

HOPE LUTHERAN CHRISTIAN SCHOOL
PTL GENERAL MEETING MINUTES
June 10, 2021, 7 pm

Attendance:

23 participants over Zoom.

Meeting Opening

Lisa gave a devotional about the body of Christ being built up until we all reach unity in the faith. Ephesians 4:11-12; 16 was the key scripture.

Approval of May 2021 Meeting Minutes

Motion: To accept the May 2021 minutes as written.

Motion approved.

Elementary Vice-Principal's Report

- THANK YOU parents for your help and support for our Sports Days.
- We are excited to celebrate our Grade 5 in our final chapel service with our Grade 5s showcased with song selection, Grade 5 teacher devotional message, Grade 5 speeches, Year end awards, and the Grade 5 Video. Also, included in the chapel will be our year-end video.
- Musical Drive-In: Still some spots available for the 10am, 12pm and 2pm showings.

Upcoming Events:

- Last chapel - June 16th: Grade 5 Celebration AND Year-End
- Last day of school is Tuesday, June 22 at NOON.

Upcoming Events:

- Restrictions easing could mean a return to more “normal” school operations in the fall
- We hope this will allow for a return to community events so we can have a fall gathering, Special Person’s Day, our Bethlehem Walk, and in-person chapel for the whole school.
- Guidelines for schools will be communicated in June to schools and then again in August. The school will communicate in August what protocols or procedures will be in place according to the documentation received from the government.
- Some things we implemented this year were beneficial and are likely to stay (morning drop off, after school pick up outside, etc)
- Communication about next year’s class assignments and home visit scheduling will happen in August.

School-Wide Calendar:

- Wed. June 16 - Grade 5 Celebration
- Tues. June 22 - NOON DISMISSAL - Last day of school
- Sun. July 4 - Deadline to order school supplies so they are delivered to the school at the end

of August (pick up date will be communicated in August communications from the school)

- Mon. August 23/Tues. August 24 - Teachers return
- Fri. August 27, Mon. August 30, and Tues. August 31 - Home Visits
- Tues. September 7 - First day of school - NOON DISMISSAL

Updates:

- Miss Allen recorded each band class performing a selection of pieces in preparation for our year end music concert which will be released...
- Mr. O'Dell has been busing PE classes over to Harris Park so the students can play soccer and ultimate frisbee on the large field
- After school extracurricular activities will wrap up in the next couple of weeks:
 - Tuesday, June 8th - last day of volleyball
 - Friday, June 18th - last day of boys' basketball

Upcoming Events:

- Tuesday, June 15: Grade 8 Grads at Camp Luther for the day
- Wednesday, June 16: All students at Timberline Ranch for the day
- Friday, June 18 @ 9:30 am: End of Year Celebration Chapel and Awards which we will plan to livestream or share on Zoom
- Saturday, June 19 @ 6:00 pm: Grade 8 Grad Ceremony for Grade 8 students and their families (prior to the 7pm showing of the musical)

Calendar:

- Tues. June 15 - Grade 8's to Camp Luther
- Wed. June 16 - MS Students at Timberline Ranch
- Fri. June 18 - Year End Celebration Chapel and Awards (Zoom link will be sent to parents)
- Tues. June 22 - 11:45 am Dismissal - Last day of school
- Sun. July 4 - Deadline to order school supplies so they are delivered to the school at the end of August (pick up date will be communicated in August communications from the school)

Financial Statements - Mischa Chen

May 1 - May 31, 2021

Hope Lutheran Parent Teacher League

Financial Statement

May 01 to May 31, 2021

Balance Forward May 01, 2021 **\$17,538.70**

Income:

Drive-In Musical Treat Bags Fundraising \$229.00
 Hot Lunch Rebate \$119.50

Expenses:

Staff Appreciation \$887.18

Balance on May 31, 2021 **\$17,000.02**

Funds held:

Middle School PE Equipment \$887.04
 Elementary School PE Equipment \$2,100.00
 PTL Events \$1,500.00
 New School Year set-up fees (21/22) \$6,800.00
 Staff Room provision \$186.91
 Contingency Fund \$700.00
 Discipleship \$250.00

AVAILABLE FUNDS **\$4,576.07***

*Music for \$1,500, the Well for \$707.35 were removed.

