

**CARNARVON COMMUNITY SCHOOL  
PARENT ADVISORY COUNCIL MEETING  
Annual General Meeting – June 5, 2018 - 7:00pm  
Library**

**1. Introductions and Welcome!**

- Members Present: Jenny Jea, Heidi Schmid, Lisa Tautz, Kari Rust, Nicole Ricci-Stiles
- Staff Present: Diane Martinson, Adrienne Stewardson

**2. Review Agenda**

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

MOTION by Nicole Ricci-Stiles to approve, SECOND by Heidi Schmid, CARRIED.

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

- Summary of Balance Sheet, Revenue/Expenses, Cash Flow Projection
  - Hot lunch invoice is in so approx \$19,000 net income for hot lunch
  - Currently \$91,000 in bank, water fountains & garden invoices still to come in so ending total will be approx. \$50,000
  - To date, Revenue is \$30,000, anticipating another \$25,000 coming in
  - Carnival netted \$2100
    - Many suggestions in for next year including decreasing some expenses to increase net profit.

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

- a) Thanks to the Carnarvon parent and family community for all that you have done this year – fundraising, programs, input and positive support.
- b) SPORTS TEAMS
  - Track Meet – Jr. and Sr. team members represented Carnarvon well winning numerous ribbons and showing great team spirit – thanks to Ms. Stewardson, Ms. Kefalas, Ms. Sula, Mr. Cloutier, Ms. Sheldan and to parent Val Kalheim for organizing the outside coaches.
  - Ultimate Team – team has been in league games – final tournament is all day Friday at Montgomery Park – thanks to Mr. Epting for coaching
  - Badminton team a great success with Thursdays games that were open to families – a final tournament was held last Thursday to complete the season – thanks to Mr. Lorne and Ms. Anthony for coaching

c) IN-SCHOOL PROGRAMS

- School performances – May 24<sup>th</sup> - “Land of Trash” – Green Thumb Theatre – play looking into the future on the possible effects of global warming; “Infinitus” – upbeat and engaging strings trio - tomorrow morning (June 6<sup>th</sup>)
- “Welcome to Kindergarten- successful event that was well attended – next year’s Kindergarten students moved through centres with accompanying parent(s)/family member/ adult
- Mr. Cloutier and Ms. Sula, next year’s Kindergarten teachers, were part of a centre to overview their program and answer questions

d) CARNIVAL – thanks to parent Samara Hurley and the great team of parents/volunteers for such an enjoyable and community-building Carnival this year.

e) UPCOMING EVENTS:

Grade 7 Visit to Prince of Wales Secondary School – Fri. June 8 – 1:00-3:00 pm

Parent Appreciation Tea – Tues. June 12 – 8:15 am- 9:15 am

Grade 3/4 Musical - “Character Counts!”

– school performance – Thurs. June 21 - 1:00 – 2:00 pm

- Parent/family performance – Fri. June 22 – 1:00 – 2:00 pm

Grade 7 Farewell Ceremony – Wed. June 27 – 11:00 a.m.

Year-end Assembly – Thurs. June 28 – 11:00 a.m.

Last Day of School for Student/Report cards go home – Thurs. June 28<sup>th</sup>

f) SCHOOL GROWTH PLAN FOR 2018-2019 – just being completed – will be attached to the school website and a future newsletter in June – continuing on the growth mind set goal in Math, moving across other subject areas and incorporating Big Ideas and Core Competencies from the new Ministry curriculum.

g) STAFFING FOR 2017-2018

- Ms. Skinner and Ms. Bell are retiring this year – we wish them well in their retirement and thank them for their devotion to the students at Carnarvon.
- A number of staff members have taken positions in other districts closer to home for next year or are applying to teach at the secondary level. List of teachers who are moving from Carnarvon this year will be posted in an upcoming newsletter.
- We will be in the process of staffing for positions over the next few weeks.

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

- \$2000 for VSB Tech to mount tv’s will be coming in still.

**7. Teacher's report:**

## 8. PAC Committee reports

### a) Hot lunch

- no changes for next year at this point.
- Nicole to look into if ingredients can be posted on website at beginning of the year, particularly from regular suppliers like Papa John's or C'est Mon Café. Also, if ingredients can be made available for special events like sports day to help kids with allergies identify "safe" foods.

### b) Earthquake Kits

- made \$125
- not as popular due to high price point.

