

**CARNARVON COMMUNITY SCHOOL  
PARENT ADVISORY COUNCIL MEETING  
NOVEMBER 19, 2018- 7:00pm  
Library**

**1. Introductions and Welcome!**

- Kerry Kenwood
- Lisa Tautz
- Lee Ann Steyns
- Lindsay Morphy
- Jenny Jea
- Andrea Richardson
- Nicole Ricci-Stiles
- Dianne Martinson
- Soula Papathanasiou
- Heidi Schmid

**2. Review Agenda**

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

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

**Approved: 1<sup>st</sup> Jenny Jea**

**Approved: 2<sup>nd</sup> Soula Papathanasiou**

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

- summary of Balance Sheet, Revenue over Expense and Cash Flow
- wish list and carry over
  - Water fountain
  - Garden Update:
    - Team was sick which is what caused the delays
    - They will come in over the fall and spring
    - Honor vendor pricing already provided; no increases
  - IPAD and Tech
    - increase x 6 iPads/keyboards
    - School based budget will contribute as well
    - School has technical support
  - Learning Commons:
    - Building on to what we already have
    - Would like to add 2 standing tables for 4-6 students
    - Rectangular and circle seating is very popular
  - Chocolate Lily & Red Cedar
    - Library would like to have all titles
  - School Performances
    - Motivation magic and Rainbow dance both during the same week

- Pig & Juggler (Feb and April)
  - Home Reading
  - Board games
    - Would like \$200 plus donations
  - Stem:
    - School level woodwork
    - Mr. Wise's cloakroom
    - \$10,000 (?) for equipment and wood
    - Mr. Wise will do all "dangerous" work
  - Peer Helper/Patrol
    - Grades 6/7 work with community schools programs
    - Peer Helper – Mondays, where they work on leadership, team building, solving minor issues during recess and lunch
  - Outside equipment
    - Restocking fees
  - Seeds
    - To keep the garden going
  - Gym Sense
  - Ultimate
  - Bollywood dancing
- presentation (see draft budget attached) and approval of proposed budget  
**Approved: 1<sup>st</sup> Nicole Ricci-Stiles**  
**Approved: 2<sup>nd</sup> Lindsay Morphy**

## 5. Principal's report

PRINCIPAL'S REPORT // Monday, November 19, 2018

### 1. Activities in the School

- Volleyball – Our five teams have represented Carnarvon well in the inter-school league this month – most teams are involved in tournament play every week at particular schools Two Senior teams and 3 Junior teams - Thanks to Mr. An and Mr. Epting for coaching and Ms. Sheldon 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 Boratto.
- "Body Science" Workshops – with Brandy from Saleema Noon – Monday, Oct. 22 – thanks to the PAC for sponsoring this program for our students
- "Motivational Magic" – Brilliant and Resilient with magician Steve Harmer – performance this afternoon (Mon. Nov. 19th) in the gym for K-7 classes – our first performance chosen by students and sponsored by the PAC – motivational magic show with a focus on strategies and examples for students to build resilience (The "7-C's" – connection, confidence, competence, contribution, coping, character and control)

### 2. Upcoming Programs/Events

- "Wheelchair Basketball" – instructors Mon. Nov. 26<sup>th</sup> and Tues. Nov. 27<sup>th</sup> – wheelchairs available for PE classes all week (Nov. 26-30)

- Performance – “Rainbow Dance – IllumiDance” presentation – modern dance with lights!  
– Thurs. Nov. 22<sup>nd</sup> at 1:30 pm
- Winter Market – Wed. Dec. 5<sup>th</sup> in the gym
- Winter Concert – Dec. 13 (pm – 1:15-2:15) and Dec. 14 (am – 9:15-10:15) – dress rehearsal Dec. 12<sup>th</sup>

## 6. Teacher's report – n/a

## 7. PAC Committee reports

### a) Halloween Activities – feedback

- Generally positive feedback overall
- discussed that it may be better to have the Pumpkin Patch on a separate day from the dance

### b) Holiday Purdys – Ellen Tang

- As of right now (Sunday 5:00pm), the total is \$7500. \$500 short of our goal with profit so far is \$1873.... However it was reported that since then, sales have increased substantially
- will be sending out a final reminder Monday that Tuesday Nov 20 is the final day for all orders
- sign up to help sort [www.schoolinterviews.ca](http://www.schoolinterviews.ca)
- important dates:
  - Nov 20 - Last day for orders
  - Nov 27 - Chocolates will be delivered to school.
  - Nov 28 - Sorting and bagging done on stage 9am
  - Nov 28/29 - Distribution of chocolates (main hall)

### c) Poinsettia & Gift Cards - Rainbow Wong

- Order deadline Nov 20
- Delivered first week of Dec
- Poinsettias organized for pick up on stage

