

**CARNARVON COMMUNITY SCHOOL  
PARENT ADVISORY COUNCIL MEETING  
May 14, 2018 - 7:00pm  
Library**

**1. Introductions and Welcome!**

- Members Present: Samara Hurley, Heidi Schmid, Kerry Kenwood, Lindsay Morphy, Valerie Kalheim, Jenny Jea,
- Staff Present: Diane Martinson, Adrienne Stewardson, John Cloutier

**2. Review Agenda**

**3. Approval of April 2018 meeting minutes as advertised and posted on the PAC website.**

MOTION by Valerie Kalheim to approve, SECOND by Lindsay Morphy, CARRIED.

**4. Treasurer's report: Heidi Schmid**

- Summary of Balance Sheet, Revenue/Expenses, Cash Flow Projection
  - Cash (Total Assets) high at \$123,000 but expected to be at \$60,000 mark by end of August.
  - Hot Lunch – showing \$42,000 revenue but it is due to not having received/paid approx. \$30,000 of catering invoice yet.
  - Carnarvon Carnival – conservative estimate of \$5000 revenue
  - Guitars for music class were received in March but invoice has not been received yet.
  - School Performances – 2 more to go, 1 in May and 1 in June.

**5. Principal's report: Diane Martinson**

a) Sports Teams

- Upcoming Mini Meets for both Junior and Senior Track teams
- Schedule starting tomorrow (May 15) for the Ultimate Team – we will be in a league with Osler, Jules Quesnel, Norma Rose Point, Quilchena, Queen Elizabeth and Laurier Elementaries
- Badminton is continuing successfully on Thursdays – family members are welcome to participate

b) In-School Programs

- PAC funded in-school tennis program was a great success in PE classes
- Thanks to PAC for sponsoring this program for students
- Wheelchair Basketball Program – May 1<sup>st</sup> to 4<sup>th</sup> – offered students, K-7, the opportunity to learn how to play the game – wheelchairs and instruction were provided

c) "Big One at 2" – May 3<sup>rd</sup>

- Successful practice of the new reunification system for Earthquake Preparedness – thanks to the parents and family members who participated in our "mini" version of release this year
- Any feedback from participating parents is appreciated
- We were featured on the VSB website for our drill this year (write-up and video)

d) Upcoming Events: (more details in the school newsletter)

- Sports Day – Thursday, May 17<sup>th</sup>
- Crazy Hair Day – Thursday, May 24<sup>th</sup>
- Carnarvon Carnival – Friday, May 25<sup>th</sup>
- "Welcome to Kindergarten" – Thursday, May 24<sup>th</sup> – 1:00 – 2:30

**6. Vice Principal's report: Adrienne Stewardson**

- Approval to purchase picnic tables for middle courtyard area to replace broken ones.
- 5 tables + 4 umbrellas + stands  
MOTION to approve purchase of up to \$1000 in value. SECOND by Heidi Schmid, CARRIED.

**7. Teacher's report: John Cloutier**

- Tennis instruction was good, provided by Excel Tennis.

**8. PAC Committee reports**

a) Spring baskets – Melanie Mueller

- made \$1300

b) Earthquake Kits – Sherri Morrison

- deadline for ordering on Wednesday

c) Sports Day Food – Loni Smith

- Adrienne will go to Costco on Wednesday to pick up watermelons. Thursday, Loni will organize cutting of fruit & other set up before school. Dollar store foil pans will be needed to carry watermelon. Ask volunteers to bring own knives for cutting melons.
- Coffee stand – Mel (school engineer) will help set up urns, etc.
- Volunteers – need 1 more person for set up and 2 more for lunch

d) Carnival – Samara Hurley

- 72/93 volunteer spots filled so far. 8 stations in the 7-8pm not at all filled.
- Easels needed for displaying prize board and photo booth
- Ticket sales - \$3000+ received so far. Deadline May 23
- Class baskets – for next year, do not designate a \$5 donation from each family, just ask for a donation toward the baskets -

e) Pub night – Kerry Kenwood

- Tentatively set for June 14.
- Will wait until after carnival to promote it or perhaps postpone until fall.

f) Year book – Kari Rust

- Layouts being finished. Kari will order some extra yearbooks just in case some families failed to order on time. Group order must be submitted this week.
- Was not able to book Mountain West in April so panorama and team photos will not be in this year's book. Will book photographers earlier for next year.

