



Carisbrooke  
Parent  
Advisory Committee  
Council  
(CPAC)

## Carisbrooke PAC Executive Meeting

Date: November 7, 2012

Time: 7:00 pm

Location: Tanya K's House, 430 E Queens Road

In Attendance: Collette Ostler, Tanya Scott, Tanya Kalashnikov, Nikki Gillis, Hillary Reid, Heidi Degenstein, Lillian Arishenkoff, Lucy Cayuela, Rebecca Telfer, Victoria Grant-Smith.

Actions are highlighted in Yellow

7:00 pm Call to order and welcome

Minutes: Updates from September Meeting  
Playground  
Report back from meeting with Wayne with Playground planning committee. Wayne feels that playground well planned and meets school requirements. The committee's intention is to have a project that was shows results in the short term.  
The discussion with Wayne produced one option, which is a circuit with exercise/play equipment located on the side of the field and connected to a run route through the forest. Students could use the field structures during recess and lunch. The full circuit could be used when supervised by teachers and after school hours. The circuit could also be used by the broader community out of school hours, which would provide security against vandalism.

Natural (play) Options should also be considered, and should look at expanding options for student imaginative play (e.g. stumps). One proposal was to clean/clear forest area to exited play area. However land belongs to District, meaning that approval would have to be obtained. The area also includes a streambed, which would require environmental review and planning as streams have a no impact area around them.

Action: Lillian to contact original playground providers to discuss options for removed components (Flying Fox) and review of

**existing equipment.** The assessment will be utilized in identification of options.

The Circuit option was discussed and it was agreed that other options should be identified. **(Action) Lucy and Lillian to meet with Wayne and Tim, who may have ideas from other schools etc.**

Following this meeting the group is to consult with teachers and students on ideas. **Action: Lucy to undertake a presentation of proposals at Feb meeting.** Input from parents and student to be obtained via monkey survey where options presented. Monkey survey used in past for hot lunch and for Spirit Gear.

Nikki noted that plans to alter the orientation of the teachers parking had previously impacted discussions around playground expansion. This was supposed to be part of the upgrade but it appears that this has been put on hold as funding ran out.

#### Emergency Preparedness

Feedback from meeting with Wayne is that he currently feels school is not prepared for an emergency. He would like to see 5 days worth of food and water. There is a written school emergency plan but this does not cover the PAC component (number and location of supplies). **(Action) Judith and Lucy will be attending District EP meeting on 23rd.** Karen will hopefully be able to attend, health dependant. Following this meeting, an inventory of PAC emergency school supplies will be undertaken. Volunteers may be required to assist.

Comfort kits are still a concern as the Carisbrooke posted list is out of date (does not include request for information on back of Family photo) and the checking process has not been completed by the teachers for 2012. **Action: Class reps to be requested to check in all comfort kits.** The content information, to be viewed at the District meeting will be used to complete next year's comfort kits.

#### Reports

##### Treasurers report

2012 2013 Budget has been finalised.

- Halloween Dance: Heidi reported that rough estimate from dance is \$2k of which \$700 from Ghost House.
- Technology cheque has been cut.
- Gaming grant cannot be use for technology so could be put towards adult social.

##### Volunteering:

Rebecca reported that orientation sessions and documents to be signed for volunteers completed. This is the first year and Karen Hall and Rebecca have discussed ideas on how to make the process more efficient next year with a meeting in the gym and coffee. The PAC side of the process is complete, the onus is on the teachers to verify that information is complete before using the volunteer. Volunteers working without teachers require criminal checks obtained from the RCMP. The school sends a request to the

District, which completes a form letter, which is given to the RCMP. At present this is collected by the individual and taken to the RCMP but should in future be sent electronically. It is free and takes about 5 days.

Adults responsible for Chess and knitting clubs are aware of the Criminal Check requirement and will be completing. The Friday club will be up and running soon and Rebecca has had her check completed. Tae Kwando is currently on hold as Wayne is undertaking a number of activities with the higher grades. The dance class of last year was not well supported, but could be reconsidered with hip-hop, which appeals to both boys and girls. Previously it was preferred that teachers were obtained through the rec. centres as insurance was covered.

## Fundraising

### Adult Social

Heidi provided feedback on current proposal which is a game night at the school with food and alcohol, including trivia games, a silent auction, heads and tails draw and possibly raffle or balloon draw. Music from DJ and dancing following trivia.

Approval: need letter from school stating that it is not a school-sanctioned event.

Theme: The idea was to have themed evening and participation could be in groups. Themes are useful in that they encourage cohesiveness. Theme participation would be greater if the theme was simple (like a colour). The theme of love boat was also proposed.

Photos for fund-raising: discussed but personal phone cameras do not make it worth it.

Trivia: there was a proposal to use professional who could managed the trivia as a interactive evening and that there would not be one big prize but many small prizes.

Alcohol: There are insurance and legal issues relating to selling alcohol on schools grounds. Wayne will further explore this with the district.

A licence will have to be obtained and the key information to have when requesting the licence is the charge price. If higher than defined amount extra form required. Alcohol to be priced correctly to avoid over drinking/underselling so extra form should be considered.

Insurance: Independent insurance needs to be obtained for the event

Licence: Gaming licence required for any game of chance.

Venue: Planned for School Gym, however if cannot serve alcohol in gym will have to find alternative venue (district Room). This would increase costs. If held at school, school administrator has to

be present (whether or not alcohol is served).

Supplies. Action: Rebecca to forward Hillary names of Party supply company. Ideas from prior events (Monte Carlo evening) discussed.

Art Fair: Discussed Wayne and has received support. Darlene also has Alanahs print ready and should plan for plaque event for art fair. Proposed date is April 25 (next days is a Pro D Day). Action: Lucy to approach teachers for artwork. Only limitation for limitation is size.

Photos: The photos were supposed to be sent out after a week but some parents have not as yet received the email. Heidi recommended that parents who have not received emails as yet to follow up with the company as there was an issue last year with emails not distributed. Action: Heidi to communicate.

Space Planning: Further discussion on this issue required. Action: Meeting to take place with Lea Anne to further discuss options.

Collette noted that planning should take place as part of a comprehensive and integrated strategic space plan for the school, which includes both internal and external areas.

December PAC  
social

to be held on the December 5 at Tanya Scott's house and class reps invited.

November PAC  
meeting

to be cancelled.

Adjourn