

**CARNARVON COMMUNITY SCHOOL  
PARENT ADVISORY COUNCIL MEETING  
FEBRUARY 19, 2019 - 7:00pm  
Library**

**1. Introductions and Welcome!**

Soula Papathanasiou  
Valerie Kalheim  
Jenny Jea  
Lindsay Morphy  
Nicole Ricci-Stiles  
Dianne Martinson  
Andrea Richmond  
Heidi Schmid  
Lisa Tautz

**2. Review Agenda**

**3. Review of minutes from January 2019 meeting**

**MOTION: To approve minutes from January 2019 meeting**

Approved: Lindsay and Valerie

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

- summary of Balance Sheet, Revenue over Expense and Cash Flow

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

Month overview/upcoming activities and events

- Ice-Skating – Primary classes – a number of sessions through January and February
- Drumming classes in music – Intermediate classes – successful program culminating in a performance for students and families
- Inter-school Basketball – four teams in the league this season. Sr. Boys team will be participating in the tournament in two weeks.
- “Kindness” Project – Gr. K-7 – activities throughout the school continuing– lessons from a variety of programs – focus from January to Spring Break – “Integrity” – newsletters will have weekly updates on class activities
- Oral stories with Deana Michel our Indigenous Enhancement Worker who will be working with classes and incorporating the theme of “integrity” from an indigenous perspective
- “Pink Week” – activities next week with Wed. Feb. 27<sup>th</sup> being officially “Pink Day” – assembly in connection with our “Kindness” and “Integrity” themes
- Gr. 6/7 and Gr. 4/5 classes working as two groups integrating the theme of “Integrity” with friendship and online behavior with Ms. Martinson – one

session and more to come – will have connection to information in the newsletter

- Classes have been working on activities in connection with Lunar New Year and Black History Month, as well as connections to the library
- Newsletter – weekly focuses on the “Kindness Project” and curricular focuses (i.e. Inquiry, Curricular/Core Competencies) – attached articles for families
- “Student-Led Conferences” – dates are Mar. 13-14 with a 2:00 dismissal but may vary class to class – in transition
- Scholastic and Osborne (new to the school this year) Book Fairs will be running the week of Mar. 11-15
- Friday, Mar. 1<sup>st</sup> – “Digital Guise” – digital music on movie/video game music themes – thanks to the PAC for funding this event

## **6. Teacher's report – N/A**

## **7. PAC Committee reports**

### **a) Winter Market - Rishma Kassam, Alicia Schouten**

- **MOTION:** To approve the donation of Winter Market proceeds to Sir Sanford Flemming Elementary PAC
- Approved: Soula and Nicole
- Made contact with Flemming PAC Chair and they are still fundraising for their playground
- Would be very appreciative of the donation as they have a long way to go

### **b) Parent Pub Night – Kerry Kenwood**

- Organized for Feb 28, starting at 6:30pm
- Ticket sales closed – sold 29 tickets
- Ticket pick up is Wed (20) and Thurs (21) 3:00 – 3:30pm and you can also purchase tickets at those times – no ticket purchase or pick up at the event.

### **c) Spring Baskets – Melanie Mueller**

- Going ahead with this fundraiser – small but not a ton of work for Mel so worth it & for those who count on it to order flowers
- Ordering from April 5-22
- delivery date May 7, in the week before Mother’s Day

### **d) Sports Day Food**

- No coordinator as yet
- I won’t be there that day so am unable to coordinate
- If no one steps up there won’t be a coffee stand in the morning or snack at recess
- I can coordinate lunch delivery but would need someone to deliver food to classes day of
- Lunch options: same as last year OR Subway caters ALSO TCBY can do a special froyo treat catering

- Diane to ask grade 7 students and committee
- e) **Carnival – Samara Hurley**
  - Had committee meeting last week
  - Have filled most lead positions on the committee except Game Lead
  - Some new ideas regarding food, dealing with tickets, etc.
- f) **Hot Lunch update – Nicole Ricci-Stiles, Ellen Tang, Lindsay Morphy, Monika Vaneckova**
  - Decision is to add a day (Tuesdays) for hotlunch after Spring Break
- g) **Parent Education – Lisa Tautz**
  - pair with social media topic below

