

**PTA General Board  
Meeting Minutes  
November 16th, 2016**

**Attendees**

Principal - Pamela VanDerWolf  
Vice Principal - Britt Kuether  
Vice Principal Chapman @ The Ramona - Diana Kruger  
PTA President - Christy Marten  
PTA Vice President - Helen Shum  
PTA Secretary - Sarah Groom  
Treasurer/Membership-Morgan Nystrom  
Treasurer-Elect - Dania Cook  
Chapman Foundation Chair - Nici Griffith  
Chapman Foundation Vice Chair - Monica Geller  
Foundation Treasurer - Anna Dvortcsak  
Chapman Foundation Grant Support - Pramela Reddi  
PTA Teacher Representative - Anne Williams  
Room Parent Coordinator - Shaunna Levy  
Ramona Representatives - Emily Price & Molly Porter  
Communications/web Manager - Liz Davis  
Nicole Lightner  
Alison Church  
Doug Oh-Keith  
Ciaran Connelly

**Principal's Report — Pamela VanDerWolf**

- TAG Update:
  - Held first TAG Committee meeting.
  - Move to bring in a speaker to talk to teachers about how to encourage higher level thinking.
  - Working with teams of teachers (from 2nd & 4th Grade), looking at designing lessons that help all students grow.
  - Helen Shum, representing the TAG Committee, was positive about bridging the gap between teachers and parents. Committee working on bringing in a speaker, possibly in January. Also gaining information from Rose Palmer, Head of Math in the PPS District.
- ESCO will not be finding the OMSI program 2017/18. Teachers discussed and agreed not to pursue the program. Recognized that students have enjoyed the experience however felt the money needed to fund could be better used as after the program didn't compliment the curriculum. Looking into what can be added to enrich students alongside the science teaching.
- Site Council: Every school has one. Made up of elected parents and teachers and one classified person. There needs to be a balance in numbers of parents and teachers and members can only sit on the site council for no more than two years.

- Look specifically at school improvement. Council writes a 'Comprehensive Achievement Plan'. Looking at 3 specific improvement goals. School decides what goals are set. It is also an opportunity for parent engagement: online surveys giving parents and chance to respond and participate. Students can also get a chance to input.

### Ramona Update

- Pile driving has begun. Generally felt not too disruptive. Decibel readings inside school within safe levels, approx 40, outside behind the screen 75, beyond screen 80+. There are noise cancelling headphones available for each student and faculty.
- Pearl Court is being used for recess twice a day Mondays, Wednesday, Fridays and once, Tuesdays and Thursdays. The developer of the Ramona building is kindly covering the cost of renting Pearl Court for the period needed until the pile driving is completed.
- PPS know lengthy tenure at the Ramona is not sustainable. School enrollment numbers being looked at with an aim to work out what the number of students needed to fit all back into the main campus. Decision projected Jan/Feb 17. Not thought action would be taken for the 17/18 academic year.

### Treasurer's Report - Morgan Nystrom

- Please see attached Treasurer's Report for complete details.
- Currently 18k behind same period last year.
- Cost increase in purchase of technology carts, \$4500 from \$2900.  
- Motion raised and passed to move \$2500 out of Facilities budget to Technology to cover the shortfall.
- Recognized that having school merchandise sales online would be beneficial. A dedicated person would be necessary. Position open. Could work a pre-order sales campaign, especially with the Holiday period coming up. There has been a notification in Spotlight asking for a volunteer.

### Friends of Chapman / Committee Reports

#### Friends of Chapman Communication and Inclusion Efforts - Anna Dvorcstak & Helen Shum

- Anna gave an overview of the FoC (Friends of Chapman) and its relationship with the PTA.  
- FoC is the umbrella. The Foundation raises money alongside the PTA. FOC raises money from grants, the annual school auction, selling banners on the turf field, seasonal and additional campaigns. The FOC also works to increase participation in the PTA. One thing to note, the PTA can not find staffing.

