

**HOPE LUTHERAN CHRISTIAN SCHOOL  
PTL GENERAL MEETING MINUTES  
September 17, 2020**

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**Attendance:**

55 participants in attendance over Zoom.

**Approval of June 2020 Meeting Minutes**

**Motion:** To accept the June 2020 minutes as written.

*Motion approved.*

**Meeting Opening**

Lisa Klym opened with an introduction to praying the scriptures and emphasised how God's Word is living and active. Psalm 67 was prayed back to God as a prayer for our school, personalising the Psalm by replacing "us" with "Hope Lutheran School".

**Elementary Vice-Principal's Report**

- Thank you for your continued support of our students and school. We appreciate your patience and grace as we worked to get our school ready to receive you with the increased COVID procedures and policies.
- Summer is a time of rest, but our school staff was busy preparing for students, some increased health and safety procedures are highlighted below:
  - New drop off and pick up routine - line up outside and staggered dismissal.
  - Floor decals and signage in place for flow and distancing
  - Masks/shields required for all individuals in the school
  - Parents to email/call the office prior to coming in. When at the school - please stay at the window to speak with Janice.
  - Designated staff on-site for increased cleaning and sanitizing
  - Purchased an electrostatic sprayer to speed up the after-school cleaning
  - Also purchased tents for the parking lot (weather), and portable sinks (on their way for classes without a sink in the room)

Mrs. Watson referred to the Monday Note that advertised we are looking for volunteers to help at lunch hour. Contact is Agnes White. When volunteers come in there will be a document of expectations to read over. K-2 parent volunteers will be inside the building but mainly in the hall unless needed in the classroom. A Criminal Record Check needs to be on file with the office for all lunch supervision volunteers.

Mrs. Watson is also looking for resumes for a paid recess OR lunch supervisor.

**Upcoming Events:**

- Seesaw - patience is appreciated as new teachers learn a new platform

- Should have received an invitation to join from the classroom teacher
- This is a digital portfolio, for connecting students and parents with what is going on in the classroom
- Curriculum Evening - Tuesday, September 22 (K-5 campus) on zoom with teacher from 6:30-8:00pm
  - Opportunity to hear about whole-school programs and initiatives
  - Meet with classroom teachers to hear about their classroom routines and programs
- REAL day - adjusted to multi-day with days assigned to cohorts
- Individual Picture Day - (K-5 Campus) - Tuesday, September 29
  - COVID protocols in place (stand, no touch-up by parent volunteers, ordering done online)
  - Arrangements will be made for home-based learning students to have their photos done at a different time than in-school students.

### **Middle School Vice-Principal's Report**

Thank you HLCS parents for your understanding, patience, and grace as we strive to do all we can as staff and teachers to ensure our middle school campus is as safe as possible for everyone.

Some increased health and safety procedures that were put into place prior to the school year starting are highlighted below:

- Designated entrances and exits in the building
- Hallways divided and arrows on the floor to indicate one-way traffic
- Floors marked to designate waiting areas outside of washrooms and change rooms and at water fountains
- Masks/shields required for all individuals in the school
- Student temperatures will be taken each morning
- Designated staff on-site for increased cleaning and sanitizing
- Two shuttle bus runs before and after school to increase physical distancing between riders
- To provide additional space for physical distancing, students can now proceed to the gym upon arrival in the morning (once their temperature was taken) where a supervisor will ensure they distance themselves from other students who are not in their class or cohort - they will then proceed to their homeroom by 8:30 am
- We have a class set of new Chromebooks which will primarily be used by the Grade 6 class
- Most middle school teachers will be using Google Classroom and the Google platform exclusively this year for homework updates and student portfolio (exceptions may include band where SeeSaw may still be used by Miss Allen)
  - Students are expected to join all Google Classrooms that apply to them
  - Parents should be receiving invitations via email to connect to their child's Google Classrooms and portfolio (Google Site)

The Well will be open on Wednesdays at lunch beginning on September 23rd. Thank you to Mrs. Edema for heading this up! Students will be able to purchase individually wrapped snacks (health and safety protocols will be in place). We are hoping to offer a hot lunch program beginning in October (the same company that the elementary school has been using)

**Upcoming Events:**

- Curriculum Evening - Thursday, September 24 (middle school campus) on zoom with their child's homeroom teacher from 6:30-8:00 pm
  - o Opportunity to hear about whole-school programs and initiatives
  - o Meet with classroom teachers to hear about their classroom routines and programs
- Individual Picture Day - (middle school) - Wednesday, September 30
  - o COVID protocols in place (stand, no touch-ups by parents/staff, ordering done online)

