



Carisbrooke  
Parent  
Advisory Committee  
Council  
(CPAC)

## Carisbrooke PAC General Meeting

Date: October 15, 2014

Time: 7:00pm

Location: Carisbrooke Elementary

In Attendance: please refer to Attachment

Chaired by: Victoria Grant-Smith, CPAC Chair

Minutes taken by: Jitka Holt, CPAC Secretary

**Actions** are highlighted in **Yellow**

**Attachments** are highlighted in **Blue**

### Agenda

Welcome and Call to Order

Approval of past minutes

Presentation of DRAFT budget (Julie Taylor)

Vote

School updates (Wayne Mitchell)

Proposed members:

Lucy Cayuela

Melanie Zimmerman

Leanne Sexton

Vote

Fundraising update and Halloween Dance update (Hilary Reid)

Adjourn

### Approval of past minutes

Last CPAC minutes from May 14, 2014 were approved unanimously

7:00

Presented by Victoria

### Call to order and welcome

- Victoria welcomed everyone and emphasized that the meeting focuses on budget, i.e. its presentation and approval
- Executive members introduced themselves to the CPAC members at large, incl. a brief description of their responsibilities

Attachments:

- **Attendance Sheet**
- **Two proxy votes:** Lucy Cayuela and Judith Nitsch

- Approval of minutes** Presented by Victoria
- A motion was made to approve last CPAC minutes from May 14, 2014
  - Moved by Rebecca Telfer
  - Seconded by Heather Elliott
  - Carried unanimously by all voting members present and two proxy votes
- Presentation of the 2014/15 budget** Presented by Julie Taylor
- Julie gave an overview of the respective line items in the draft budget, including forecast percentages of expenses
- Discussion included:
- As suggested by Rebecca Telfer, Julie gave a more detailed overview of the fundraising plans for 2014/15; Heather Elliot mentioned that she'll coordinate the sale of Survival Kits with the designated Earthquake week on the North Shore; Hillary Reid explained that the Spirit Wear fundraiser is ongoing year-round, offered online, and that there is a 10% discount until November 15<sup>th</sup>
  - Victoria explained the purpose of the Legacy Fund; it is to be a long-term fund that would support creating a legacy on behalf of long-term staff who have affected students of all grades upon their retirement
  - Jitka Holt asked for reasons to include Interest in Fundraising; it was explained that Fundraising along with Interest are the only two sources of income and it was agreed to change the title of the subsection to Fundraising and income
- Attachments
- **Budget presentation**
  - **Draft budget**: available upon request
- Budget vote** A motion was made to approve the Draft budget
- Moved by Victoria Grant-Smith
  - Seconded by Heather Elliott
  - Carried unanimously by all voting members present and two proxy votes
- School Update** Presented by Wayne Mitchell
- Carisbrooke Principal emphasized that Carisbrooke Community is extraordinary in its support of extracurricular activities and little behaviour management needed; the start of the school year went smoothly despite the non-traditional start due to teachers' strike and the children, the staff and the supportive community quickly adjusted; he also highlighted the outstanding involvement of the Carisbrooke teachers, staff and parents, e.g. Mary Ferraby organized many to support after-school cross-country running; e.g., the basketball team will partake in many informal tournaments

despite the shortened season; in summary; the Principal concluded by thanking the community for creating Carisbrooke as a happy place

### **School Planning Council**

Presented by Wayne Mitchell

- Wayne explained the Council is made up of staff within the school, i.e., the Principal, VP and a minimum of three parents (incl. one executive member); the plan is made up of a few specific areas the school wants to focus on for the next few years; this year's focus is on:
  - o The transition of Grade 7s into high-school; the Council is to study how to facilitate a smooth transition for the students
  - o Numeracy and literacy; students are struggling with comprehension; the Council will continue to research the connection between reading and math as reading comprehension is essential to learning math skills; Wayne informed about the new curriculum that gives a lot of creative opportunities to improve comprehension; as of now, there is no hard date for launching the curriculum
- The Council meets four to five times a year; the Council makes the biggest positive difference by focusing on specific small areas and making incremental progress
- Currently the three participating parents include Lucy Cayuela, Melanie Zimmermann and Leanne Sexton and more are welcome parents to take part if they are interested

### **Council vote**

A motion was made to approve the parent members and the activities of the School Planning Council

- Moved by Victoria Grant-Smith
- Seconded by Heather Elliott
- Carried unanimously by all voting members present and two proxy votes

### **Update on Fundraising**

Presented by Hillary

- **Magazine Sales:** they are up and running as an ongoing online fundraiser
- **Halloween Dance:** first e-mail to order tickets, pizzas and request , volunteers has been sent; Hillary asked the attendees to spread the word about the Halloween Dance

Presented by Jess Franco

- **Mabel's Labels:** the fundraiser has been replaced by 'Stuck on You'; a new supplier has been selected as the school can purchase a wide range of products throughout the year and receives 20% of sales

Presented by Hillary

- **Ice-Cream Social:** This year's Social made less than last year,

which means that the school will run both the Christmas poinsettias sales and the Art Card Project; the information about the latter will come as soon as the art work is in place

- **Adult Social:** currently, the plan is to have the social away from school grounds, e.g., at the North Shore Winter Club, which worked in the past; people are invited to come with suggestions for the venue
- Hilary invited the forum to put forth their fundraising ideas

**Other**

Presented by Rebecca

- Rebecca checked with new Class Representatives how much information they request; the CPAC website was recommended as one of the good sources of information

Presented by Victoria

- CPAC will be holding an informal coffee on November 21<sup>st</sup>, where people will also hear updates on CPAC activities

Presented by Wayne: open door policy is in place and Wayne encouraged people to come and talk to anyone

**Next meeting**

The next CPAC meeting is planned for February 18<sup>th</sup>

**Meeting  
adjourned**

7:35pm

**Attachments**

- Budget presentation
- Draft budget: available upon request
- Two proxy votes:

Lucy Cayuela  
Judith Nitsch



Carisbrooke  
Parent  
Advisory  
Council  
(CPAC)

## CPAC GENERAL MEETING PROXY BALLOT

I, the undersigned, hereby acknowledge that I am a member of Carisbrooke Parent Advisory Council and that the person designated below has the authority to vote for me at the Oct. 15 CPAC General Meeting.

She/He shall vote:

   as they wish.

   as I have designated on the front side of this ballot.

This ballot must be presented to the Secretary no later than on the date of the CPAC Meeting or handed to the PAC CHAIR prior to the start of the meeting.

Date: Oct. 14, 2014

NAME OF THE DESIGNATED VOTER: (please print)

Victoria - Grant - Smith

NAME OF THE ABSENTEE VOTER: (please print)

Wey Cayuela

Signature of Absentee voter:

Wey Cayuela



Carisbrooke  
Parent  
Advisory  
Council  
(CPAC)

## CPAC GENERAL MEETING PROXY BALLOT

I, the undersigned, hereby acknowledge that I am a member of Carisbrooke Parent Advisory Council and that the person designated below has the authority to vote for me at the October 15/14 CPAC General Meeting.

She/He shall vote:

as they wish.

as I have designated on the front side of this ballot.

This ballot must be presented to the Secretary no later than on the date of the CPAC Meeting or handed to the PAC CHAIR prior to the start of the meeting.

Date: Oct. 15/2014

NAME OF THE DESIGNATED VOTER: (please print)

JITKA HOLT

NAME OF THE ABSENTEE VOTER: (please print)

JUDITH NITSCH

Signature of Absentee voter:

Judith Nitsch