### c) Sports Day Food

- Made \$130
- Teachers liked having the food delivered to classroom

### d) Carnival

- Made \$2100
- Community building goal achieved
- Many suggestions to be considered for next year
  - Some raffle baskets will become silent auction items
  - Cake walk
  - No food trucks that charge minimum
  - Ticket – 1 colour - \$1/ticket
  - Hula hoop contest was a hit.
  - Hamster balls were fun
  - 5:00 start was too late for some staff. Starting at 4:00 would be better.

### e) Year book

- Order has been submitted and order will be received in 2 weeks.
- Ideas for next year - Artwork for front cover of yearbook would be tile mosaic with each class providing 1 tile

### f) Childcare and Community School Programs

- Community programs well attended & will report small surplus.
- Preschool coordinates with elementary school for library & buddy programs
- Summer programs available – preschool license only allows 4 hours per day
- Currently has 52 students for after school care

### g) Next year PAC planning

- Jenny Jea – Vice Chair, Kerry Kenwood – Chairperson and Heidi Schmid – Treasurer.
- Fundraising chair position available.
- MOTION by Nicole Ricci-Stiles to approve Executives for 2018/2019 year, SECOND by Kari Rust, CARRIED.

## 9. Other Business

### 2017/2018 PAC Executive

<i>Chair</i>	Kerry Kenwood	k_kenwood@hotmail.com
<i>Vice Chair</i>	Jenny Jea	jjea@telus.net
<i>Treasurer</i>	Heidi Schmid	hschmid@larco.ca
<i>Secretary</i>	Soula Papathanasiou	crisoula@shaw.ca
<i>Fundraising Chair</i>		
<i>DPAC representative</i>	Lisa Tautz	lisa.tautz@shaw.ca

### PAC Committee Coordinators

<i>Class Representatives</i>	Monika Vaneckova	carnarvonpac@shaw.ca
<i>Chinese Language Translation</i>	Amy Qiu	amyqyen@yahoo.ca
<i>Education</i>	Lisa Tautz	lisa.tautz@shaw.ca
<i>Fruit and Veggie Program</i>	Lily Fang	sufang0530@gg.com
<i>Gardening</i>		
<i>Hot Lunch</i>	Ellen Tang Monika Vaneckova Nicole Ricci-Styles Lindsay Morphy	ellentang75@gmail.com carnarvonpac@shaw.ca nricci@telus.net lcmorphy@gmail.com
<i>Playground</i>		
<i>Safe Arrival</i>		
<i>Website</i>	Jenny Jea	jjea@telus.net
<i>Welcome Back BBQ</i>	Paige Strouts Kerry Kenwood	pstrouts@me.com k_kenwood@hotmail.com
<i>Yearbook</i>	Kari Rust	karirust@yahoo.com

### **Fundraising Events Coordinators**

<b><i>QSP (Magazines)</i></b>	Melanie Mueller	mellimuelleruren@hotmail.com
<b><i>School Sweatshirts</i></b>		
<b><i>Family Photo Night</i></b>	Erin Agerskov	<a href="mailto:theagerskovs@gmail.com">theagerskovs@gmail.com</a>
	Fiona Finnegan	<a href="mailto:shark99@shaw.ca">shark99@shaw.ca</a>
	Sylvia Mager	<a href="mailto:sylviamager@yahoo.com">sylviamager@yahoo.com</a>
	Mimi Meier	<a href="mailto:mimi@mimimeierphotography.com">mimi@mimimeierphotography.com</a>
<b><i>Halloween Dance</i></b>	Loni Smith	<a href="mailto:lonipaigesmith@gmail.com">lonipaigesmith@gmail.com</a>
<b><i>Purdy's Chocolates</i></b>	Ellen Tang	<a href="mailto:ellentang75@gmail.com">ellentang75@gmail.com</a>
<b><i>Winter Market</i></b>	Rishma Kassam	<a href="mailto:rishmakassam@gmail.com">rishmakassam@gmail.com</a>
	Alicia Schouten	<a href="mailto:aliciaschouten@gmail.com">aliciaschouten@gmail.com</a>
<b><i>Spring Flowers</i></b>	Melanie Mueller	mellimuelleruren@hotmail.com
<b><i>Sports Day Food</i></b>		
<b><i>Carnarvon Carnival</i></b>	Samara Hurley	<a href="mailto:events@celebrationsbysamara.com">events@celebrationsbysamara.com</a>

- Pub night – postponed to Sep to provide opportunity to get to know people in new school year.
- Thanks to Lindsay Morphy, Vice Chair for 2017/2018 for her services these past years.

#### **10. Adjournment**

MOTION by Kerry Kenwood to adjourn meeting to Monday, September 17 at 7:00 pm at the library, SECOND by Heidi Schmid, CARRIED.

