



Carisbrooke
Parent
Advisory Committee
Council
(CPAC)

Carisbrooke PAC Executive Meeting

Date: October 2, 2012

Time: 7:00 pm

Location: Carisbrooke Library

In Attendance: Edalee Maritz, Nikki Gillis, Judith Nitsch, Rebecca Telfer, Tanya Kalashnikov, Collette Ostler, Tanya Scott, Heidi Degenstein, Karen Bullock, Lucy Cayuela, Victoria Grant-Smith, Stella Ying, Dawn Russel, Lilian Arishenkoff.

Actions are highlighted in Yellow

7:00 pm

Call to order and
welcome

Minutes: Approval of September Minutes. Moved by Heidi Degenstein and seconded by Edalee Maritz

Updates from
September
Meeting

Emergency
Preparedness

Lucy Cayuela reported that Wayne Mitchell would help with the emergency preparedness and he has many ideas from his old school. He had a 5-year plan in his old school in place - they had 8 big bins (filled with water and dehydrated food) staggered strategically around the school. We have at the moment in each classroom a First Aid kit, ponchos, etc. and the comfort kits that should be sufficient until the school is evacuated. The comfort kits need to be updated next year. The main stuff is outside (on the field, for instance water).

Karen Bullock responded that this is a shift from the current plan developed with Alannah where items are placed in classrooms as opposed to throughout the school.

Tanya asked whether there is a standard for the district, Karen responded that guidelines are provided and we had been working with Bernadette from the District. Karen has the guidelines from the Emergency Management for North Shore Schools (Alannah provided a copy of this). Lucy asked whether we are in line with the

guidelines, Karen responded that we don't have everything we are supposed to have yet (i.e. potties and shelters are missing) as some of the big ticket items cannot all be purchased in ones years budget, but all small items are in place

Rebecca Telfer asked whether the teachers were aware of all the emergency supplies and Karen responded no.

Karen stated that Bernadette has mentioned that we could get 5-year plans from other schools and not have to start from scratch.

Karen: The question is do we want to utilize Wayne's ideas from his school or do we feel comfortable with our plan? We should decide where we want to go (do we want 7 or 8 bins in the school?).

We feel comfortable with our plan, so there should be another meeting with Wayne where we can tell him what we have already in place. Lucy reported that Wayne said that he would provide money to supplement our emergency plans (although Karen told us that according to Alannah there was no money for that).

Heidi stated that if the district puts together an emergency plan they should also provide some money for it. She suggested that we shouldn't start from scratch but use what we have and add onto it what is missing.

Lucy and Karen to meet with Wayne to discuss building on current system and funding questions.

Playground

Wayne is going to talk to the school district person to determine where the limits of our school grounds actually are (is it the fence or does it go beyond). Then he will talk to the playground committee. **Lucy to follow up with Wayne**

According to Nikki Gillis the planters are ours, we even have a budget for it and there are no restrictions as to what we can do with them. Money has previously been set-aside in the budget for concrete planters but never utilised. The current issue is having someone to spearhead the initiative.

Fundraising

Lucy mentioned that it would be useful to prioritize PAC efforts to allow us to focus on specific goals and fundraising. The fundraising committee had a meeting and Hillary Reid has joined in as a back-up fundraiser.

- the Magazines are on the way
- the family photo night is a success: from the possible 75 open slots 70 slots are already taken. Increase in signups is probably due to moving the dates later to Oct (start of year is always busy) and having the signup with the fun lunch and directory signup.
- Halloween Dance:
 - DJ: we managed to secure the Parkgate DJ David (he will bring the lights and the special effects) for 400 \$ plus Tax.
 - Food: Flying Wedge is making us a real good deal (each

pizza will have 8 slices, we will have cheese, vegetable and pepperoni pizza and the drinks). Fresh slice was investigated but considered too thin. Placing the onus on Flying wedge to pre-slice the pizza in to 8 equal pieces will avoid the same problems as last year when some slices were very small. Edalee will put the tickets online to pre-order the pizza. Deadline for pre-orders will be one week before the Halloween Dance (Friday, 19) so there will be only one week to order. We should at least tell Flying Wedge 80 % of our orders at that time, it might be possible to add 10 to 20% more pizzas two days before the event. If Flying Wedge is unable to provide the late request pizza, it can be purchased from other flying wedge stores on North Shore. Collette raised the point that we cannot have two different pizzas of different quality/size. The value needs to be consistent. There are also different Flying Wedge pizza stores on the North Shore where we might be able to order some pizza if we need it short time. **Volunteers are needed to serve the food for half an hour slots.**

