

**CARNARVON COMMUNITY SCHOOL  
PARENT ADVISORY COUNCIL MEETING  
OCTOBER 16, 2018- 7:00pm  
Library**

**1. Introductions and Welcome!**

- Kerry Kenwood
- Soula Papathanasiou
- Ellen Tang
- Jenny Jea
- Amanda Walsh
- Dana Propp
- Lisa Tautz
- Jaime Moore
- Nicole Ricci-Stiles

**2. Review Agenda**

- No additions

**3. Review minutes from September 2018 meeting**

**MOTION: To approve minutes from September 2018 meeting**

- Lisa Tautz 1<sup>st</sup> motion
- Ellen Tang – 2<sup>nd</sup> motion

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

- summary of Balance Sheet, Revenue over Expense and Cash Flow
  - Total cash balance at October 13, 2018 is \$101,818.
  - \$88,470 in the operating account and \$13,329 in the gaming account
  - Received our gaming grant from Government on October 11, 2018 for \$9,480 (included in balance)
  - Income Statement
    - Fundraising: family photos generated \$1,450.
    - Hot lunch collections to date \$12,252
    - Paid a deposit for \$1,075 for Carnival.
  - Use of funds:
    - Classroom funding \$6,000
    - Salema Noon \$945
    - Other misc expenses \$543 for D&O insurance
  - Budget notes:
    - 2018-2019 budget column (WIP): estimates have been added for fundraising. Will adjust once we receive the wishlist items
    - Items were carried forward that were approved at the end of last year (water fountains - \$10,687 and garden project - \$10,283 + 8,000)
- wish list – hope to receive wish list soon and have a full budget for approval for November's PAC meeting
- presentation and approval of proposed budget – tabled to Nov meeting

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

**PRINCIPAL'S REPORT**

**1. Activities in the School**

- Gr. 6/7 Outdoor Education Experience – Camp Sasamat – Sept. 24<sup>th</sup> – low ropes course, hike, campfire/Smores, canoeing, kayaking, archery – great experience for students and important for making connections as a Gr. 6/7 team

- Orange Shirt Day – all classes worked with teachers, Ms. Simon our teacher librarian and Ms. Michel our indigenous enhancement worker who presented the background and story behind the origin of Orange Shirt Day.

## 2. Upcoming Programs/Events

- Cross Country – a large number of students between Grades 1-7 are participating this year under the coaching of Mr. Weiss, Ms. Tang, Ms. Sula, and Ms. Kefalas
- Soccer – Sr. team being coached by Mr. Weiss – tournament-style games at Kerrisdale Elementary every week
- Volleyball – We have a strong showing this year with five teams entered in the inter-school league – 2 Senior teams and 3 Junior teams - the practice and game schedule is just being completed. Thanks to Mr. An and Mr. Epting for coaching and Ms. Sheldan and Ms. Butler for sponsoring. We also have a number of parents who are coaching this year – thanks to parents Stephen Molnar, Karen Andersen and Gaby Borratto.
- Student Vote – all Grade 4-7 students participated in the program – our school vote occurred yesterday, Oct. 15 – results have been tabulated and sent to the “Student Vote” organization – results will not be released until after the municipal election on Saturday, Oct. 20<sup>th</sup>
- Terry Fox Run – Successful run on Thurs. Oct. 4 – the Carnarvon community raised \$4133.35 for cancer research this year
- “Body Science” Workshops – with Brandy from Saleema Noon – next Monday, Oct. 22 – students organized into grade paired groups – K/1, 2/3, 4/5 and 6/7
- Remembrance Day Assembly – Thurs. Nov. 8<sup>th</sup> – 11:00 – families welcome to attend
- Winter Concert – Dec. 13 (pm – 1:15-2:15) and Dec. 14 (am – 9:15-10:15)

## 6. Teacher's report: no teacher present. Move to November PAC meeting.

## 7. PAC Committee reports

### a) **Welcome Back BBQ feedback**

- All went well, very busy!
- Please send any feedback

### b) **Class Reps - Monika Vaneckova**

- we have class reps for all divisions and they are working on their respective class lists. Some of the lists have already been circulated.
- Some of the divisions have returned only a small portion of consent forms – the least amount I have are from Div 1 (11) and Div 3 (12).

### c) **Fruit and Veggie Program- Lily Fang**

- Program hasn't started. Need someone with Food Safe.

### d) **Halloween Dance – Loni Smith**

- Oct 26, 6-8pm
- Need volunteers, please sign up via link sent out or email Loni
- All issues with website were fixed.
- Pizza, popcorn, drinks and bake sale items will be available.