Year-end Spending

\$887.04 remains in MS PE funding. Requests that will be funded from these amounts are to benefit middle school PE equipment:

Class	Wish	Cost	Quantity	Total (excl. tax)
PE	Pickleball Paddles	\$19.00	20	\$380
	Pickleball Balls			\$44.00
	Titan Ball Cart (volleyballs)	\$320	1	\$320
				Total \$744

\$2100 remains in Elementary PE funding. Requests that will be funded from this amounts are to benefit recess time:

Recess equipment	Broom w/ dustpan	\$17.49 each	2	\$35	Canadian Tire
	Upright Dust pan	\$15.00	1	\$15.00	Canadian Tire
	Child's size snow shovel	\$23	5	\$115	Rona
	Little Helper 3-piece broom set	\$16.99	1	\$16.99	Bed Bath & Beyond
	Chinese skipping ropes + instructions	\$15	3	\$45	Amazon
	Ankle ropes w/ ball	\$30	1 set of 6	\$30	Amazon
	foam balls/footballs				
	Catch-A-Ball set	\$18	1 set of 6	\$18	Creative Children
				Total \$275	

Kristen Weiser offered to donate the Chinese skipping ropes.

PTL Standing Motions

The standing motions were shown to give parents an idea of what the PTL sets funds aside for.

Funds to set aside by end of October for new school year		
Classroom setup	\$200 to each classroom (16 total in 2019/20 year)	Should pay out in June/Aug each year
(Clare to confirm names)	\$200 to PE (Craig O'Dell)	
up to \$4000	\$200 to French (Cathy-Jo Shortt)	
Lice Committee	\$100.00	Should pay out in Sept each year
Emergency Prep	\$200.00	Should pay out in Sept each year
Library	\$500.00	Should pay out in Sept each year
Resource Dept	\$1500 (reduced from \$2000)	Should pay out in Sept each year
Recess playground items	N/A	Should pay out in Sept each year
The WELL	\$500.00	
Staff Room Provision	\$400.00	
Subtotal \$6800 paid out by September of new school year		
set aside funds in previous school year		
Accelerated Reading Program	\$4,000	(has now been paid to 2021/22 school year)
Winter Activity 6-7-8	Up to \$2,500.00 (reduced from \$3000)	Should pay out in Nov each year
SCREAM	\$850	Should pay out in Nov each year
Christmas Hampers	\$75 per family, up to 4 families \$300 (reduced from \$400)	Should pay out in Dec each year
Reading Link	\$500.00	Should pay out in Dec each year
Subtotal \$4,150.00		
paid out by end of November		
LEST (end of Jan)	\$1,500.00	previously scholarship funds
PTL Events	\$500 each, at least \$1,500	Should pay out in Jan each year
Gym Sense K-5	\$14/student = up to \$3,220 (reduced from \$3700)	Should pay out in Feb each year
Swimming Lessons, 2 & 5	Up to \$1400	this is half, school pays other half of lesson cost
Subtotal \$7,620		
Paid out by February		
\$11,770 to be held after PTL fees deposited for new school year		
(\$4150 + \$7620 = \$11,770)		
\$6,800 set aside by end of school year		

A suggestion was made to provide a \$200 setup cheque for the music department as well. The

music teacher will be asked before we make the standing motion for this.

PTL Contingency Fund

Should the PTL be setting aside a portion of their income into a contingency fund to anticipate large spending for replacing things such as a playground, school bus or any other big ticket item that isn't covered in the annual budget? How much to the fund each year? Going forward what frequency (each term, end of each year) and what %?

The PTL did not make any income this school year. This discussion was tabled until we have a better idea of the income of the PTL and how much remains at the end of a normal year.

Clarification on PTL Spending for the School

The table below was developed to give staff and idea of what items the PTL supports:

PTL Wish List
Items requested for the wish list are typically bigger ticket items (class sets/supplementary sets or materials) or ones not covered by the school budget.
- STEM/coding items
- Class sets (whiteboards, toy sets - Keva blocks, Plus-Plus, etc)
- Supplementary teaching materials
- Big ticket items (for example - in the past document cameras began here, then became school budget)
- Special items/requests (Mud Kitchen)
- Special field trips or guests brought in-house (paddling, curling)
- Flexible seating

PTL Funding

Based on the number of families registered with us for September, we anticipate generating \$10,800 in PTL income in September. We will be having the Parent Participation Program (formerly Parent Volunteer Hours) functioning based on the expected BC restart plan. Therefore, we will also

have additional income in February and June 2022.

Staff have submitted their wishlists and the requested funding as follows is open for discussion.

