



Carisbrooke  
Parent  
Advisory Committee  
Council  
(CPAC)

## Carisbrooke PAC General Meeting Minutes

Date: October 18, 2017

Time: 7:00pm

Location: Carisbrooke Elementary

In Attendance: Alison Brown, Jennifer Stanick, George Dusenberry, Jess Franco, Jane Taylor, Jitka Holt, Angela Walker

Guest: Lisa Upton

Proxy: Victoria Grant-Smith, Lucy Cauyela, Ben Holt, Ken Stanick

Chaired by: Jennifer Stanick, CPAC Chair

Minutes taken by: Jitka Holt, CPAC Secretary

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

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

<b>Agenda</b>	<ul style="list-style-type: none"><li>• Welcome and Call to Order</li><li>• Approval of the agenda</li><li>• Approval of past minutes</li><li>• Vote in class representatives</li><li>• Vote in Jane Taylor as a CPAC member at large (Media Coordinator)</li><li>• Presentation of CPAC draft budget (Jess Franco)</li><li>• Vote on CPAC draft budget</li><li>• School activity updates (Lisa Upton)</li><li>• Adjourn</li></ul>
<b>Call to order and welcome</b>	Jennifer welcomed all present. There were no changes or additions to the agenda.
<b>Approval of past minutes</b>	A motion was made to approve CPAC minutes from September 20, 2017 <ul style="list-style-type: none"><li>• Moved by Jennifer Stanick</li><li>• Seconded by Jess Franco</li><li>• Carried unanimously by all voting members present and the proxy votes</li></ul>

<b>Class representatives</b>	<p>A motion was made to adopt the class representatives</p> <ul style="list-style-type: none"> <li>• Moved by George Dusenberry</li> <li>• Seconded by Jane Taylor</li> <li>• Carried unanimously by all voting members present and the proxy votes</li> </ul>
<b>2017/18 Budget proposal and discussion</b>	<p>The proposed budget for 2017/18 was presented by Jess Franco</p> <ul style="list-style-type: none"> <li>• Actuals: Jess mentioned that we fundraised more and spent less than anticipated in 2016/17</li> <li>• New for 2017/18 <ul style="list-style-type: none"> <li>○ Classroom funds stayed the same</li> <li>○ Ms. Tom's requested an innovation budget to turn the library into a makers' space with used or new materials so that children can create in the library space; the budget of \$1,000 is proposed</li> <li>○ Technology is a new item - we're planning to replace the iPads; George proposed an estimate of \$15,000 for the iPads and the cart and cover for 26 iPads (to correspond with the maximum number of children in any intermediate class based on Apple school pricing; we have to purchase the iPads through the District via a trust account (by Maureen); once approved, we want to initiate the purchase; Alison asked if the purchase was to happen over several years – no, it's a one-time purchase; minimal expenses were incurred over the last three years; due to forced obsolescence, the machines no longer support the operating system; we will allocate the gaming fund to this technology purchase</li> <li>○ The previously allocated playground amounts were reduced due to the technology amount, the Memories of Carisbrooke and</li> <li>○ We're planning a purchase of thermoses for welcome tea/coffee</li> <li>○ The CPAC discretionary fund is a new item established to allow the executive ad hoc purchases that may be occasionally necessary throughout the school year without having to submit an expense for the GM approval</li> <li>○ Most of the other items remained unchanged</li> <li>○ Jane inquired about the details of the Media budget and how it is normally allocated and requested; it is required that each purchase is approved by the Executive members</li> <li>○ Highlights; total expenses are approx.. \$74,000, approx. \$7,000 carried over from 2016/17; planned revenue of approx. \$37,400 would give us a starting budget of approx. 44,000</li> </ul> </li> </ul>
<b>The budget vote</b>	<p>A motion was made to adopt the budget for 2017/18 as proposed</p> <ul style="list-style-type: none"> <li>• Moved by Jennifer Stanick</li> </ul>

	<ul style="list-style-type: none"> <li>• Seconded by George Dusenberry</li> <li>• Carried unanimously by all voting members present and the proxy votes</li> </ul>
<b>Principal's update</b>	<p>Presented by Lisa Upton</p> <ul style="list-style-type: none"> <li>• <b>Reporting pilot.</b> There is a lot of work underway regarding teacher/student/parent interview; there's a recommendation to have three goals - one from each party - as each goal will require an individual plan; there are two more meetings prior to the conferences that will happen in the last week of November (20 minutes per student) which will result in four early dismissal days; the reports will be complete about two weeks after the conferences; the reports are meant to be more informative than a letter grade, informing about the child's standing against the standard</li> <li>• <b>Locked office:</b> Jess asked why the school office has been locked; Lisa shared that the safety recommendations are based on last year's Abbotsford incident; as the door is near the main entrance, in case of Emergency it would be helpful to have the office door closed so that communications could continue via the PA to the rest of the school; the classroom doors are typically locked anyways; other recommendations from the report included first aid kits, walkie-talkies, portable washrooms in the classrooms – in case of emergency the focus is the classroom and it would be essential that central communications are controlled via the office</li> </ul>
<b>Adjournment</b>	The meeting was adjourned @7:25pm
<b>Next meeting</b>	January 24, 2018