- Helen gave an overview of the continued work looking at how best to improve inclusion and participation in PTA and Foundation:
  - From August - October '16:***
    - Moved exec. board and general PTA meetings to evenings to increase participation/attendance. Added email reminders for meetings through admin, room parents and regular posting online.
    - Added a Wordpress guru to specifically work on improvements to website.
    - Posting all PTA meeting notes/agendas to FOC website
    - Revised the parent volunteer survey
    - Started Google Group for PTA and TAG parents.
    - Added a FOC monthly newsletter to highlight work and efforts of Foundation
  - Goals for November - Jun '17:***
    - Plan 1-2 parent education nights. Hoping to have the first one to organize for January. Point contact(s): Morgan and Helen.
    - Increase PTA membership. Someone in charge of welcoming families, putting them in contact with teachers and all other representatives. Point contact: Position open.
    - Organize a communications team to strategize the best way to manage information being sent out. Point contact(s): Kari, Liz , Monica, Anna.
    - Complete a mid-year survey to see if actions are gaining traction. Point contact: Carrie McLaren.
- Discussion around parent engagement. Generally felt there is a lot of information parents are missing out on. Monthly FoC Newsletter looking to address this issue. Different to the Spotlight. Need to organize communication better, coordinating with room parents emails so as not to disrupt or compete.

#### Foundation - Nici Griffith

- Real concern expressed over the lack of parent interaction. The safety concerns and new pick up procedure has stunted information being passed around and the general community building that Chapman is known for. The main campus and Ramona split recognized as making parent engagement difficult - fewer volunteers coming forward than ever before. We're missing out on the community and the effect has been spurning volunteers and fundraising.
- Request to re-evaluate pick-up procedure. Ideas suggested: letting parents come into the entrance foyer 5 minutes earlier, installing external bulletin boards, espresso cart under the covered area.
- Noted that teachers are happy with current arrangement. Parents in the hallways was disruptive to students and made getting children to and from classes and out to the buses safely difficult. However they are interested in seeing if there is happy medium.
- Needs someone to look into what other schools do. Ideas to encourage parent engagement: -
  - Parent night. Could be a movie at school - one for parents, one for kids.
  - Classroom events. Bring parents together.
  - Bowling Alley
  - Host a health evening. CPR Training.
  - Espresso Cart
- Tech person needed to fix the slideshow on screen in atrium working. Britt to follow up.
- Grant applications submitted for; Reading Results, playground and garden.

- Wholefoods have specifically requested that their fundraising efforts are spent on installing a fence across the boundary in front of the school.

#### Play structure Update:

- To be positioned on the north side of the school. Area size from 3000sf up to 7500sf. Surface to be rubber and depending on money raised some structures put in place. The black fence would also be extended along to the bench. The cost is anywhere from \$180,000-\$400,000. The cost of the playground in the rendered drawings is \$220,000. \$180,000 would make it feasible and if that number is raised building could begin July '17 and be ready for school start Aug '17.
- Additional fundraising coming from selling bricks. Individual bricks which can be customized, will be for sale at the school auction \$250 each. A campaign will also take place reaching out to the wider community, neighbors, businesses and alumni.

#### Volunteer Coordinator – Tiffany Goldwyn

- Noted volunteer numbers have dropped off. Virtually no-one signing up. Without people coming in to the school, they miss the notice board and spotlight, when in its printed form, used to gather a group.
  - Idea to create a Google Calendar: Teachers can plug volunteer requests and Tiffany can input events. Parents can see what is covered and where/how they can contribute. additional development idea.
  - Tiffany could coordinate a team. Team of people who each head up areas; Garden, Math & Science Night, Outreach etc.
- Thanksgiving baskets for outreach are done. Volunteers needed for shopping and packing Christmas Baskets.
  - Request for anyone who has a cash and carry contact/connection.

#### **Announcements**

- Community Event. Presentation about the beautiful restoration of the school's WPA wood mural. December 1st, 6-8pm in the auditorium.