**Elementary Calendar:**

- Monday, September 21: Km Club starts
- Friday, September 25: No School (Pro-D)
- Tuesday, September 29: Individual Picture Day (K-5 Campus)
- Wednesday, September 30: Orange Shirt Day
- Thursday, October 1: Terry Fox Run (staggered by cohort at the park)

**Middle Calendar:**

- Friday, September 25: No School (Pro-D)
- Wednesday, September 30: Individual Picture Day (Middle School Campus)
- Thursday, October 1: Terry Fox Run (students will run during PE classes)
- Friday, October 2: Orange Shirt Day
- Monday, October 12: No School - Thanksgiving
- Thursday, October 29 and Friday, October 30: No School (Parent/Teacher/Student Conferences)

**Hot Lunch**

Hot lunch will be coming in October. Watch the Monday Note for details on ordering.

Hot Lunch is not mandatory - you may order for all the days on the schedule or choose your days.

Menu items are also your choice. A selection will be provided for each scheduled day and parents choose what to order for their children.

**2020/21 PTL Structure**

Carlson Ho has stepped down as Treasurer. Our new PTL Treasurer is Mischa Chen.

Carlson Ho will be removed from our list of financial signing authorities and Mischa Chen will replace him. The other two signing authorities remain the same - Lisa Klym and Janice Klassen.

President: Lisa Klym

Treasurer: Mischa Chen

Secretary: vacant (being filled by Lisa Klym)

Liaisons: Judie Tang, Chinese Parent Liaison (Mandarin & Cantonese)  
[jeffandjudie@yahoo.com](mailto:jeffandjudie@yahoo.com)

Agnes White, Korean Parent Liaison [agneswhite0106@gmail.com](mailto:agneswhite0106@gmail.com)

K-8 Class Liaisons

As we have many enthusiastic parents supporting the various PTL initiatives, the titles have changed from Members-At-Large to Committee Heads.

### **2020/21 Committee Heads:**

- Parent Prayer: Tina Goetz
- Hot Lunch: Sharon Chong
- Lice Coordinator: Gail Madanyake
- Christmas Hampers: Gemma Hooper
- Emergency Preparedness: Sabella Chen and Lillian Wong
- Reading Link: Kristin LeRoss
- Staff Appreciation: Sharon Chong
- Speaker Series: vacant
- Photographer/Video: Douglas Chow
- Compassion Ministry: Lisa Klym

Due to social distancing requirements, the decision was made to not conduct lice checks at the school but rather have parents conduct their own regular checks at home aided with guidelines provided by the school.

### **Shop @ Hope Business Directory**

We like to support our school families and shop locally. If you have a business you'd like to promote or provide services that would be beneficial to our school community, please register your details in the "Shop @ Hope" link provided in the Monday Note. The directory is posted on our website and updated regularly.

### **Campus Cleaning**

Thank you to those parents and families from the school and church who participated in our PoCo campus cleaning day on August 29th. We had quite a number of volunteers and they all worked hard to remove the layers of dust and grime that had accumulated throughout the year.

Due to COVID restrictions we are unable to conduct a weekly cleaning schedule as presented at our last PTL meeting, however, we likely will have another cleaning day in the spring.

**Parent Prayer**

Meets every Monday evening over Zoom from 7-7:30 to pray for our students and families, staff and school. Any parent or staff member is welcome to join. Please contact Tina Goetz at [mylifeforhis@shaw.ca](mailto:mylifeforhis@shaw.ca) for the connection details.

**Fundraising**

Please consider supporting our new recycling fundraising initiative by using the labelled bag that will be sent home with your youngest child in October and donating your beverage recycling refunds to the Hope Lutheran School account at the Biggar Bottle Depot in Port Coquitlam or at any Express Return It stations in the Lower Mainland. All deposits paid on beverage containers will be credited to our school account.

Further details will be sent home with the labelled bag.

**Volunteer Opportunities**

Km Club is starting Monday, September 21st.

**The students will be running during class time each Wednesday.** Parents volunteers are required from each class to act as spotters around the field. If you are available to help out, please indicate in the link appearing in the Monday Note.