### e) **Pumpkin Patch - Dana Propp**

- Oct 26, 3-5pm
- Kids activities, hot chocolate, snacks
- Ok for volunteers at this point

**f) QSP fundraising - Melanie Mueller**

- Launched Oct 5 – ordering open
- packages should have come home with child

**g) Holiday Purdy's & poinsettias & gift cards – Ellen Tang & Rainbow Wong**

- Poinsettia and gift card order forms ready to send out at the same time as Purdys – approx. mid November.
- Aiming for the first week of December for delivery

**h) Winter Market - Rishma Kassam, Alicia Shouten**

- Decided on date – Wed, Dec 5
- Will need volunteers to help starting Oct 4
- Please hold all donations until mid November.
- Ms. Louie's class will also be helping with sorting.

**i) Carnival – Samara Hurley**

- Friday, May 24
- If interested in joining committee, please let Samara know
- Booked the games company
- Will be starting to put together a plan and work on things far ahead of time
- Please start saving anything in your house that you don't want and that can be used in creating our own games – ex. Bean bags, balls, crafts, potential prizes
- Need a silent auction chair, please contact Samara

**j) Direct Drive fundraising - Kerry Kenwood**

- Been some clarification on the VSB's ability to issue tax receipts for donations made to schools by means of PACs
- PACs are unable to issue tax receipts
- VSB can only issue receipts only for donations that are intended to be used for supporting board/school programs and the board must maintain custody of these donations
- What this means is that any directly donated funds must be held in either the Carnarvon school-based account OR the Carnarvon VSB-based account (not PAC account) IF a tax receipt is required
- Donations can be made the following ways:
  1. cheque made out to Carnarvon Elementary and this money will be held in the Carnarvon school-based account – tax receipt will be issued
  2. online via the school cash website and this money will be deposited into the Carnarvon VSB-based account – tax receipt will be issued
  3. cheque made out to Carnarvon PAC and if donor would like a tax receipt, these funds will then be given to the school to be held in the Carnarvon school-based account – tax-receipt issued
  4. cheque made out to Carnarvon PAC and if donor doesn't want a tax receipt, these funds will be deposited in the PAC account – tax-receipt NOT issued
- in order to use any of the funds donated to the school that are being held in either of the school accounts, the PAC must communicate anything that it would like to be funded and the board/school pays the vendors directly
- these funds can only be used for school programming and items, not to support PAC events or fundraisers
- A Direct Drive letter will be drafted to reflect the changes in the system so everyone is aware of where their donation is going
- Discussion followed about the fact that the PAC is no longer in full control of directly donated money. In which case, to make this work PAC should designate certain items on the Wish List that will be funded by school/VSB-controlled funds. The school is then responsible for paying for these out of these funds. Those items are out of PAC's hands unless that pot of money runs out, the school can then ask the PAC to pay the difference.

To make it simple the thought was that the school should use all funds donated in a year in that school year.

**k) Parent Education - Lisa Tautz**

- Saleema Noon presentations for the kids on Oct 22
- Parent talk last night - 30 attended.
- One more event planned for the spring.

**l) Grade 7 Grad**

- Had a couple of requests from grade 7 parents to add to the agenda – trying to put together an organizing committee
- Tabled further discussion to November meeting.

**8. Other Business**

**a) DPAC overview**

- Works and lobbies on behalf of all schools in the Vancouver District
- VSB superintendent consults DPAC on district issues
- Each school can elect a representative to attend monthly meetings
- Nominations open to the floor – Lisa Tautz nominated, not opposed

**MOTION: to approve Lisa Tautz as DPAC Representative for Carnarvon**

- **Ellen Tang – 1<sup>st</sup> motion; Nicole Ricci-Stiles – 2<sup>nd</sup> motion. All Approved.**

**b) BCCPAC**

- BC Confederation of Parent Advisory Councils
- Just as our principal consults with us on school issues and the school board and superintendent consults with the DPAC on district issues, the Minister of Education consults with BCCPAC on public education issues in the province.
- Since they meet and work with the Ministry of Education, they would be our provincial voice - the parent voice representation on a variety of provincial and federal organizations and ministry initiatives
- our PAC, as a member, can direct BCCPAC (through resolutions, committees and voting) to speak up for topics that we feel may be of interest in more than just their school.
- our PAC/parents would also be informed and surveyed by BCCPAC to gather the parent voice on topics that concern parents and their students all around the province.
- BCCPAC is able to support and assist your PAC by:
  - giving presentations on a variety of relevant education topics
  - providing advocacy, support, information and resources to parents and PACs
  - Answering your questions about education and PAC responsibilities.
- We can decide to become members and if we decide to we should have someone who is interested in representing the school, using the BCCPAC resources and providing information from BCCPAC back to us – no interested parties came forward at this time, but we will continue to assess interest and keep possible membership of BCCPAC open.

