

# Polish Language School in Canberra:

## Parent-Teacher Association Minutes

February 10, 2012

Minutes by Joanna Sikora

The meeting was called to order by Ms Bogda Kocik, Acting Deputy Principal at 6:30 p.m.

### 1. In attendance

Gosia Rudnicki, Anna Doogan, Gosia Mazur, Teresa Zubowicz, Renata Oborski, Asia Lubinski, Kasia Heleniak, Aśka Moir, Bogda Kocik, Wojtek Kocik, Paulina Derlacki, Marcin Pius, Wojciech Kocik, Joanna Kowalik, Monika D'Ambrosio, Danusia Olejniczak i Joanna Sikora

### 2. Approval of Minutes

On this occasion there were no prior minutes to approve.

### 3. Important Forms to Complete and Return to the School

This year each student has to complete the following forms with his/her parents

1. ACT Community Language Schools Association (ACT CLSA) Enrolment Form 2012

**Note that this is a new form, which has to be stamped and signed by the principal or delegate in the day school of the child. The deadline for returning these forms to ACT CLSA is 16/03/2012.**

2. Web publication permission note.

3. School Rules Form: please note that it is important to talk to your child regularly about

- a. refraining from running during the break
- b. no balls in corridors during breaks
- c. no electronic games
- d. no eating or drinks in corridors or classrooms. Food and drinks purchased in the Tuck Shop have to be consumed in the kitchen area where these items are sold.

It is important to reinforce these messages as our ability to continue to use the Canberra College premises depends on their observation.

4. Internal form with student emergency contacts.

All forms are to be returned to Ms Wanda Solecka by the **due date of 02/03/12**

### 4. Class organization and term dates

In 2012, school terms will be in line with government school terms observed in the ACT:

- Term 1 Friday 10 February to Friday 13 April
- Term 2 Friday 4 May to Friday 6 July
- Term 3 Friday 27 July to Friday 28 September
- Term 4 Friday 19 October to Friday **14 December**

Classes take place on Fridays. They begin at 6:10pm and finish at 8:50pm with one break between 7:20pm and 7:40pm  
Year 11/12 classes begin at 5:45pm and finish at 8:50pm with one break between 7:30pm and 7:40pm

The school offers classes at all levels of primary and secondary schooling. Classes in 2012 are taught by the following teachers:

The youngest children up to 6 years of age are taught by Ms Ola Solecka  
 Year 1/2/3 is taught by Ms Malgosia Orzechowska  
 Year 4/5/6 is taught by Ms Teresa Burzynska  
 Year 7/8 is taught by Mr Andrzej Lechocki  
 Year 9/10/11/12 is taught by Mr Arkadiusz Fabjanowski and Ms Kasia Williams

Catholic religious studies classes are offered on a casual basis by Rev. Henryk Zasiura in Years 1 through 8  
 Relief teacher: Ms. Ewa Chodasewicz

**Adult courses:** Language instruction and Polish culture studies

Classes begin at 6:10 pm and finish at 8:50 pm with one break between 7:20 and 7:40 pm

Polish for Beginners - Ms Iwona Hawke

Beginner Intermediate Course - Continuing - Ms Magda Waszczeniuk

Intermediate Course - Dr. Jarek Anczewski

**4. Position of the school principal remains vacant**

Despite an extensive search, the position of school principal remains vacant. Until the position is filled the tasks of the principal will be divided among volunteers, both parents and teachers. Ms Kocik has undertaken to perform the tasks necessary for the week-to-week running of the school, particularly with regard to pedagogical issues and the organization of teaching. Ms. Olejniczak has undertaken to read the ACT CSLA school manual and to inform us about necessary requirements of running the school. Timely attendance to many administrative tasks usually performed by the principal remains a challenge because this year the volume of administrative work has increased.

