



Carisbrooke
 Parent
 Advisory Committee
 Council
 (CPAC)

Carisbrooke CPAC Annual General Meeting

Date: May 20, 2015

Time: 7:00pm

Location: Carisbrooke Elementary

In Attendance: Rahel Thomson, Kyoung Hui Choi, Julie Taylor, Heather Elliott, Jitka Holt, Judith Nitsch, Luisa Kirk, Jen Folkersen, Rebecca telfer, Jennifer Stanick, Jess, Franco, Hillary Reid, Victoria-Grant Smith, Lucy Cayula

Guests: Wayne Mitchell, Nadya Rickard

Chaired by: Victoria Grant-Smith, CPAC Chair

Minutes taken by: Jitka Holt, CPAC Secretary

Attachments are highlighted in **Blue**

Agenda	<ul style="list-style-type: none"> - Welcome and call to order - Approval of past minutes - School updates (Wayne Mitchell) - Technology update (Nadya Rickard) - PAC updates (Victoria Grant-Smith) - Fundraising updates (Hillary Reid) - PAC financial update (Julie Taylor) - Nominations CPAC candidates 2015/16 Vote - Adjourn
Call to order and welcome	<ul style="list-style-type: none"> - Victoria welcomed all present and thanked all volunteers for their work for the school
Approval of minutes	<ul style="list-style-type: none"> - The minutes from the last CPAC meeting held on February 18, 2015 were approved without amendment; Lucy Cayula made a motion to approve the minutes; the motion was seconded by Jennifer Stanick
School updates	<p>Presented by Wayne Mitchell</p> <ul style="list-style-type: none"> - Thank you's: Wayne thanked the CPAC members and the PAC