- Haunted house: there will be only one haunted house or better call it fun house (not too spooky). Tickets will also be online for 2 \$ and the money goes to the grade 7.
- Decor is still missing: Collette's husband organized the smoke machine and the ball last year, Heidi wrote him an email but hasn't heard back yet. Backup plan would be rental or finding alternate parent at school
- Lights on the food: Stella said Trish could provide these for each table (two lights for each table). We will sell ad-hoc tickets for the treats we will hand out glow sticks again.
- Christmas: we will have live wreaths (18 inches in diameter) and poinsettias. The wreaths look really good and come from Quebec. The wreaths will be sold with the Poinsettias. They will be delivered in a box and we only have to hand them out. There are three options. Heidi asked what we thought would be a reasonable prize for it and we agreed that 20 \$ to 25 \$ would be appropriate as this was the first year of sale.
- Shop for Carisbrooke: will be on the website on a separate page, i.e. Mabel's labels, etc. Launch will be November 1. The website will provide a link to another page with all the shop icons. A question was asked if we could update on the homepage for everybody to see what we get back from the stores.
- Starry Nights: there will be two nights of exclusive shopping at Park Royal (with music and drinks, stores will have special

offers). There are two dates planned for a Wednesday in mid in the South Mall and for the first Friday in December. Tickets are 10 \$ for a single night and 15 \$ for both nights. Shopping will not include the village The idea is that the ticket purchaser gets access to evening shopping before the official start there are some deals to be had. We get all the money from the tickets, we have 60 tickets available and it will be first come, first serve basis. Class reps should send emails to the parents, otherwise its just word of mouth. We can get more tickets (if demand is high) but supply is not unlimited. Just write an email to Heidi, send the cheque to the office and pick up your tickets.

School Supplies
Fun Lunch

Lucy working on the final general report for the parents

Lucy reported that Wayne has asked what we are going to do with kids who cannot afford fun lunch. Dawn said that previously we have let parents pay in instalments and that generally we know which parents are concerned. She said that she works around this to make it work for all people and that there are options. These options are not, however out in the open publicly as Fun lunch is a Fund Raiser and that there were other children who do not get the fun lunch for different reasons (e.g. food choices or allergies. Also parents could select to buy just chocolate milk or all the items Lucy recommended that we ask the teachers to identify potential candidates and keep Wayne informed. The funds are PAC funds and can be allocated by the PAC so the request is not a budget request from Wayne. Lucy stated that the response to Wayne is that the PAC will approach it on a case-by-case basis.

Karen made a general comment that she purchases fun lunch on other schools sites and Carisbrooke is leagues ahead in ease and accessibility.

Treasurer's report:

Gaming Grant: \$ 74 (???) from gaming grant was confirmed today and the MLA wants to present to school.

Fundraising Goal: The goal this year is 35K

Feedback from Spend 2011/2012 and allocation 2012/2013 (see budget attached)

Annual Expenses:

- Class Room Funds: Did not spend all funds last year and there is one division less this year so \$2 500 less at \$4 750
- Library Budget: All funds spent as per budget last year, same allocation for this year \$2000.
- Performing artists: Slightly overspent last year, same budget allocation \$2000
- Educational Program: Stand by me currently underway. Held every alternate year and was slightly under spent in 2010/2011.

- Allocation same at \$2 500.
- Educational Program: Saleema Noon: Slightly overspent last year. No allocation this year.
- Educational Program: First Aid: Last year PAC and School Split Costs as a non-budgeted costs. This year PAC will pay full costs \$1 700. Collette asked whether this has been scheduled with Wayne as yet, Lucy responded yes, the program has been discussed with Wayne.
- Educational Program: Jesse Miller Internet Safety as previously discussed. \$500 allocated.
- Student Leadership Workshops: New initiative and Allanah was spearheading. Lucy has had initial discussions with Wayne who is going to assess and gauge what is required before making any decisions.
- Referee Fees: Under spent last year, same budget allocation \$300.
- Additional Funds from Schools Supplies: has not been added in. Technically it is a 2012/2013 fundraiser and should therefore not be included in this years budget, however it was raised at the end of last year.

CPAC Operating Costs:

- BCAA Traffic Safety Partnership Annual Fee: Funds not spent as planned last year Wayne is still sorting out the Crossing Guard Training. Not clear whether Wayne will be requesting a volunteer and funds removed from Budget. Wayne said that there has to be an adult supervision out there with the kids each morning and afternoon but unclear on whom requests this.
- Science (and Art) Fairs: Science Fair held every alternate year and was held last year and under spent. Same amount allocated for Art Fair in current budget \$800. Art Fair has been discussed with Wayne and he supports the program. He has also offered to help source display panels.
- Social events:
 - o Welcome tea: Judith recommended that we have donation jar next year as people came prepared to donate this year. Tanya noted that overspend last year (-\$5 49) was due to Alannahs Farewell which was not in the original budget.
 - o Collette asked whether we will be holding the multicultural evening and noted that the benefit was that it drew in a different range of parents. Heidi responded no, as we are holding an adult social this year.
 - o Science Fair/Art Fair: Lucy recommended that the Art

