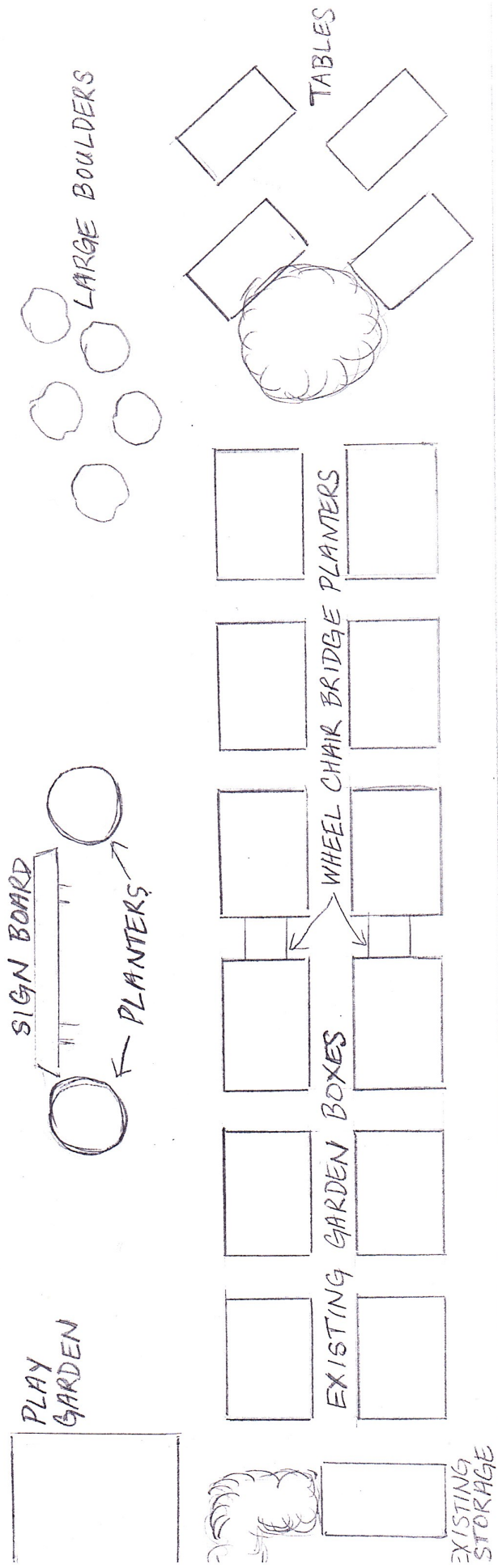
- a) Legacy Fund – Garden Expansion/Water Fountain Replacement options presented & approval – Kerry Kenwood & Amanda Walsh
 - Garden Expansion – see picture attached
 - Teachers have set priorities re: what is needed the most - #1 is tables
 - Water Fountains with filters
 - 1st ones can be installed before summer
 - Options 1, 2, and 3 of Legacy Fund usage prepared by Heidi Schmid with corresponding impact to Cash Flow and Balance Sheet
 - Option 1 – all garden additions, all fountains installed - \$54,000
 - Option 2 – all garden additions, 2 fountains installed - \$29,000

- Option 3 – partial garden additions, 2 fountains installed - \$26,000
 - Approval of Option 2 for Garden Expansion and Water Fountain Replacement (spending up to \$18,000 with \$11,000 for fountains) from operating and legacy funds. Motion by Nicole Ricci-Stiles to approve, SECOND by Kerry Kenwood, CARRIED.
 - b) Spirit Wear report – Loni Smith
 - Total 63 items sold, will be coming in end this week. Will be delivered to students in their classrooms.
 - c) Earthquake kits update - Sherri Morrison
 - Campaign will launch on Apr 30 - will be in newsletter too.
 - d) Pub Night update – Kerry Kenwood
 - Postponed to June 14 for now as there are too many activities in May.
 - Last year Copper Tank pub night sent portion of proceeds to PAC
 - e) Spring Baskets – Melanie Mueller
 - Orders not going well yet. Will need volunteers for basket disbursal.
 - f) Carnival update – Samara Hurley, Kelly Allison & Lindsay Morphy
 - Rain option available
 - Games will be rented (including dunk tank!), 2 food trucks available, bake sale, raffle baskets from each class
 - g) Sports Day Food update – Loni Smith
 - Hot Diggidy Dog to provide lunches. Looking into donuts for recess. Coffee stand and baked goods stand available.
 - Volunteers to take shifts covering 8-10:45 and 11:45-12:45.
 - May 17. School is in session until 3:00.
 - h) Yearbook – Kari Rust
 - Orders due Apr 30 – Either slips will go home as a reminder closer to due date or Monika to send message to class reps to remind their class.
 - Pictures for teams will be taken. Also need pics for any new students to class. May 21 last day for photo submissions.
9. Other Business
- a) Water quality – update on recent activities
 - Tested early morning & later also. Initial results show safe levels. Reports to come in.
 - b) Portable – update
 - Quote for putting in window too high at \$10,000 so other options will be looked at.
 - Class configuration – portable may be used for music.

