

**HOPE LUTHERAN CHRISTIAN SCHOOL  
PTL GENERAL MEETING MINUTES  
November 4, 2021, 7 pm**

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**Attendance:**

57 participants over Zoom.

**Meeting Opening**

Lisa welcomed all families and staff to the meeting. The meeting opened with a reminder of the school's mission statement and core values. Isaiah 61:10 was read and Lisa shared the message from the chapel this week about Reformation Day. A prayer of thanks was shared for all staff, students and families.

**Approval of September 2021 Meeting Minutes**

**Motion:** To accept the September 2021 minutes as written.

*Moved by: Tina    Seconded by: Judie    Motion approved.*

**PTL Executive**

The executive was introduced which consists of:

President - Lisa Klym

Vice President - vacant

Treasurer - Mischa Chen

Secretary - Sue Corrigan

Members-at-large: Tina Goetz, Diana Kurniawan, Sharon Ho, Agnes White, Landy Tsai (Mandarin)

Language Liaisons: Judie Tang (Chinese) and Agnes White (Korean)

Each executive term is open for 2 years. Lisa is currently in her 3rd year as President and she has committed to stay on as President for the remainder of this term and confirms that she will resign as of June 2023 (after 4 years in the role). She encourages parents to thoughtfully consider the role of Vice President as an excellent introduction to the PTL roles and responsibilities.

**Middle School Vice-Principal Report**

**Updates:**

- Grade 6-8 students participated in cross country meets in October and a team of Grade 6-8 students represented HLCS at a two day Grade 8 volleyball tournament - thank you to Mr. O'Dell and Mr Yee for coaching this fall
- Homework Club started up after school Tuesday-Thursday
- Grade 6s are participating in the SCREAM program this week - thank you to the PTL for their continued support of this amazing program
- FSA testing is taking place in the Grade 7 classes this week

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- The Grade 7/8 Career Ed class has a goal to fill 30 Operation Christmas Child shoeboxes! Thank you to Mr. O'Dell for heading this up, as well as to all our middle school students and families who made donations and gave \$2 to participate in our Wacky Wednesday for Operation Christmas Child
- Grade 8 parents and students met this week to begin discussing plans for a mission trip next spring with the BC Mission Boat Society; had a meeting Wednesday evening and Rhonda Kelman from BCMBS met with the Grade 8s this week

### **Upcoming Events:**

- Remembrance Day Ceremony on Monday, September 8th at the Robinson Memorial Cemetery in Coquitlam; students will also participate in the No Stone Left Alone Project - thank you to Lisa Klym for organizing this important event for our middle school students and to our middle school parents who have offered to drive students
- Boys Grade 6-7 tripleball tournament on Tuesday, November 23
- Next week in Math: Monday - Final Assessment on Fractions; Tuesday - Pre-Assessment on Decimals/Percents; Wednesday - Caribou Math Contest

### **Elementary Vice-Principal's Report**

#### **Fall Updates:**

- Thank you for the Harvest Pumpkin Fest event and for coordinating the Christmas Card project
- We are seeing so many parent volunteers in various capacities and we are truly thankful for the support and partnership this year
- Parent-Teacher Conferences in a hybrid format were well attended. We hope you found these meetings to be helpful and informative.
- We are pleased to be able to adjust some of our routines closer to our "normal" procedures
  - Chapel - Parents welcome in a limited number (Sign up Genius in Monday Note); if a class is presenting in chapel those parents will be given priority
  - Field trips - (Criminal Record Check process - can take up to 2 weeks to complete; start before a field trip notice comes home if possible)
- Parent help needed - after school parking lot and drop off/pick up; be mindful of parking only where permitted and driving safely

#### **Upcoming Events:**

- Remembrance Day Assembly (during chapel - Nov 10; student will receive their poppies on this day)
- Teacher Conference - no school on Friday Nov 12th
- Kindergarten Interviews for 2022-2023 school year will take place this month and next
- Bethlehem Walk changes

### **Whole School Calendar Events**

- Thursday, Nov 11: NO SCHOOL - Remembrance Day
- Friday, Nov 12: NO SCHOOL - Christian Teachers' Conference
- Thursday, Nov 25: End of First Term
- Friday, Nov 26: NO SCHOOL - Admin Day
- Wednesday, Dec 8: Term 1 Report Cards go home
- Wednesday, Dec 15: Last day of School - FULL DAY
- Thursday, Dec 16: Christmas Holidays begin

### **Hope for the Future - Ignite**

Update on the Hope for the Future Visioning Process

- First general email went out to the Hope community on Tues. Nov. 2nd
- 4 stories being released, one a week for prayer and reflection
- 4 ways to give feedback, ask questions, hear what others are saying
  - In person (Hope Church) or via zoom online for feedback and discussion time at 7:00 pm on these days:
    - Thu Nov 4
    - Wed Nov 10
    - Thu Nov 18
    - Thu Nov 25
  - Facebook group dedicated to this topic (link in the general email that went out to families on Nov 2nd)
  - Saturday surveys
  - PTL Coffee Fellowship