K Classes	1:25-1:55
Grade 1's	9:30-10:00
Grade 2's	9:00-9:30
Grade 3's	11:30-12:00
Grade 4's	12:45-1:15
Grade 5's	2:05-2:35

**Bus Fundraiser Update**

Thank you to everyone who contributed to our bus fundraiser last February. We were able to raise a total of \$31,884.76 towards purchasing our own school bus. Of those funds, \$13,450.00 was raised through parent donations, \$1852.00 through the dumpling sales and \$16,582.76 was generously gifted from the estate of a Hope Lutheran church family. Since that time we have

received several more donations, bringing our total to 33,065.64 to date.

The bus fund is still active on our Donate page through the website at [hopelcs.ca/school](http://hopelcs.ca/school). Click on "Donate" in the top right corner. If you wish to donate online towards the school bus fund, every donation is issued an emailed tax receipt.

**Bus Purchase Due Diligence**

The financial benefits of owning our own bus exceed that of leasing, therefore, the school would like to purchase their own bus as soon as possible. In conjunction with this purchase, we need to have in place a person with a National Safety Certification, which we are working on right now and hope to have in place very soon.

Throughout the summer we have considered new vs. used and our due diligence is presented here.

***Option 1: New Bus Purchase***

**2019 Ford Turtle Top Terra Transit  
Tour/Shuttle Bus**

**Price \$97,240.00**



**2019 Ford Girardin G5 Tour/Shuttle Bus**

**Price \$96,462.00**



**2019 Ford Girardin G5 Tour/Shuttle Bus**

**\$91,688.00**



**2019 Ford Eldorado Advantage Tour/Shuttle  
Bus**

**\$91,242.00**



**Option 2: Purchase Existing Leased Bus**

- 2007 E450 Gas V10 with a Thor bus built on it
- 212,000 miles (341,000 km)
- Asking price: \$20,000
- Leasing Agent will make sure that everything works and has a current safety certification
- Insurance cost for last year: \$2,181.00
- Average maintenance fees on this bus: \$2,000/year



**Option 3: Used Bus Posting**

**2014 Ford Econoline E450 25 passenger Bus**



Listing Price:	<b>\$37,810.00</b>
Conveyance Fee:	+ \$300.00
Taxes:	+ \$4,573.20
Total Payment Obligation:	<b>\$42,683.20</b>
Est. Biweekly Payments: (based on \$2,000.00 down)	<b>\$375.64 x 130</b>

**Affordable Cost Per Day: \$23.39<sup>†</sup>**

\* All prices are in CAD.

<sup>†</sup> Affordable cost per day is based on total payment obligation divided by 5 years x 365 days.

<b>Stock #:</b>	BC0032928
<b>Serial #:</b>	1FDFE4FS3EDA24767
<b>Mileage:</b>	27823 km / 17288 mi
<b>Body:</b>	White
<b>Interior:</b>	Blue
<b>Fuel Type:</b>	Gasoline
<b>Engine:</b>	6.8L

2014 Ford Econoline E450 25 passenger Bus, 6.8L, 10 cylinder, 2 door, RWD, cruise control, air conditioning, AM/FM radio, CD player, white exterior, blue interior, cloth. \$37,810.00 plus \$300 conveyance fee, \$38,110.00 total payment obligation before taxes. Listing Report, Warranty, Contract Commitment Cancellation option on Fully Completed Contracts, Financing Available on Approved Credit (some limitations and exceptions may apply). All above specifications and information is considered to be accurate but is not guaranteed. Call 604-522-REPO(7376) to confirm listing availability.

- 2014 Ford Econoline bus posted locally evening of September 15th
- 27,823 km (17,288 mi)
- Previously owned by Variety Club Children’s Charity
- \$37,810 + taxes

**Comparative listings:**

- 2015 Goshen Impulse in Washington; 200,000 km; \$31,000 Cdn
- 2016 Goshen Impulse in Washington; 64,300 km; \$48,700 Cdn

A decision was made to pursue a purchase subject to a mechanical inspection.

We have paid a \$336 non-refundable deposit to hold the vehicle. This will be applied to the purchase if we choose to go ahead.

A mechanical inspection is being done September 18th and a decision will be made by the end of that day.

