

**PTA Executive Board  
Meeting Minutes  
September 14th, 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 - Nici Griffith  
Chapman Foundation Vice Chair - TBD  
Chapman Foundation Grant Support - Pramela Reddi  
Foundation Treasurer - Anna Dvortcsak  
Volunteer Coordinator - Tiffany Goldwyn  
PTA Teacher Representative - Anne Williams  
Dining Nights - Kelly Farrell  
Room Parent Coordinator - Shaunna Levy  
Ramina Representative - Emily Price  
Outreach-TBD

**PTA Overview — Christy Marten & Anna Dvortcsak**

First meeting of the year. Call to order and a warm welcome to the new academic year.

- Update and Approval of Standing Rules.  
Same wording as last year with a revision to be made regarding Executive and General meetings Board discussed and agreed that General meetings will occur in the evenings at the same time as the Executive Board - moving to an open board meeting format. The second Wednesday of every month, held at Chapman at 6pm. Proposed that Executive Board members meet prior to main meeting and vote on what is to be discussed.
- General meetings will be held every other month: November, January, March, May.

**Review of PTA Bylaws & Membership & Communication Committee.**

Anna presented and led a discussion regarding the need to create a Committee/Forum for parents and families. Many parents don't feel like their voices are heard or know who or where they can go to air views and also get information they're unclear about.

The overall purpose of the PTA is to is to 'make every child's potential a reality by engaging and empowering families and communities to advocate for all children'. The purpose to bring school and home together.

The group agreed and felt that there is a need to include parents and families more. Empowering parents, will build a stronger school community and in turn build greater participation: volunteering. The PTA needs to work harder at communicating and reaching out to the many voices that aren't being heard and included.

A welcoming aspect could be part of the new Committee. Welcoming new families, a school induction, helping form the links with teachers and other parents. Within the PTA we need to broaden our reach. Its

understood that we're missing a group of parents; working parents, ones whose children travel to and from school on the bus. Currently an untapped audience.

Two components to work on. First communication, secondly education.

Agreed that an Membership/Welcoming, Outreach Committee (name TBC) needs to be actioned. Anna able to nominate a candidate for Membership liaison. This person being the 'gatherer of information' and who can direct parents questions to the right person and liaise with the Board. Also needed, Communications manager.

The Committee could take more of an education role. Evening talks could be organized, hosted by the PTA. Topics discussed: Technology; safety and control, grading, health, how to talk about recreational drugs.

Room parents are successful in communication. Idea that the committee could be the room parents. Felt more ideal to reach outside of the known, involve the people who ask questions or seem confused. Empower and involve.

### **Principal's Report — Pamela VanDerWolf**

Positive start to the academic year.

- First round of safety drills has taken place. All went smoothly.
- Teachers, grade 1-3 are currently evaluating their pupils on who would benefit from being on the

Reading

Results program.

- Following the success of Principals Coffee, held following the first round up, planning to hold once a month. Proved a great forum for open dialogue. Agreed that sticky notes on a board or a box where parents could write comments or suggestions could be viable. Understanding that some parents that can't make it to PTA General meetings.
  - There has been an interest in holding a health week / month. Understood the district does have a curriculum but it hasn't been mandated.
- Teachers now have committees:
  - Round-up
  - Outreach
  - Climate. Works on how to create the best learning environment; positive behavior, public spaces.
- Met with Equity Team. Will be working with teachers during the late opening dates. Looking at inclusive learning, cultural priorities and developing relationships wth parents.
- Working on new safety procedures.
  - New dismissal procedures felt successful by the majority. The children are feeling safe and the teachers are finding all easier to manage.
  - New play structure discussion. Recognized and understood how difficult it can be to patrol recess over such a large and awkward area. Working alongside the Safety and Security Dept. its understood how much better it would be if we had a playground closer to the building, on school property (front right right area, as you look at the school). Felt to be a top priority from parents. Morgan updated group on previous work investigating design ideas for covered area and play area. plan to investigate further. Possibilities of covering grass area with a different surface, one more sympathetic with winter weather. Major aim, to form a clear fundraising goal.

## **Treasurer's Report – Morgan Nystrom**

- Please see attached Treasurer's Report for complete details.
- 2016/17 budget to be approved.
  - shows increased spend on EAs.
- Pamela to advise on specific items for fundraising: EA's, playground.
- Discussion regarding organization of PTA and Friends of Chapman financial structure.
  - Need to look into parameters of spending for both the PTA and FoC
- Teachers need to ask before making purchases over \$500.
  - Ask teachers to create budget sheet for each grade year. teachers should not be using their own money to purchase equipment, subscriptions etc. Greater understanding of whats needed in classrooms would help future budgets.
- Preprinted thank you cards, that include Tax ID code, to be commissioned and printed. Morgan to work with Sarah Groom

## **Friends of Chapman / Committee Reports**

### Chapman Foundation – Nici Griffith

- Successful sales / placement of banners on the turf field.
- Reading Results grant application submitted.
- New FoC bulletin board. Be able to promote new stories, projects. Introduce EA's; Picture & Q&A.
  - Nici to liaise with Anne Williams on the idea that 5th Graders could interview the EA's which then could be turned into a Spotlight feature.
- Auction paddle raise idea: Raise money for a library update.
  - Pamela meeting a library specialist. Investigating what good, great and fabulous looks like.

### Dining Nights – Kelly Farrell

- Dining nights will take place each month, whenever possible, on the Tuesday before late opening Wednesday. 10% of all takings, throughout the evening go back to Chapman.
  - North 45 20th September
  - Laughing Planet on 21st Ave 18th October
  - Taste. Date night themed. November Date TBC (possibly a Saturday)

### Room Parent – Shaunna

- Almost all teachers have room parents allocated
- Question over security / privacy policy when it comes to emailing and sharing email addresses. Pamela to look into privacy rules and advise.

### Volunteer Coordinator – Tiffany Goldwyn

- Looking to include a more effective way to recruit and organize volunteers.
  - New volunteer form: Idea that it can help build groups of volunteers around different areas/ interests, ultimately helping direct the volunteers successfully. Also reaching out and including parents that do have time in the evenings or parents with small pre-school children, that have previously may have felt overlooked - for example, noting opportunities that can be done at home or during evenings.

## **Old Business**

- Motion passed to approve \$348.27 for Chapman Store-8/17/16
- Motion passed to approve \$ \$204, 562 for EAs-7/31/16
- Math EA update. Pamela instructed that it isn't possible to have a floating Math specific EA. They have to be flexible and work across disciplines.

## **New Business**

- School Supplies – Helen Shum  
Asking parents for money across most grades, instead of providing supplies has been welcomed and proved a success. All costs fronted by the PTA for school supplies are on track to be covered by parent contributions.
- Christy and Dania to be added to the bank account, Rosie Platt to be removed.
- Ramona Update
  - i. Purchase of PE equipment has been approved for the Ramona
  - ii. Pile Driving. Pamela and Diana to have a meeting with Hoyt Street Properties to discuss. PPS board member Amy Kohnstamm, a parent representative and a noise impact specialist to be present at the meeting.  
There is to be a Community Meeting to be held Wednesday September 21st to discuss action. Molly and Kari organizing and will communicate developments. Concern not just for the impact of this development but also for the two remaining plots next to the Ramona building.  
– Motion raised and passed to approve \$60 for the printing of posters and flyers advertising the Community Meeting.
  - iii. Traffic safety. Diana is working as quickly as possible to put in place the necessary safety regulations. Work with the City is slow but everything is done to ensure pupil safety.