**We need to change the authority on school's bank accounts to replace Eva with someone else.**

**5. Parents On Duty this term**

The school needs two parents On Duty to run its Friday sessions. Their duties include:

- a. Preparing the Tuck Shop and selling snacks and drinks
- b. Photocopying
- c. Keeping order during the between-lessons break
- d. Helping teachers, particularly with the youngest children
- e. Notifying the Tuck Shop Manager about the needs to restock at the end of each school session. Please also let the Manager know if there is too much of something. **This has to be done by email!**

Parents On Duty will wear ID tags. **We need someone to organize them. Please volunteer!**

<b>Roster of Parents On Duty – Term 1</b>		
<b>Date</b>	Parent On Duty No 1	Parent On Duty No 2
<b>10-Feb</b>	Asia Lubinski	Anna Doogan
<b>17-Feb</b>	Renata Oborski	Marcin Pius
<b>24-Feb</b>	Teresa Zubowicz	Dana Olejniczak
<b>2-Mar</b>	Gosia Mazur	Joanna Sikora
<b>9-Mar</b>	Grzegosz Uszyński	Adam Sikora
<b>16-Mar</b>	Monika D'Ambrosio	
<b>23-Mar</b>	Joanna Kowalik	Wojtek Kocik
<b>30-Mar</b>	Teresa Prus-Wisniowska	
<b>6-Apr</b>	Easter	
<b>13-Apr</b>		

## **6. Tuck Shop**

Tuck Shop Manager: Gosia Mazur buys and delivers snacks and drinks

## **7. The school mass at the Polish Catholic Centre in Narrabundah.**

On 26 February at 11am in the Polish Catholic Centre in Narrabundah there will be the school mass to celebrate the beginning of the new school year. Everyone is welcome.

## **8. Picnic**

We wish to invite students and parents to come to the school picnic at the Weston Park in Yarralumla on 26 February 2012. The picnic will start at 1pm. The coordinator of this event is Ms Renia Oborska (see Appendix for details).

## **9. Fee Rise**

Fees will rise by \$5 per child this year. It was agreed to be a reasonable rise.

## **10. Scouts/Brownies**

Ms Kocik will invite Polish Scouts to the school picnic in Weston Park to talk to students about the Scout organization and to encourage them to join.

## **11. New Internet Page for the School**

<http://polishlanguageschoolcanberra.weebly.com/>

## **12. Task Allocation and Event Calendar**

**See the Appendix at the end of this document. Please check that your tasks are as agreed in the meeting and notify Joanna Sikora [sikora@netspace.net.au](mailto:sikora@netspace.net.au) about any discrepancies**

## **Next Meeting**

First Friday of Term 2, 6:30pm, venue as usual

Motion to adjourn was made at 8:00 p.m. and was passed unanimously.

