

	WHO :	Parent Action Committee (PAC) / Comité Action Parents (CAP)
	WHAT:	Café des Parents – Monthly General Meeting
	WHEN:	First Wednesday of the month
	WHERE:	School's Library / Bibliothèque d'école

1. ATTENDEES

Alain Delaune	Michelle Tennant
Chris Huang	Monika Pabbi
Florence Chazal	Patricia Bonillas
Geraldine Fouchereau	Prisca Rasoanonaivo
Golnar Ghazi	Qiongli Wu
Julia Ogier	Sharla Stohandske
Karelyn Hrushowy	Suzy Trevisan
Lizeth Escobeco	Yara Schoucair
Melanie Fossourier	

Note:

2. COUSTEAU UPDATES (PRINCIPAL OR FACULTY)

• Alain Delaune, Head of School

- He has spent his first few days observing and taking notes. He has an initial idea of where he would like to direct his attention first. He has prioritized the following:
 - **Safety:** areas of concern for the students; pick-up/drop off; no monitoring of visitors in school; unlocked doors while school is in session.
 - **Organization:** Process and procedures need to be put into place for many things. An example is teacher absences. We will establish clear communication to parents, ask teachers to prepare sample teaching plans for their classes so that substitutes can easily know what to do, etc.. This will help in the maintain continuity for the students and reduce stress for admin and replacement staff.
 - **Communication:** Alain related a few examples within the school's communication system that illustrate that there are no formal procedures in place to disseminate information. He stressed that the new website is now live and will help. He confirmed that Patricia is the only person who has the authorization to make updates to it. PAC members expressed their concerns about the inconsistency of announcements getting to parents and stressed that this is an area that needs attention/improvements (i.e., updates to email lists etc.).

- **Fundraising philosophy:** It is Alain’s opinion that in the long term the PAC should not be fundraising for basic schooling functions. Fundraising should be for special projects, field trips, etc.. Some for field trips there are 3 categories: field trips that school funds, field trips the parents help fund and field trips the PAC helps to fund.

3. FUNDRAISING AND COMMUNITY

- **Christmas Tree and/or Wreath Sale:**
- **Community Gatherings:** bring the “fun” back to fundraising
- **Christmas Market** – have it in Nov

4. COUSTEAU EVENTS AND FUNDRAISING

- **Winter Fête de-brief:**
 - **Volunteers:** Too many volunteers were required during the week of the concert (~80). Separating out the fundraising activities would help alleviate this pressure on parents in a very busy timeframe for families.
 - **Fundraising:** It was felt that too much was going on of the day of the concert; in future, decided that it would be beneficial to split the fundraising activities from the concert to simplify. Parents felt that there was too much fundraising in December. Art Cards, Purdy’s for the NYC field trip, Two Rivers Meats, Portraits, Winter Market, etc. We would like to pursue brining the “fun” back to fundraising. Ideas were generated about a Christmas trees and/or wreath sale, silent auction and about a winter market for the community.
 - **Christmas Committee** – recommendation that select parents are asked to participate in the planning with the teachers for next year.
 - **Winter Concert**
 - **Line Up for Entry:** Needs more guidance. Parents who had not been in line the entire time were able to enter before those who followed the guidelines.
 - **Seating:**
 - Parents appreciated having more space and seating this year.
 - Many families brought more than two members. Tickets or a different location should be considered for next year.
 - Reserving chairs for volunteers who worked the 12:45 shift was helpful and appreciated, but some volunteers weren’t not aware this would happen.
 - Some volunteers who did not work the 12:45 shift put items in chairs to reserve space in the front row. Need to clarify that only select volunteer shifts will have seating priority.
 - **Winter Market:**
 - The school did not sell as many items as they would have liked. Lizeth asked if the items not sold can be donated to one of the charities we currently support.
 - Parent feedback was that we should include the names of the students on the crafts if we want to raise more money.
 - Parents suggested that students sell the items at the market instead of teachers.

- A parent proposed that for future winter markets we begin planning earlier and open the event to the public. The timing of the event could happen prior to the winter concert so that we could market the event and encourage community participation.
- **Portrait Fundraiser:**
 - Sales lines were very long; it would be beneficial to have a second Square adaptor to help with credit card transactions. We currently only have one.
 - Difficult to find volunteers for the 3pm shift since parents wanted to spend time with their families and attend the market.
 - Having portraits on two floors with selling on only one floor was confusing for parents.
 - Managing the portrait sales during the concert and market was very complex. We agreed that in the future this type of fundraiser should occur at a different time of year.
- **Christmas Decorations:**
 - The group felt that the school needs to 'refresh' the Christmas decorations and that we need to include the students more in the decorating process. Brainstormed and thought it would be a great idea to have an artificial tree for each class. The students would make decorations for the tree and they would be responsible for decorating it. This would then function as the decoration of the school.
 - We decided that we should recycle many of our current holiday decorations and ask for donations of gently used items from parents. In addition, Julia agreed to look for new decorations for next year.
 - Some PAC members also suggested forming a Christmas Committee. Julia Ogier volunteered as committee chair.