KA & KB

Item	Cost	Quantity	Total (excl. tax)
Resources to assist in teaching handwriting.	\$320	2	\$640



Item	Cost	Quantity	Total (excl. tax)
Plus Plus interlocking shapes	\$35	4	\$140



KB

Item	Cost	Quantity	Total (excl. tax)
Class set mini whiteboards (includes markers & erasers)	\$68	1 set of 25	\$68
Class set clipboards	\$25/set of 12	2 sets	\$50



1A

Item	Cost	Quantity	Total (excl. tax)
Class set mini whiteboards (includes markers & erasers)	\$68	1 set of 25	\$68



3B

Item	Cost	Quantity	Total (excl. tax)
Class set mini whiteboards (includes markers & erasers)	\$68	1 set of 25	\$68



4A

Item	Cost	Quantity	Total (excl. tax)
White boards (to complete class set)	\$54.15/pkg of 10 Individual \$5.70 ea	15	\$82.65

Middle school ADST studies

Item	Cost	Quantity	Total (excl. tax)
Sphero Bolt balls	\$150	8	\$1200
3D Printer	\$2500	1	\$2500



Used items wanted:

- Keurig coffee maker for the south wing PoCo campus
 - Sharon Ho offered a donation
- Foosball tables and ping pong table for the Middle School Library
- 8-drawer plastic rolling cart (clear) for Mrs. Vassor



Mud Kitchen Details:

Mr. Mayer would like to construct some “mud kitchens” to add to the back of our Port Coquitlam Campus playground.

[HOW TO MAKE A MUD-KITCHEN](#)

- Will be located behind playground and building, adjacent to parking area
- Area will be fenced off and the ground cover will provide “kitchen” provisions

Mr. Mayer is in town all of July and can coordinate the construction. Mr. Mayer will provide construction details. Please contact Mr. Mayer directly if you are able to help: jmayer@hopelcs.ca.

Are there parents who have old kitchen utensils, bowls, pots to donate? Paint?

Ideas for Mud Kitchens:



Volunteer Opportunities:

- Labourers needed for replacement of building siding. No experience necessary, assistance is required on the ground.
- Moving items from a Burnaby church storage area back to our PoCo Campus. If you have a truck, are you able to help? Date TBD. Possibly the end of June.
- Construction assistance for “mud kitchens” in July.
- Parent volunteer to organise school supply boxes by class and family name. Boxes to arrive at the end of August.

Sharon Ho suggested we email this wishlist to parent to allow them the opportunity to make donations. An email will go out within the week, giving parents/businesses a chance to make a charitable donation.

In preparation for our upcoming 2021/22 school year, we need to fill the following vacancies:

Emergency Preparedness: working alongside Lilian Wong, preparing emergency response items for each class. A list of procedures is available. Anticipated start date of October.

Fundraising Coordinator: Ideas for fundraising are forwarded to the PTL regularly. A Coordinator is needed to help with exploring and implementing fundraising initiatives.

Lice Check Coordinator: Lice check is a necessary health function for our elementary campus and is done three times a year to keep our environment healthy. Checks are conducted at the start of the school year, after Christmas break and after Spring break. A binder of procedures has been developed and training can be arranged.

Kilometre Club Coordinator: we are hoping to offer KM Club in the fall, however, the Club is in need of a Coordinator. A document of Best Practices has been created - a step-by-step guide on how to run the Club. If a Coordinator is not appointed, the Club cannot be held.

25th Anniversary Celebrations

Book Drive

Our book drive will officially run until June 16th, however, we will continue to accept titles any time.

If you wish to make a monetary donation, please mark it “Book Drive” and submit to either campus office.

If you wish to donate a book in honor of your child’s birthday, we have a legacy sticker that is put on

the inside cover of the book indicating which student donated it.

Drive-in Musical

We are excited for our drive-in event on June 19th showcasing our 25th Anniversary Musical. Tickets are still available for the 10am, 12pm and 2pm shows. If you have not purchased your ticket yet, do not delay. Only \$50 per vehicle. View the Monday Note for the link to the ticket registration. Payment is received at both campus offices. **Deadline for payment is tomorrow (Friday)!**

The LED screen is suitable for bright light as well as wet weather - whatever the conditions, the show will go on!

Used Uniform Sale

Our end of the year uniform sale took place Monday, June 14th at the PoCo Campus.

Meeting adjourned at 8:25 pm. Our next meeting date is 7pm, September 9, 2021 over Zoom. Connection details will be sent prior to the meeting date.