

Highlands Parent Advisory Committee

DRAFT Executive Meeting Minutes

June 9, 2015

Executive Present: Moira Cregan, Ed Desaulniers, Tracy Stirling, Amber Zhao, Verna O'Neill, Tracey Lebedovich, Marnie Giblin

Executive Regrets: Jason Krupa

Next HPAC Meeting: Proposed for Tuesday, Sept 15th, 7:00pm, Highlands Elementary

Next Executive Meeting: Proposed for Tuesday, Aug 25th, 1:00pm, Location TBD

1. HPAC Bylaw and SD44 Policies

All Executive and HPAC members should read and review current bylaws and school district policies on the HPAC website.

2. Communications Update – Marnie

- Marnie G – received feedback from Kirstie - she still gets a ton of questions from people, so not all folks are reading the newsletter
- Verna can do a one-off blast to the entire school (needs to be pre-approved by Todd)
- Verna can also do it directly to the class reps, through Marnie G – although some reps don't follow through
- 98% receive the newsletters
- Verna to give hardcopies for a few weeks
- Verna will take care of new parent letters and speak to new parents in September
- Moira – are there people that can help with translation?
- Marnie – the office can help to translate important letters for new families. Marnie can help to highlight this.

3. Directory

- Verna to try to do it and may call on Brandy to help

4. Morning Office Call Backs

- Lindsay Lal

5. Event Proposal Forms now required for all HPAC sponsored events

- currently located in Programs & Forms tab, then under Financial Forms: 'Budget Request Form'
- Should add this info and link to the newsletter
- Should move it to a easier place to find it on the website
- Mention this at the first HPAC meeting as well

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6. Welcome Back Pizza/Cake Walk

- Lets do pre-ordered pizza ahead of time like this year
- Laura Clarke will be the lead – Carmen to confirm with Laura

7. MJM Family Photos

- MJM dropped the ball, so might want to go with a new company
- Almost \$1000 in profits, worth keeping if possible
- Brandy suggested to call HT Photography
- Does Proline do non-sport?
- Bestway photos – also had delivery issues
- Carmen to see if Aimee or Debbie can help with this
- Tracey to send Carmen the info from last year
- Usually happens at the end of September

8. Parent Social/Cheque Drive

- Carman will be the lead
- Carmen to call venues with private or semi private spaces (Pier 7, Tap & Barrel, Brandy will have info on the other places she's looked into before)
- Possible Date - Friday Nov 6th – before the Christmas party rush begins
- Other potential helpers – Tracey, Marnie G, Verna, Susan? & Faye?
- Fundraising notes:
 - o Set up different levels of donations, offer options to have names engraved in stones etc for large donors
 - o Continue with the check drive online for those parents that will not make the parent social
 - o Some people might not care about the playground so they need to know that HPAC money raised will also go to other programs that help the school
 - o Need to make sure we'll still have enough money to cover school/teachers needs
 - o Ed mentioned there is a private company that has large grant funds available to apply for
 - o Ed mentioned possibly two separate events – parent social + separate playground check drive
 - o Two big parents events might be too much fundraising – parent social/check drive might be better focused on targeted fundraising for the playground project, with other fundraising going towards the other HPAC initiatives
 - o Marnie to confirm with Ed about the grant applications
 - o Look at Edgemont Village businesses including Grovensor and Blue Shore Financial for big donations

9. The Card Project

- Verna – hopefully have the cards ready well before Christmas this year
- Tracey to request the Executive Summary for the card project
- Tracey to confirm Meghan will take it on this year

10. Gingerbread Event

- Suggest that we go back to the cookies instead of the houses Houses kept breaking.
- Save-on foods has packages of gingerbread men
- Angie/Brandy/Dana – might do this again this year – Carmen to confirm

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11. Poinsettia Sale

- Brandy will do this next year

12. Movie Night

- Marnie will be the lead
- It made \$716 last year

13. Halloween Costume Parties

- New idea from Moira – parents can bring in old used Halloween and sell at the school
- All profits go to HPAC
- any leftover costumes to go a “have-not” school
- Possibly link this to the Welcome Back BBQ night?