## Balance Sheet

	<u>1-Sep-2017</u>	<u>4-Jun-2018</u>	<u>Projected 31-Aug-2018</u>
<b>ASSETS</b>			
Membership Shares	\$ 19	19	19
Operating bank account	58,088	88,299	47,510
Gaming bank account	1,447	2,910	2,910
<b>TOTAL ASSETS</b>	<b>\$ 59,554</b>	<b>\$ 91,229</b>	<b>\$ 50,439</b>
<b>FUND BALANCES</b>			
Operating Fund	\$ 19,929	50,140	25,351
Gaming Fund	1,447	2,910	2,910
Playground Fund	16,179	16,179	16,179
Legacy Fund	17,000	17,000	1,000
PAC Designated Fund	5,000	5,000	5,000
	<b>\$ 59,554</b>	<b>\$ 91,229</b>	<b>\$ 50,439</b>

For the period June 4, 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	19,085	10,000	9,085	4,945	12,156	6,817
Carnarvon Carnival/Pub night/June Jamoboree	2,125	5,000	(2,875)	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	898	800	98	1,187	859	796
Recycling Revenue	119	-	119	-	262	207
Sports Day	(409)	(200)	(209)	(151)	(703)	(369)
Spring Flower Baskets	1,315	1,200	115	1,118	1,206	1,308
Sweatshirts/Entertainment Books	47	-	47	(1)	525	849
Winter Market (net of donation)	613	800	(187)	838	1,300	1,334
TOTAL FUNDRAISING	61,771	35,250	26,521	40,904	59,249	33,434
USE OF FUNDS						
100km/Blenheim house	-	(200)	200	-	(194)	(149)
Band Instruments - Guitars (Xylophone)	(1,828)	(2,300)	472	(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	(1,335)	(1,000)	(335)	-	-	-
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	(3,405)	(3,400)	(5)	-	-	-
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	-	-	-	-	(725)	-
Technology	(11,231)	(13,498)	2,268	(1,908)	-	-
Yearbook	155	-	155	-	-	(413)
Other misc.	(499)	(1,000)	501	(3,479)	(958)	(1,621)
	(31,560)	(36,719)	5,160	(55,691)	(43,149)	(22,463)
(*) Budget carry over from PY						
REVENUE OVER EXPENSES	30,211	(1,469)	31,681	(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	6	10	(4)	8	7	4
Tennis (Badminton) program	(3,060)	(3,360)	300	-	(2,424)	-
Circus Kids Program (25%) (Dance program)	-	-	-	-	(3,827)	-
Gymsense	-	-	-	(6,485)	-	(4,305)
Performance Groups	(3,643)	(3,600)	(43)	(2,546)	(2,425)	(2,171)
Playground	-	-	-	-	-	-
Projector - gymnasium	-	-	-	-	-	(2,000)
Sports Equipment (Volleyball)	-	-	-	(754)	(3,820)	-
NET GAMING	1,463	1,210	253	(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 June 4, 2018

