



Carisbrooke
Parent
Advisory Committee
Council
(CPAC)

Carisbrooke PAC General Meeting (Final Minutes)

Date: January 24, 2018

Time: 7:00pm

Location: Carisbrooke Elementary

In Attendance: Jennifer Stanick, Jitka Holt, Jess Franco, George Dusenberry, Helena Roberts, Nathan Roberts

Guest: Nadya Rickard

Proxy: Victoria Grant-Smith, Lucy Cauyela

Chaired by: Jennifer Stanick, CPAC Chair
Minutes taken by: Jitka Holt, CPAC Secretary

Actions are highlighted in **Yellow**
Attachments are highlighted in **Blue**

Agenda	<ol style="list-style-type: none">1. Welcome and call to order2. Approval of Minutes from Oct. 18, 20183. Principal update4. Review of what CPAC has done so far this year5. Review of CPAC finances so far this year6. CPAC Plan for the remainder of the year7. Questions/Answers/Suggestions for next year8. Adjourn
Call to order and welcome	Jennifer welcomed all present. There were no changes or additions to the agenda.
Approval of past minutes	A motion was made to approve CPAC minutes from October 18, 2017 <ul style="list-style-type: none">• Moved by Jennifer Stanick• Seconded by George Dusenberry• Carried unanimously by all voting members present and the proxy votes

<p>School updates</p>	<p>Presented by Nadya Rickard</p> <ul style="list-style-type: none"> - Two early dismissals were included in the original schedule, but omitted later on; the conferences will be from Tue – Thur and the format will follow last year’s format; Sign-Up Genius will be used for parent sign-up <p>Action: There will be a reminder sent to all parents that March 13 and 14 (Tue and Wed) are early dismissal</p> <ul style="list-style-type: none"> - Volleyball: there are five teams for Gr 6/7 this year and many volunteer parents and one parent volunteering as a coach; students can still sign up; volleyball will continue until the end of February - Carson Graham choir is coming to play for Carisbrooke on Friday, which will mean some changes to recess schedule - For conferences in March, parents can decide if they prefer a teacher-/ or student-led conference - Report cards will be posted online the week before Spring Break - Technology: we’ve got an innovative teacher staff who know how to use technology; they are grateful for the CPAC iPad purchase; the finalization of apps is ongoing and some apps are expensive and the apps’ need is being re-evaluated; the school is paying for the apps while the CPAC pays for the equipment; the intermediate teachers inquired about the possibility to acquire laptops and the possible acquisition date was suggested as September 2019; originally, there were 4x15 laptops – now only 2 sets are complete; the laptops are old and are hard to fix and there are a lot fewer working machines in each sets; the sets are shared between 16 classes; 2 sets should be replaced and there is need for more than 4 sets - The district doesn’t allocate money for laptops and, when asked about the role of strategy for funding technology vis-à-vis expectations to prepare students for high school; the District has funded the computer lab and furnished it with recycled computers; Ilya from the District is looking for best options for Carisbrooke (- thank you, George, for the follow-through), e.g., replace laptops with iPads; currently, quite a few students bring their own laptops; there was a discussion about the difference between have/have-not schools and that we don’t want to leave the have-not kids behind - Another purchase slate for replacement is the projectors (one light bulb costs \$400) <p>Action: discuss laptop equipment by the District at DPAC</p> <ul style="list-style-type: none"> - Controlled release: though we’re scheduled to rehearse the event this year, it may be postponed until next year; it’s primarily for the staff to learn and, in case of emergency, to fulfil their role - The District dividers for displays are now only available once a year for free; if they are to be requested more than once a year, the cost will be b/w \$700-900 (delivered by CUPE) - Thank you to the family who donated furniture to the school last year (stand-up desks + stools)
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<p>New Business: Update for new family</p>	<p>For the new family that has just joined Carisbrooke and came to their first GM, Jennifer gave an overview of what CPAC does, the focus and the activities</p>
<p>What have we done so far</p>	<p>Presented by Jennifer</p> <ul style="list-style-type: none"> - Jennifer outlined the work to date – and the plans for the remainder of the year: Work to date this school year - Community Building <ul style="list-style-type: none"> o Welcome Coffee o Kindergarten parent Welcome Coffee o Ice Cream Social o Organized Class Reps to help with communication within grade/div. groups o Created the Carisbrooke Family directory o Held the Halloween Dance o Organized Language Ambassadors to help new families who may find English and/or our school system challenging to understand o Worked on getting more out-of-school care options for our students <ul style="list-style-type: none"> ▪ Wednesday Carisbrooke After School Club (tried to get more days) ▪ Soccer Program in Fall ▪ Created comprehensive list of out-of-school care providers in the area o Weekly newsletters o Weekly updates to website - Fundraising <ul style="list-style-type: none"> o Fun Lunch o School Supplies (will get revenue at the end of the year) o Ice Cream Social/Halloween Dance o Card Project o Helped Ms. Toms with her Scholastic Book Fair to raise money for the library o Applied for and received a gaming grant o Parent donations on welcome forms and Fun lunch orders (Thank you!) - Educational Enhancement <ul style="list-style-type: none"> o Organized and funded Edible Gardens to do month programming with 4 divisions in our school o Organize volunteers for Friday Lunch time games (purchased a cupboard for all the games) o Organized the Gr. 4-7 chess club that ran this past month o Organized the Ski Club o Funded Gr. 7 Art Project with Ms. Philips o Purchased a class set of ipads with an ipad storage/charging cart o Gave each teacher a \$300 budget to make purchases that would enhance our children's education o Funded the party bus that stores an array of equipment for our students to play with at lunch time