14. Spring Plant Sale

- Brandy will do this next year

15. Eco Fest

- Kirstie will put her name down as the lead for now and will think about it over the summer
- Reptile guys were great – Elsie also helped
- Co-chairs/HPAC run event during classroom hours – not fundraising
- Tie in to Natural Playground somehow?

16. Spring Fair

- Tracy S to ask Nikki Brown about leading the Spring Fair
- Marnie G will talk to Carlene about possibly leading
- Carmen is not available to help with this
- \$4600 in profits last year, so it's a big fundraiser event and good community event we should continue
- Might need to be a big group effort

17. Book Fairs

- Christina - to organize again this year?
- Carmen will follow up with Christina

18. Talent Show

- If Amanda wants to take it on for the school then HPAC can support her like this year, but HPAC Exec does not have the bandwidth to take it on themselves.

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19. Teacher Appreciation Lunch

- Carmen to see if Laura Clarke can lead this for next year as well
- Find out from Laura if the salad bar worked this year

20. Kindergarten Orientation/New Parent Tea

- Hosted by co-chairs at the beginning of the year (hard copy invitations sent by co-chairs), with other hpac execs attending
- Moira and Todd will confirm the new parent orientation date with Todd
- Marnie will be organizing the Kiddie playdates in the summer

21. ePACT

- Moira and Ed to confirm that Todd and admin will be taking this on
- What is HPAC's role?

22. Volunteer Sign-up Sheets

- Carmen and Tracey will print off and set up the volunteer sign up sheets
- Marnie – Should we put up a copy at the back of the school as well?
- Tracey & Carmen will make the second sign up board to go at the back of the school by the playground

23. Hot Lunch Program

- Meredith Kennedy and Cathy Groot are taking this on again next year

24. Recycling Volunteers

- Ed will talk to Todd about why the HPAC is in charge of this
- Something for admin/teachers/lunch monitors to take care of

25. Fruit and Veggie Program

- Confirm Elsie and Kids Club will head this up. They may need volunteers?
- Moira to talk with Todd about the program, confirm if Elsie is running this again and if there is a grant to apply for ahead of time

26. Departing Highlands Staff

- Moira will follow up with Dana about any retiring staff
- Mrs. Ritchie and Ms. B

27. Coffee for First Day of School

- HPAC Executives should be at school to welcome parents and encourage volunteers to sign up on the boards. Who will arrange coffee and tea station.
- Tracy Stirling will talk to Delanys about donating coffee and tea and biscuits

28. New Parent Welcome Wagon

- Verna to help get new families into the program

29. Walking School Bus

- Erin said her and Amber may take this on, if there is enough support
- Erin should discuss with Todd to see if this is something that's going to happen
- Needs support from the Grade 7s, parents and the school

30. Natural Playground Update (Marnie G & Tracey)

- The summer will involve finalizing design details and budgets and applying for any grants
- Marnie and Tracey will meet up to discuss
- Will need to come up with fundraising ideas and costs

31. New W.O.W. Program

- Brandy and Dana will head this new program up

32. School Wear

- Marnie G will take care of the school wear

33. Family Bingo Night

- We will not be doing Bingo Night this year
- It was a lot of work to run and didn't make any money

34. Kindergarten Playdates

- Marnie G will take care of the Kindergarten playdates over the summer

35. Safety Update

- Amber attended a safety meeting with updates on the Capilano Water main Construction project
- Rep from Cleveland excited about their 4 week bike month

36. HPAC Financials Update/Banking Set up – Tracy Stirling

- TS, Ed, Moira, Carmen going to the bank to set up the check signing
- Can we do a paypal account or some kind of online payment system? – 3-5% cut?
- Tracy S to look into different options of e-transferring money for the HPAC – Brandy might have the options already researched

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37. Website Updates

- Verna and Tracey will meet up in mid-August to clean up and update the website

38. Select Days for HPAC and Exec meetings for next year

- Exec meetings usually happen 2 weeks before the PAC meetings
- During school hours
- 1-2:30pm afternoons Tuesdays

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