**9. Adjournment 8:15pm**

## Balance Sheet

|                        | <u>1-Sep-2018</u> | <u>13-Oct-2018</u> |
|------------------------|-------------------|--------------------|
| <b>ASSETS</b>          |                   |                    |
| Membership Shares      | \$ 19             | 19                 |
| Operating bank account | 83,503            | 88,470             |
| Gaming bank account    | 3,849             | 13,329             |
| <b>TOTAL ASSETS</b>    | <b>\$ 87,371</b>  | <b>\$ 101,818</b>  |
|                        |                   |                    |
| <b>FUND BALANCES</b>   |                   |                    |
| Operating Fund         | \$ 45,344         | 50,311             |
| Gaming Fund            | 3,848             | 13,329             |
| Playground Fund        | 16,179            | 16,179             |
| Legacy Fund            | 17,000            | 17,000             |
| PAC Designated Fund    | 5,000             | 5,000              |
|                        | <b>\$ 87,371</b>  | <b>\$ 101,818</b>  |

## Revenue over Expenses

For the period October 13, 2018

|  | NET INCOME<br>(LOSS) | BUDGET<br>2018-2019 | Variance        | Actuals<br>2017-2018 | Actuals<br>2016-2017 | Actuals<br>2015-2016 | Actuals<br>2014-2015 |
|--|----------------------|---------------------|-----------------|----------------------|----------------------|----------------------|----------------------|
| <b>FUNDRAISING</b>                           |                      |                     |                 |                      |                      |                      |                      |
| Barbeque                                     | (137)                | (100)               | (37)            | (118)                | (76)                 | (13)                 | -                    |
| Carnarvon DAD's                              | -                    | -                   | -               | 70                   | -                    | -                    | -                    |
| Direct Drive                                 | -                    | -                   | -               | 30,350               | 24,200               | 23,060               | 5,000                |
| Donation Playground                          | -                    | -                   | -               | -                    | -                    | 4,137                | 704                  |
| Earthquake Kits                              | -                    | -                   | -               | 125                  | -                    | -                    | -                    |
| Family Picture Night                         | 1,450                | 1,450               | -               | 1,232                | 1,231                | 1,601                | 1,525                |
| Gift Card Program                            | -                    | -                   | -               | -                    | -                    | -                    | 1,270                |
| Hot Lunch                                    | 12,252               | 15,000              | (2,748)         | 17,146               | 4,945                | 12,156               | 6,817                |
| Carnarvon Carnival/Pub night/June Jamoboree  | (1,075)              | 4,000               | (5,075)         | 1,187                | 1,199                | 9,710                | 11,676               |
| Monster Mash & Pumpkin Patch                 | -                    | 3,000               | (3,000)         | 3,743                | 3,509                | 2,519                | -                    |
| Purdy's Chocolates - Christmas               | -                    | 2,000               | (2,000)         | 2,701                | 2,488                | 2,239                | 1,754                |
| Purdy's Chocolates - Easter                  | -                    | -                   | -               | -                    | 418                  | 391                  | 562                  |
| QSP Magazine                                 | -                    | 800                 | (800)           | 898                  | 1,187                | 859                  | 796                  |
| Recycling Revenue and Gr 7                   | -                    | -                   | -               | 119                  | -                    | 262                  | 207                  |
| Sports Day                                   | -                    | (200)               | 200             | (409)                | (151)                | (703)                | (369)                |
| Spring Flower Baskets                        | -                    | 1,200               | (1,200)         | 1,315                | 1,118                | 1,206                | 1,308                |
| Sweatshirts/Entertainment Books              | -                    | -                   | -               | 47                   | (1)                  | 525                  | 849                  |
| Winter Market (net of donation)              | -                    | 800                 | (800)           | 613                  | 838                  | 1,300                | 1,334                |
| <b>TOTAL FUNDRAISING</b>                     | <b>12,455</b>        | <b>27,950</b>       | <b>(15,495)</b> | <b>59,020</b>        | <b>40,904</b>        | <b>59,249</b>        | <b>33,434</b>        |
| <b>USE OF FUNDS</b>                          |                      |                     |                 |                      |                      |                      |                      |
| 100km/Blenheim house                         | -                    | -                   | -               | -                    | -                    | (194)                | (149)                |
| Band Instruments - Guitars (Xylophone)       | -                    | -                   | -               | (1,828)              | (1,701)              | -                    | (1,008)              |
| Circus Kids Program                          | -                    | -                   | -               | (5,558)              | -                    | -                    | -                    |
| Classroom Funding                            | (6,000)              | (6,000)             | -               | (6,420)              | (6,360)              | (8,500)              | (5,100)              |
| Computers (30 laptops)                       | -                    | -                   | -               | (634)                | (10,278)             | (8,947)              | (912)                |
| Computers (10 ipad minis)                    | -                    | -                   | -               | -                    | (3,367)              | -                    | -                    |
| Fountains *                                  | -                    | (10,687)            | 10,687          | -                    | -                    | (429)                | -                    |
| Garden/Playground *                          | -                    | (10,283)            | 10,283          | -                    | (7,298)              | (7,211)              | -                    |
