

**CARNARVON COMMUNITY SCHOOL  
PARENT ADVISORY COUNCIL MEETING  
JANUARY 14, 2019 - 7:00pm  
Library**

**Members Present:**

- |                       |                   |
|-----------------------|-------------------|
| • Heidi Schmid        | • Andrea Richmond |
| • Nicole Ricci-Stiles | • Lindsay Morphy  |
| • Kari Rust           | • Kerry Kenwood   |
| • Samara Hurley       | • Diane Martinson |

**1. Review Agenda**

- **MOTION:** to approve agenda – unanimous, CARRIED

**2. Review of minutes from November 2018 meeting**

- **MOTION:** To approve minutes from November 2018 meeting – Lindsay Morphy, seconded by Samara Hurley, all in favour, CARRIED

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

- summary of Balance Sheet, Revenue over Expense and Cash Flow – see attached report
- with the school-based PAC account in which direct donations were made, in conjunction with the school administration, Heidi will keep track of funds that are paid from that account
- when funds are to be used from the school-based PAC account, PAC will make request for payment when it wants to fund certain items from the wish list

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

**1. Activities in the School**

- Ice-Skating – Primary classes – a number of sessions through January and February
- Intermediate classes – three weeks of drumming classes in music – end of January into February
- Inter-school Basketball – we have entered four teams this year (Jr. Boys, Jr. Girls, Sr. Girls, Sr. Boys) and will be having home games at Carnarvon as well as attending games at other neighbourhood schools.
- Lunar New Year – activities in classes, looking into booking performance group – name TBA
- Student Council – organizing “Spirit Days” for students – one per month – first day “Jersey Day”
- “Kindness” Project – Gr. K-7 – activities throughout the school beginning in January – lessons from a variety of programs – focus from January to Spring Break – “Integrity” – more information to come in newsletters

- “Roots of Empathy” – two programs this year – Ms. Sula’s Kindergarten class and Mr. Johnson’s Gr. 1 class
- “Communicating Student Learning” – we are in Year 2 of the CSL Pilot – there will be, as last year, a minimal of 5 reports – 3 informal and 2 formal (written) – all classes, this year, are participating in the pilot
  - Examples: Goal-Setting conferences, Student-Led conferences, online formats, portfolios
  - Focus on the Competencies – Core and Academic
  - Information will be in the newsletter, explaining in more detail

## 2. WIST LIST UPDATE

- Classroom Bins – classes are being surveyed for their requests of sporting equipment for outside at recess to lunch to go into their class bins
- Woodwork Project – supplies have arrived, workshop is in the process of being set up in Mr. Weiss’s classroom
- Ultimate Program (Intermediate) and Gymnastics Program (Primary) – schedules are being coordinated to book
- Performances – Two more programs have been booked for the Spring from the student vote – a juggler and a digital music performance
- Library Furniture – order has been submitted for high-top tables and seating
- In the process of finding a “Bollywood” dance program

## 5. **Teacher’s report**

- No teachers present

## 6. **PAC Committee reports**

### a) **Winter Market review and feedback**

- Total earned was approx. \$1,400
- Need to confirm the plan for donating half or all of proceeds – possibly to Flemming PAC who is still fundraising to rebuild their playground
- will revisit next meeting to seek approval to donate funds

### b) **Holiday Purdys review and feedback – Kerry Kenwood on behalf of Ellen Tang**

- The winter campaign was very successful - our sales goal was \$8,000 and our sales total was \$11,933
- Profit chq was \$2983.25 which arrived in Dec.
- We also qualified for a rebate of a total \$568.24 which is supposed to arrive mid-January.
- Thank you to all the volunteers – parents, Andrew, staff for making things run so smoothly

### c) **Poinsettia & Gift Cards review and feedback**

- Poinsettias made \$833
- Gift card profits are unknown as yet – sold \$4,000 worth of cards, but waiting to hear profit which depends on each vendor return rate

**d) Parent Pub Night – Kerry Kenwood**

- Booked for Thurs, Feb 28 starting at 6:30pm at Colony
- We are charged \$15 for burger and 1 drink combo which includes gratuity and tax
- We will sell tickets for combo on hot lunch site for \$15 – not a fund raiser
- Tickets will go on sale starting around Feb 1 to around Feb 15 or until we reach max capacity of 100 people
- Pick up tickets in main hallway around Feb 20-22
- Will start advertising at the end of January – more details then