## Appendix 1: 2012 Tasks and Event Calendar

Role Title	First & Last Name	Job Description
<b>Managing Director /Kierownik Szkoły</b>	Vacant	<ol style="list-style-type: none"> <li>1. Managing the Polish Language School and its administration</li> <li>2. Registration with the Department (every 5 years; last one in 2009 - a new one required in 2014)               <ol style="list-style-type: none"> <li>a. Accreditation of Advanced and Continuing courses for Year 11-12                   <ol style="list-style-type: none"> <li>i. Advanced - approved in 2009 - will have to be renewed in 2014</li> <li>ii. Continuing- approved in 2010 - will have to be renewed in 2015</li> </ol> </li> <li>b. Yearly all Student Registrations</li> <li>c. Teaching program                   <ol style="list-style-type: none"> <li>i. Synchronisation of the program from preschool to Year 12 to ensure success of our students;</li> <li>ii. Acquisition of relevant teaching material to achieve our objectives (books, online material, films);</li> <li>iii. Purchase of necessary equipment for the School and to assist with teaching (projector, laptop);</li> <li>iv. Vision beyond matriculation. This year's theme: <b>CREATIVE THINKING &amp; PROBLEM SOLVING.</b></li> </ol> </li> </ol> </li> <li>3. Finances               <ol style="list-style-type: none"> <li>i. Cooperation with the Finance Manager (at present: pani Wanda Solecka)</li> <li>ii. Pricing policy (children fees and adult courses fees; teacher remuneration)</li> <li>iii. Grants; Sklepik.</li> </ol> </li> <li>4. Managing teaching staff               <ol style="list-style-type: none"> <li>a. Regular meetings with teachers</li> <li>b. Teacher acquisition and management</li> <li>c. Teaching program discussions, direction and documentation</li> </ol> </li> <li>5. Cooperation with parents               <ol style="list-style-type: none"> <li>a. Regular meetings (the first day of each semester - as a required minimum)</li> <li>b. Ad hoc meetings (e.g. for Year 12 students' parents) and other regular communication via e-mail.</li> </ol> </li> <li>6. Cooperation with Polish and Australian relevant organisations, including participation in their meetings and events               <ol style="list-style-type: none"> <li>a. Australian: Department of Education, ACT Government, BSSS, ACTESA</li> <li>b. Polish: Embassy of Poland in Canberra; Polish Organisations' Council (Rada Polskich Organizacji w ACT); Polish Church in Narrabundah; Klub Orla Bialego; SPK and Kronika Polonii.</li> </ol> </li> <li>7. Overseeing School's artistic activities (Akademie) - usually 6 each year (Konkurs Pieknego Slowa I Muzyki Polskiej, Maj, Listopad, November, December).</li> <li>8. Marketing activities (promotional flyer distribution at the Church and during all external events that the School takes part; when funds permit - local press advertising; articles for the Kronika Polonii 2x a year; School photo sessions - minimum 2x/year).</li> </ol>
<b>Public Relations Director and Artistic Director</b>	Bogumila Kocik	<p>Cooperation with Polish &amp; Australian organisations such as:</p> <ol style="list-style-type: none"> <li>1. ACTESA &amp; KOB;</li> <li>2. Rada Organizacji Polskich w Canberze;</li> <li>3. BSSS (assistance to the Year 11-12 teacher)</li> </ol>
<b>Adult Education Coordinor</b>	Aska Moir	<ol style="list-style-type: none"> <li>1. Collect student enrolment forms.</li> <li>2. Create and regularly update a list of <b>all adult students</b> in each school year.</li> <li>3. Prepare &amp; regularly update a list of students for each class early in the year.</li> <li>4. Create and maintain a list of all people who have enquired about the adult courses. Objective: to promote our courses to all interested and to keep them updated.</li> <li>5. Respond to all incoming adult courses enquiries.</li> <li>6. Provide current students with information regarding Polish community events and services.</li> <li>7. Provide current students with administrative support (non academic)</li> <li>8. Follow-up all enquiries. Objective: to find out what works and what does not in our marketing efforts; How many enquires result in someone taking up our course. To ensure that we are supporting and expanding our school community.</li> </ol>
<b>Ksiegowy/Treasurer- Accountant</b>	Wanda Solecka	<ol style="list-style-type: none"> <li>1. School's financial management (reporting; receipts; financial advice and oversight)</li> <li>2. School fees collection and bank deposits</li> <li>3. Grants' deposits</li> <li>4. Payroll preparation and payment</li> <li>5. End of term and year financial statements</li> </ol>