Highlights from the first story - *Two homes for sending*

- *External focus, church and school are independent*
- *We've rebranded to "Hope Christian", dropping the "Lutheran" label*
- *The school has triple-tracked grades*
- *Build the enrolment base we need for an eventual high school launch*
- *The school is in its own facility (so church has plenty of space)*
- *The church offers a preschool and daycare in the former school space*

Watch for the next story to be release each Monday (next on Nov 8th)

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**Financial Statements - Mischa Chen**

**Hope Lutheran Parent Teacher League**

**Financial Statement**

**Sept 01 to Oct 31, 2021**

**Balance Forward Sept 01, 2021** **\$9,388.68**

**Income:**

PTL Membership Fees (175 families)	\$9,625.00
KM Club Fundraising	\$1,092.50
Hot Chocolate Fundraising*	\$306.75
Pumpkin Patch Fundraising	\$637.00

**Expenses:**

Mini Golf (Gr.5 & PTL Event)	\$180.00
Hot Chocolate Suppliers	\$149.40
Pumpkin Patch Suppliers	\$327.50
Skip Ball & Snow Shovels (Ms.Malmberg)	\$147.19
Harvest Festival Game Rental	\$50.00
KM Club Suppliers & Permit	\$681.46
Ice Cream Social	\$133.05
Teacher Wishlist	\$289.79
Staff Room Suppliers	\$103.90
Discipleship	\$117.24

**Balance on Oct 31, 2021** **\$18,870.40**

**Funds held:**

Gr.5 Celebration*	\$306.75
Winter Activity 6-7-8	\$2,500.00
SCREAM	\$850.00
Resource Dept	\$1,000.00
Christmas Hampers	\$300.00
Reading Link	\$300.00
PTL Events	\$1,000.00
Gym Sense K-5	\$3,220.00
Music (Piano Replacement)	\$1,400.00
LEST (end of Jan)	\$1,500.00
New School Year set-up fees (22/23)	\$5,500.00
Staff Room provision	\$96.10
Discipleship	\$132.76

**AVAILABLE FUNDS**

**\$764.79**

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Hot Chocolate fundraiser for Grade 5 celebration - a correction was noted in the above financial statement that the funds held for this event will be the amount raised less the cost of supplies for the event. So only the net profit will be held in the fund for the Grade 5 celebration.

Lisa reminded parents that although the available funds currently is \$764.79, we are due to deposit the parent participation post-dated cheques in January 2022 (this is the first time we've had these cheques available for the PTL since Jan 2020. and therefore are expecting some income flow shortly.

### **Current Funding Request**

Music Dept:

- New piano for elementary music room
  - Our music room piano is in desperate need of replacement
  - A quote from Long & McQuade for a new piano is \$1270.05.
  - There is \$1400 set aside that went back into our funding from the amp Miss Allen did not purchase. She has a more immediate need for a piano so we can repurpose the funds there.
  - If there is a family who would be willing to donate a piano to the school, please be reach out Lisa or Mr. Lok
  - Another suggestion was for parents to group fund via small donations - Lisa can set up a donate button on the website for parents to donate.

**MOTION:** A donation sub-fund will be created on the website for parents to donate towards the purchase of a new piano until the end of November. Any remaining balance will be provided by PTL to the total of \$1270.05 for the purchase of a new piano in early December.

### **PTL Fees & Parent Participation Program (PPP) Cheques Owing**

The \$55/family PTL fee and the post-dated cheques of \$200 each for Term 1 and Term 2 volunteering were due in September. A number of families have yet to submit these fees.

If you do not have cheques, \$400 cash is fine, submitting to the office.

Families who fully complete the 15 hour minimum requirement will not be deducted; families who complete partial hours will have their funds deducted based on the number of hours completed.

Lisa will be following up soon on outstanding submissions.

### **PTL Fundraising**

Thank you to all families who participated in our **Photo Fundraiser**. A huge thank-you to Mrs. O'Dell for taking the great photos. 46 families had photo shoots and \$1380 was raised to benefit our school.

**Recycling Fundraiser:** A labelled recycling bag will be sent home to each family encouraging you to donate your recycling funds to the school. This completely optional fundraiser is an easy way to give back to your school. We appreciate the contribution of all families who have chosen to support us in this way. Additional labels are available at both campus offices.

**Christmas Art Cards** - information went home this week about ordering cards featuring your child's art. Please go to [www.TheCardProject.ca](http://www.TheCardProject.ca) to see your child's art card and to order. You will need to use our **school code LC72** to access your child's artwork. Priority orders are due November 7th and the final order deadline is November 21st.

The school receives 20% of all sales.

**Gift card purchase** - one order made available in time for Christmas. An email went out to all families on October 27th with a link to an order form. Final orders are due November 10th so the cards can be ready for your Christmas giving.

Funds raised from this fund support the school with non-budgeted items such as the bottle refill station water fountains that have been installed throughout both campuses.