### d) Winter Market - Rishma Kassam, Alicia Schouten

- Dec 5 all day
- Will be in the gym this year, not on stage
- Start setting up around 1pm on Dec 4
- Need volunteers

### e) Carnival – Samara Hurley

- Need volunteers
- Need people to sign up for committee

### f) Direct Drive fundraising - Kerry Kenwood

- Direct drive letter went out via the distribution list as well as in paper form on Friday
- Deadline for paper forms/cheques in order to get a tax receipt for present year is Dec 13 – cheques payable to Carnarvon Elementary for tax receipt
- Online donations simpler and tax receipt issued immediately

**g) Parent Pub Night**

- Was canceled last year because things were too busy in May
- Option to have pub night – best month is February
- Would be at The Colony and people would buy tickets through PAC that includes a burger and drink
- Not a fundraiser
- The consensus was to have it then we will go ahead for February

**h) Grade 7 Grad**

- Tabled from last month
- Nora and Cari Wilson to be point parents for now
- Kerry Kenwood to email distribution list and put interested members together.

**8. Other Business**

- none

**9. Adjournment**

## Balance Sheet

	<u>1-Sep-2018</u>	<u>18-Nov-2018</u>	<u>Projected 31-Aug-2019</u>
<b>ASSETS</b>			
Membership Shares	\$ 19	19	19
Operating bank account	83,503	96,673	51,741
Gaming bank account	3,849	13,330	2,160
<b>TOTAL ASSETS</b>	<b>\$ 87,371</b>	<b>\$ 110,022</b>	<b>\$ 53,920</b>
<b>FUND BALANCES</b>			
Operating Fund	\$ 45,344	58,514	21,582
Gaming Fund	3,848	13,330	2,160
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>\$ 87,371</b>	<b>\$ 110,022</b>	<b>\$ 53,920</b>

## Revenue over Expenses

For the period November 18, 2018

	NET INCOME (LOSS)	BUDGET 2018-2019	Variance	Actuals 2017-2018	Actuals 2016-2017	Actuals 2015-2016	Actuals 2014-2015
<b>FUNDRAISING</b>							
Barbeque	(8)	(100)	92	(118)	(76)	(13)	-
Carnarvon DAD's	40	-	40	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	595	1,000	(405)	-	-	-	1,270
Hot Lunch	14,425	15,000	(575)	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	4,049	3,000	1,049	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	17	800	(783)	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
Winter Flowers	1,193	2,000	(807)	47	(1)	525	849
Winter Market (net of donation)	-	800	(800)	613	838	1,300	1,334
<b>TOTAL FUNDRAISING</b>	<b>20,651</b>	<b>30,950</b>	<b>(10,299)</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 (32 ipad/keyboards)	-	(19,200)	19,200	-	(3,367)	-	-
Fountains *	-	(10,687)	10,687	-	-	(429)	-
Garden/Playground *	-	(11,283)	11,283	-	(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)	-	-	-
Learning Commons / Library Furniture	-	(4,000)	4,000	-	(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	-	(710)	710	-	(2,166)	(1,447)	-
Outside Equipment bins & Equipment	-	(1,700)	1,700	(3,491)	-	-	-
PAC Parent Education	(945)	(1,000)	55	(206)	(571)	-	(1,645)
Patrol Support	-	(500)	500	(510)	(360)	(420)	(450)
Project Chef/Portable stereos for classrooms	-	-	-	-	(7,000)	-	(4,526)
Primary book room	-	(700)	700	-	(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)	-
Woodwork / Technology	-	(1,000)	1,000	(11,231)	(1,908)	-	-
Yearbook	-	-	-	124	-	-	(413)
Other misc.	(536)	(1,000)	464	(1,298)	(3,479)	(958)	(1,621)
	<b>(7,481)</b>	<b>(57,780)</b>	<b>50,299</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>13,170</b>	<b>(26,830)</b>	<b>40,000</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	1	10	(9)	6	8	7	4
Ultimate / Tennis (Badminton) program	-	(2,200)	2,200	(3,060)	-	(2,424)	-
Bollywood / Circus Kids Program	-	(3,800)	3,800	-	-	(3,827)	-
Gymsense	-	(1,800)	1,800	-	(6,485)	-	(4,305)
Performance Groups	-	(3,400)	3,400	(3,643)	(2,546)	(2,425)	(2,171)
Playground	-	-	-	-	-	-	-
Projector - gymnasium	-	-	-	-	-	-	(2,000)
Sports Equipment (Volleyball)	-	-	-	-	(754)	(3,820)	-
<b>NET GAMING</b>	<b>9,481</b>	<b>(710)</b>	<b>10,191</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>

