



Carisbrooke  
 Parent  
 Advisory Committee  
 Council  
 (CPAC)

## Carisbrooke PAC Meeting

Date: October 16, 2013  
 Time: 7:00 pm  
 Location: Carisbrooke Library

In Attendance: LeaAnne Sexton, Tanya Kalashnikov, Hillary Reid, Heidi Degenstein, Rebecca Telfer, Jess Franco, Wayne Mitchell, Lucy Cayuela, Victoria Grant-Smith, Dee McInnes.

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| 7:05 pm                | Call to order and welcome by Lucy Cayuela.<br>Motion to approve minutes of May and September CPAC meetings.<br>Motion approved.   |
| Budget and<br>Wishlist | <p>Tanya Kalashnikov presented the proposed budget</p> <p>Funds available or this year were raised last year. The Executive committee met earlier this month and prepared a draft budget. The plan is to raise \$33, 440. which includes the gaming grant. It was noted that we received slightly less this year as we had 3 less children in the school</p> <p>A brief explanation was provided for each category</p> <ul style="list-style-type: none"> <li>• Classroom funds: \$250 is provided to each teacher for their use in the classroom</li> <li>• Library: The library receives \$2000 each year and it is always completely utilized.</li> <li>• Education Programs: This covers speakers like Saleema Noon. Money also covers First Aid Course for Grade 5.</li> <li>• Science Fair/Art Fair: Undertaken in alternating years and covers setup costs.</li> <li>• Class Directory: There is a cost but this is offset by selling of advertising space.</li> <li>• Grade 7: These costs are to cover the Grade 7 tea. Grade 7's undertake their own grad fundraising.</li> <li>• Special Requirements Fund: Application is through the school Principal and for educational purposes.</li> </ul> |

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|                          | <ul style="list-style-type: none"> <li>• Compassionate Fund: This is new this year and will be undertaken as a pilot.</li> <li>• Misc Costs: Includes bank fees as well as (new) cost for online forms to be retained year to year.</li> <li>• Committees: To cover expenses incurred by committees during the year.</li> </ul> <p>Teachers request: Funding is focused on a number of areas</p> <ul style="list-style-type: none"> <li>• Physical activity with the addition of a fitness circuit</li> <li>• Fix up first aid room</li> <li>• Score board and timer. This has been requested before and will be funded this year</li> <li>• Novel sets to be purchased for use in the classroom.</li> </ul>  |
| <p>Budget Discussion</p> | <p>Lucy opened the floor for questions</p> <ul style="list-style-type: none"> <li>• LeaAnne Sexton inquired as to why the funds for Educational Programs had increased whereas it had underspent before. Lucy and Wayne Mitchell responded that it was because last year the funds for the Grade 5 First Aid course was not spent. Also, as per agreement, previously the first aid course costs were split between the school and the PAC and now the PAC is carrying the full cost.</li> <li>• A similar questions was asked of Referee costs: Wayne responded that because we have a large gym we host a number of games which result in high ref costs. These costs are processed through the PAC for ease of payment to the students.</li> <li>• Compassionate Fund: LeaAnne asked whether the community referred to in the compassionate fund extended beyond the Carisbrooke community. Lucy responded that at the moment it was focused on the School community. However Tanya noted that if it was not spent, the PAC could consider a donation to a welfare organization, such as the Harvest Program, at the end of the year. LeaAnne asked whether the program would be advertised. Lucy responded that advertising would be by word of mouth. The need should be identified by a member of the Carisbrooke community, a friend or a close relation of the person in need, and submitted to the executive, or any executive member, who would put it forward to the Committee for discussion.</li> <li>• LeaAnne asked Wayne whether there was concern that the Special Requests Fund was not spent. Wayne responded that spend depend on circumstance, in some years it may be spent in</li> </ul> |