**e) Carnival – Samara Hurley**

- Game company booked for May 24 – larger games like bounce houses, etc.
- Need to start working on things now that can be done ahead of time – make some games, signs, floor plan, securing DJ, etc.
- Require several committee leaders to head up certain sections of the carnival
  - Silent Auction lead
  - Bake Sale lead
  - Food lead (snacks other than baked goods, dinner, drinks)
  - Games lead
  - Tickets and 50/50 raffle can be organized by general committee
- Kerry will write up an email asking for interested people and Diane will put in her school newsletter - to be sent out only after we have the opportunity to talk to people directly
- Once committee/interested parties formed, will have meeting to get started
- brainstorming/ideas:
  - Pizza successful last year
  - Food trucks not as successful and have to meet minimums
  - Grill master (BBQ company from Welcome Back BBQ) can do different grilled food, not just burgers/hot dogs
  - Do a Cake Walk
  - Do class baskets as silent auction items instead of raffle and just do the 50/50 for a raffle and maybe add in drawing for a few door prizes
  - Instead of asking businesses to donate items, why not ask families or teachers to donate experiences like movie and snacks in a classroom one day afterschool OR a parent taking 10 kids to La Glace for ice cream OR someone hosting a dinner party (or boat ride, etc.) for 10 people -- then people bid on spots OR weekend at someone's Whistler place...

**f) Hot Lunch update – Lindsay Morphy, Nicole Ricci-Stiles**

- Menus from regular caterer and ordering now available through to the end of the school year
- Approached by Calhoun's catering to switch to them for hot lunch – they do a number of schools in the area with good reviews so far
- Lindsay and Ellen had a tasting with Calhoun's and report that that the food seemed a better quality compared to our current vendor and pricing is similar

- Calhoun's packs each meal individually in compostable container, sorts them by class and then delivers them in warming boxes – would just need volunteers to unpack meals and place on tables/hand out
- new interface required – Munch a Lunch which Calhoun's can access directly instead of Lindsay placing hot lunch order every week
- was decided that we would continue to acquire feedback from other schools
- possibility of starting with Calhoun's on a different day (Mon or Tues) beginning after Spring Break as a trial as well as to secure a spot with them (they are nearing capacity) with the plan to completely switch by September if we decide it is better
- pizza day (through Dominos) makes quite a bit of money though so may want to keep that or just add as an extra hot lunch day next year

**g) Parent Education**

- A parent contacted PAC asking about the possibility of bringing Screenagers to the school for parents
- Lisa following up and looking into possibilities of it as our Spring Parent Ed session as well as possibility of combining with other schools in the area

**7. Other Business**

- Question was asked whether the mats purchased a few years ago for intermediate lunch were being put out for students to use
- Diane said they haven't been out lately because the kids didn't use them
- They will put them out again and see if there is any interest

**8. Adjournment**

- MOTION: to adjourn meeting at 8:10pm – unanimous, CARRIED

## Balance Sheet

	<u>1-Sep-2018</u>	<u>29-Dec-2018</u>	<u>Projected 31-Aug-2019</u>
<b>ASSETS</b>			
Membership Shares	\$ 19	19	19
Operating bank account	83,503	105,111	52,379
Gaming bank account	3,849	11,506	3,139
<b>TOTAL ASSETS</b>	<b>\$ 87,371</b>	<b>\$ 116,636</b>	<b>\$ 55,537</b>
<b>FUND BALANCES</b>			
Operating Fund	\$ 45,344	66,952	22,220
Gaming Fund	3,848	11,506	3,139
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>\$ 116,636</b>	<b>\$ 55,537</b>