- Fair should include a table of parents Art and Collette added that there could also be a multicultural food table. Heidi responded that her concern was that this might change the event from a social event to a fundraiser. Lucy commented that it was still a while away and could discuss in April/May, whether a multicultural event could be introduced.
- Class Directory: Tanya Scott stated that we expect to make money this year. In response to a question from Dawn, cheques are supposed to go to Heidi. Special request fund: Allocated as fund to be accessed by Principal if funds not available elsewhere. Tanya noted this had typically not been utilised previously. Lucy asked where she could obtain information relating to this fund for Wayne (e.g. deadlines). Collette responded that Lucy should follow up with Darlene as she should be able to provide the guidelines. In the past, Karen Hall forwarded the requests. \$2 500 Allocated.
 - Miscellaneous expenses; Slightly overspent last year but PAC now has more than enough cheques. Allocation remains the same as last year \$200.
 - Discretionary Funds: There was some discussion as to changing the name to Committee Funds, however the funds are for use by the Exec at their discretion so name remains the same. It provides the PAC with post budget funds to utilise without having to create single line items. Fund was not utilised last year. Allocation the same at \$1 500.

Teacher Requests:

Tanya gone through list provided by Tim McLeod and filtered out what had not been purchased or covered elsewhere.

Nancy Dale Request/Math Wizz Program: Lucy summarised the request submitted by Nancy Dale for the Math Wizz Program. Noted that in addition to asking the PAC for funds, funds would be requested from the District. Heidi asked whether the intention is to replace classroom teaching. Dawn responded that the funds requested were for a trial to evaluate the program.

Lucy to follow up points of clarity with Nancy. A) the Total Costs B) Where the request fits in priority wise with the other 3 Teacher request items.

Total Budget: have 46K to spend. Does not include the school supplies or the coffee maker.

Parent Requests:

Collegial Conferences (to leverage new tech - 4 teachers 1/2 day each): No funds allocated this year as these funds were specifically to cover teachers learning about Ipads. Discussion around possible need for funds due to the constantly changing nature of technology. Collette stated that seems to be more funds for this through the school and perhaps PAC does not need to pay for ongoing training. Garden materials: Funds un-utilised last year, same amount allocated. \$500. Discussion re planters as per above playground discussion.

Coffee Maker: No Funds allocated for the Coffee Maker. Collette asked what happened to the Coffee machine, which was previously discussed. Tanya commented that it would be useful to have for events. Lucy responded that she had looked on line and it costs at approximately \$500 and had previously allocated \$100. However we typically spend \$100 on coffee for each event, the urn would therefore pay for itself in 5 events. Lucy requested that this discussion be held over until after Nancy Dales request had been considered.

Parent Education Nights: Costs to be split between Capilano and Carisbrooke, estimated to be approximately \$150 per school per event. Possible that funds can be access through NVSD. Total estimate of \$750.

Allocation of School Supply Funds: Heidi asked the funds should be held until next year and reallocated. Collette responded that that was fine for the Elementary where funds were allocated per class but not for the Intermediary where they were allocated per child. Issue was discussed at previous meeting.

Annual Expenses: Lucy asked whether it might be time to aske the teachers to revise the Business (Annual Expenses) estimates: Tanya stated that this was based on Teacher request list from 2 years ago. Lucy noted that she has discussed the list with Wayne and he had said no to scoreboard and timer. Lucy also asked how we request the wish list from the teachers, Collette responded that the teachers identify someone who speaks to us.

Final Budget Total:

Total is \$45 900 and have \$46 000 available therefore no Buffer. These costs do not include Nancy Dales requests but includes the \$23 300 requested. Remainder could be utilised for Nancy Dale request. Dawn asked whether the Tech Budget includes software purchases. Tanya responded that Tim had mentioned that he has funds allocated in the school budget.

Budget Recommendation:

Lucy asked whether we recommend this budget. In general yes, however clarity needed on Nancy Dale costs and how they fit into the priorities.

Strategic Plan: Rebecca noted that this was the 2nd year of the two-year plan. Lucy stated that we should start planning the next one in January (to avoid job action issues at the end of the year) and try and create one for five years. Wayne has said that the PAC can talk to teachers in the staff meeting and the sooner this was done the better. Lucy asked who wants to be part of this committee. Lucy, Collette and Tanya K. Collette can only commit time after November. The plan should be comprehensive and seek to include all the pieces (school facilities, education, playground etc).

Adjourn: 9:00 pm