

**CARNARVON COMMUNITY SCHOOL
PARENT ADVISORY COUNCIL MEETING
May 13, 2019 - 7:00pm
Library**

Members Present:

- Heidi Schmid
- Nicole Ricci-Stiles
- Andrea Richmond
- Kerry Kenwood
- Diane Martinson

1. Review Agenda

- **MOTION:** to approve agenda as distributed – unanimous, CARRIED.

2. Review of minutes from April 2019 meeting

- **MOTION:** To approve minutes from the April 2019 meeting – Nicole Ricci-Stiles, seconded by Heidi Schmid, all in favour, CARRIED.

3. Treasurer's report: Heidi Schmid

- summary of Balance Sheet, Revenue over Expense and Cash Flow – see attached report.

4. Principal's report: Diane Martinson

Month overview/activities and events

- “Kindness” Project – Gr. K-7 – activities throughout the school continuing– lessons from a variety of programs – focus for the month of April into early May – “CARE of the Environment” “CARE for the Community”
 - Student Council sponsored – “Walk, Bike, Scooter to School” fundraiser raised over \$800.00 for “TREE Canada” where a tree is planted for every \$4.00 that is raised.
 - “Jeans Day” fundraiser – raised \$1301.10 for BC Children’s Hospital
 - Wrap-Up Assembly presentations: Div. 7 (Jeans Day);
 - Upcoming presentation – May 14 – Plastic Ocean film and presentation in the gym for all students
- Inter-school in intermural sports programs:
 - Track and Field team – coached and sponsored by Ms. Dimock, Ms. Gaster, Ms. Kefalas and Ms. Sheldan; mini meets in progress – final meet for both Junior and Senior teams is Mon. May 21st at Point Grey Secondary track
 - Ultimate Frisbee team – Gr. 5-7 - coached by Mr. Epting
 - Quidditch – Gr. 4-7 – Tuesdays at lunch – sponsored by Mr. Epting and Ms. Ahn

- Fieldtrips – Vancouver Art Gallery; Salmon release to Spanish Banks
- In-school workshops – “Young Actors Project,” (Primary classes); “7 Sacred Teachings” – workshop with Joyce Perrault (Indigenous Education Worker) – Intermediate classes; “Roots of Empathy”(K and Gr. 1 class); “White Hatter – Digital Literacy Presentations – Gr. 4-7; Junior Achievement; Soapstone Carving – Gr. 4-7;
- Performances – Greg Kennedy - Juggler
- Upcoming school programs
 - “Gym Sense” gymnastics program – Primary classes – Gr. K-3 – June 2-14
 - Shiamak Bollywood Dance Program – Primary and Intermediate classes – June 17-21 – final performance Friday am (11:00 am)
- “Ready, Set, Learn” – For 3-4 year olds – co-sponsored by Little Mountain Neighbourhood House – in the Library for three Monday mornings (9:00-10:30) – May 6, 13, 27 – open to all 3-4 year olds in the neighbourhood
- “Welcome to Kindergarten” – Mon. June 3 – 1:00-2:30 – in the Library and Activity Room

5. Teacher's report

- No teachers present.

6. PAC Committee reports

a) Spring Baskets – Melanie Mueller

- Made a profit of \$1199.
- Thank you Mel!

b) Sports Day Food

- Lunch menu been included in the new Munchalunch system and will be provided by Calhoun’s – burgers and hot dogs & a dessert added.
- Lunch will be served in the activity room for primaries and delivered to classrooms for intermediates as per regular Tuesday lunch.
- The coffee stand will be run by the Grade 7 grad parents – all proceeds will go towards grad activities.

c) Carnival

- PayPal issues has caused delay of marketing launch – still not resolved, but hopefully soon.
- Paper order forms will go out on Tuesday with kids & will be able to order on Munchalunch – will give options on how to order to compensate for PayPal.
- Need volunteers – see sign up links that were sent out and in newsletter.
- this link also sent to high schools for grade 11 & 12 students to sign up directly online.
- need bakers for bake sale and cake walk – not many signed up – Kristen will send out another email asking for help with this.

d) Yearbook

- Yearbook sales closed but still getting orders trickling in.

e) Hot Lunch – Nicole Ricci-Stiles

- Still taking feedback on new Tuesday lunch.
- Consensus is that people like to have both days of lunch and the team thinks they can manage both days as far as volunteers go although still need people on the team for next year to cover Tuesdays and Fridays as well as ordering/behind the scenes work.
- The hot lunch team is still discussing the format for next year however – whether to keep Calhoun's on Tuesday and C'est Mon Café/pizza on Fridays OR to make both days Calhoun's.
- Dates/days for hot lunch need to be decided by the end of May so that Katherine can send off the school calendars for printing.

f) Welcome Back BBQ – date needed

- Kerry will aim to book the BBQ caterer for Sept 19 to correspond with the Meet The Teacher night.
- If we can't get that date we will look into rescheduling the Meet The Teacher as the BBQ really pairs well with this event.

g) Halloween Dance – potential date needed

- Diane will reserve the gym for October 25 for the dance.
- However, we will only put on the dance if someone steps up as lead coordinator.