	<p>Executive for all their work that makes for a rich environment at Carisbrooke; which includes, e.g., financial support or supplementary lunchtime activities, fundraisers etc.; the link between the CPAC and the school is secured by productive weekly meetings between the PAC president and Wayne</p> <ul style="list-style-type: none"> - The Principal also thanked the teachers and staff without whom Carisbrooke wouldn't have the mutually supportive attitude; e.g. the track and field, kilometre club or basketball have been supported by up to 12 coaches from the ranks of teachers and staff - Student population for next year: the school's attendance will grow from 347 to 367 students and an extra Division has been established; Kindergarten is full; thanks to the growth, there will be no staffing changes - Emergency preparedness: Heather Elliott and Wayne are working out the details of the Emergency Preparedness Day planned for June; in a reassuring and calm manner, each class will be walked through emergency procedures inside and outside of the school building; as part of the day, parents will be asked to provide information about their emergency preparedness, e.g., the ability to connect with their children should both bridges be non-functional; this information will be used to adjust the plans for next year, when a full emergency drill will be deployed - Art mural: the timing of creating the art mural has been adjusted and divided into two parts; Gr: 7 will created their mural this school year while the primary students will repaint the fish on the school fence; in the Fall, students will create the second mural - Parent supervision before and after school: as per the Principal's earlier e-mail, the children are encouraged to play outside; however, based on a few recent incidents, parental supervision is preferred to prevent rough play; the teachers and staff do not supervise the children outside of the school hours - Presented by Nadya: - - Code of Conduct: the values of Respect, Responsibility and Safety remain while the rest of the content of the Code of Conduct will be reviewed annually; the posters around the school will not be changed; the District of North Vancouver requires that an amendment be added to the Code as per the BC Human Rights Code and that the Code focuses on supporting a safe, caring and orderly school; the Code, now is a legally binding document; it applies to all school-related activities as well as activities originating outside of the school to prevent, e.g.
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	<p>cyber-bullying; the consequences of breaching the Code must be restorative rather than punitive in nature</p>								
<p>Technology update</p>	<p>Presented by Nadya Rickard:</p> <ul style="list-style-type: none"> - Current state: the intermediates are using 31 new MacBooks almost all the time; the primaries are using the iPads almost all the time, but about 8 of them broke in the last 6 months; the original laptops can no longer be maintained; about half of them still functions and will continue to be used until that is no longer an option - Request: the teachers would like to request that PAC funding for: <ul style="list-style-type: none"> o Repairing or replacing the broken iPads so that there's a complete class set o Overhead ceiling projectors: 15 new projectors + the cost of mounting; as the bulb replacement cost is about 50% of the cost of a new projector, it makes sense to opt for complete replacement of the 6-7-year-old projectors o New iPad covers: the low-quality ones purchased last year have been the cause of the existing iPad damage - Discussion: there was a discussion about the use of the old laptops, half of which still function; the North Van School District decided not to maintain the rest - Next steps: Ben Holt, currently the only technology committee member, and Nadya Rickard will update the asks for next year 								
<p>CPAC update</p>	<p>Presented by Victoria:</p> <p>Victoria summarized the range of events, programs and activities that, thanks to an engaged volunteer community, CPAC organized this school year. For more detail, also see the attached document What does PAC do for you</p> <table border="1" data-bbox="479 1365 1526 1879"> <tr> <td data-bbox="479 1365 998 1402">Events</td> <td data-bbox="998 1365 1526 1402">Programs</td> </tr> <tr> <td data-bbox="479 1402 998 1696"> Welcome Tea Ice Cream Social Halloween Dance Art Fair Used Book Sale Food Revolution Competition Staff Luncheon </td> <td data-bbox="998 1402 1526 1696"> Crossing guard Emergency preparedness Blooming Bunch Garden Program Friday lunchtime games Lunch time activities (Chess Club & Knitting Club) </td> </tr> <tr> <td data-bbox="479 1696 998 1734">Support for school programs</td> <td data-bbox="998 1696 1526 1734">Fundraisers</td> </tr> <tr> <td data-bbox="479 1734 998 1879"> Library Fruit and Veg Scholastic Book Fair </td> <td data-bbox="998 1734 1526 1879"> Shop 4 Carisbrooke Family photos Card project Poinsettias </td> </tr> </table>	Events	Programs	Welcome Tea Ice Cream Social Halloween Dance Art Fair Used Book Sale Food Revolution Competition Staff Luncheon	Crossing guard Emergency preparedness Blooming Bunch Garden Program Friday lunchtime games Lunch time activities (Chess Club & Knitting Club)	Support for school programs	Fundraisers	Library Fruit and Veg Scholastic Book Fair	Shop 4 Carisbrooke Family photos Card project Poinsettias
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	<div data-bbox="1015 191 1541 485" style="border: 1px solid black; padding: 5px;"> <p>Direct Donations Gingerbread House Raffle Fun Lunch Black and Gold Adult Social</p> <p>Fundraising target: \$31,060 Raised to date: \$39,030</p> </div> <p>CPAC has coordinated and supported the Carisbrooke Community by the following communications:</p> <ul style="list-style-type: none"> - Emergency Phone Tree - School Directory - Weekly Newsletter - Regular reminders - Class reps - Regular meetings with the Principal - Four CPAC evening meetings - One coffee with the PAC - PAC funding for 2014/15: PAC's funding included: <ul style="list-style-type: none"> Technology <ul style="list-style-type: none"> o Replacement iPad covers o Cameras o Printers o Additional RAM o iPad cart o 16 MacBooks Pro o 16 Apple care Other <ul style="list-style-type: none"> o Classroom funding of \$2,000 per classroom (playdough, headphones, art supplies, novels for class set) o Library funds \$2,000 o Art grant \$3,000 o Speaker (Saleema Noon to present in June) o 50% of Grade 5, 6, 7 First Aid Training
<p>Changes for 2015/16</p>	<p>Presented by Victoria:</p> <p>For the 2014/15 school year, the Executive will pursue three changes to how the CPAC functions. The changes are based on the CPAC survey conducted in April 2015. They include:</p> <ul style="list-style-type: none"> - Funding allocating to school: smaller class projects will be funded throughout the year under the umbrella of the Memories for Carisbrooke program; the teachers can access the funds

