

## Highlands Parent Advisory Committee

### Meeting Minutes

**November 4, 2014**

*Executive Present:* Erin MacNair, Dana Cave, Jennifer van Eijnsbergen, Brandy Hughes, Kirstie Pirie, Marnie Premont, Tracey Lebedovich, Marnie Giblin, Eric Stodt, Jason Krupa, Anna Archer

*Next HPAC Meeting:* Next HPAC Meeting December 2, 7:00pm, Highlands Elementary

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#### 1. Welcome and Executive introductions

#### 2. Approval of October 7 HPAC meeting minutes

#### 3. Administration Greeting and Updates (Todd Henderson and Blair Martin)

- Todd – The school will be closing the lay-by after school for safety reasons. Will try this for a length of time to see how it goes.
- Blair – Lay-by does not work without parents overseeing it and there isn't anyone currently overseeing it after school
- Parents mention that signage would help
- Parent suggested ensuring signage language is clear
- Blair mentioned that some parents still disobey signs even when they are up. Parents should make prior arrangements for proper pick up after school. Doesn't want a child to get seriously injured.
- Blair – Walking school bus may start in January with teams of Grade 7s walking kids to the school, but this won't be happening in the afternoon.

#### 4. DPAC Update

- DPAC has surplus money in their budget, which schools can apply for.
- Changes to curriculum starting in 2016 – assessments will be more ongoing, trying to set specific goals to make assessments much more objective and concrete.
- Email Jason Krupa with any questions [highlandsDPAC@gmail.com](mailto:highlandsDPAC@gmail.com)

#### 5. Fundraising Updates

Welcome Back Pizza Party & Cupcake Walk – was a great success but there was a lot of litter left at the end of the night by students and parents. Parents should remind kids to not litter and to help with picking up garbage.

- MJM Family Photos – if parents order by deadline, all photos should be received by Christmas. 50 families had photos taken, earning \$1000 for PAC.

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- Terry Fox Run – raised \$850 – was very successful. Thanks to Save on Foods for supplying the oranges to the kids.

**6. 2014/2015 Budget**

Presented by Eric Stodt:

*Refer to the budget document for all of the actual budget amounts*

- Opening Balance \$49,347 – hefty balance to start the year, higher than we thought
- The idea of the parent social this year is to have fun and not make it a fundraiser
- Scholastic Book Fair goes directly to the library
- Fundraising – \$33,275 (less \$4,991 contingency) + \$9,020 other income = \$37,304
- Total Available cash this year (less contingency) \$86,651
- Explanation of process for budget approval, budget review and vote
- We will be doing a secret ballot for any budget item requests that are over \$1500

Talent Show

- Molly & Amanda want to start a parent committee to take over management of the Talent Show this year
- Richard Berg – a Highlands parent used to donate \$5,000 worth staging, lighting, sound equipment to set it up and run it, but his kids are no longer at this school.
- Talent show doesn't work well in the gym anymore (too many people), so they looked at a number of community theatres available to rent and did a cost analysis - \$2200 to hold the talent show at the Centennial Theatre. 300 tickets for sale at \$5 per ticket would greatly reduce price PAC would have to pay for theatre rental
- Request approval of \$2200 for Centennial Theatre rental and would like feedback from parents and HPAC
- Theatre capacity is quite large - Blue Shore has capacity of 350, Centennial is 650
- Kids determine the performances
- \$400 to rent a school bus is an option or could use parent volunteers
- They don't want to cut into class time for auditions and rehearsals
- Some of the older schools have stages that could be rented but you would still have to rent all the lights/sound/stage etc
- District has a stage to rent but its not ok for dancers

Awning

- School board had an issue of not having something that can be retracted so Erin has suggested a retractable industrial-strength awning
- Erin has gotten some preliminary "Nos". Our School Trustee also doesn't know why we do not yet have a solid answer.
- There was no consultation with the public about removing the covered areas (the old school had them) when the school was built

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- Erin is asking for partial cost (\$5500) of a 23' x 13' fabric awning – would last 15 to 20 years with minor yearly maintenance (cleaning). If approved by the school board then the rest of the money would need to be fundraised.
- Karen – awning seems like a good workable suggestion. With the change of school trustees with the election, there are candidates who support covered areas at school.
- School trustee meeting on Thursday at Sutherland
- Karen will add some candidates comments about their support of covered areas on the Cover Our Kids blog (<http://coverourkids.blogspot.ca/>)