8. Other Business

- **PAC planning for next year**
- Sent out a message (in newsletter and via school admin) during the first week of May asking for people to fill positions.
- We still need people for the following positions:
 - Chair
 - Vice Chair
 - Secretary
 - Fundraising Chair
 - Hot Lunch Committee
 - Welcome Back BBQ
 - Halloween Dance
 - Family Photo Night – photographer
 - Carnival Committee
 - Yearbook co-lead
- **PAC meeting schedule for next year**
- Eve has offered the use of the Library in the morning if we would like to hold PAC meetings before school.
- Possibility of creating a schedule to incorporate both morning and evening meetings in order for people with different schedules to take part.
 - Discussion included the possibility of scheduling in the mornings in the months that typically have shorter meetings (Nov, Feb, Apr) and keep the rest in the evening.

- It was decided that mornings were too difficult especially for those people who work and to stick with all evening meetings but vary the days of the week as is typically done.
- It was suggested that offering babysitting would allow more people the flexibility to attend – this has been attempted in the past but was rarely used but worth another try.

9. Adjournment

- MOTION: to adjourn meeting at 8:30pm – unanimous, CARRIED

Balance Sheet

	<u>1-Sep-2018</u>	<u>12-May-2019</u>	<u>Projected 31-Aug-2019</u>
ASSETS			
Membership Shares	\$ 19	19	19
Operating bank account	83,503	98,640	74,801
Gaming bank account	3,849	7,010	2,412
TOTAL ASSETS	\$ 87,371	\$ 105,669	\$ 77,231
FUND BALANCES			
Operating Fund	\$ 45,344	60,481	44,641
Gaming Fund	3,848	7,010	2,412
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
	\$ 87,371	\$ 105,669	\$ 77,231

Revenue over Expenses

For the period May 12, 2019

	NET INCOME (LOSS)	BUDGET 2018-2019	Variance	Actuals 2017-2018	Actuals 2016-2017	Actuals 2015-2016	Actuals 2014-2015
FUNDRAISING							
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	-	1,000	(1,000)	-	-	-	1,270
Hot Lunch	23,614	15,000	8,614	17,146	4,945	12,156	6,817
Carnarvon Carnival/Pub night/June Jamoboree	(1,391)	4,000	(5,391)	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	865	1,200	(335)	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	800	(799)	613	838	1,300	1,334
TOTAL FUNDRAISING	33,580	30,950	2,630	59,020	40,904	59,249	33,434
USE OF FUNDS							
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 *	(5,778)	(10,687)	4,909	-	-	(429)	-
Garden/Playground *	(203)	(11,283)	11,080	-	(7,298)	(7,211)	-
Grade 7 Leaving	(324)	-	(324)	(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	-	-	-	-	(1,485)	(4,526)	(725)
Library Support	(1,070)	(4,000)	2,930	-	(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	(2,830)	(1,000)	(1,830)	(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	(401)	(700)	299	-	(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	(1,226)	(1,000)	(226)	(11,231)	(1,908)	-	-
Yearbook	2,676	-	2,676	124	-	-	(413)
Other misc.	(892)	(1,000)	108	(1,298)	(3,479)	(958)	(1,621)
	(18,443)	(57,780)	39,337	(33,604)	(55,691)	(43,149)	(22,463)
(*) Budget carry over from PY							
REVENUE OVER EXPENSES	15,137	(26,830)	41,967	25,415	(14,787)	16,100	10,970
GAMING							
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	6	10	(4)	6	8	7	4
Ultimate / Tennis (Badminton) program	(2,940)	(2,200)	(740)	(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	(3,385)	(3,400)	15	(3,643)	(2,546)	(2,425)	(2,171)
Playground	-	-	-	-	-	-	-
Projector - gymnasium	-	-	-	-	-	-	(2,000)
Sports Equipment (Volleyball)	-	-	-	-	(754)	(3,820)	-
NET GAMING	3,161	(710)	3,871	2,402	(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 *	-	(8,000)	8,000	-	-	-	17,000
NET LEGACY	-	(8,000)	-	-	-	-	17,000

For the period May 12, 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.**