| Grade 7 Leaving                              | -                    | -                   | -               | (369)                | (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)              | -                    | -                    | -                    |
| 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           | -                    | -                   | -               | (3,491)              | -                    | -                    | -                    |
| PAC Parent Education                         | (945)                | -                   | (945)           | (206)                | (571)                | -                    | (1,645)              |
| Patrol Support                               | -                    | -                   | -               | (510)                | (360)                | (420)                | (450)                |
| Project Chef/Portable stereos for classrooms | -                    | -                   | -               | -                    | (7,000)              | -                    | (4,526)              |
| Primary book room                            | -                    | -                   | -               | -                    | (664)                | (666)                | (1,000)              |
| Safe Teen                                    | -                    | -                   | -               | (848)                | (683)                | (1,313)              | (630)                |
| Software Memberships/Pinnies                 | -                    | -                   | -               | -                    | (2,114)              | (2,391)              | -                    |
| Smartboard Notebook/Wireless speakers&docm c | -                    | -                   | -               | -                    | -                    | (725)                | -                    |
| Technology                                   | -                    | -                   | -               | (11,231)             | (1,908)              | -                    | -                    |
| Yearbook                                     | -                    | -                   | -               | 124                  | -                    | -                    | (413)                |
| Other misc.                                  | (543)                | (1,000)             | 457             | (1,298)              | (3,479)              | (958)                | (1,621)              |
|  | <b>(7,488)</b>       | <b>(27,970)</b>     | <b>20,482</b>   | <b>(33,604)</b>      | <b>(55,691)</b>      | <b>(43,149)</b>      | <b>(22,463)</b>      |
| (*) Budget carry over from PY                |                      |                     |                 |                      |                      |                      |                      |
| <b>REVENUE OVER EXPENSES</b>                 | <b>4,967</b>         | <b>(20)</b>         | <b>4,988</b>    | <b>25,415</b>        | <b>(14,787)</b>      | <b>16,100</b>        | <b>10,970</b>        |
| <b>GAMING</b>                                |                      |                     |                 |                      |                      |                      |                      |
| Gaming Direct funds                          | 9,480                | 9,480               | -               | 8,160                | 7,880                | 8,956                | 7,760                |
| June Jamboree Raffle                         | -                    | 1,000               | (1,000)         | 938                  | -                    | 2,433                | 2,140                |
| Interest                                     | 0                    | 10                  | (10)            | 6                    | 8                    | 7                    | 4                    |
| Tennis (Badminton) program                   | -                    | -                   | -               | (3,060)              | -                    | (2,424)              | -                    |
| Circus Kids Program (25%) (Dance program)    | -                    | -                   | -               | -                    | -                    | (3,827)              | -                    |
| Gymsense                                     | -                    | -                   | -               | -                    | (6,485)              | -                    | (4,305)              |
| Performance Groups                           | -                    | -                   | -               | (3,643)              | (2,546)              | (2,425)              | (2,171)              |
| Playground                                   | -                    | -                   | -               | -                    | -                    | -                    | -                    |
| Projector - gymnasium                        | -                    | -                   | -               | -                    | -                    | -                    | (2,000)              |
| Sports Equipment (Volleyball)                | -                    | -                   | -               | -                    | (754)                | (3,820)              | -                    |
| <b>NET GAMING</b>                            | <b>9,480</b>         | <b>10,490</b>       | <b>(1,010)</b>  | <b>2,402</b>         | <b>(1,897)</b>       | <b>(1,100)</b>       | <b>1,429</b>         |
| <b>PLAYGROUND FUND</b>                       |                      |                     |                 |                      |                      |                      |                      |
| Playground Building Donation                 | -                    | -                   | -               | -                    | -                    | -                    | 33,000               |
| Outdoor classroom                            | -                    | -                   | -               | -                    | -                    | -                    | (302)                |
| Building Supplies                            | -                    | -                   | -               | -                    | -                    | -                    | (16,519)             |
| <b>NET PLAYGROUND</b>                        | <b>-</b>             | <b>-</b>            | <b>-</b>        | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>16,179</b>        |
| <b>LEGACY FUND</b>                           |                      |                     |                 |                      |                      |                      |                      |
| Garden expansion *                           | -                    | (8,000)             | 8,000           | -                    | -                    | -                    | 17,000               |
| <b>NET LEGACY</b>                            | <b>-</b>             | <b>(8,000)</b>      | <b>-</b>        | <b>-</b>             | <b>-</b>             | <b>-</b>             | <b>17,000</b>        |