

Highlands Parent Advisory Committee

Executive Meeting Minutes

September 22, 2015

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| <i>Executive Present:</i> | Moira Cregan, Ed Desaulniers, Tracy Stirling, Amber Zhao, Verna O'Neill, Tracey Lebedovich, Marnie Giblin, Carmen Kaufmann, Todd Henderson |
| <i>Executive Regrets:</i> | Jason Krupa |
| <i>Next HPAC Meeting:</i> | Tuesday, Oct 6th, 7:00pm (6:30pm), Highlands Elementary |
| <i>Next Exec Meeting:</i> | Tuesday, Oct 20 th , 1:00pm at Carmen's House |

Regrets – Jason Krupa

Admin update – Todd

- Saleema Noon – proposed dates from Todd - after Christmas dates – Moira to hold March 3rd and 4th (March 1st for parent night, will need to combine with the HPAC meeting night)
- She will send an invoice to HPAC
- Todd – school is now full with a number of new students coming in this past week
- Sept 30th – head count date at the Provincial level for funding levels per school
- Cap of 5 years for English Learners support

Discuss Admin asks:

- What are the tech priorities? (laptops vs iPads)
- Red cedar/chocolate lily books – why aren't these included in the library book ask? These are award winning books. The HPAC Exec feels these books should just be included as part of the regular library book allowance
- Todd – once you head down the technology path, it comes with yearly maintenance costs that will need to be covered each year (ie smart board bulbs)
- Laptops – 6 laptops came off the ask for last year so its in this year – intermediates and primary classes are using them. These are more needed than iPads in Todd's opinion. Todd would be happy with any number from 1-6.
- Purchased through Apple by the school.
- Could we change to PCs versus Apple? No, the school has already committed to Apple.
- Schools might need to start asking students to bring their own devices.
- Primaries are better suited for iPads
- These are not demands, this is a teacher's wishlist

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- HPAC should write a letter to the Ministry of Education about not funding technology
- Playground sports equipment – could be cut in half to \$1000
- DVD players – Todd might try to source these somewhere else
- There is one DVD player right now, could reduce this ask to just a few
- School District is on a cycle of replacing teacher's computers
- Home reading books are separate books for classrooms and still very much needed
- Performing arts – dance, jugglers
- Grade 7 award – keep this in
- Edible Garden Project – they come in and teach the kids about the edible garden. This might be the last year asking for this money. The school just received a \$2000 Whole Foods grant.
- Edible Garden is greatly increasing their fees for next year so the school may take over the teaching
- Admin Fund - \$750 – to provide financial support for families that can't afford programs like Outdoor School. It has been enough to cover the needs to date. We could reduce this ask to say \$400 and then vote to increase this if needed
- Record keeping for admin asks – Todd gets an invoice for technology asks.
- Tracy S should keep track of spending from admin
- \$200 classroom allotments – how is that accounted for? Should we be asking for receipts? There is no requirement. Might be good for accountability.

Moira – has receipt for teacher gifts

Welcome Back Pizza/Cake Walk –

- Carmen – its going well – its at \$1004.00 in presales for pizza
- Deb/Aimee should incur the costs up front and will be re-imbursed
- Needs 1 or 2 more volunteers are needed –
- Use Moira and Ed as MCs
- Need Todd to leave the Wi-Fi on all night
- Elsie will be helping
- Deb will be making a music list – she needs to bring her phone (and charger)
- We'll need garbage cans
- Tracey/Carmen – will bring a garbage can if needed

Exec meeting location for future meetings

- The school doesn't have space so it will be at houses
- Next one at Carmen's house

HT Family Photos – Deb is leading this with help from

- Oct 14-16th – Times 5-9pm
- Must sign up on the HPAC Board on paper
- \$25 per seating
- 15 minute sittings

Terry Fox Run –Sept 30th – Marnie P is organizing and doesn't need extra volunteers

Food Days – Class parent helper sign up sheets

- sign up sheets needed for parent volunteers for each classroom – who's doing this?
- Moira – is checking with Meredith on who should make/post sign up sheets
- Oct 9th is the first Hot Food date

Christmas Concert date –

- Todd – Dec 10th – a school sponsored event at Centennial Theatre
- Communication is KEY. Some parents lost their chance to get tickets and some parents didn't know about the cut off.
- Parents are limited to two tickets.
- HPAC managed a ticket swap
- Verna – would like to help with ticket sales
- There are very limited seats
- Can HPAC save 4 front row tickets for Fundraiser (or 2 pairs of 2) – Yes.
- Todd will check with the number of seats
- Band/Strings concert dates - TBD

Christmas hampers lead – Marnie to find out the lead from past years

Emergency forms/comfort kits – Haven't heard anything from the comfort kits yet. This is all part of MyED package that is holding everything up. Info will be coming soon.

Gingerbread Event Angie/Brandy/Dana - Friday Dec 4th

Poinsettia Sale – Brandy is on this

Movie Night – Todd will check dates

Eco Fest – Kirstie as lead. Date set as April 21, 2016. Kirstie is in touch with Todd about this

Book Fairs – only one book fair in the spring

Emergency PAC container - \$750 budget – ok for volunteers

Fruit & Veggie plan – Elsie, but she needs helpers

Spirit Wear – Moira and Blair had talked about pushing uniforms. Ed – will send us the website that sells t-shirts etc online without inventory

Budget/Financials Update – Will meet again next Monday

- year end for submitting expenses each year is July 31st.

Budget vote meeting strategy –

- Talk about this meeting
- Verna to send out another letter to kiddie parents

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Communications/Website/Directory Update – Slow for the directory – deadline is Monday the 28th. Newsletter is going ok.

Opt into – newsletters (this stays for the time you are at Highlands)

Opt into – Directory (for class lists etc)

Parent Social/Targeted Playground Fundraiser –

- Carmen & Tracey - Friday, Nov 6th – updates about DJ – we booking a parent who is a DJ and professional musician

- Everyone needs to know the guidelines and policies about corporate donations

- Read the latest rules on the School District website

- Tracey to write a policy for parents to use when soliciting donations

- Oct 2 – a few of us will go to Mahoneys to check out the Highlands dad DJ/musician

Natural Playground Update – Marnie G & Tracey Lebedovich

W.O.W – Brandy needs Todd's approval

Todd – will send an email to Brandy

Talent Show – Will be sometime in May at Cap U