## Revenue over Expenses

For the period December 29, 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	(230)	1,000	(1,230)	-	-	-	1,270
Hot Lunch	20,393	15,000	5,393	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	2,984	2,000	984	2,701	2,488	2,239	1,754
Purdy's Chocolates - Easter	-	-	-	-	418	391	562
QSP Magazine	100	800	(700)	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	833	2,000	(1,167)	47	(1)	525	849
Winter Market (net of donation)	1,379	800	579	613	838	1,300	1,334
<b>TOTAL FUNDRAISING</b>	<b>29,880</b>	<b>30,950</b>	<b>(1,070)</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	(734)	-	(734)	-	(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.	(593)	(1,000)	407	(1,298)	(3,479)	(958)	(1,621)
	<b>(8,272)</b>	<b>(57,780)</b>	<b>49,508</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>21,608</b>	<b>(26,830)</b>	<b>48,438</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	2	10	(8)	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	(1,825)	(3,400)	1,575	(3,643)	(2,546)	(2,425)	(2,171)
Playground	-	-	-	-	-	-	-
Projector - gymnasium	-	-	-	-	-	-	(2,000)
Sports Equipment (Volleyball)	-	-	-	-	(754)	(3,820)	-
<b>NET GAMING</b>	<b>7,657</b>	<b>(710)</b>	<b>8,367</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 December 29, 2018

	Actual YTD	Sep-18	Oct-18	Nov-18	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	-	120	-	120
Direct Drive	-					-	-	-	-	-	-	-	-	-
Earthquake Kits	-					-	-	-	-	-	-	-	-	-
Family Picture Night	1,450					-	-	-	-	-	-	1,450	1,450	-
Hot Lunch	20,393					(2,000)	3,300	3,500	(4,100)	1,800	(7,900)	14,993	15,000	(7)
Carnarvon Carnival/Pub night/June Jamoboree	(1,075)					-	-	-	-	-	5,075	4,000	4,000	-
Monster Mash & Pumpkin Patch	4,049					-	-	-	-	-	-	4,049	3,000	1,049
Purdy's Chocolates - Christmas	2,984					-	-	-	-	-	-	2,984	2,000	984
QSP Magazine	100					100	50	200	150	100	100	800	800	0
Recycling Revenue and Gr 7	-					-	-	-	-	-	-	-	-	-
Sports Day	-					-	-	-	-	-	(200)	(200)	(200)	-
Spring Flower Baskets	-					-	-	-	1,200	-	-	1,200	1,200	-
Winter Flowers	833					-	-	-	-	-	-	833	2,000	(1,167)
Winter Market (net of donation)	1,379					-	-	-	-	-	-	1,379	800	579
<b>TOTAL FUNDRAISING</b>	<b>29,880</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(1,900)</b>	<b>3,390</b>	<b>3,700</b>	<b>(2,750)</b>	<b>1,940</b>	<b>(2,925)</b>	<b>31,335</b>	<b>30,950</b>	<b>385</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	(734)		-	-	-	-	-	-	-	-	-	(734)	-	(734)
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.	(593)		-	-	-	(141)	8	9	6	6	(295)	(1,000)	(1,000)	(0)
	<b>(8,272)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(13,738)</b>	<b>(20,392)</b>	<b>9</b>	<b>(10,777)</b>	<b>(494)</b>	<b>(795)</b>	<b>(54,459)</b>	<b>(57,780)</b>	<b>3,321</b>
<b>REVENUE OVER EXPENSES</b>	<b>21,608</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(15,638)</b>	<b>(17,002)</b>	<b>3,709</b>	<b>(13,527)</b>	<b>1,446</b>	<b>(3,720)</b>	<b>(23,125)</b>	<b>(26,830)</b>	<b>3,705</b>
Ending Cash Balance		-	66,952	66,952	51,314	34,312	38,021	24,494	25,940	22,220				
<b>GAMING</b>														
Gaming Direct funds	9,480		-	-	-	-	-	-	-	-	-	9,480	9,480	-
June Jamboree Raffle	-		-	-	-	-	-	-	-	-	1,000	1,000	-	-
Interest	2		-	-	-	2	2	1	1	1	1	10	10	0
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	(1,825)		-	-	-	-	-	-	(950)	-	(625)	(3,400)	(3,400)	-
Sports Equipment (Volleyball)	-		-	-	-	-	-	-	-	-	-	-	-	-
<b>NET GAMING</b>	<b>7,657</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>	<b>(1,798)</b>	<b>(2,199)</b>	<b>(4,749)</b>	<b>1</b>	<b>376</b>	<b>(710)</b>	<b>(710)</b>	<b>0</b>
Ending Cash Balance		-	11,506	11,506	11,508	9,710	7,511	2,762	2,763	3,139				
<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>	<b>-</b>	<b>-</b>
Ending Cash Balance		-	16,179	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>-</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.