

Highlands Parent Advisory Committee

Draft Meeting Minutes

October 4, 2016

Exec Members Present: Janelle Eisler Carr, Ed Desaulniers, Tracey Lebedovich, Glenda Savage, Angela Santoro, Todd Henderson, Jason Krupa, Karyn Magnusson, Tracy Stirling, George Polymenakos, Marnie Giblin

Exec Members Absent: Jennifer Leroux

Next HPAC Meeting: Tuesday, November 1st, 7:00pm, Highlands Library

Introduction and Approval of the Last Minutes

Approval of the minutes from June 7th, 2016 and September 13th, 2016 HPAC meetings

- June minutes - Approved by Marnie, Carmen second.
- Sept meeting – Approved by Janelle, Tracey second.

Budget

- Budget Review
 - Hopefully getting grant money for Edible Garden Project (TBD)
 - Enhanced learning spaces project \$5000 – lots of different equipment for classrooms to make learning spaces accommodate kids moving while learning
 - Teachers seem to be happy with budget (technology & books)
 - Tracey mentioned book drive at Christmas to supplement library

 - Expected income: \$26,095
 - Opening cash balance: \$61,370
 - Total available cash: 87,465
 - Requested expenses (staff): \$52,310
 - Requested expenses (HPAC): \$13,765
 - Total expected expenses: \$66,075
 - Projected balance at year end (including 15% contingency): \$21,390

 - Parent question about natural playground upkeep amount \$3200 – is that enough? Tracey says that will cover \$1000 in professional upkeep, plus 8 weeks of water service (all will be dependent on weather). Trying to get district approval for a water tap near the playground to simplify watering for volunteers.

 - Discussion about \$700 amount for grade 7s to use for farewell tea & ceremony. Suggestion that a binder of info should be passed along from grade 7 parents to upcoming grade 7 parents so they know about previous budgets/expenses/events.

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- Question about budget for safety signs (\$650) – nobody submitted a formal request. Can be requested at a future public meeting (contingency \$).
- Voting procedure during HPAC (proxy voting, private ballot)
 - Motion passed to vote by anonymous written ballot
- Budget Vote
 - Vote result – everything on the budget passed

Admin update – (Todd)

- First DPAC meeting is Oct 26th – panel discussion about new curriculum.

Fundraising (Marnie and Tracey)

- Welcome Back Pizza – This Thursday – need Halloween costumes donated. Presold 120 families already, more for sale the night of the event. Bring loonies for cake walk. Accepting cupcake donations at HPAC kitchen the morning of the event, label for allergies.
- HT Photo – Sign up online for photo times.
- Food Days – Starts this Friday! Need parent volunteers.
- Parent Social – November 4th, North Shore Winter Club. 80s night – please dress up. Great DJ playing 80s music with guest surprise near the end of the night. Silent auction has great prizes already, looking for big ticket items (restaurant gift cards, bottles of wine, event tickets, etc.)
- HPAC sponsors – Mabels labels, Kmuniti (online shopping with credits for school).

Terry Fox Run (Janelle) – thanks to all of the volunteers. Oranges from Save on Foods. Teachers appreciated having the individual bags in the classrooms for oranges (made it easy to hand out and then collect rinds afterwards). \$759 raised in donations.

Communications (Glenda) – no update

- Directory Signup
- HPAC Newsletter and website update

After School Programs (Angela) – BrainSTEM Learning starts this Friday, other programs running well. Introducing after school drama program this fall for grades 5/6.

SRA Representative (Erin M) NorthShoreSRA.com

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New Business

- circular driveway in front of the school, need signage displaying rules for parents needing to pull up to the end, parents can't get out of the car. Todd will find the language about this in his archives & send to Glenda to communicate with parents.
- Question about wanting to get grade 7 contacts for kids who want to babysit for other highlands families. Grade 7 teacher will talk to students about this.

Next HPAC Meeting – Tuesday November 1st, 7:00pm, Highlands

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