



Carisbrooke
Parent
Advisory Committee
Council
(CPAC)

Carisbrooke PAC Executive Meeting

Date: September 5, 2012
Time: 7:30 pm
Location: Lucy's Home 3454 St Georges Ave.

In Attendance: Edalee Maritz, Nikki Gillis, Judith Nitsch, Rebecca Telfer, Fiona Hoffart, Tanya Kalashnikov, Collette Ostler, Darlene Maser, Tanya Scott, Hillary Reid, Heidi Degenstein, Karen Bullock, Lucy Cayuela, Victoria Grant-Smith.

Apologies: Mikaela. Lianne

Actions are highlighted in Yellow

Welcome: The chair welcomed all 2012/2013 Carisbrooke PAC Executive members, including old and new members. A round of introductions was undertaken.

Minutes

Confidentiality: Darlene was present at the meeting to provide input and guidance, functioning as a “consultant” to the new PAC drawing from her eight years experience on the PAC Executive. Darlene provide an update on a number of key points, namely

- A) All Executive members should have their own copy of the PAC Manual. The Manual provides important information that all Executive member need to be aware of including bylaws, responsibilities, protocols, policies and event guidelines and lessons learnt. Additional copies can be obtained from Lucy.
- B) The Executive does not function independently of the school as school carries liability, and all members need to be aware of when school approval is required when carrying out their functions.
- C) The Executive has access to confidential information member and members will be required to sign a confidentiality agreement and adhere to this agreement. Questions regarding these forms can be addressed to the front office (Karen Hall).

- D) Members are asked to refrain from non-urgent requests to the front office until the end of September/later in the year as Karen has three new staff members to train/support and will be preparing the report to the Ministry for the end of the year. The front office should also be treated with respect, requesting permission for access due to confidential nature of the offices work. It was noted that the only photocopier now available is in the front office.

Minutes

Chairs Report

Meeting with Wayne: Lucy reported that Wayne will undertake two volunteer orientation sessions. **Dates and Times to be confirmed.** All Volunteers, including Executive, School Planning Council, Class Reps and other volunteers will be required to attend. Darlene noted that key areas of concern regarding volunteers are confidentiality/access to information and working with children. Issues such as whether police checks will be required and wording of confidentially agreement will be resolved by Wayne prior to the orientation.

Report:

Wayne Mitchell will undertake two volunteer orientation sessions. All Volunteers, including Executive, School Planning Council, Class Reps and other volunteers will be required to attend a session.

Minutes

Vice Chairs Report: There was discussion regarding electronic communication policy for the PAC, specifically in relation to “Friendship email lists”. All communication to be bcc for confidentiality reasons. **Rebecca to communicate to class reps that they may not utilise information on class lists to create friendship lists,** These lists can be compiled independently. Any questions regarding electronic communication policy to be directed to Karen Hall or Darlene. It was recommended that Class Rep orientation session is held at 6:15 on the evening of the PAC meeting. Tanya Scott stated that templates are available for all the Class Rep communications. **Darlene to send the templates to Rebecca.**

Report

Personal contact information collected through the PAC is confidential and should not be utilised for any other purpose than it was originally collected for (e.g. it cannot be used to create “friendship lists” or non PAC communication.)

Minutes

School Directory: Tanya Scott is once again responsible for the School Directory. There will be no change to last years format with the exception of the change to the cover colour. Advertising in School Directory at

\$50 for half a page. **Lucy to cover the School Directory in the next newsletter** with the deadline as 14 September. Date of distribution is the 1 October. There was discussion as to why emails were not included in the directory. Colette responded that this was only because it was not asked and as the forms had gone out this would not be changed for this year's directory. **Question of whether emails to be included in next years directory to be discussed for the 2013/2014 Directory at the last meeting of 2012/2013.**

Report

School Directory: The deadline for information for the School Directory is the 14th Of September and will be communicated in the 10 September newsletter. The current date of distribution is the 1st October.

Minutes

School Supplies:

Supplies to be distributed 6 September to classrooms. Edelee was responsible for sourcing as well as packing all the materials for this year. **Lucy requested a full report to be distributed via a link to acknowledge the effort.** Costing was done online in May (no sales events) and purchases in July was on sale. A saving of \$6k was made from both the elementary and the intermediate and will shown as a budget line in the 2012/2013 budget. School Supply communication in for 2013/2014 to include "fundraising" and that "proceeds will go to the school" to ensure transparency. All teachers and others (Music and LAS) are given \$250 for additional supplies and this is already included in the proposed budget. Additional funds collected in Elementary will be distributed to teachers for additional supplies/classroom use as costs belong to class. A discussion was held regarding how the savings for the Intermediate classes should be utilised, as they were student specific. The options discussed were either give to the teachers to be used at their discretion, to stock classrooms with non-consumables or to be returned to the parents. A motion was passed that funds are to be utilised for school supplies and teachers can utilise funds as per their requirements. Edelee was thanked for her work and congratulated on the success of the program. The question was raised how we would report this back to the parents and it was decided it should go into the report for the parents.

Report

School Supplies: Supplies to be distributed 6 September to classrooms and Edelee Maritz was thanked for her work and congratulated on the success of the program.

Minutes

Treasurer's report: Summary of 2011/2012-budget outcome: Receipts still need to be processed so final figures not available.

2012/2013 Budget The new budget has been compiled but has not been finalised. Budget vote will take place in October.