## Cash Flow Projection

For the period November 18, 2018

	Actual YTD	Budget Nov-18	Budget Dec-18	Budget Jan-19	Budget Feb-19	Budget Mar-19	Budget Apr-19	Budget May-19	Budget Jun-19	2018-2019 Forecast Budget		Variance to Budget
<b>FUNDRAISING - 2017/2018</b>												
Barbeque	(8)	-	-	-	-	-	-	-	-	(8)	(100)	92
Carnarvon DAD's	40	40	-	-	40	-	-	40	-	160	-	160
Direct Drive	-	-	-	-	-	-	-	-	-	-	-	-
Earthquake Kits	-	-	-	-	-	-	-	-	-	-	-	-
Family Picture Night	1,450	-	-	-	-	-	-	-	-	1,450	1,450	-
Hot Lunch	14,425	(100)	(5,000)	8,800	3,300	3,500	(4,100)	1,800	(7,900)	14,725	15,000	(275)
Carnarvon Carnival/Pub night/June Jamboree	(1,075)	-	-	-	-	-	-	-	5,075	4,000	4,000	-
Monster Mash & Pumpkin Patch	4,049	-	-	-	-	-	-	-	-	4,049	3,000	1,049
Purdy's Chocolates - Christmas	-	-	-	2,000	-	-	-	-	-	2,000	2,000	-
QSP Magazine	17	500	-	50	-	200	-	50	-	817	800	17
Recycling Revenue and Gr 7	-	-	-	-	-	-	-	-	-	-	-	-
Sports Day	-	-	-	-	-	-	-	-	(200)	(200)	(200)	-
Spring Flower Baskets	-	-	-	-	-	-	1,200	-	-	1,200	1,200	-
Winter Flowers	1,193	-	-	-	-	-	-	-	-	1,193	2,000	(807)
Winter Market (net of donation)	-	-	-	-	-	-	-	-	-	-	800	(800)
<b>TOTAL FUNDRAISING</b>	<b>20,651</b>	<b>440</b>	<b>(5,000)</b>	<b>10,850</b>	<b>3,340</b>	<b>3,700</b>	<b>(2,900)</b>	<b>1,890</b>	<b>(3,025)</b>	<b>29,946</b>	<b>30,950</b>	<b>(1,004)</b>
<b>USE OF FUNDS</b>												
100km/Blenheim house	-	-	-	-	-	-	-	-	-	-	-	-
Band Instruments - Guitars (Xylophone)	-	-	-	-	-	-	-	-	-	-	-	-
Circus Kids Program	-	-	-	-	-	-	-	-	-	-	-	-
Classroom Funding	(6,000)	-	-	-	-	-	-	-	-	(6,000)	(6,000)	-
Computers (30 laptops)	-	-	-	-	-	-	-	-	-	-	-	-
Computers (32 ipad/keyboards)	-	-	(19,200)	-	-	-	-	-	-	(19,200)	(19,200)	-
Fountains *	-	(10,687)	-	-	-	-	-	-	-	(10,687)	(10,687)	-
Garden/Playground *	-	-	(1,000)	-	-	-	(10,283)	-	-	(11,283)	(11,283)	(0)
Grade 7 Leaving	-	-	-	-	-	-	-	-	-	-	-	-
Jerseys - sports	-	-	-	-	-	-	-	-	-	-	-	-
Library Support	-	-	-	-	-	-	-	-	-	-	-	-
Novels - Intermediate	-	-	-	(710)	-	-	-	-	-	(710)	(710)	-
Outside Equipment bins & Equipment	-	-	(500)	-	(200)	-	(500)	(500)	-	(1,700)	(1,700)	-
PAC Parent Education	(945)	-	-	-	-	-	-	-	-	(945)	(1,000)	55
Patrol Support	-	-	-	-	-	-	-	-	(500)	(500)	(500)	-
Project Chef/Portable stereos for classrooms	-	-	-	-	-	-	-	-	-	-	-	-
Primary book room	-	-	(700)	-	-	-	-	-	-	(700)	(700)	-
Safe Teen	-	-	-	-	-	-	-	-	-	-	-	-
Software Memberships/Pinnies	-	-	-	-	-	-	-	-	-	-	-	-
Smartboard Notebook/Wireless speakers/docm cameras	-	-	-	-	-	-	-	-	-	-	-	-
Woodwork / Technology	-	-	-	(1,000)	-	-	-	-	-	(1,000)	(1,000)	-
Yearbook	-	-	-	-	-	-	-	-	-	-	-	-
Other misc.	(536)	6	(194)	7	8	9	6	6	(295)	(983)	(1,000)	17
	<b>(7,481)</b>	<b>(10,681)</b>	<b>(21,594)</b>	<b>(1,703)</b>	<b>(192)</b>	<b>9</b>	<b>(10,777)</b>	<b>(494)</b>	<b>(795)</b>	<b>(53,708)</b>	<b>(57,780)</b>	<b>4,072</b>
<b>REVENUE OVER EXPENSES</b>	<b>13,170</b>	<b>(10,241)</b>	<b>(26,594)</b>	<b>9,147</b>	<b>3,148</b>	<b>3,709</b>	<b>(13,677)</b>	<b>1,396</b>	<b>(3,820)</b>	<b>(23,762)</b>	<b>(26,830)</b>	<b>3,068</b>