10. Adjournment

MOTION by Kerry Kenwood to adjourn meeting to Monday, May 14 at 7:00 pm at the library, SECOND by Heidi Schmid, CARRIED.

BALACLAVA



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Balance Sheet

	<u>1-Sep-2017</u>	<u>17-Apr-2018</u>	<u>Projected 31-Aug-2018</u>
ASSETS			
Membership Shares	\$ 19	19	19
Operating bank account	8,088	57,701	31,552
Investment bank account	50,000	50,000	50,000
Gaming bank account	1,447	8,528	2,568
TOTAL ASSETS	\$ 59,554	\$ 116,249	\$ 84,139

FUND BALANCES			
Operating Fund	\$ 19,929	69,542	43,392
Gaming Fund	1,447	8,528	2,568
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
	\$ 59,554	\$ 116,249	\$ 84,139

For the period ended April 17, 2018

	NET INCOME (LOSS)	BUDGET 2017-2018	Variance	Actuals 2017-2016	Actuals 2015-2016	Actuals 2014-2015
FUNDRAISING						
Barbeque	(118)	(100)	(18)	(76)	(13)	-
Carnarvon DAD's	70	-	70	-	-	-
Direct Drive	30,350	10,000	20,350	24,200	23,060	5,000
Donation Playground	-	-	-	-	4,137	704
Earthquake Kits	-	1,000	(1,000)	-	-	-
Family Picture Night	1,232	1,250	(18)	1,231	1,601	1,525
Gift Card Program	-	-	-	-	-	1,270
Hot Lunch	42,086	10,000	32,086	4,945	12,156	6,817
Carnarvon Carnival/Pub night/June Jamoboree	(3,687)	5,000	(8,687)	1,199	9,710	11,676
Monster Mash & Pumpkin Patch	3,743	3,500	243	3,509	2,519	-
Purdy's Chocolates - Christmas	2,701	2,000	701	2,488	2,239	1,754
Purdy's Chocolates - Easter	-	-	-	418	391	562
QSP Magazine	876	800	76	1,187	859	796
Recycling Revenue	-	-	-	-	262	207
Sports Day	(113)	(200)	87	(151)	(703)	(369)
Spring Flower Baskets	-	1,200	(1,200)	1,118	1,206	1,308
Sweatshirts/Entertainment Books	97	-	97	(1)	525	849
Winter Market (net of donation)	613	800	(187)	838	1,300	1,334
TOTAL FUNDRAISING	77,849	35,250	42,599	40,904	59,249	33,434
USE OF FUNDS						
100km/Blenheim house	-	(200)	200	-	(194)	(149)
Band Instruments - Guitars (Xylophone)	-	(2,300)	2,300	(1,701)	-	(1,008)
Circus Kids Program	(5,558)	(6,400)	842	-	-	-
Classroom Funding	(6,420)	(6,420)	-	(6,360)	(8,500)	(5,100)
Computers (30 laptops)	(634)	-	(634)	(10,278)	(8,947)	(912)
Computers (10 ipad minis)	-	-	-	(3,367)	-	-
Fountains	-	-	-	-	(429)	-
Garden/Playground	-	-	-	(7,298)	(7,211)	-
Grade 7 Leaving	250	-	250	(750)	(516)	(333)
Guitars for Music Program	-	-	-	-	-	(1,597)
High Jump Equipment	-	-	-	-	(2,778)	(429)
Inside Games/Hokki Stools	-	-	-	(2,247)	(25)	(925)
Jerseys - sports	(1,155)	(1,000)	(155)	-	-	-
Library Furniture	-	-	-	(1,485)	(4,526)	(725)
Library Support	-	-	-	(1,030)	(2,105)	(1,000)
Locker painting	-	-	-	(968)	-	-
New Curriculum support (books, resources)	-	-	-	(1,265)	-	-
Novels - Intermediate	-	-	-	(2,166)	(1,447)	-
Outside Equipment bins & Equipment	(2,055)	(3,400)	1,345	-	-	-
PAC Parent Education	(206)	(1,200)	994	(571)	-	(1,645)
Patrol Support	-	(400)	400	(360)	(420)	(450)
Project Chef/Portable stereos for classrooms	-	-	-	(7,000)	-	(4,526)
Primary book room	-	-	-	(664)	(666)	(1,000)
Safe Teen	(848)	(700)	(148)	(683)	(1,313)	(630)
Software Memberships/Pinnies	-	(201)	201	(2,114)	(2,391)	-
Smartboard Notebook/Wireless speakers&docm c	-	-	-	-	(725)	-
Technology	(11,231)	(13,498)	2,268	(1,908)	-	-
Yearbook	-	-	-	-	-	(413)
Other misc.	(379)	(1,000)	621	(3,479)	(958)	(1,621)
(*) Budget carry over from PY	(28,236)	(36,719)	8,483	(55,691)	(43,149)	(22,463)
REVENUE OVER EXPENSES	49,613	(1,469)	51,082	(14,787)	16,100	10,970
GAMING						
Gaming Direct funds	8,160	8,160	-	7,880	8,956	7,760
June Jamboree Raffle	-	-	-	-	2,433	2,140
Interest	5	10	(5)	8	7	4
Tennis (Badminton) program	-	(3,360)	3,360	-	(2,424)	-
Circus Kids Program (25%) (Dance program)	-	-	-	-	(3,827)	-
Gymsense	-	-	-	(6,485)	-	(4,305)
Performance Groups	(1,083)	(3,600)	2,517	(2,546)	(2,425)	(2,171)
Playground	-	-	-	-	-	-
Projector - gymnasium	-	-	-	-	-	(2,000)
Sports Equipment (Volleyball)	-	-	-	(754)	(3,820)	-
NET GAMING	7,082	1,210	5,872	(1,897)	(1,100)	1,429
PLAYGROUND FUND						