- Funded Div. 7 to go to the LSCR Watershed (fall)
- Funded the Choir to be bussed to/from Park Royal
- Funded the purchase of 15 yoga mats for the school to use
- Funded the Inuit Storyteller and accompanying activities
- Voice of the Parents
 - Weekly meetings with the Principal
- Other:
 - Emergency Preparedness
 - More supplies for Emergency Bin
 - Organized comfort kits
 - Trained Gr. 5 Students/teachers how to put up tents in emergency
 - Crossing Guard
 - Organized parent volunteers to take shifts
 - Organized Gr. 6 students volunteers to take shifts
 - CPAC Inventory: working on creating an inventory of larger ticket items so that we can keep track of CPAC items better
 - Fruit and Veggie Program: organized parent volunteers help prep fruit and veggies from the Fruit and Veggie Program providers to go to the classrooms for our kids
 - Purchased a new stove for the PAC Kitchen so that we could heat up water for hotdogs more efficiently

Plans for the remainder of the year

- Community Building
 - Multicultural Fair (Feb 15th)
 - Science and Design Challenge Fair (March 9th)
 - 1-2 Family Socials (movie night/skating party)
- Fundraising
 - Hoping to raise funds at the Family socials
 - Continue Fun Lunch
 - Cheque Drive
- Educational Enhancement
 - Fund High Touch Science teams to come in to work with our Gr. 2-4 students on various science topics that complements the curriculum (this term)
 - Fund Marion Rose to come teach a unit on First Nations Dance to our K-7 students (third term)
 - Science and Design Fair falls in this category as well
 - Gr. 5 First Aid Course
 - Gr. 7 Safe Teen Workshop
 - K-Gr.7 Body Science Workshops (Saleema Noon)
 - Approve more applications to the Memories of Carisbrooke Fund
- Voice of Parents
 - Continue weekly meetings
- Discussion: Jennifer expressed thanks to the parent community for fundraising; Nathan suggested fundraising through shopping at a larger

	retailer who then sponsors the school; he also mentioned that the high-tech company he works for may have laptops to donate
Financial update	<p>Presented by Jess Franco</p> <ul style="list-style-type: none"> - Jess provided a high-level financial update. We are carrying over the balance, but we're spending within \$3,000 of the budget. We eliminated a lot of smaller fundraisers in favour of fewer larger ones. Ms. Rickard suggested that some schools run their financial year from Jan 1 – Dec 31, and they vote in new exec for December - Approximately, the key numbers include: <ul style="list-style-type: none"> Chequing \$59,000 Gaming 30,000 PayPal \$18,000 (working on transfers) Card Project made \$1,400 Donations \$2,850 so far Fun Lunch income to date is \$25,000 (doesn't include costs) Gardening Club made \$30 in plant sales Grandfathered magazine sales \$50 Halloween Dance made about \$500 <p>For details, also see the Financial Statement in the Appendix</p>
Adjournment	The meeting was adjourned @8:15pm
Next meeting	May 23, 2018

Appendix

Carlsbrooke Parent Advisory Council

PROFIT AND LOSS

July 1, 2017 - January 28, 2018

	TOTAL
Income	
Fundraising	
Card Project	1,450.59
Donations	2,850.00
Fun Lunch	25,158.09
Gaming Grant Income	6,900.00
Garden Club Fundraising	30.00
Magazine Sales	48.63
Total Fundraising	36,435.31
Grade 7 Funds	4,800.99
PAC Run Activities	
Chess Club	360.00
Total PAC Run Activities	360.00
Social Events	
Halloween Dance Funds	1,475.31
Ice Cream Social Funds	1,180.25
Total Social Events	2,655.56
Teacher Gift Donations	1,942.68
Total Income	\$48,214.54
GROSS PROFIT	\$48,214.54
Expenses	
Bank charges	49.02
Committee Costs	
Garden Club	209.61
Lunch Times Games	338.52
Total Committee Costs	548.13
Event Costs	79.74
Halloween Dance Expense	936.00
Total Event Costs	1,015.74
Formalite Expense	647.67
Fun Lunch Expenses	8,943.07
General Administrative Expenses	702.15
Grade 8 Tea	289.44
Grade 7 Expenses	1,181.18
Ice Cream Social	520.29
Legal and professional fees	63.00
PayPal Fees	772.97
Repair and maintenance	689.00
School Enhancement Costs	167.17
Educational Programs (In House Field Trips)	2,520.00
Field Trip (External)	787.50
Innovation Budget Expenses	609.88
Library Expense Account	606.80
PAC Discretionary Fund	450.00
Teacher's Expense Account	1,239.08
Total School Enhancement Costs	6,580.41