			Actual YTD	Budget Jun-18	2017-2018 Forecast Budget		Variance to Budget
	NET INCOME (LOSS)	BUDGET 2017-2018					
<b>FUNDRAISING - 2017/2018</b>							
Barbeque	(118)	(100)	(118)	-	(118)	(100)	(18)
Carnarvon DAD's	70	-	70	-	70	-	70
Direct Drive	30,350	10,000	30,350	-	30,350	10,000	20,350
Earthquake Kits	-	1,000	-	500	500	1,000	(500)
Family Picture Night	1,232	1,250	1,232	-	1,232	1,250	(18)
Hot Lunch	19,085	10,000	19,085	(3,000)	16,085	10,000	6,085
Carnarvon Carnival/Pub night/June Jamoboree	2,125	5,000	2,125	-	2,125	5,000	(2,875)
Monster Mash & Pumpkin Patch	3,743	3,500	3,743	-	3,743	3,500	243
Purdy's Chocolates - Christmas	2,701	2,000	2,701	-	2,701	2,000	701
QSP Magazine	898	800	898	-	898	800	98
Recycling Revenue	119	-	119	(119)	(0)	-	(0)
Sports Day	(409)	(200)	(409)	-	(409)	(200)	(209)
Spring Flower Baskets	1,315	1,200	1,315	-	1,315	1,200	115
Sweatshirts/Entertainment Books	47	-	47	-	47	-	47
Winter Market (net of donation)	613	800	613	-	613	800	(187)
<b>TOTAL FUNDRAISING</b>	<b>61,771</b>	<b>35,250</b>	<b>61,771</b>	<b>(2,619)</b>	<b>59,152</b>	<b>35,250</b>	<b>23,902</b>
<b>USE OF FUNDS</b>							
100km/Blenheim house	-	(200)	-	(200)	(200)	(200)	-
Band Instruments - Guitars (Xylophone)	(1,828)	(2,300)	(1,828)	-	(1,828)	(2,300)	472
Circus Kids Program	(5,558)	(6,400)	(5,558)	-	(5,558)	(6,400)	842
Classroom Funding	(6,420)	(6,420)	(6,420)	-	(6,420)	(6,420)	-
Computers (30 laptops)	(634)	-	(634)	-	(634)	-	(634)
Computers (10 ipad minis)	-	-	-	-	-	-	-
Fountains	-	-	-	(10,687)	(10,687)	-	(10,687)
Garden/Playground	-	-	-	(10,283)	(10,283)	-	(10,283)
Grade 7 Leaving	250	-	250	(500)	(250)	-	(250)
Jerseys - sports	(1,335)	(1,000)	(1,335)	-	(1,335)	(1,000)	(335)
Library Support	-	-	-	-	-	-	-
Novels - Intermediate	-	-	-	-	-	-	-
Outside Equipment bins & Equipment	(3,405)	(3,400)	(3,405)	-	(3,405)	(3,400)	(5)
PAC Parent Education	(206)	(1,200)	(206)	-	(206)	(1,200)	994
Patrol Support	-	(400)	-	(400)	(400)	(400)	-
Project Chef/Portable stereos for classrooms	-	-	-	-	-	-	-
Primary book room	-	-	-	-	-	-	-
Safe Teen	(848)	(700)	(848)	-	(848)	(700)	(148)
Software Memberships/Pinnies	-	(201)	-	-	-	(201)	201
Smartboard Notebook/Wireless speakers&docm cameras	-	-	-	-	-	-	-
Technology	(11,231)	(13,498)	(11,231)	-	(11,231)	(13,498)	2,268
Yearbook	155	-	155	-	155	-	155
Other misc.	(499)	(1,000)	(499)	(100)	(599)	(1,000)	401
	<b>(31,560)</b>	<b>(36,719)</b>	<b>(31,560)</b>	<b>(22,170)</b>	<b>(53,730)</b>	<b>(36,719)</b>	<b>(17,011)</b>
<b>REVENUE OVER EXPENSES</b>	<b>30,211</b>	<b>(1,469)</b>	<b>30,211</b>	<b>(24,789)</b>	<b>5,422</b>	<b>(1,469)</b>	<b>6,891</b>
			<b>Ending Cash Balance</b>	<b>25,351</b>			
			<b>Beg Cash Balance</b>	<b>2,910</b>			
<b>GAMING</b>							
Gaming Direct funds	8,160	8,160	8,160	-	8,160	8,160	-
June Jamboree Raffle	-	-	-	-	-	-	-
Interest	6	10	6	-	6	10	(4)
Tennis (Badminton) program	(3,060)	(3,360)	(3,060)	-	(3,060)	(3,360)	300
Circus Kids Program (25%) (Dance program)	-	-	-	-	-	-	-
Gymsense	-	-	-	-	-	-	-
Performance Groups	(3,643)	(3,600)	(3,643)	-	(3,643)	(3,600)	(43)
Sports Equipment (Volleyball)	-	-	-	-	-	-	-
<b>NET GAMING</b>	<b>1,463</b>	<b>1,210</b>	<b>1,463</b>	<b>-</b>	<b>1,463</b>	<b>1,210</b>	<b>253</b>
			<b>Ending Cash Balance</b>	<b>2,910</b>			
			<b>Beg Cash Balance</b>	<b>16,179</b>			
<b>PLAYGROUND</b>							
Playground Building Donation	-	-	-	-	-	-	-
Outdoor classroom	-	-	-	-	-	-	-
Building Supplies	-	-	-	-	-	-	-
<b>NET PLAYGROUND</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
			<b>Ending Cash Balance</b>	<b>16,179</b>			
			<b>Beg Cash Balance</b>	<b>9,000</b>			
<b>LEGACY FUND</b>							
Garden expansion	-	-	-	(8,000)	(16,000)	-	(16,000)
<b>NET LEGACY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(8,000)</b>	<b>(16,000)</b>	<b>-</b>	<b>(16,000)</b>
			<b>Ending Cash Balance</b>	<b>1,000</b>			

\* 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.