Item(s) / Activity	Classes/ Grades	Account	Requested Amount	Requested by	Approved Amount	Spent to date	Remaining / (Variance)
Classroom Funding	all	Operating	\$ 6,420.00	Carnarvon	\$ 6,420.00	\$ 6,420.00	\$ -
Projectors / Apple TV / Wall mount (for classes which do not have them - 7) Will ensure that all classes have the same starting technology	7	Operating	13,498.24	Carnarvon	13,498.24	11,230.71	2,267.53
Pinnies for the gym (30 x each colour variety) \$5.98 each plus tax	all	Operating	200.93	Carnarvon	200.93	-	200.93
School Performances 4 performances for the year (approx. \$900 each)	all	Gaming	3,600.00	Carnarvon	3,600.00	1,083.00	2,517.00
Tennis Program - april 4 sessions per class \$8.00 per student plus GST - (full funding or partial)	all	Gaming	3,360.00	Carnarvon	3,360.00	-	3,360.00
Circus Kids Program 3 - 1 hour sessions (6 to one ratio for instructors) \$32 for the program per child (full or partial funding)	all	Operating	12,800.00	Carnarvon	6,400.00	5,558.00	842.00
Safeteen	Grade 7	Operating	700.00	Carnarvon	700.00	847.88	\$ (147.88)
Outside equipment bins with sports equipment for recess / lunch (one customized bin per class) \$200 per class incling bin and equipment	all	Operating	3,400.00	Carnarvon	3,400.00	2,055.25	1,344.75
15 (3/4 size) Guitars - to complete class set	Intermediate music program	Operating	2,300.00	Carnarvon	2,300.00	-	2,300.00
Parent education	all	Operating	1,200.00	Parents	1,200.00	-	1,200.00
Jerseys	all	Operating	1,000.00	Parents	1,000.00	1,155.15	\$ (155.15)
Blenheim House/100km	all	Operating	100.00	N/A	100.00	-	100.00
Patrol Support	all	Operating	400.00	N/A	400.00	-	400.00
			48,979.17		42,579.17	28,349.99	14,229.18

