

## Cedar School International PTA Meeting Minutes

Wednesday 12<sup>th</sup> September, 2012

Apologies: Zach, Rochelle, Stephanie and Dave

Present: Dennis, Brigitte, Leslie, Scott, Mark Forte and Jennie

Meeting commenced: 7:52pm

Dennis quickly reviewed agenda, asked if committee members accepted minutes. Minutes accepted. No conflicts of interest declared. Dennis welcomed Mark Forte to the meeting. Mark then issued a summarized Board Report.

Mark: in the midst of a Board Meeting Mark talked about not wanting to be a stranger and wanted to offer Board support to the PTA. The Board greatly appreciated the PTA and were very glad to see it up and running again. Mark started by saying that this Saturday

the Board would be having a day committed to Board training and this would be held at school.

There would be 5 Board meetings throughout the year and they had a timeline of what they would like to achieve.

There would be three main areas of focus:

- Finances- they want to review record and build a secure profile of where we are. Peter Clatworthy to chair this committee.
- Project Calendar for School Calendar Facilities- they will be looking at the school day, current trimester system, length of school day etc. Peter Richtenstein and Geoff Brookes to chair this committee. This will also be done in collaboration with information gathered from the PTA, parents and teachers. This will not be done in isolation it will be done through collaboration.

- Capital Committee -ways of creating more cash beyond grants etc Identify sources of money. Best way to use finances. Move past from who do you know. KPMG looking into it. Grant Green Committee chair.

Looking to next year for implementation. They will release intentions and bring on board comments.

Dates of Board meetings. Five dates. Last Wednesday of the month usually. 30<sup>th</sup> of October, early December, 30<sup>th</sup> January, March 9(which will be budget setting and limited to 5 hours) and June. The board meetings will be used for “Big Projects.”

Dennis asked if we should channel Board info to parents. No, Board would like opportunity to “headline info” and also state that they are examining various scenarios/information and not recommending or deciding. They would like to avoid rumors/gossip and have it snowball from “thinking/looking into” to “we are going to” and then have an exodus of people.

Mark is encouraging Board Members to attend general PTA meetings.

He asked about new parent event and was pleased by success. As a “parent” he suggested looking into having a barn dance at the school. It was something Brigitte said she was looking into.

Main message of Mark is that the Board are looking at the next stage of the school.. Looking for a snowball effect where the right pieces are put into place and where the school can catapult into the future just need something to get over there.

Mark then gracefully left us to our meeting but not before Dennis asked Mark if Jeannette would consider running Night of Nations this year. Mark would look into it.

Scott then took the floor.

School year under way. Scott spoke of staff retreat. Wanted to get old and new staff together. Visited goals. Played games. Only negative not enough snacks. Good lunch.

Five goals of staff retreat:

- Keep positive happy staff.
- Improve resource services- changing focus. Support teachers, families and the children. Personal development day in October will be devoted to this.
- Increase development of money
- Balance between internationalism and being part of local community.
- Taking a look at the school day. Increase creativity/flexibility

Scholarships for IB program. Full page Ad in the BVI Beacon. Sponsored by Digicel. Merit and need combination. Funding would be provided for recent graduate of BVI High School.

Dennis asked about feedback from the Board about Ceres juice. No feedback yet. Scott to look into it.

***Task Scott: Look into proposal about Ceres juice.***

Scott talked about looking into school day and how to increase creativity and flexibility.

Discussion about polishing floors and how some rooms need it but only a % are designated for polishing.

Discussion about hurricane proofing. Do class teachers really need to pack up their classes?

***Task Scott- Find out how hurricane proof our windows are. Would sandbags work for preventing flooding or water in classrooms? Potential for shutters or curtains.***

Scott talked about new teacher for Grade 3 arriving hopefully in a week.

Enrolment has gone from 233 to 242

We are still have phase three to be implemented for the new building.

Floor taken by Dennis.

PTA to change bank accounts. Will be moving from First Caribbean to Scotia Bank.

Brigitte then took the floor.

27<sup>th</sup> October booked for Costume Party. B to talk with Miles tomorrow. She will be sending out a general email about Costume Party. The container was cleared out and no need to buy prizes for Costume Party.

Discussion as to whether we should approach outside schools to have their own booths. Decided we should approach all or none. We need a data base that links all schools. We desperately need a cleanup crew for Costume Party.

New bulletin Board Signup sheet for costume Party.

***Task Dennis- Talk to Paola about coming up with a frame for Costume Party and all other PTA events.***

***Task Dave: Send out an email looking for volunteers for the Costume Party.***

***Task Dennis: To get Scott the list of PTA committees and who is on them.***

*Task Scott: To get the teacher volunteer list for PTA. Class lists to be made available so we can contact parents.*

*Task Brigitte: how many people are needed for each table. One pager for Dennis.*

*Task Dennis: Send out this list to "to go people" to find volunteers.*

PTA to sponsor photo booth. Someone needs to contact Jamie or Anya.

Brigitte stated that the main issue about Costume Party is food. Acquiring, picking up, dropping off etc

**Query: Do we need a liquor license?**

*Task Dennis: Need to talk to Peter about how much money we have.*

Dennis then asked about other events.

Bookfair: Books arrived from England. Jennie to talk to Rochelle about what was ordered and general hand over info from Nici.

Read-A-Thon: There is no one to head it. Lesley will talk to new librarian about possible Read a Thon.

Night of Nations- jeanette does not want to run it if it is every year. Should we look for alternative events or go ahead. Mark will talk to jeanette and we will think of options.

***Task Lesley: Talk to new librarian about Read- a- thon.***

Cedar Card Committee: Dennis to talk to meet with Rochelle about this.

Dennis Update:

Stephanie presented award to Richard Starkey as PTA rep Mark F as Board rep. Richard touched.

Tables . We have a decreasing amount of tables they seem to disappear of break. Also have to ensure tables are cleaned after use not just returned. Talk about signup sheet for borrowing tables and any other PTA items (we are still missing table cloths.) especially with new coffee makers being ordered.

Talk about increasing shaded area for play areas. Peter to deal with shade area unless told otherwise told.

Smooth board installed. There are some issues with computers not working. Do we need one dedicated computer? Would that work with teachers teaching off their own lap tops? First step is to get all computers to work with it. Tutorial needed for all teachers on how it works.

***Task Dennis: To sit down with Alex then Alex teachers teachers.***

Passwords for PTA to get on wifi. Just replaced communication server and it can only enter 100 names. Problem to be resolved next week.

***Task Scott: To get passwords (this has been done although I am unsure that they all work as they were difficulties on Friday 28<sup>th</sup> Sept talk to Brigitte.)***

Speakers to go in next week. Hopefully up for Parent Night.

Pitch. Peter is on it. No update.

Teacher breakfast was much appreciated. Big thank you from staff. Abigale Blake cooked food and Tyler did baked goods.

***Task Lesley: Think of things that would be helpful for the teachers i.e. pack up for hurricane is it needed or is it more tradition because of previous building.***

Discussion about branding of computer cart/ipads. We have 20 laptops and 11 ipads.

Coffee maker- we need to get coffee maker. \$300 maker mentioned.

***Task Dennis: To find out prices of carafes for coffee. Two coffee makers. One Decaf/ one regular. Plastic Carafes.***

Meeting Times: One set meeting time that is acceptable for majority to avoid having to set a new one every month. Dennis to resolve.

Meeting adjourned.

