

## Highlands Parent Advisory Committee

Approved Budget Meeting Minutes

October 6, 2015

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

*Executive Regrets:* n/a

*Next HPAC Meeting:* November 3th 2015, 7:00pm, Highlands Elementary

### 1. Welcome and Executive introductions

- Attendance record was taken

### 2. Approval of last meeting minutes

- Sept 15<sup>th</sup> minutes were approved and seconded

### 3. Administrative Update (Todd Henderson and Blair Martin)

- Todd – It has been a difficult few days in the community. A number of communications about the incident and support for adults and children has been sent home. There is not very much more information to offer at this time. The school district is managing the information and press relations at this time. All media should be referred to the school district .
- The School District is working with the NV District and have closed off one of the playgrounds for now while the investigations are on-going.
- Whatever the media reports are – Todd has little control over that. There has been very little information given to him that he can share.

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- Laura Clarke – said the family does not need food right now and the family will let us know if they want to help with food at a later date
- The child's classroom is putting together a small care package that will be delivered to the hospital on Friday
- Their hospital room is quite small so just small items like cards or pictures would be best.

#### 4. DPAC update (Jason Krupa)

Coming up next week

#### 5. Fundraiser Update

- Welcome Back Pizza Event (**Aimee**)
  - Over 130 families attended
  - 630 slices of pizza consumed, over 700 cupcakes donated
  - Raised just over \$1700 to go towards HPAC
  - Halloween costumes raised over \$173
- HT Photos – Family photos: Oct 14, 15, 16 from 5-9pm (**Carmen**)
  - New company doing the photos this year
  - Only two spots left
- Parents Social – Call for Silent Auction items Nov 6 (**Tracey L**)
  - Parent fundraiser will be held on Nov 6<sup>th</sup> at the Seymour Golf and Country Club
  - It will be a fun night with live music, photobooth, food, silent auction and more
  - HPAC would like all parents to attend this year
  - If playground gets approved, this will be a targeted playground fundraiser with engraved family brick sales etc.
- Card Project (**Kelly Moore** or **Meghan Menning**)
  - Cards will be available to order and will be received before Christmas time
- COBS Bread (Edgemont)
  - Mention Highlands Elementary before paying and they will donate a percentage back to the school.
  - We got a cheque from Cobbs for over \$300 from last year.
  - Thank you to Cobbs for also donating the snack for tonight.

#### 6. Events

- WOW Walk or Wheel Program – (**Brandy Hughes**)
  - Every Thursday morning – ride, walk or scoot to school
  - Kid's backpack will have QR codes on their backpacks with their initials that will help keep track of the number of kids participating each week

## 7. Communications (Verna)

- Friday – new directory will be coming out
- 72% of parents have signed up already – another will be coming out in the new year for those who didn't make it into this directory
- if you want the newsletter to go to another email address a separate user needs to be added to the directory. (ie for both parents)

## 8. Budget New, Old and Ongoing (Tracy S)

Jason gave an explanation of process for budget review and vote.

Budget Review:

- The money that is raised each year has been very healthy
- Opening Balance Total - \$56,420 (checking account + gaming account)
- 15% of fundraising goes into a contingency fund and gets deposited into a term deposit currently at 1.00% account
- See the HPAC 2015-2016 budget presentation file on the website for all of the budget details:  
[http://www.hpac.wildapricot.org/Resources/Documents/HPAC%202015\\_16%20Budget%20Presentation.pdf](http://www.hpac.wildapricot.org/Resources/Documents/HPAC%202015_16%20Budget%20Presentation.pdf)
- Spring Event – this year we'll do something new and something simplified that will earn us at least \$2000. TBD
- Tracy S gives a nice thank you to Tracey for her work on the playground
- GST return – for the large amount of work its not worth the \$100 odd dollars
- Pottery Kiln Sale - was sold late last year for \$3000
- Total Available anticipated revenue this year \$84,240

Admin Asks

- Technology upgrades - \$10,419 total
- Includes \$1569 for new replacement bulbs for Smartboards
- Edible garden project – costs are going up a lot next year so the school may take over the lesson instead
- Bursary – this money is used for any families that may need assistance paying for field trips like Outdoor School

HPAC Asks

- Karen M - Grade 7 gift budget item is for Grade 7 keepsakes (this is separate from the buddy bench gift back to the school, which is usually fundraised for separately)
- Tracy S will speak with the Grade 7 parent reps to clarify fundraising/budgets for this year
- Natural Playground Request - \$75,100
- ePACT – Confirm the cost for next year
- Talent Show – HPAC Exec will work with Amanda to make sure we are in

- good shape to earn the fundraising needed of \$1500.00.
- Amanda will not be on the line financially should something unforeseen happen and the fundraising does not work out as planned.
- HPAC Exec agreed that Amanda's Talent Show plan seemed well thought out and reasonable so the event was moved into the Fundraising category of the budget.