Ending Cash Balance		48,273	21,679	30,826	33,974	37,683	24,006	25,402	21,582			
<b>GAMING</b>												
Gaming Direct funds	9,480	-	-	-	-	-	-	-	-	9,480	9,480	-
June Jamboree Raffle	-	-	-	-	-	-	-	-	-	-	1,000	(1,000)
Interest	1	2	2	2	2	1	1	1	1	13	10	3
Ultimate / Tennis (Badminton) program	-	-	-	-	-	(2,200)	-	-	-	(2,200)	(2,200)	-
Bollywood / Circus Kids Program	-	-	-	-	-	-	(3,800)	-	-	(3,800)	(3,800)	-
Gymsense	-	-	(1,800)	-	-	-	-	-	-	(1,800)	(1,800)	-
Performance Groups	-	(725)	-	-	(877)	-	(950)	-	(830)	(3,382)	(3,400)	18
Sports Equipment (Volleyball)	-	-	-	-	-	-	-	-	-	-	-	-
<b>NET GAMING</b>	<b>9,481</b>	<b>(723)</b>	<b>(1,798)</b>	<b>2</b>	<b>(875)</b>	<b>(2,199)</b>	<b>(4,749)</b>	<b>1</b>	<b>(829)</b>	<b>(1,689)</b>	<b>(710)</b>	<b>(979)</b>
Ending Cash Balance		12,607	10,809	10,811	9,936	7,737	2,988	2,989	2,160			
<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>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
Ending Cash Balance		16,179	16,179	16,179	16,179	16,179	16,179	16,179	16,179			
Beg Cash Balance		17,000	17,000	17,000	17,000	17,000	17,000	9,000	9,000			
<b>LEGACY FUND</b>												
Garden expansion *	-	-	-	-	-	-	(8,000)	-	-	(8,000)	(8,000)	-
<b>NET LEGACY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(8,000)</b>	<b>-</b>	<b>-</b>	<b>(8,000)</b>	<b>(8,000)</b>	<b>-</b>
Ending Cash Balance		17,000	17,000	17,000	17,000	17,000	9,000	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	\$ 6,000.00	Carnarvon	\$ 6,000.00	\$ 6,000.00	\$ -
32 ipads and keyboards	Intermediate	Operating	19,200.00	Carnarvon	19,200.00		19,200.00
Learning Commons Furniture	all	Operating	4,000.00	Carnarvon	4,000.00		4,000.00
Books for "Chocolate Lily" & "Red Cedar"	all	Operating	710.00	Carnarvon	710.00		710.00
School performances	all	Gaming	3,400.00	Carnarvon	3,400.00		3,400.00
Primary home reading	Primary	Operating	500.00	Carnarvon	500.00		500.00
Primary board games	Primary	Operating	200.00	Carnarvon	200.00		200.00
Stem project - woodwork	Intermediate	Operating	1,000.00	Carnarvon	1,000.00		1,000.00
Outside equipment bins	all	Operating	1,700.00	Carnarvon	1,700.00		1,700.00
Seeds and Soil - Garden	all	Operating	200.00	Carnarvon	200.00		200.00
Gym Sense	Primary	Operating	1,800.00	Carnarvon	1,800.00		1,800.00
Ultimate	Intermediate	Operating	2,200.00	Carnarvon	2,200.00		2,200.00
Bhiamak Bollywood Dance	all	Gaming	3,800.00	Carnarvon	3,800.00		3,800.00
Parent Education	all	Operating	1,000.00	Exec	1,000.00		1,000.00
Patrol Support	all	Operating	500.00	Exec	500.00		500.00
Misc (Thank you, Retirement, filings)	all	Operating	1,000.00	Exec	1,000.00		1,000.00
Waterfountains	all	Operating	10,687.00	Parents - PY	10,687.00		10,687.00
Garden expansion	all	Operating	18,283.00	Parents - PY	18,283.00		18,283.00
			<b>76,180.00</b>		<b>76,180.00</b>	<b>6,000.00</b>	<b>70,180.00</b>