



Carisbrooke
Parent
Advisory Committee
Council
(CPAC)

Carisbrooke PAC Executive Meeting

Date: Sep 9 2013
Time: 7:00 pm
Location: Lucy Cayuela House

In Attendance:, Karen Wright, Tanya Kalashnikov, Hillary Reid, Lucy Cayuela, Dawn Russel Edalee Maritz, Collette Ostler, Rebecca Tefler, Victoria Grant-Smith. Karen Bullock, Heidi Degenstein.
Apologies: Lilian Arishnekoff, Judith Nitsch

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

- 7:00 Call to order and welcome
- Welcome specifically extended to new Exec members: Karen Wright who is taking over fun lunches from Nikki Gillis and Hillary Reid who is taking over from Heidi Degenstein.
- Survey Summary Rebecca presented the survey undertaken at the end of last year.
- She noted that it was quite long as it was the first year and would be shorter in future years. In total there were 64 completed and 75 entered. Exec members should not have completed the forms, but some had already prior to the request from Rebecca. **(Survey outcomes attached)**
- Key discussions were as follows:
- Primary event: there was general support for having an event for the lower grades to make them feel included in the school.
 - Lunch time activities: A number of people indicated that they would not be returning for chess this year – whether or not chess would be continued should be reviewed.
 - Phone book: the print version was well supported and will be continued. There was discussion around the inclusion of email and whether or not this constitutes are privacy

issue. **Lucy to follow up with Wayne.** One option is to get the Class reps to collect and distribute to Grade, that way on the Grade would have the information and not the whole school

Recommendations:

- Lice Check: Lucy responded that Wayne would not support this, as there is a lot of effort required and no guarantee of action on the parent's behalf.
- **A presentation on lice management at a parent education night (possibly by the district Nurse) was discussed and generally supported. Lucy to follow up.**
- Engaging new and lower grade parents: Class Reps (kindergarten) should be encouraged to arrange a class get together. Colette recommended that the Kindergarten class host the Grad tea. **Heidi's "know how" page to be sent by Rebecca to Colette to complete for the Grad Tea. Rebecca to speak to a couple of last years Kindergarten parents to verify the survey findings.**
- Next Survey: Discussion around when and where. Agreed that should be at end of year and not Feb, as parents need time to experience events before being surveyed. Should be online at the end of PAC on line forms or linked to a completion of a form. (E.g. fun lunch or school supplies)

Fundraising

Hillary presented the fundraising plan for this year. Activities are as follows

Fall

- Cards/ notebooks: Variety of formats available. Parents will be able to choose art to be used. Plan to have cards ready for Christmas. 25% of fees to school. Still needs Wayne's approval.
- Halloween: Gym is booked and Dance will be hosted – last years Dance made \$1000. **Lucy to follow up with Grade 7 to find out whether or not they will be hosting a Haunted House** – the haunted house needs kids and is quite a bit of work. If not done by the Grade 7, will not be held this year.
- Poinsettias will be sold this year but not the wreaths, as they were too much work last year for the funds collected.

Ongoing:

- Magazines on line: Ongoing as fundraiser
- Spirit wear: Lea Anne Sexton will be taking this on. While purchase will be ongoing, there should be a launch and then promotional pushes linked to other PAC or School events. E.g. a table should be put up for the Parent Teachers conference.

Spring

- 1 big family social event
- Movie Night: Movie night/ Olympic night: parents to bring picnics and watch in Gym
- Science Fair (Feb): To go ahead this year but needs someone to shadow Darlene. **General request to members to try and find someone.** Planning starts after Christmas vacation

Presentation to Wayne

- Plan to be presented to Wayne at regular Wednesday meeting. **If Hillary available, to join Lucy, if not will provide summary of activities.**

Lucy also noted that Hillary was categorising events as fundraising and social – which would be useful if we did have a non-fundraising year.

Ice-cream Social:

- To take place on Wednesday. Discussion around whether or not should be hosted a week or two later as it was quite rushed and what night was best. Generally felt that better to keep earlier because of the weather. Agreed that best night is a Thursday evening, as Friday would lose higher grades.
- Discussion is what to do with leftovers and freezies. Plan was to try and get all of it out – if small amount left start increasing scoop sizes if large amounts servers could take home. Freezies could be sold at end after all ice cream was gone.

Emergency Preparedness

Victoria presented the Emergency Preparedness Plan. **(Summary Attached)**

- She provided context to the new plan, noting that it is a priority for Wayne and that that the school was currently at risk should there be a significant event where children required shelter and care.
- The implementation plan was presented and an amount of \$5000 was proposed to complete the plan in this year.
- There was general agreement to this amount.

Playground

Lucy presented on behalf of Lillian

- Funds for exercise equipment to be proposed in Budget in Oct. (\$18 000). Would probably only see it in April. Next steps is discussion between Wayne, District and Lillian re location.

Fruit and Veg

Lucy presented on behalf of Judith

- Kim Campbell and Judith will be running this. Lucy

proposed that we also have a stand at other PAC events to promote program.

Fun Lunch/Compassion Fund Lucy raised the issue that there a two families in the school dealing with Mothers and cancer and potentially financial challenges.

- Lucy suggested funding their school lunches.
- There was concern around the precedent being set to fund these children’s lunches.
- Agreement was reached to create a \$500 fund called the Compassion fund and for Wayne to make final discussion. **Lucy to discuss with Wayne.**

Carisbrooke electronic pinboard Lucy proposed that Carisbrooke act as the trial site for an online pinboard to connect people. The idea was supported and **Lucy to follow up.**

Finance Tanya presented on last years spend

- Not all spend from last year collected. Draft numbers are
Income \$41 000
Overage \$ 8 000
Estimate \$50 000 for 2013/2014
- Not all classroom funds were spent. PAC made money on some events, which were not planned as fundraisers. Lucy noted that we should identify our fundraiser for next year.

Budget Requests:

- Karen Halls requested improvements to First Aid room.
- No wish list from teachers as yet (Lucy to follow up). There was discussion as to whether wish list should be closed at the end o the previous year. Agreement that it should be kept open to accommodate new teachers.
- Edelee felt that funds “made” from intermediate class school supplies should be allocated back to school supplies or enrichment. Lucy proposed that teachers informed of funds and can access them by request. Funds only enhancing academic experience.

Priorities:

EP
\$ 5 000
Playground
\$ 18 000
Upgrade of forms (\$50 per month) \$
600
Upgrade First Aid room
\$ 500

CPAC Meeting

PAC meeting to be held on Wednesday 18th in Library.

- Parent teacher meeting to be held on previous evening and may limit the turnout. Class rep orientation to be held before PAC meeting so they will be attending.
- Lucy asked whether we could reduce the number of PAC meetings, as there is an abundance of information going out electronically. Colette responded that we would need to review the Charitable S9ociate Act and then change the Bylaws.

10:00

Adjourn.