### **Bus Purchase Discussion**

- It may be possible to purchase used car warranty? Used car warranties can be purchased from third parties
- Brand new one seems too expensive for us. Option 2 is not a long lasting investment. It broke down a few times before.
- Lien check – apply to Services BC in Maple Ridge with VIN # - It was confirmed that there is no lien on it.
- Diana K mentioned seeing a listing for a 2018 Ford Transit 350 wagon, 15 passengers \$38,910 34,000km – but we are looking for 25 passengers.
- Question: Will there still be 2 bus runs between the schools in am and pm? Answer: We would return to a single trip.
- Class 4 license is required to operate the bus.
- There was an accident check completed with only some minor scratches and small claims under \$5,000 due to inexperience.
- Ensure that the bus is not a rebuild status.
- John Lok: If purchase is successful, we will need time to put into service because of National Safety Certificate. Does anyone know a carrier of this Certificate that we can come alongside short-term until we have our own Certificate.
- The current leased bus won't last long due to age and mileage.
- Brand new one seems too expensive for us. Option 2 is not a long-lasting investment. It broke down a few times before
- Fixed price on Option 3, no negotiations.
- Once we move to owning our bus, the trips will be reduced to 1 in the morning and 1 in the afternoon.

**Motion:** Subject to a satisfactory mechanical inspection report, we will move forward with the purchase of the 2014 Ford E450 Econoline 25 passenger bus, as outlined in Option 3, with the goal to fundraise the remaining balance throughout the school year.

Sue Corrigan, Jim So Seconded. Approved.

*Motion unanimously approved.*



**Staff Wish List Items**

All teachers and departments were asked to provide a response and, based on the feedback received, the proposed funding breakdown is as follows:

- KB - Magnatiles, \$80 (educational toy)
- 2B - scoop chairs, \$70/6-pack (flexible seating option)
- Middle School - outdoor spike ball set, \$80
- Music - guitar/keyboard amplifier w/ mic outlet, ~\$1500
- PE
  - Gym Sense, K-5, \$2100 (January)
  - Choice of 1-2 activities for grades 6-8, \$2100
- Michele Malmberg, Parking Lot Attendant - needs new waterproof jacket. Have one branded with Hope logo. \$350-400

**Motion:** To fund up to \$6500 to January (\$9224.88 available funds). The breakdown is as follows:

KB: up to \$90	P.M. Campus: up to \$90
2B: up to \$80	Music: up to \$1500
Staff Room Snack Bar: up to \$100	PE, PoCo Campus: up to \$2100
Michele Malmberg: up to \$400	PE, P.M. Campus: up to \$2100

Given our decrease in funding, additional costs due to H&S requirements and a possible 25th celebration, the VP's would like to limit the campus spending at this time. In January we will reassess to see if we can fund additional PE activities and other requests that may be received.

**Note:** The receipt of the \$55 PTL fee per family has not been accounted for yet. This will give us an additional \$11,770, plus the proceeds from the recycling fundraising.

*Motion approved.*

*Comments:*

- Parents are interested in donating to the staff snack bar.
- Does anyone have an amp to sell? Contact Ms. Allen.

Further funding considerations are:

- 25th anniversary celebration
- Offset costs of Health & Safety items
- Additional PE activities

**Financial Statements - Carlson Ho**

**June 1-August 31, 2020**

<b>Financial Statement</b>	
<i>June 1 to August 31, 2020</i>	
<b>Balance Forward June 1, 2020</b>	<b>\$16,877.60</b>
<b>Income:</b>	
Tuition Relief (\$200 x 17 families)	\$3,400.00
Stale Cheques	\$208.93
<b>Expenses:</b>	
Classroom Setup	\$3,400.00
Hope Lutheran School - Standing Motions (Resource Department \$2,000) (Emergency Preparedness \$800) (Library \$500)	\$3,300.00
Grade 5 Celebration	\$2,433.35
Jerseys	\$642.60
Grade 3 Bean Bags	\$585.01
KM Club	\$336.51
<b>Balance on August 31, 2020</b>	<b>\$9,789.06</b>
<b>Funds held:</b>	
KM Club	\$564.18
<b>AVAILABLE FUNDS</b>	<b>\$9,224.88</b>

A clarification was made regarding the \$3400 under income. These are PVH cheques that families donated towards the tuition relief fund. These cheques were dated June 1st, therefore, the PTL covered the amount until the cheques could be cashed. This "income" is to offset what had been donated.

Also Mr. Lok shared that our PTL contribution to the Tuition Relief Fund made a difference. The school also supports this ongoing fund as an unbudgeted item.

**New Business**

No new business to report.

Meeting adjourned at 8:24. The meeting was recorded for anyone who wishes to listen.

Next meeting date: November 5, 2020 at 7pm over Zoom. Connection details will be sent prior to the meeting.