



PVG Meeting minutes

April 14, 2016

Attendees:

Erin Kline

Marielle Smith

Erin Cranston

Brenda McAllister

Jessica Gibson

Nicole Heighington

Caroline Rossitter

Monica Stekl

Donna Williams

(regrets Michelle Devlin)

Erin Kline, update from Assistant Head, Teaching and Learning

- The school will be taking on the fundraising for the bus. Out soon. 24 person bus.
- Secondary campaign for building telecommunications for the building for teachers, tutors. Communication and privacy will be increased, for connections to parents and students.
- Phones in classrooms for emergencies and access school wide and families.
- Hiring for Assistant Head, School Life: advertisement has gone out. Committee for hiring will be formed soon
- NILD – National Institute for Learning Development - see <http://nild.org/nild-educational-therapy/research/> - education/remediation, focused on cognitive development, processing speed and working memory, even generalized memory. Already training staff, 15 going through this year (with Kristin Barbour facilitating). In August, Level 1 training for staff is being conducted for an additional 32 staff members.
- There will be a Parent information night on NILD information, June 13th
- A Research Study will be starting in September – 10 students, gr 5/6 and 10 students in gr 7/8.

Nicole Heighington – Treasurer Update

- \$38,600 in the account.
- \$23,113 received into our account for the safety kit fundraising from the Fraser Academy community
- Approximately \$17,925 still needs to be paid out for the cost of the safety kits and \$313.19 for Name Tags to label the safety kits
- We should also be receiving another \$2,240 (profit) for corporate orders that did not go through the Fraser Academy
- Expenses were received for holiday baking and Mr Klassen gift.
- Financials were approved and accepted

Caroline Rossitter/Marielle Smith - Mustang Safety Kit Fundraiser

- MUSTANG Safety Kit Fundraiser has been a huge success with incredible feedback from parents and friends that it was something that has impacted people because it was something they always thought of doing, but never did.
- Our goal was to provide half the FA family population with safety kits – 737 people, including pets, were impacted through the project.
- *Profit:* \$7483 (approx.) minus expenses yet to be subtracted, including \$ for tags
- *Questions to be discussed further:* Will we run a formal campaign next year (Feb Safety Month)? Or just make it available for new families? We will look into displaying sample kits – as part of being at Fraser Academy. A formal plan needs to be reviewed
- Safety Program at the school is being formalized. Teacher Safety Team, Student Safety Team and PVG/Parent Safety Team. (Michelle Devlin also has experience in this area)
- Goal – everyone at school is safe and prepared.
- Tracy Custodinho will be scheduled for a workshop/educate night to share her knowledge and offer more information on how to make the kits last longer and the ABC's of home emergency awareness. Safety for high rises, condos has been requested.
- Volunteers requested for April 21: Brenda offered to help from 3:30-5:30pm. We will also have an earlier pickup option, 12-1pm, Caroline is available for that. Student volunteers will be there as well.

PVG Communications

- Exciting news that the PVG website has been created and the content is being uploaded. We will be continuing to create content and have asked for ideas from the parent community for blog suggestions, articles and any topics of interest they would like to see promoted.
- The site is public domain, however it is only accessible via the MySchool link after parents login.
- Group photo and headshots are being done for the PVG Exec.
- Launch should be by the end of the school year.

Community Events

- **May 5 Open House**
 - 10:15 start, parent ambassadors are needed at Q&A at end of open house - Maureen Steltman will call upon specific people to answer questions, Q&A is usually from 11:30-12:00pm. Ambassadors to be there to chat to and act as a PVG/Parent contact person.
- **June 13, Kristin Barber** will be presenting to parents
- **September 6th, New Parent Orientation**
 - The parent ambassadors will be asked to be present at this event.
 - 9am-Jr School, 11am-Md School, 1pm-Sr School

Parent Ambassador Team

This is a new PVG initiative that has been discussed over the past year. Monica Stekl is considering co-managing a Parent Ambassador Team with the PVG. The PVG Executive Team, in partnership with the Ambassador Team Manager and FA school, will create guidelines and role responsibilities for this new initiative. It may include Class Parents down the road.

Staff Appreciation Luncheon - Brenda McAllister

- Brenda McAllister shared what worked last year.
- It was held on the sports pad, it was a lunch, parents left after a period of time and the staff had their year end party. Feedback was good.
- Details from last year: rented a large tent, Vera's burgers food truck catered the event. Brenda purchased gifts for teachers plus gift-cards such as home depot, visa, the bay – fun gifts with gift card, also available was wine/beer (purchased discounted from Michele Clarides) gift game “steal” – a parent introduced each gift (Brenda to find out who the parent was) then chose a number.
- Contributions from families were procured last year to cover – food and gifts. Suggested donation of \$35, plus we will need volunteers and food can be donated as well.
- It would be good to have a sponsor for this event to pay for some of the expenses.
- Jessica will give possible date options as Dave Horn needs to be consulted first.

Grad Gift Photo Frames - Monica

- Photo/Picture Frames: list of names of grads are needed, then engraved on frames. Grad ceremony photos of them shaking hands with Mrs. Steltman are put into frames and wrapped frames, then placed at the grad ceremony dinner tables.
- Suggestion to change frames this year to better quality
- Monica has already done some research and will offer this information to the PVG when she has completed it.

PVG Events and Initiatives

- PVG is planning to bring Theresa Campbell back for a large event.
- Erin Cranston joined the meeting to discuss Theresa Campbell, Safer Schools Topics.
- The question everyone would like to know: What am I going to get out of it? How is it of value for me and my family?
- It is suggested that we invite friends and family, open it to the community
- Topic ideas: How to have the conversation around social media, why it's important, peer conflict, what concrete things can we do and use with our children
- Get feedback from parents, testimonials, we need this for marketing it
- What a parent can do to help empower their child?
- Mental health and wellness; social media – how do you know? ; how do you deal with it in a concrete manner; peer conflict; how the apps actually work
- Sam from Safer Schools – re kids accounts and apps on phones - does workshops

- They are in charge of training in all Independent schools in the Erase program – focusing on the same areas – presently in line with what we are training FA staff with, and students – so the parents will be in alignment with that if we offer a workshop to them.
- Suggestion: Send a Survey monkey out with topics to choose from
- Jessie Miller, potential speaker, suggested by Donna Williams.
- Tracy Custodinho will be scheduled (May 16-18?) for a Safety Kit Breakdown and Home Preparedness workshop at the school, 5th floor. (Morning? Or Evening?)

Action Items

- Send Survey out through SurveyMonkey with topics for Theresa Campbell event - Marielle
- Schedule Tracy Custodinho (May 16-18?) - PVG
- Grad Photo Frames - Monica
- Testimonial for Theresa Campbell event - from Brenda
- Staff Appreciation: need someone to manage/lead, organize, need to book the date for Staff Appreciation; need to send out volunteer request for this event, along with donation request
- Create online “binder/handbook” for PVG events, including where we purchase gifts and supplies from, best food options, what works, what doesn’t, etc. - Marielle with help from past PVG members, Brenda, Monica, Donna, etc.
- Schedule next PVG Meeting (last one of the year!)

Meeting adjourned: 9:45am