Natural Playground

- Tracey is proposing to help to create an outdoor learning space/natural playground area designed and built on Highlands school grounds (gravel field area).
- With the younger kids mainly using the playground equipment, most intermediate kids are left to play on a barren field with little to no actual nature to play or interact with besides gravel.
- Kids have even started bringing in their own natural elements from home (rocks, wood, flowers) to play with.
- Proposing \$5000 to cover costs of design/planning during this school year, and will come back with a proposed plan and construction budget for next year.
- Will assess construction fundraising needs once plan/budget is developed
- Input would be gathered from parents, teachers, admin, students and school board during the design/planning process.
- Parent mentioned doing some kind of “legacy” fundraising idea like the mosaics or stepping stones that parents could donate to put into the playground

Teacher – Classroom amounts

- Proposing to add an extra \$100 for all classrooms this year – so an extra \$2200 total
- Parent asked a budget question about min/max contingency funds required to be saved
- Eric said there is a 15% minimum but no known maximum, but mentioned that PAC money should not just be sitting in the bank, it is meant to be used.

Admin Expenditures Proposed

*Refer to the budget document for all of the actual budget items & amounts*

- \$33, 700 total ask
- Playground equipment (\$2000) – requested by Blair Martin for replacing playground balls and other equipment
- Author visits - \$850 for speakers come to the school for the students
- Edible Garden Project – part of the educational curriculum
- Safe Teen program – Gr 6 & 7 – teaches them how to deal with tough social and other situations

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Proposed Expenditures (HPAC)

*Refer to the budget document for all of the actual budget items & amounts*

- Saleema Noon – For intermediate kids only this year
- Bike Week this year (Ecofest will be next year) – Endless Biking company comes to do biking education, safety and activities
- Parent brought up that it might be good to introduce different levels for kids during Bike Week – (beginner/advanced etc)
- Grade 7 gift – last year was a school banner
- Parent Education – seminars/speakers
- Fun Day Snack – end of the year snack for school's fun day
- Supplies for the scholastic book evening
- Year of Kindness supplies – for events throughout the year
- Talent Night - \$2169 (offset by ticket sales/fundraising)
- Awning – money may or may not be spent (depending on approval by school board)
- Natural Playground - \$5000 for design planning stage of natural playground/outdoor learning space

Projected Balance at year end (including 15% Contingency) = \$33, 798

- Parent Question re: request for books – total about \$10,000 for all the books. Request some of the library money be moved into Parent Education.
- Red Cedar/Chocolate Lily books are award-winning books for primary/intermediate
- Erin – We partner with other schools to give Highland parents a chance to go to other school's parent education speaker nights (so it doesn't cost Highlands money)
- Kirstie – mentioned the book to student ratio is quite low
- Meredith – new librarian started the budget requests for replenishing library

**Show of hands for approval: Majority for Admin Proposed Expenditures**

**Show of hands for approval: Majority for HPAC Proposed Expenditures**

**Secret Ballots collected for items that are over \$1500: Ballots were counted and all items over \$1500 have been passed.**

## 7. Upcoming Events

- Gingerbread – Fri Dec 5<sup>th</sup> after school
- Poinsettia event – online/forms coming home soon for ordering – pick up Fri Dec 5<sup>th</sup>
- Santa's Workshop Market – Fri Dec 12<sup>th</sup> – market where kids can shop for gently-used donated items – proposing to get rid of the kids wrapping themselves so it should only take 20 mins (HPAC will take care of wrapping). Details to come. Save your loot!
- Parent Social – happening at Pier 7 – Jan 30<sup>th</sup> – 150 capacity - \$25 per ticket to cover costs – not fundraising. Will probably sell up to 125 tickets. DJ & Dancing.

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- Previous year we've had 150 parents
- Might have a casual parent meet up in the spring as well

**8. Open Discussion**

- Edward Desaulniers introduced as a Highlands parent who is running for School Trustee – He mentioned he is in support of covered play areas for the school and is available to talk with after the meeting.
- Parent – suggests that hot lunch day cookies and Rice Krispie squares are too big.
- Parent brought up the North side of the school with the grassy knolls and asked why kids aren't allowed to play in that area.
- Todd/Blair said they don't have enough supervisors to be able to watch the kids and to watch for strangers entering the back side of the school

**9. Next PAC Meeting December 2, 2014**