## 8. Other Business

- **Parking and traffic issues**
  - Reports and witnesses of dangerous traffic on Balaclava and 19<sup>th</sup>
  - Diane has addressed the issues in her newsletters and will discuss with the students to remind parents
  - What else can be done to help the situation
- **Safe use of social media**
  - Presentation by Soula
  - White Hatter come in and do parent and student education ([www.thewhitehatter.ca](http://www.thewhitehatter.ca))
  - Motion – to approve the expenditure
  - Booked for April 23, 2019 7pm-9pm for Parent night; April 24, 2019 (all day) 90 minute sessions for gr 4, 5, 6, 7 individually.
  - Total cost \$2,145 plus GST
  - Approved up to \$3,000: by Lisa and Heidi
- **Track and Field**
  - Need at least 2 teachers to supervise (1 inside; 1 outside)
  - Hire UBC Thunderbirds
    - Last year cost \$180; they don't charge for days they don't show up and provide 2 free sessions
    - Motion – to approve hiring UBC Thunderbirds
    - Approved: Jenny and Andrea
- **Basketball courts**
  - Need new lines
  - Require new nets
  - Diane is looking into having this addressed

## 9. Adjournment

	<u>1-Sep-2018</u>	<u>18-Feb-2019</u>	<u>Projected 31-Aug-2019</u>
<b>ASSETS</b>			
Membership Shares	\$ 19	19	19
Operating bank account	83,503	115,615	57,525
Gaming bank account	3,849	11,507	3,138
<b>TOTAL ASSETS</b>	<b>\$ 87,371</b>	<b>\$ 127,142</b>	<b>\$ 60,682</b>
<b>FUND BALANCES</b>			
Operating Fund	\$ 45,344	77,457	27,365
Gaming Fund	3,848	11,507	3,138
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>\$ 127,142</b>	<b>\$ 60,682</b>

## Revenue over Expenses

For the period February 18, 2019

	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	(500)	1,000	(1,500)	-	-	-	1,270
Hot Lunch	33,558	15,000	18,558	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	3,580	2,000	1,580	2,701	2,488	2,239	1,754
Purdy's Chocolates - Easter	-	-	-	-	418	391	562
QSP Magazine	582	800	(218)	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>43,853</b>	<b>30,950</b>	<b>12,903</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)	(2,396)	(19,200)	16,804	-	(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	(1,089)	(1,000)	(89)	(11,231)	(1,908)	-	-
Yearbook	-	-	-	124	-	-	(413)
Other misc.	(577)	(1,000)	423	(1,298)	(3,479)	(958)	(1,621)
	<b>(11,741)</b>	<b>(57,780)</b>	<b>46,039</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>32,112</b>	<b>(26,830)</b>	<b>58,942</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	4	10	(6)	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>7,659</b>	<b>(710)</b>	<b>8,369</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>

## For the period February 18, 2019

\* 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	0.00
32 ipads and keyboards	Intermediate	Operating	19,200.00	Carnarvon	19,200.00	2,396.00	16,804.00
Learning Commons Furniture	all	Operating	4,000.00	Carnarvon	4,000.00	0.00	4,000.00
Books for "Chocolate Lily" & "Red Cedar"	all	Operating	710.00	Carnarvon	710.00	733.55	(23.55)
School performances	all	Gaming	3,400.00	Carnarvon	3,400.00	1,825.00	1,575.00
Primary home reading	Primary	Operating	500.00	Carnarvon	500.00	0.00	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	1,089.05	(89.05)
Outside equipment bins	all	Operating	1,700.00	Carnarvon	1,700.00	0.00	1,700.00
Seeds and Soil - Garden	all	Operating	200.00	Carnarvon	200.00		200.00
Gym Sense	Primary	Gaming	1,800.00	Carnarvon	1,800.00	0.00	1,800.00
Ultimate	Intermediate	Gaming	2,200.00	Carnarvon	2,200.00	0.00	2,200.00
Bhiamak Bollywood Dance	all	Gaming	3,800.00	Carnarvon	3,800.00	0.00	3,800.00
Parent Education	all	Operating	1,000.00	Exec	1,000.00	945.00	55.00
Patrol Support	all	Operating	500.00	Exec	500.00	0.00	500.00
Misc (Thank you, Retirement, filings)	all	Operating	1,000.00	Exec	1,000.00	577.20	422.80
Waterfountains	all	Operating	10,687.00	Parents - PY	10,687.00	0.00	10,687.00
Garden expansion	all	Operating	18,283.00	Parents - PY	18,283.00	0.00	18,283.00
			<b>76,180.00</b>		<b>76,180.00</b>	<b>13,565.80</b>	<b>62,614.20</b>