### **Elementary Campus Lunch Supervision**

We are looking for volunteers for the January 4th to March 11th winter term (10 weeks). The call for volunteers will be going out soon - sign up right away as spots fill up quickly.

- 12:00-12:20 Outdoor Supervision for all grades
- 12:20-12:45 Indoor Supervision for Grades K to 2 Only (One parent per class max.)

Volunteers will need to sign up for a day or more for the entire Term.

We are very thankful for the parents who have given their time in these roles for the Fall term. Reminder of the importance of this role for the safety of the children during the lunch period. Please circulate amongst the students throughout the lunch period. Avoid clustering to socialize with other parents and no electronic devices should be in use while on supervisory duties.

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### Term Dates for Lunch Supervision:

- Fall terms ends December 15th
- Winter - January 4th - March 11th (10 weeks)
- Spring - March 28th - June 16 (11 weeks)

### **Parent Prayer**

You are invited and welcome to join other parents and our school administration to pray (even if you've never prayed before!). Please consider setting aside 30 minutes of your time at the beginning of each week to join us for Parent Prayer as we pray for our school, families, and community.

We will be meeting outside at the Port Coquitlam Campus by the main entrance.

Every Monday from 9:00 – 9:30 am (except for holidays).

### **Christmas Hampers**

If you know of a family in need in the Tri-Cities that would benefit from receiving a Christmas Food Hamper, please submit their contact details to Mr. Lok and a member of our school will follow up with them.

Our food drive will take place November 15-29. A spreadsheet will be shared with all families and collection boxes will be available in each campus reception area as well as outside classrooms for students to deposit their food donations.

- Donations of cash & gift cards can be taken to the school office for safekeeping
- Contributions are voluntary and are considered a community service project; volunteer hours are not given for these donations
- For health and safety reasons please ensure all donated items are new, unwrapped and not past the expiry date.

### **Bethlehem Walk Changes - Advent Calendar**

Our traditional community outreach event has been suspended this year.

New plan - Bethlehem Walk Advent Calendar project:

- Creating a unique two-week Advent calendar with the Bethlehem message embedded
- A collection of 14 individually packed craft activity kits for children and families to put together to create a symbol (or ornament) for each scene in the original Bethlehem Walk script.
- 100 Advent calendars total will be assembled and each class will prepare the craft kits for one of the days of the calendar.

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- Give these calendars away to friends, families, and people with children in our community who don't know Jesus or who normally do not attend church or have opportunities to hear the gospel message.
- Reserve one calendar with the link provided in the email sent on Nov 3 (you will be asked for the family name that you plan to give the calendar for so that this family can be kept in the prayers of the school and church).
- Classroom teachers have already started to communicate with their parents. Contact your class liaison for more information.

### **Volunteer Opportunities - Looking Ahead**

- **Elementary campus** - BYOS (bring your own shovel)
  - As needed, pull leaves away from the curbside to allow water flow into catch basins.
- **Elementary Campus Library** - contact Ms. Francescini at [kfrancescini@hopelcs.ca](mailto:kfrancescini@hopelcs.ca)
  - Help with proper shelving of books
  - Grade 2 scribe to help with AR books every other week
- **Coaching / Score Keeping**
  - Grades 6-8 Volleyball/Tripleball - (Nov 23 tournament)
  - Grades 6-8 Basketball - December-February (Jan 14 & Feb 7, 18 tournaments)
- **Team Manager** needed for each tournament (assist with managing jerseys)
- **Parental supervision** requirements
  - Badminton Tournament hosted by HLCS at a local gym - April 29 (includes running concession; score keeping and various duties)
  - Track & Field Meet - May
- **Spring Km Club** starts March 28th. Parent coordinator needed. Organising of supplies done in weeks prior to spring break.

### **PTL Coffee Fellowship**

After a long COVID hiatus, PTL Coffee Fellowships are happening again.

This is also an opportunity to read and discuss the Hope for the Future - Ignite stories and have any questions answered.

Upcoming dates will be Nov 19th and 25th.

### **Upcoming PTL Meeting Dates**

Please mark your calendars for the upcoming meeting dates:

Jan. 13

Mar. 3

Apr. 7

June 2



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Ideas for events, fundraising, improvement or other new business? Please inform the PTL at [hopelutheranptl@hopelcs.ca](mailto:hopolutheranptl@hopelcs.ca)

We would like to provide parents with a speakers series on topics that interest you. Is there a topic that you would like to know more about? These speakers could be over Zoom or during an in-person evening. Please let the PTL know by emailing us at [hopelutheranptl@hopelcs.ca](mailto:hopolutheranptl@hopelcs.ca)

### **Parent Feedback**

No new business was proposed or additional comments provided.

Meeting adjourned at 8:20 pm. We closed the meeting with a video made by parent Douglas Chow of the elementary campus from the first two months of school - a huge thank-you to Douglas for these amazing video gifts.

Our next meeting date is **7pm, January 13, 2022** over Zoom. Connection details will be sent prior to the meeting date.