



Carisbrooke  
Parent  
Advisory Committee  
Council  
(CPAC)

## Carisbrooke PAC General Meeting Minutes

Date: September 21, 2016

Time: 7:00pm

Location: Carisbrooke Elementary

*In Attendance: Angela Walker, Xiomara O'Brien, Sophie Cooper, Monica Martinez, Ann Hentze, Lisa Upton, Jen Folkersen, Jess Franco, Neto Franco, Erin Neale, Michaela Brooke, Michele Glen, George Dusenberry, Tanya Robitaille, Judy Condotti, Nicole Price, Rahel Thomson, Alison Brown, Jitka Holt*

*Chaired by: Jennifer Stanick, CPAC Chair*

*Minutes taken by: Jitka Holt, CPAC Secretary*

### **Agenda**

- Welcome and Call to Order
- Approval of past minutes
- PAC update
- School activity updates (Lisa Upton)
- Adjourn

### **Approval of past minutes**

Last CPAC minutes from May 18, 2016 were approved unanimously

### **7:00 Call to order and welcome**

Presented by Jennifer

- Jennifer introduced herself and welcomed everyone, especially parents who are new to the school
- Executive members introduced themselves and their portfolio

### **Approval of minutes**

Presented by Jennifer

- A motion was made to approve last CPAC minutes from May 18, 2016 without corrections
  - o Moved by Jennifer Stanick
  - o Seconded by Rahel Thomson
  - o Carried unanimously by all voting members present

- A motion was made to appoint Alison Brown as CPAC Vice-Chair
  - o Moved by Jennifer Stanick
  - o Seconded by Michaela Brooke
  - o Carried unanimously by all voting members present

## School activities update

Presented by Lisa Upton

- Lisa Upton welcomed everybody and expressed her gratitude for a well-organized CPAC, which is only matched by the exemplary teaching team
- The after-school activities, incl. cross-Country running and basketball are starting
- There will be a meeting of all Grade 7 parents next Monday, September 26
- Lisa has an open-door policy for parents and children alike, and when she isn't in her office, she's likely in the school with the children which "which is the best place to be"

## PAC update

Presented by Jennifer

Jennifer provided an overview of the four functions that PAC fulfils:

- o **The voice of the parents** and working with the school to represent parents' concerns, suggestions and views
- o **Community building**, including, e.g., the Ice Cream Social, Welcome Coffee, Halloween Dance or this year's planned Spring Social, Language Ambassador program for ESL families and include them in the community
- o **Fundraising**, which includes the Fun Lunch, the school's biggest fundraiser representing about 1/2 of total fundraising; fundraising is used toward the PAC activities, education enhancement, social events and other items incl.
  - o Parent Education
  - o Technology
  - o Emergency supplies
- o **Education enhancement**, incl.
  - o Memories of Carisbrooke, i.e. support for class activities that would normally not be covered by classroom funds, e.g. the already complete or ongoing for this year:
    - Norman Foote workshops
    - Science Workshop (Gr2)
    - Book bags (Gr1)
    - Buddy bench – freshly painted bench meant for students who have no one to play with so that others

- are aware and include them in their games  
Many proposals are coming in, incl. field trips etc.
- Classroom funds that are meant for teachers to use for items and activities that would not be funded by the allocated funds
  - Other PAC-run activities include crossing guards, Friday lunchtime activities, library sign-up, fruit and veg program, knitting and more

Plans for this year include updating the playground and more naturally looking equipment in the forest; more substantial technology spending will likely be coming up in the next couple of years.

#### **Other discussion**

Other discussion points included:

- There are **positions still available**:
  - Social event coordinator – help esp. for Halloween Dance is still needed
  - Fundraising
- **Gardening**: Anne Hetze proposed that the flower beds be expanded to accommodate for the needed replacement of the wooden borders and that the ledges be turned into benches; Anne is in the process of getting a quote from a local carpentry business; the veggie patch will continue and Kindergarten children and Gr1 will be harvesting soon. Thank you, Ann!
- **Language Ambassadors**: Lucy reported back on the meeting of parents who speak English as a second or third language; the meeting was well-attended and people appreciate the opportunity to sign up for the CPAC newsletter; Lucy is looking into the possibility to open the Fun Lunch forms for three additional families who were made aware of the Fun Lunch opportunity at the meeting
- **PAC-MAN presentation**: Heather Elliot brought attention to the importance of longevity of CPAC members which helps to translate the information across the membership; Heather presented George, the lone Dad on CPAC, with a custom PAC-MAN T-shirt

**Next meeting** The next CPAC meetings is planned for October 19th, 2016

**Next meeting** The meeting was adjourned at 7:25pm