



Carisbrooke
Parent
Advisory Committee
Council
(CPAC)

Carisbrooke PAC Executive Meeting

Date: January 20, 2014
Time: 7:00 pm
Location: Lucy Cayuela House

In Attendance: Victoria Grant-Smith, Tanja Scott, Judith Nitsch,, Tanya Kalashnikov, Heidi Degenstein, Lucy Cayuela, Karen Bullock, Hillary Reid, Edalee Maritz, Rebecca Telfer, Colette Osler, Dawn Russel, Darlene Maser
Guest: Karen Halls

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

7:10

Call to order and welcome

Karen Halls gave feedback on some of the problems the front desk has encountered recently

- Parents come to the office and ask questions about PAC related things (i.e. about photo orders, poinsettas etc). Parents were often not very nice or polite about it, they think it's the vendor's fault, that they don't follow the orders etc. (MGM were 2-3 weeks behind their orders because they had problems with their equipment.
- Card project went very well, however, Karen got phone calls and the lady from the card project got calls and emails from angry parents as well.
- Poinsettas - two orders weren't even picked up, but parents came ten days later and asked for it.)

This year seems to be a bad year - but why? We should protect the vendors from angry parents - vendors gave out things without payment to these parents but that's a loss for their small businesses.

Heidi said that we have deadlines but we always accommodate latecomers.

What can we do:

- create a masterlist with all deadlines, delivery dates and contact information of the people responsible
- create a spreadsheet of all orders - would be useful for the office so they
- class reps could help with this as well and remind parents about deadlines - on our homepage: we could have a little corner when things are due and - we shut down the homepage once the deadline has arrived (fun lunch is know what's going on (and in that we can make the job of class reps more worthwhile). Send an email to Rebecca with the dates and she will get it out to the class reps.
- deadlines are also on the calender - and we keep to the deadlines ourselves. doing it this year) and we won't accommodate any late comers.

Another topic was how the teachers spend their classroom money (some of them buy candy rewards for the kids) - there are now criteria on how they can spend it at the moment. Maybe we should create criteria (money spent should enhance the curriculum - books, art supplies etc). The September staff meeting would be then the time to let them know about it.

Fun lunch:	We dropped Tim Hortons (timbits were separated by hand - too much work) but we will have frozen yoghurt instead each time. We switched back to McTiffins - they can fix the problems that were there before.
Treasurer Report	Everything is going well! Family photos, card project and Ice Cream Social were great.
Score Board	The scoreboard for \$1500 is not good quality - Wayne will keep it in mind. If another gym is to be dismantled he might be able to get a used one.
First Aid Room	Rebecca: First Aid Room: has been worked on, between school work orders and parent's weekend work, room may be done this school year. We have an armchair donated by a family, we are getting music and colour etc. We will need some additional money - maybe we could use some of the score board money for this?
Grade 7 Fundraising Spirit wear	Fundraising: by Darlene Maser : we are working on the logo. The student council is going to promote it this week, entries must be made by January 31. The council will narrow it down to a few choices, then go to the classrooms and have it voted on. Tanya Scott will then work with the student on the fine tune (she thinks the logo will be finished by

spring break).

Do we have guidelines for kids who are drawing a logo? We should have some to make it easier for the kids, i.e. imagine your picture on a t-shirt, in a small size or a bigger one, etc.

Emergency preparedness:

Victoria Report that we are preparing to launch EP in February. Wayne will do a presentation at the next PAC meeting and we will then launch a fundraiser for EP bags. Wayne is very proud of what we have accomplished so far, he thinks we should have an EP week (or even month). The donation process online has not been as successful as we had hoped. We spent 50% of our budget so far for tents, toilets, food, water and First Aid. We don't have any tools yet. Maybe we can have an EP table at the Science Fair outside for the whole week, or maybe even a tent? In May we are planning a presentation out on the field, put up the tents and everything else so people can walk through and look at all the things.

Lunch activities

Rebecca reported that we don't have art yet because we don't have any volunteers for that, only for the games. We have two chess classes per week for the primary grades because interest is so huge, one on Tuesday and the second one on Friday. After March break the chess for the intermediate will start. We offer knitting in February for 6 weeks. Taekwondo on Wednesdays will work in spring. Science fair: Jennifer Stannick is taking over the organization of the Science fair. To date we only have 4 forms in, but the cut-off date is January 31 so we still have time. Usually around 100 kids are participating. We have already ordered the ribbons for the kids. Usually Darlene has rented tables and had them delivered to the school (in the past 50 tables were enough), but that costs money. Tables are delivered on Wednesday night and Darlene sets them up. Thursday morning the kids set up their own displays, the teachers and the kids get a tour - but no presentation. Concession by grade 7 - outside or inside the gym?

Parent education night

Lucy gave feedback: we are partnering with Queen Mary in February on "anxiety in kids". Lucy asked Tim MacLeod if he could do a day-presentation of the technology stuff so parents know what we will be fundraising for next year. Tim wanted \$18,000 next year (same as we spent this year on the playground).

Crossing guard

Lucy gave Feedback : Meeting will be held next Friday. We have a new member . Judith will be doing the shift on Tuesday morning. Valet parking works well in the morning but not so good in the afternoon

Social event:

Hillary provided update: on May 8 from 5-8 pm. We will call it "Spring Fair". Each division will be given an activity - so we will

have a course of activities for the kids. We will have bouncy castle, climbing wall, cake walk, classroom baskets, music, face painting, art station, family orienteering. Food has to be pre-ordered: BBC burger, hot dogs, ice cream bars. Colette asked whether we should invite the outside community (neighbourhood) to our fair, then it should be on the weekend. We could make flyers and the kids could give it out to their neighbours. Ridgeview does it as a community event every other year - they raise \$60,000 - 80,000. There are different activities in each classroom of the school - book sale, plant sale, etc. Then activities outside, ie. sumo wrestling. Contra: wait lines will be longer for our kids for the activities, it has to be on the weekend. There will be no grade 7 fundraising at this event, but the students will participate in various activities, such as face painting. Alumni students could come back and help as well - thus earning their volunteer hours easily they need in grade 9 and 10.

Executive roles for next year

Chair: Lucy will also stay on the exec, but not as chair. However, she is willing to continue as a communication person (weekly newsletter, etc.)

Vice chair: Rebecca will stay on the exec but won't continue as vice chair.

Secretary: Victoria will stay on as secretary, but we will need a new co-secretary.

Treasurers: Treasurers will be gone next year (Dawn and Tanya will also leave the executive committee). We will need an accountant and a book keeper (preferably someone whose kids go to primary grade, who is in school often to pick-up cheques). Judith will take over the book keeping role.-

Members-at-large

Tanya will stay on as media and communications person

- Heidi is leaving the executive
- Colette doesn't know whether she will stay on or not.
- Karen stays as member-at-large.
- Edalee is phasing out, but confirmed helping out fun lunch.
- Hillary is doing the fundraising. Need co-fundraiser position.
- Lilian is not here, so we don't know yet.

Adjourn: 10 pm

Next general PAC meeting: February 24

Next executive meeting at Rebecca's house on February 18.