g) Grade 7 Graduation – Valerie Kalheim

- June 7 – Laser Tag
  - \$1200 = \$700 raised + \$500 received from PAC to cover cost of bus rental & pizza lunch
  - Every student will pay \$10 each.
  - Permission slip required for laser tag.
- June 27 11:00 am – Graduation Ceremony & Celebration
  - White Spot food truck will cater. Preorder available on hot lunch website
  - Fruit and veggies trays in addition in case there is a wait time for White Spot food

h) Welcome Back BBQ

- Same as Meet the Teacher night – Sep 27

i) Halloween Dance

- Oct 26 (Fri before Halloween)
- reserving the gym
- need organizer

j) Next year PAC planning

- positions needed for next year - vice chair or co-chair, fund-raising chair

**Other Business**

a) Safe arrival

- please call before 8:15
- Need to get late slips from office if arriving at school any time after 9:00. Then bring slip to teacher. Teachers have to input attendance by 9:15.

b) Fountains

- No update. Ordered but no installation date yet.

c) Garden project

- School Principal will approve, then VSB will bill account then Heidi will reimburse
- Could be a summertime or fall project

**10. Adjournment**

MOTION by Kerry Kenwood to adjourn meeting to Tuesday, June 5 at 7:00 pm at the library, SECOND by Jenny Jea, CARRIED.



## Balance Sheet

	<u>1-Sep-2017</u>	<u>14-May-2018</u>	<u>Projected 31-Aug-2018</u>
<b>ASSETS</b>			
Membership Shares	\$ 19	19	19
Operating bank account	8,088	65,705	7,685
Investment bank account	50,000	50,000	50,000
Gaming bank account	1,447	7,544	2,834
<b>TOTAL ASSETS</b>	<b>\$ 59,554</b>	<b>\$ 123,268</b>	<b>\$ 60,538</b>
<b>FUND BALANCES</b>			
Operating Fund	\$ 19,929	77,546	27,525
Gaming Fund	1,447	7,544	2,834
Playground Fund	16,179	16,179	16,179
Legacy Fund	17,000	17,000	9,000
PAC Designated Fund	5,000	5,000	5,000
	<b>\$ 59,554</b>	<b>\$ 123,268</b>	<b>\$ 60,538</b>

For the period ended May 14, 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	42,247	10,000	32,247	4,945	12,156	6,817
Carnarvon Carnival/Pub night/June Jamoboree	(894)	5,000	(5,894)	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	1,755
Purdy's Chocolates - Easter	-	-	-	418	391	562
QSP Magazine	890	800	90	1,187	859	796
Recycling Revenue	119	-	119	-	262	207
Sports Day	1,146	(200)	1,346	(151)	(703)	(369)
Spring Flower Baskets	972	1,200	(228)	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	83,168	35,250	47,918	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	2,676	-	2,676	-	-	(413)
Other misc.	(370)	(1,000)	630	(3,479)	(958)	(1,621)
	(25,551)	(36,719)	11,168	(55,691)	(43,149)	(22,463)
(*) Budget carry over from PY						
REVENUE OVER EXPENSES	57,617	(1,469)	59,086	(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	(2,068)	(3,600)	1,532	(2,546)	(2,425)	(2,171)
Playground	-	-	-	-	-	-
Projector - gymnasium	-	-	-	-	-	(2,000)
Sports Equipment (Volleyball)	-	-	-	(754)	(3,820)	-
NET GAMING	6,097	1,210	4,887	(1,897)	(1,100)	1,429
PLAYGROUND FUND						
Playground Building Donation	-	-	-	-	-	33,000
Outdoor classroom	-	-	-	-	-	(302)
Building Supplies	-	-	-	-	-	(16,519)
NET PLAYGROUND	-	-	-	-	-	16,179
LEGACY FUND						
Garden expansion	-	-	-	-	-	17,000
NET LEGACY	-	-	-	-	-	17,000

