



Parent
Advisory Committee
Council
(CPAC)
Carisbrooke

Carisbrooke Executive PAC Meeting

Date: November 4, 2013
Time: 7:00 pm
Location: Lucy Cayuela's house

In Attendance: Judith Nitsch, Tanya Kalashnikov, Lucy Cayuela, Rebecca Telfer, Lilian Arishenkov, Karen Bullock, Hillary Reid, Colette Ostler, Karen Wright, Dawn Russel, Victoria Grant-Smith

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

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| 7:00 | Call to order and welcome |
| Updates | - Cardproject: artwork is at the printer |
| Fundraising (Hillary) | - Poinsettias: are up and running, delivery will be on November 30. - Spirit Wear: a meeting with Lea Anne Saxton is coming up, the spirit wear will be on the homepage all year round for people to order - Haunted House: made over \$1000. - Halloween Dance: we don't have all the bills yet, so we don't know how much we made (pay pal is still missing). DJ was really good! Kelly Aslanovic had an idea for a fundraiser: we could collect old Halloween costumes for all ages (i.e. at the beginning of September) and then sell it in the gym a couple of weeks before the Halloween Dance. We would have to book the gym for these two events then. - Lucy will ask Wayne next Wednesday at her meeting with him and put it in the newsletter. |
| Funlunch | No update on funlunch today (since nobody from the fun lunch team is here to day). |
| Playground update | Bill from the School district was here and it was decided that the |

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| (Lucy) | <p>fitness equipment will go to the long jump area. This area will be flattened (Wayne has already sent out a work order). After it is flattened there will be a meeting between the teachers and the provider on how to install the various parts. The installment does not depend on the weather, so it could happen as soon as December or January.</p> <p>Karen B. questioned whether this long jump area is in fact the area where the kids usually slide when there is snow and that is usually also utilized on sports day.</p> <p>Lucy will double check with Wayne where the area actually is and talk to him about these two considerations.</p> |
| Christmas gathering for the Executive committee | <p>Will be in Tanja Scott's house on December 4.</p> <p>Rebecca will also invite the class reps as well as people who do a lot of things for the school without being on the executive committee, i.e. Lea Anne Saxton, Heather Elliott.</p> <p>Names of people to invite should be sent to Rebecca.</p> |
| Next executive meeting | <p>January 20, 2014</p> <p>We will skip the PAC meeting in January and do it in February.</p> |
| Committee structure (Lucy) | <p>We have a lot of committees and we should give credit to the people who volunteer for these committees. How can we show this on the homepage?</p> <p>Other schools display it on their home pages, i.e. how much hours are involved.</p> |
| Website (General) | <p>The question arose who would maintain the website?</p> <p>Linda Seneki at the moment is doing a flowchart of our website working on where various things are on the website.</p> <p>What are the three top frustrations with the website?</p> <ul style="list-style-type: none"> - Karen B. said that under Event Calender there is a band concert, click for more information - but nothing comes up, only the time 11:59 to 12:00 but not more information about the event - We don't have a good electronic depository - online files or templates (we could have a password secured area for the executive members with more information for the exec) - The newsletter should stay as comprised as possible with links to other parts of the website. The newsletter should be on the front page of the website including links to i.e. archive of newsletters <p>Linda would like to know how colourful the website should be (i.e. 6% fun, 94% serious), how the page should look like, whether it</p> |

should include pictures of events.

Another question was whether people volunteering in a committee should be named on the website , i.e. all the traffic guards.

Miscellaneous
(Lucy)

- Wayne said that we have to sign the USA Patriot's act since we use Weebly for the teacher's websites and Weebly is a US company.
- Lucy acknowledged our work and said the teachers really value the work the PAC does.

Adjourn

8:00 pm