- Additional funds from supplies program to be included in the final version
- "Stand By Me" Costs included in proposed budget
- Jessie Miller (internet Safety) to be repeated this year with an adult and a child session. Darlene recommended that it be held every year and not just every second years. **Lucy to discuss with Wayne.**
- First Aid: Funds allocated for First Aid Training for Grade 5's. **Lucy to discuss with Wayne.** 2011/2012 costs were split with the school; costs for this year are to be covered by the PAC.
- Leadership Workshops were arranged by Allannah and **Lucy needs to discuss with Wayne.**
- 17 or 18 k allocated for teachers wish lists.

Report

Treasurer's report: Summary of 2011/2012-budget outcome: Receipts still need to be processed so final figures not available.

2012/2013 Budget The new budget has been compiled but has not been finalised. Budget vote will take place in October.

Minutes

Fundraising:

Heidi reported that the committee had met that morning and a blueprint had been set up for the year. The proposed budget was 35K. **Tanya to send Heidi a list of funds raised per event last year.** **The** proposed activities were discussed.

- Ice-cream Social (Thursday 13 September) A social volunteer is required A step-by-step guide is available. The volunteer Board to be prominently displayed at the ice cream social.
- Online Purchasing: The online purchasing of magazines to continue and Lucy to include a link at the bottom of her weekly newsletter. Promotion should be pushed at the beginning of the schoolyear, but it is open all year. Online purchases are lucrative with limited effort from the PAC and will be expanded this year. Possibilities include "Wealthy School revolution" and Mabel's labels. The PACs role is to promote the label as the organisations are responsible for everything else (credit card purchases, delivery etc).
- Halloween Dance: Grade 7's did not participate in the Halloween dance and it is widely believed that this was related to a "coolness"

factor. In order to encourage their participation Collette and Edelee to approach Grade 7's to undertake a haunted house with the proceeds going towards their grad. It is recommended that there are two haunted houses one for elementary and one for intermediary. A social volunteer needs to be identified to spearhead the event.

- Poinsettias: there has been a steady decrease in the funds raised through the Poinsettias and the Fundraising committee is recommending adding Boughs. The selling of an advent calendar was discussed but not recommended, as purchases would probably be limited to one per family.
- Adult Social Gala: Currently proposed for February, to be held in school hall with food, alcohol, silent and live auctions. Attractions such as gaming tables (trivial pursuit) and theme nights were discussed. Colette recommended approaching Fabio (?) for the band as he has a daughter in Grade 7. The alternate band is Adam Woodall, although costs may be prohibitive. Hillary volunteered to co-ordinate the event and Kelly to assist with the gaming component.
- Art Print Sale: Darlene reported that Alanah donated one of her paintings to the school and Darlene had made a print of it. Alanah is supportive of prints being made and sold for fundraising. Prints of various sizes and cards could be created. It was agreed that the fundraiser would not be linked to a specific date (e.g. mothers day) but should be launched by Wayne and Alanah. It was recommended that the framed version be displayed outside the office and used to advertise the fundraiser.
- Additional events: The quality of the hanging baskets is decreasing and an alternate is to be found. A possible Pet Talent show in May was discussed. Bylaws regarding animals will need to be considered for this event. An art night where children display their art was discussed.

Report:

Fundraising activities have been identified for the year including the ice cream social, expanding the online purchasing from magazines, The Halloween Dance, an expanded version of the Christmas fundraiser (poinsettias) and Adult Social gala. A number of other fundraising initiatives are currently being explored. Volunteers are being sought to head the ice-cream social and the Halloween dance

Minutes

Fun lunch: Fiona to start shadowing Edelee and the first fun lunch to take place in September.

Report

Fun lunch: The fun lunch program has been set up for this year and the first lunch will be in September.

Minutes

Childminding for PAC Meetings:

Typically Grade 7's with licenses are approached to contact the coordinator if they wish to participate. The students are not paid but receive a service credit.

Report

Child minding will be provided at PAC meetings and Grade 7 with licenses can volunteer. Students are not paid but receive a service credit.

Minutes

Structure of September meeting:

Lucy outlined her idea to post reports on specific issues prior to the General PAC meeting, thereby reducing the amount of time required to cover the topic during the meeting. Teachers could be approached to present on specific issues. Executive committee members will be required to prepare and send Lucy their reports a week in advance of the General Meeting. Links to the reports to be included in the prior weeks newsletter.

Report: PAC reports (fundraising etc) will be posted online a week before the PAC meeting. Links will be made available via the weekly newsletter. A summary of these reports will be covered in the meeting. Presentation on key issues (teachers, PAC members etc) will be included in the PAC meetings.

Minutes

Comfort and Emergency Kits:

There was discussion on the lack of communication around the contents of the Comfort kit as only kindergarten parents received lists. The available list was also not in compliance with the District requirements. Karen Bullock to provide Lucy with revised list by Sat morning to be included in next week's newsletter. Issue to be discussed in November meeting and Lucy recommended that Class Reps assist with reviewing the kits. Issue to be retabled prior to next year to develop a plan of action for 2013/2014.

Report

A revised content list for the comfort kits will be sent out with Sep 10 newsletter. Comfort kits and Emergency Pack contents will need be reviewed this year in order to meet the District Requirements.

Important Dates: CPAC meeting 19th September. CPAC Executive Meeting 3rd October.