## Cash Flow Projection

For the period ended May 14, 2018

	Actual YTD	Budget May-18	Budget Jun-18	2017-2018 Forecast Budget		Variance to Budget
<b>FUNDRAISING - 2017/2018</b>						
Beg Cash Bal - operating fund		77,546	39,225			
Barbeque	(118)	-	-	(118)	(100)	(18)
Camarvon DAD's	70	50	-	120	-	120
Direct Drive	30,350	-	-	30,350	10,000	20,350
Earthquake Kits	-	500	-	500	1,000	(500)
Family Picture Night	1,232	-	-	1,232	1,250	(18)
Hot Lunch	42,247	(15,000)	(15,000)	12,247	10,000	2,247
Camarvon Carnival/Pub night/June Jamoboree	(894)	-	6,000	5,106	5,000	106
Monster Mash & Pumpkin Patch	3,743	-	-	3,743	3,500	243
Purdy's Chocolates - Christmas	2,701	-	-	2,701	2,000	701
QSP Magazine	890	-	-	890	800	90
Sports Day	1,146	-	(1,000)	146	(200)	346
Spring Flower Baskets	972	-	-	972	1,200	(228)
Winter Market (net of donation)	613	-	-	613	800	(187)
<b>TOTAL FUNDRAISING</b>	<b>83,168</b>	<b>(14,450)</b>	<b>(10,000)</b>	<b>58,718</b>	<b>35,250</b>	<b>23,468</b>
<b>USE OF FUNDS</b>						
100km/Blenheim house	-	-	(200)	(200)	(200)	-
Band Instruments - Guitars (Xylophone)	-	(2,300)	-	(2,300)	(2,300)	-
Circus Kids Program	(5,558)	-	-	(5,558)	(6,400)	842
Classroom Funding	(6,420)	-	-	(6,420)	(6,420)	-
Computers (30 laptops)	(634)	-	-	(634)	-	(634)
Computers (10 ipad minis)	-	-	-	-	-	-
Fountains	-	(10,687)	-	(10,687)	-	(10,687) Approved April P
Garden/Playground	-	(10,283)	-	(10,283)	-	(10,283) Approved April P
Grade 7 Leaving	250	-	(500)	(250)	-	(250)
Jerseys - sports	(1,155)	-	-	(1,155)	(1,000)	(155)
Library Support	-	-	-	-	-	-
Outside Equipment bins & Equipment	(2,055)	(500)	(500)	(3,055)	(3,400)	345
PAC Parent Education	(206)	-	-	(206)	(1,200)	994
Patrol Support	-	-	(400)	(400)	(400)	-
Safe Teen	(848)	-	-	(848)	(700)	(148)
Software Memberships/Pinnies	-	-	-	-	(201)	201
Technology	(11,231)	-	-	(11,231)	(13,498)	2,268
Other misc.	(370)	(100)	(100)	(570)	(1,000)	430
	<b>(25,551)</b>	<b>(23,870)</b>	<b>(1,700)</b>	<b>(51,122)</b>	<b>(36,719)</b>	<b>(14,403)</b>
<b>REVENUE OVER EXPENSES</b>	<b>57,617</b>	<b>(38,320)</b>	<b>(11,700)</b>	<b>7,596</b>	<b>(1,469)</b>	<b>9,065</b>
Ending Cash Balance		39,225	27,525			
<b>GAMING</b>						
Beg Cash Balance		7,544	3,334			
Gaming Direct funds	8,160	-	-	8,160	8,160	-
June Jamboree Raffle	-	-	-	-	-	-
Interest	5	-	-	5	10	(5)
Tennis (Badminton) program	-	(3,360)	-	(3,360)	(3,360)	-
Circus Kids Program (25%) (Dance program)	-	-	-	-	-	-
Gymsense	-	-	-	-	-	-
Performance Groups	(2,068)	(850)	(500)	(3,418)	(3,600)	182
Sports Equipment (Volleyball)	-	-	-	-	-	-
<b>NET GAMING</b>	<b>6,097</b>	<b>(4,210)</b>	<b>(500)</b>	<b>1,387</b>	<b>1,210</b>	<b>177</b>
Ending Cash Balance		3,334	2,834			
<b>PLAYGROUND</b>						
Beg Cash Balance		16,179	16,179			
Playground Building Donation	-	-	-	-	-	-
Outdoor classroom	-	-	-	-	-	-
Building Supplies	-	-	-	-	-	-
<b>NET PLAYGROUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Ending Cash Balance		16,179	16,179			
<b>LEGACY FUND</b>						
Beg Cash Balance		17,000	9,000			
Garden expansion	-	(8,000)	-	(8,000)	-	(8,000) Approved April P
<b>NET LEGACY</b>	<b>-</b>	<b>(8,000)</b>	<b>-</b>	<b>(8,000)</b>	<b>-</b>	<b>(8,000)</b>
Ending Cash Balance		9,000	9,000			

\* 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.



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	2,068.00	1,532.00
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 inclning 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
			<b>48,979.17</b>		<b>42,579.17</b>	<b>29,334.99</b>	<b>13,244.18</b>