	<p>throughout the year; there will be a limited number of categories within which the funding requests can be made</p> <ul style="list-style-type: none"> - Change to fundraising approach: CPAC will organize a fundraising cheque drive instead of organizing numerous fundraising events; this approach has been successfully executed in other local schools; it presents fewer volunteer and time requirements; it's been decided to try the approach and evaluate next year to determine a strategy for 2016/17 - Event organization: CPAC endeavours to organize a number of events for the CPAC community; the events will primarily focus on community building, not on fundraising <p>For more detail, also see the attached document What does PAC do for you?</p>
<p>Fundraising update</p>	<p>Presented by Hilary</p> <ul style="list-style-type: none"> - Hilary further elaborated on the above proposed approach to fundraising. - Cheque drive: the proposal is based on the parents' survey and on the notion that small events yield little ROI and lead to volunteer fatigue; the proposed amount will be based on the amount raised this year broken down per family - Community events: the usually largest fundraiser of the year (e.g., a Spring Fair or an Adult social) will be replaced by a Community Kids Swap; other events will include: <ul style="list-style-type: none"> o Welcome Tea o Kindergarten tea o Ice Cream Social o Halloween Costume Swap o Halloween Dance o Science Fair o Used Book Sale o Movie Night (as per copyright laws specified by the School District) o Emergency Preparedness Month and Sale o Teachers Luncheon
<p>Thank you</p>	<p>Presented by Victoria</p> <p>Victoria thanked the parents, teachers and staff alike for making the Carisbrooke the rich community where families can learn and grow</p>
<p>PAC financial update 2014/15</p>	<p>Presented by Julie</p>

BUDGET 2014/15			
FUNDRAISING			
Gaming Grant		SUBM	\$ (180)
Magazine Sales		FOI	\$ (573)
IceCream Social		VPV	\$ (261)
Family Photos		UNT	\$ 17
Halloween Dance		NNOP	\$ 123
Cards		NVVM	\$ (10)
Poinsettias		UNT	\$ 117
Fun Lunch - as spent to date		NBRO	\$ 8,594
Spirit Wear		M	
Spring Flowers		M	
Parent/Family Social		NPMDT	\$ 5,027
Survival Kits		QM	\$ 9
Donations		ONRR	\$ 655
Mables Lables		NP	\$ (87)
Interest		RO	\$ (198)
TOTAL FUNDRAISING	\$ 32,390	\$ 38,264	\$ 5,874

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Annual Expenses			
Sub-Total Annual Expenses	\$ 14,450	3,907	\$ 10,543
CPAC Operating Costs			
Sub-Total Operating Costs	\$ 10,982	3,433	\$ 3,189
Teacher Requests			
Parent Requests (Wishlist)			
Sub-Total Parent Requests	\$ 1,000	0	\$ 1,000
TOTAL Budgeted Expenses	\$ 49,432	30,340	\$ 14,732

As of the CPAC AGM, the amount of the Gaming Grant was still uncertain. The Gaming Grant depends on the number of children registered.

Election of the Executive

Presented by Victoria

Victoria thanked four exiting members for their work and dedication, which included:
Rebecca Telfer

Edalee Maritz
Lilian Arishenkoff
Judith Nitsch

Victoria presented the ballot as posted in the Agenda for vote:

Chair	Victoria Grant-Smith
Vice Chair	Jennifer Stanick
Secretary	Jitka Holt
Co-Treasurer	Julie Taylor
Co-Treasurer	Jess Franco
Past Chair NVD PAC Rep	Lucy Cayuela
Memberst-at-Large	Heather Biagihl
	Luisa Kirk
	Hillary Reid
	Jennifer Folkerson
	Tanya Scott
	Rahel Thompson

Lucy Cayuela made the motion to approve the ballot for the CPAC Executive Committee for 2015/16 as presented.
Seconded by: Judith Nitsch
The ballot was approved by a unanimous vote

Adjourned

The meeting was adjourned at 7:50pm