OPTION 1 - all garden additions, all fountains installed**Carnarvon Garden Enhancement**

Item Description	Quantity	Cost	Subtotal	Tax	Total
Labour - all	1	\$4,600.00	\$4,600.00		\$4,600.00
Limestone ground cover	1	\$2,340.00	\$2,340.00		\$2,340.00
picnic tables	4	\$1,650.00	\$6,600.00	\$792.00	\$8,000.00
delivery of tables & planters	1	\$385.00	\$385.00	\$19.25	\$404.25
table assembly/labour	4	\$75.00	\$300.00	\$15.00	
ground level play garden space	1		\$0.00		\$0.00
sign board	1	\$1,500.00	\$1,500.00		\$1,500.00
large boulders	5	\$125.00	\$625.00	\$75.00	\$700.00
planters	2	\$330.00	\$660.00	\$79.20	\$739.20
Wheel-chair accessible garden box bridge	2		\$0.00		\$0.00

GARDEN TOTAL**\$18,283.45****Water Fountain Replacement**

Item Description	Quantity	Cost	Subtotal	Tax	Total
combo fountain/bottle filling station - outside girls bathroom in primary wing	1				\$4,909.00
combo fountain/bottle filling station - outside girls changeroom/storage by gym in intermediate wing	1				\$5,778.00
approximate cost for each of other fountains	5	\$5,000.00			\$25,000.00

FOUNTAIN TOTAL**\$35,687.00****GRAND TOTAL****\$53,970.45**

OPTION 2 - all garden additions, 2 fountains installed**Carnarvon Garden Enhancement**

Item Description	Quantity	Cost	Subtotal	Tax	Total
Labour - all	1	\$4,600.00	\$4,600.00		\$4,600.00
Limestone ground cover	1	\$2,340.00	\$2,340.00		\$2,340.00
picnic tables	4	\$1,650.00	\$6,600.00	\$792.00	\$8,000.00
delivery of tables & planters	1	\$385.00	\$385.00	\$19.25	\$404.25
ground level play garden space	1		\$0.00		\$0.00
sign board	1	\$1,500.00	\$1,500.00		\$1,500.00
large boulders	5	\$125.00	\$625.00	\$75.00	\$700.00
planters	2	\$330.00	\$660.00	\$79.20	\$739.20
Wheel-chair accessible garden box bridge	2		\$0.00		\$0.00

GARDEN TOTAL**\$18,283.45****Water Fountain Replacement**

Item Description	Quantity	Cost	Subtotal	Tax	Total
combo fountain/bottle filling station - outside girls bathroom in primary wing	1				\$4,909.00
combo fountain/bottle filling station - outside girls changeroom/storage by gym in intermediate wing	1				\$5,778.00

FOUNTAIN TOTAL**\$10,687.00****GRAND TOTAL****\$28,970.45**

OPTION 3 - partial (tables, play garden garden & accessible bridges) garden additions, 2 fountains installed

Carnarvon Garden Enhancement

Item Description	Quantity	Cost	Subtotal	Tax	Total
Labour - all	1	\$4,300.00	\$4,300.00		\$4,300.00
Limestone ground cover	1	\$2,340.00	\$2,340.00		\$2,340.00
picnic tables	4	\$1,650.00	\$6,600.00	\$792.00	\$8,000.00
delivery of tables & planters	1	\$385.00	\$385.00	\$19.25	\$404.25
table assembly/labour	4	\$75.00	\$300.00	\$15.00	
ground level play garden space	1		\$0.00		\$0.00
Wheel-chair accessible garden box bridge	2		\$0.00		\$0.00
GARDEN TOTAL					\$15,044.25

Water Fountain Replacement

Item Description	Quantity	Cost	Subtotal	Tax	Total
combo fountain/bottle filling station - outside girls bathroom in primary wing	1				\$4,909.00
combo fountain/bottle filling station - outside girls changeroom/storage by gym in intermediate wing	1				\$5,778.00
FOUNTAIN TOTAL					\$10,687.00

GRAND TOTAL **\$25,731.25**