		6. Petty cash management
<b>Payments and current accounts</b>	Ms Ola Solecka (tentative) and Ms Wanda Solecka	<ol style="list-style-type: none"> <li>1. Payment for the use of premises</li> <li>2. PO Box payment</li> <li>3. Accounts</li> <li>4. Annual dues for ACT CLSA</li> </ol>
<b>Preschool Manager(s) Might be considered in the future, should the need arise</b>	Currently vacant	<ol style="list-style-type: none"> <li>1. Create and regularly update a list of all preschool children in each school year (and class by class).</li> <li>2. Create and maintain a list of people who have enquired about the classes for preschoolers.</li> <li>3. Reply to all enquiries regarding preschool.</li> <li>4. Follow-up all enquiries.</li> </ol>
<b>Internet Administrator</b>	Aska Moir	Maintenance of our Website and Facebook, including placement of relevant photos, links and upto date information.
<b>Library Manager/ Bibliotekarz</b>	Teresa Prus-Wiśniowska Teresa Zubowicz	<ol style="list-style-type: none"> <li>1. Prepare School's Library list of books and other teaching materials - online</li> <li>2. Manage our Library (to be discussed)</li> <li>3. Create and manage a List of Suggestions/Ideas collected from teachers and parents.</li> </ol>
<b>Grants Administrator</b>	Małgorzata Anczewska	<ol style="list-style-type: none"> <li>1. Deadlines for all grants</li> <li>2. Grant applications</li> <li>3. Thank you for grants;</li> <li>4. Assistance with acquittal</li> </ol>
<b>Sweet Shop Manager/Kierowniczką Sklepiku</b>	Gosia Mazur	<ol style="list-style-type: none"> <li>1. Organise relevant supplies on weekly basis</li> <li>2. Select relevant items to purchase</li> <li>3. Manage shop's funds</li> <li>4. Have fun in dealing with kids and ability to relate to all age groups well</li> </ol>
<b>Christmas/End of Year Project Manager(s) 14/12/2012</b>	Joanna Sikora	<ol style="list-style-type: none"> <li>1. End of Year School's production (correspondence/invitations-including ACT Government; overall coordination - deadlines)</li> <li>2. Coordination of the program and catering</li> <li>3. Christmas - postcards (Embassy, Depts - Grants)</li> </ol>
<b>Andrzejki at the Polish White Eagle Club</b>	Parents of Year 11/12 students	<ol style="list-style-type: none"> <li>1. Cooperation with the Club's management and parents.</li> </ol>
<b>Awards and trophies for end of the school year ceremony</b>	Vacant	<ol style="list-style-type: none"> <li>1. Ordering and organization of awards and trophies</li> </ol>
<b>Dzien Nauczyciela - Project Manager 19/10/2012</b>	Joanna Kowalik	<ol style="list-style-type: none"> <li>1. Thank you cards</li> <li>2. Cake</li> </ol>
<b>Dzien Matki - Project Manager 11/05/2012</b>	Anna Doogan	<ol style="list-style-type: none"> <li>1. Cake for parents</li> <li>2. Students will prepare cards during class</li> </ol>
<b>Photographer</b>	Aska Moir	<ol style="list-style-type: none"> <li>1. Official photos from all School's functions</li> <li>2. Photo editing (cropping, red-eyes, lighting)</li> <li>3. Placement of best photos on the School's Website</li> </ol>
<b>Kino/ Movie Manager</b>	A. Fabjanowski	<ol style="list-style-type: none"> <li>1. Projector bookings and set up;</li> <li>2. Maintenance</li> </ol>
<b>Artystyczni Dyrektorzy/ Art Directors</b>	G. Orzechowska	<ol style="list-style-type: none"> <li>1. Updating of our "wall of fame" at the White Eagle Club (when approved)</li> <li>2. Assistance with other displays/exhibitions/ visual projects</li> </ol>
<b>Touch Screen Computer</b>	Grzegorz Uszyński Joanna Sikora	<ol style="list-style-type: none"> <li>1. Projector bookings and set up;</li> <li>2. Maintenance, storage and delivery</li> <li>3. Teachers need to make bookings in advance</li> <li>4. Training of teachers and purchase of appropriate applications</li> </ol>
<b>Dzien Dziecka 1/06/2012</b>	Monika D'Ambrosio	Entertainment for the children (A clown to come to school). Monika to contact Bogda for advice how to go about this.
<b>Picnic in Weston Park 26/02/2012 at 1pm</b>	Renata Oborski	<ol style="list-style-type: none"> <li>1. Write up an invitation email with directions</li> <li>2. Choose the meeting point</li> <li>3. White and Red balloons to mark the meeting point</li> <li>4. Organize access to the park barbeque is possible</li> <li>5. Invite Polish Scouts with Bogda</li> </ol>

<b>New advertising leaflet for the school</b>	Agnieszka Calka	1. Alter contact and webpage addresses in last year's leaflet
<b>Articles about school for the Polonia Chronicle</b>	Wojciech Kocik	1. Write three brief features about the school per year 2. Include pictures
<b>First Aid Officer</b>	Teresa Zubowicz and one teacher (who?) <b>Teachers please volunteer</b>	1. Current first aid certificate
<b>First Aid Kit and Supplies for the photocopier</b>	Teresa Prus-Wiśniowska	1. Checking that the First Aid kit is up to date 2. Purchasing photocopy paper 3. Purchasing printer cartridges 4. White board markers 5. Erasers
<b>Emergency (Evacuation) Plan</b>	Gosia Rudnicki	1. Emergency (evacuation) plan 2. Emergency phone numbers 3. Step-by-step procedures to be displayed on a flow chart