

## CIBA Parent Advisory Committee

**October 3, 2018**

### Meeting Minutes

Topic	Discussion	Next Steps	Leadership
Call to order			
Introductions	<p>The monthly agenda will include the mission of the PAC, activities, and board members. Please contact any board member with questions/ suggestions. Those attending onsite and via Zoom introduced themselves. Trent thanked everyone for coming.</p>		
Speaker	<p>Vincent Crawford, from the EHPS office of Family and Community Partnership offered a presentation on PowerSchool. Each CIBA student has their own account. He supplied a handout to guide families in the initial log in and account access. Families who download the app need the District code: SZKN.</p> <p>Question: What is the primary function of Power School? It allows family to monitor student progress through grade and attendance reporting. Kathleen reminded families the unique CIBA grading system doesn't utilize percentages. Ignore any of those references while work is completed to make the reporting at CIBA friendly as possible.</p> <p>Information regarding specific assignments is best obtained through Google Classroom.</p> <p>ALL families must register their student and update their information using their Snapcode.</p>	<p>Kathleen will be sending message tomorrow to families who haven't registered their student through PowerSchool. It will give instructions.</p> <p>Returning student registration requires a unique Snapcode for each student.</p> <p>Contact Vincent with questions or if you don't have the email link and Snapcode for your student.</p> <p><a href="mailto:crawford.vd@easthartford.org">crawford.vd@easthartford.org</a></p>	<p>Kathleen Simoneau</p> <p>Parents/ Guardians</p>
School News	<p>September highlights: Open house, MYP inauguration was a great celebration, leftover baked goods went to fire and police department and they were very grateful. Freshman class sent PAC a thank you. Phoenix Flyer was sent Sunday, much positive parent feedback came from around the table.</p> <p>Ms. Simoneau offered an overview for PSAT/SAT testing on 10/10... PSAT 9 is administered to 9<sup>th</sup> graders, PSAT is administered to 10<sup>th</sup> and 11<sup>th</sup>, and SAT to 12<sup>th</sup> graders. All students will have testing on March 27<sup>th</sup> except for seniors who will work on IB requirements.</p>	<p><i>Please make sure students are well rested, have calculator and back up charge/ batteries. No cell phones or smart watches are permitted in testing.</i></p>	<p>Parents/ Guardians</p>



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Fundraising	<p>Krispy Krème: Forbes family completed paperwork- thank you for getting us started!  <b>Start: 10/15 with delivery at school on 11/2</b>  60% of sales go to school We charge \$10 per dozen.... We pay Krispy Krème \$4 per dozen.</p> <p>Pick up will be the same day as the Student Advisory Board’s Murder Mystery Night, though orders can be picked up from the school during the day as well. Students cannot pick up orders due to state regulations.</p> <p>The goal is for each student to sell 5 dozen. Remember: you can purchase a dozen donuts and gift them- to your fire or police department, to a student event, etc...</p>	<p>Kathleen will send out information via messenger</p> <p>Deadline to submit orders will be 10/29</p> <p>Collect orders in main office with money  Need pick up person, people to help distribute</p> <p>Sale needs to be well publicized</p>	<p>Kathleen Simoneau</p> <p>PAC board</p> <p>Martha Mckerley</p>
Spirit Wear	<p>Sriram This student provided the group with information from Squad Locker. They offer a variety of merchandise and we can customize the graphic to create various options- ie; with graduating year. They accept individual or group orders... We will set price according to profit share desired. All agreed we want to keep the price reasonable while raising needed funds too.</p> <p>Due to the time effort needed to organize and distribute orders, there will be one opportunity for a Bulk Order at a PAC meeting. Other orders can be submitted by individuals. Families and students can certainly combine to avoid shipping charges.</p>	<p>PAC will work with SAB to create mechanism to order</p>	<p>PAC board</p>
Un-Fundraiser	<p>This letter will be sent to all families/guardians offering an alternative to participation in every fundraising event/sale. Trent set up a “go fund me account” so there would be an online payment option.</p>	<p>Send feedback to Trent</p>	<p>Trent Sullivan</p>
SAB update	<p>Sriram and Onika</p> <p>DP Inauguration will be held Oct 16 at 6 p.m.</p> <p>10/20 car wash at Sunset Ridge from 10 AM- 1 PM for Breast Cancer and sweatshirt sales</p> <p>10/28 Making Strides Walk, registration begins at 8:30 AM</p> <p>11/2 Murder Mystery for Abelon</p> <p>Student serve as the actors, sometimes staff, just come, no tickets - all are welcome</p> <p>Potluck dinner – donations from all who attend scoop dinner which also generates funds</p>	<p>Parents asked to bring desserts, show up if you can help or bake</p> <p>Donations for potluck encouraged</p>	<p>Parents / Guardians</p>

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Treasurer	<p>Non Profit status- UCONN Law School responded to Ramadan's inquiry among Private attorney \$500, UCONN will charge\$300 (their fee only). We will still incur application fee of about \$300... is a comprehensive process, extensive paperwork... Should have a formal vote to move forward... UCONN will work on payment schedule... Ramadan stressed that all should be aware of the commitment, and their needs to be a group of people willing to commit the time needed to secure status.</p> <p>Ongoing reporting? For organizations with \$50,000 or less, tax reporting includes a one page tax form. We would want to stay within those limits to make the status more manageable.</p> <p>Why endeavor? To enhance fundraising capabilities. Allows work with corporate community, donations are tax deductible, getting on United Way agency list, take advantage of corporate matching gifts, etc.</p>	<p>Suggest a working group be formed so one person isn't tasked with the process. Email Ramadan if you would like to help with this effort.</p> <p>Ramadan will distribute information, members will be asked to review and then vote officially at the November meeting to pursue status.</p>	Ramadan Gherri
Zoom	Zoom extended our time! Thank you! We are considering paying for a subscription so access won't be limited to 40 minutes. If you sign up, Zoom will send reminder before the meeting. Thanks to Morissa for making sure questions and comments were shared from online participants.	Monitor usage	Martha
Speaker for Next Time	<p>The Forbes attended a scholarship workshop- Hartford Foundation for public giving. They shared a poster for an upcoming event. Signs are already posted at CIBA. Note that some of the scholarships are regional.</p> <p>Ms. Simoneau asked about scheduling an Oct 25<sup>th</sup> session on scholarships for seniors at CIBA? Perhaps Nov session for PAC as well- if not, will pursue others on list of suggestions from our last meeting.</p>	<p>See <a href="http://www.hfpg.org/scholarships">www.hfpg.org/scholarships</a></p> <p>Venton Forbes will make the request.</p>	Venton Forbes and Kathleen Simoneau

**The next PAC meeting will be held on November 7 at 6:30 p.m.**

**Questions?** Contact any board member below!

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