#### 2014-2015 – Approved unpaid expenses

- Important to note: All expenses/invoices for any money from HPAC needs to be submitted to Tracy S on or before July 1<sup>st</sup>, 2016.
  - There were a number of expenses that were pre-approved from last year budget that didn't get submitted in time for the year end and these need to be paid out with this budget instead.
  - Total asks - \$117,020
  - Total left in the bank at year end – Just over \$20,000
- Natural Playground (**Tracey L**)
    - Project Overview – the project plan can be viewed online here: <http://www.hpac.wildapricot.org/Resources/Documents/Highlands-Natural%20Playground-Learning.pdf>  
The School District has approved both the design (including a 15x20ft covered teaching shelter), and also the corporate fundraising plan
    - Fundraising Plan – HPAC will be collecting cash donations as well as selling a variety of “legacy” items such as engraved family bricks, stepping stones and boulders that will become part of the natural playground
    - Tracey will be drafting a corporate fundraising policy that all parents should read and follow before trying to gather corporate donations. Stay tuned.
    - HPAC is a registered charity. Tax donation receipts can be issued by Tracy S for donations of over \$100 (minus the cost of engraved stone items). Please contact Tracy S directly if you wish to receive a tax receipt for a cash donation under \$100.
    - An additional \$40,000 will need to be raised this year using a combination of parent, corporate and grant fundraising
    - Marnie G is working hard to submit as many greening grants as possible
    - Contact [tracey@gloriousday.com](mailto:tracey@gloriousday.com) for more information

#### Budget Comments/questions from HPAC members:

- ePACT – Is it going to happen this year? Todd - it's in progress
- Exec - needs to confirm the costs for next year
- What is Ecofest? – Kirstie – it is a curriculum-based day at the school close to Earth Day that is organized by parents, two dedicated teachers and admin. Last time they didn't spend the full \$3000 budget but that was

because they didn't do a full day

- Grade 7 parent – was wondering why this money was removed from the HPAC budget for the Grade 7 bike field trip
- New Exec was not aware and it was mentioned that the bike field trip was part of Bike Week, which admin and teachers requested the school hold every second year instead (this was decided with the previous HPAC Exec), so the budget item for Bike Week was not included in the budget.
- Grade 7 Teacher – cost involved would include renting a truck for bikes and the cost of instructors to lead the day. Some of the kids do not like to do the biking at all, where as others really love it.
- HPAC Exec agreed that if someone wants to lead the effort, fill out an Event Proposal form for a Grade 7 bike day form and find out the budget needed to keep the bike day going for the Grade 7s this year then we can bring this to a vote at the next meeting. This would need approval and agreement from admin/teachers as well.
- Event proposal forms can be found here:  
<http://www.hpac.wildapricot.org/forms>
- Grade 7 Teacher – the money allocated for tech spends will only buy 3 new laptops and does not complete a full class set of 30 and some of the laptops are starting to die. More tech funding is needed.
- Meredith – we need a 3 year technology plan to make sure we keep up with the needed technology year after year.
- HPAC doesn't understand the need of the admins as much as admin does so its ok to give the admin a tech allowance amount and have them spend it how they see fit
- Marnie G – she has been looking into some grants to help purchase some new laptops
- As technology becomes more essential to learning, students should be encouraged to start bringing in their own computers to relieve the pressure off of the HPAC
- Parent: Essential technology for learning should be funded by the Ministry of Education. It was suggested for people to write to the Ministry.
- HPAC Exec and admin/teachers should work more closely together so the HPAC is well aware of the technology plan in order to know what the future funding needs may be.
- Parent asked – If more was raised this year than anticipated, could that extra money go towards technology, Exec said yes.
- Tracey L – If the playground fundraising does not hit its \$40,000 target this year, the HPAC will have a vote at the end of the year about whether to hold the funds for next year or to build phase 1 of phase 2 and continue fundraising.

### **The Vote (run by Jason Krupa)**

- Show of Hands Vote on items under \$1500.
- Secret ballot for any budget item request that are over \$1500.
  
- All items under \$1500 were passed by a majority show of hands
- All secret ballot motions passed unanimously with one no vote against technology

### **9. General Questions and Comments**

- Parent – asked if the natural playground design was final. Tracey L stated the design has already been approved by the School District and last year was the year for design. Tracey said she would still like to hear any suggestions.

### **10. Meeting Adjourned**

**Next Meeting: November 3th 2015, 7:00pm, Highlands Elementary**