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|                               | <p>others not. LeaAnne asked whether Wayne had ever turned anybody down. Wayne responded that he had not, but perhaps as people got more used to him he may receive requests.</p> <ul style="list-style-type: none"> <li>• Heidi asked whether the Grade 5 had received their First Aid training last year. Wayne responded that they had not but would receive it this year. The PAC funds would cover the current Grade 5 and the school would cover the Grade 6's.</li> <li>• Educational programs: Wayne noted that it was difficult to book Saleema Noon. Rebecca Tefler responded that if Saleema Noon was not available alternate speakers/topics could be found, for example "Social Relations". Wayne added that the "Stand by Me" program was a great success and he would welcome it back this year. Lucy added that a "transition" speaker could be useful. Rebecca noted that the PAC survey undertaken last year asked parents for focus areas and these could be reviewed.</li> <li>• Heidi Degenstein asked whether the novel sets are part of the curriculum. Lucy responded that it was part of a course presented by the teachers and separate from the library.</li> </ul> |
| <p>Playground Upgrade</p>     | <p>Budget: \$17, 000</p> <ul style="list-style-type: none"> <li>• The diagram of Phase 2 of the Playground upgrade, the fitness circuit was presented. A meeting between all key stakeholders will be held shortly and implementation could take place before Christmas. The equipment is intended for use by students during recess as well as being used by the teachers during class.</li> <li>• Rebecca noted that it would be useful to put the Diagram on display for the Parent/Teacher interviews.</li> </ul>  |
| <p>Emergency Preparedness</p> | <p>Budget: \$5000</p> <p>Victoria provided a high level overview of the five year PAC and School strategy to provide supplies and equipment to support the school during an emergency.</p> <ul style="list-style-type: none"> <li>• The School and PAC provided funds last year (year 1) for priority items such as tents, ponchos, blankets as well as updating the Grab and Go kits first aid and survival items.</li> <li>• The school has already contributed this year with the purchase of Food and water rations</li> <li>• The proposed PAC budget this year would build on the prior purchases with <ul style="list-style-type: none"> <li>• Latrines and supplies</li> <li>• First aid for outside,</li> </ul> </li> </ul>   |

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|                           | <ul style="list-style-type: none"> <li>• Additional tents, tarps,</li> <li>• Search and rescue tools and equipment</li> <li>• General supplies for hygiene, lighting and logistical management (toilet per, soap, sanitizer, glow sticks, flashlights, containers etc)</li> </ul> <p>In addition, Victoria noted that the PAC will be running a tools and equipment donation program through the new Emergency Preparedness website. The costs for these are included in the current budget. If donated, the funds can be allocated to the remaining purchases not included in this years budget.</p> <ul style="list-style-type: none"> <li>• LeaAnne raised the question as to how the school would deal with special needs children, such as scripted instructions. Wayne noted that this was an excellent point and would be considered as part of the overall plan. He also noted that in the event of an emergency you can plan the best you can but you never know how it will turn out.</li> <li>• LeaAnne sked whether the school has a teacher/student ratio. Wayne responded that it was ge. generally understood that teachers would stay until the children had gone but it would be handled in a practical way. Lucy added that there would be a big presentation of the School Emergency Preparedness Plan in February.</li> </ul> |
| Budget Approval           | Lucy proposed the budget and it was approved by all present.  |
| School Planning committee | <p>Lucy outlined that three people were proposed for the school Planning Council.</p> <ul style="list-style-type: none"> <li>• LeaAnne Sexton, Melanie Zimmerman and Lucy Cayuela (PAC).</li> <li>• Lucy asked if anybody else was interested in standing and nobody was.</li> <li>• The committee was proposed and accepted.</li> </ul>  |
| School Update             | <p>Wayne Mitchell provided the following update</p> <ul style="list-style-type: none"> <li>• There are 3 basketball teams Grade 7. 2 boys and 1 girls up and running</li> <li>• Cross country is well supported</li> <li>• There is a music concert on the 29<sup>th</sup>.</li> <li>• Harvest Festival went well and the food donation process was well supported.</li> <li>• Halloween dance was wonderful last year and looking forward to it next year.</li> <li>• Staff collaboration: Wayne intends to send out an update every second one. The focus thus far has been Numerical Literacy. There is a shift happening in how we teach maths, focusing more on the complex questions and practical use of math rather than</li> </ul>   |

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|                               | <p>the straight equation. Students now need literacy skills to understand math. Wayne noted that he believed this would be one of the school goals for the next 5 years.</p>   |
| <p>Upcoming Fundraising</p>   | <ul style="list-style-type: none"> <li>• The Card project (your child's art printed on a card/calendar/notebook) is underway and the closing date for the class paintings for the teachers is next Wednesday. When the cards are produced the children will be sent home with a card with their work and a letter explaining the project. Parents can then order on line</li> <li>• Halloween dance next Thursday. Cut off for food orders this Saturday</li> <li>• Magazine sales are underway. Heid noted that there seem to be a general decline in sales which could be due to a number of factors, changes in social media form from paper to electronic, parents have become accustomed to the fundraiser, a number of other things going on.</li> <li>• Poinsettia sale in November</li> <li>• Spirit Wear fundraiser will be run throughout the year with a number of options in both children and adult sizes. Dee McInnes noted her concern regarding the number of things being thrown out and wondered if it would be possible to set up a swap of some sort. Rebecca proposed an idea of a big Swap of Carisbrooke spirit wear. Heidi proposed the idea of a community board for swopping.</li> </ul> |
| <p>Parent education Night</p> | <p>Lucy reminded parents of the Parent Education Night (Thursday) 17 Oct on Internet Safety at the school library 7- 8:30 pm.</p>  |
| <p>8:00</p>                   | <p>Adjourn</p>   |