

# Pine Street Volunteer Parents Society Meeting

## May 9, 2017

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The regular meeting of Pine Street Volunteer Parents Society was duly called and held on May 9<sup>th</sup>, 2017 in the Library of Pine Street Elementary located at 133 Pine Street in Sherwood Park, Alberta. Quorum was present.

### **In Attendance:**

**Executive:** Shanna Eveleigh (Chair), Krystal Grichen (Vice Chair), Lesley Bowman\* (Secretary)

**Administration:** Evelyn Gaudet (Principal), Shelby Hines (Assistant Principal)

**Parents:** Cara Kern, Kristi Opalinsky, Trina Loucraft, Nasreen Banman, Lorena Ellsworth, Trish Sadoway\*

**Absent with Regrets:** Pam Britton, (Treasurer), Lorna Magnan (Teacher Representative)

**Guests:** Jeff Huculak (Incoming Pine Street Principal), Trustee Barb McNeill\* (Elk Island Public School Board Trustee for Sherwood Park)

\*Denotes partial attendance.

Meeting was called to order at 6:32p.m. by Chair, Shanna Eveleigh.

### **1. Attendance and Introductions**

- a. Executive, Administration, and Parents.
- b. Jeff Huculack
  - I. Introduction as the new Principal of Pine Street
  - II. Current Principal at Bruderheim School
  - III. Nineteen years of teaching experience.

### **2. Welcome, Treaty 6 Acknowledgment and Guiding Principles**

- a. In a welcome statement, Chair, Shanna Eveleigh, acknowledged Treaty 6 and the cultural ways of indigenous people and that we are learning how their lives have been impacted by the events that have taken place in the past. Our goal is to work together and learn from each other for as long as the sun shines, wind blows, and grass grows.

### **3. Additions to the Agenda for Next Meeting**

- a. None

#### 4. Approval of Previous Meeting Minutes

**MOTION:** Vice Chair, Krystal Grichen moved that we accept the minutes from our meeting on April 4<sup>th</sup> 2017, as circulated. Cara Kern seconded. Majority voted in favor. CARRIED

#### 5. Presentation from The Lunch Lady

- a. It is her second year as a Lunch Lady Franchise; she previously spent ten years as a registered dietician.
- b. Lunch Lady Program follows the Canada Food Guide – focus on high fibre.
- c. Serves 60 schools with 5-8 schools a day.
- d. Three Program Choices
  - I. Do it yourself
    1. Bulk food provided – best for fundraising.
  - II. Weekly Lunch
    1. 40 menu items that parents choose.
    2. \$0.35 goes back to the school per entrée.
    3. Gluten free, Halal, nut free available.
  - III. Monthly Lunch (most common)
    1. Smaller menu that is theme based.
    2. Shanna asked about cost?
      - a. \$5-6 per entrée.
    3. Lunch Lady Delivers to the classes in labeled bags.
    4. She has a commercial kitchen with 13 staff.
    5. Nasreen asked about prep space at Pine Street?
      - a. Table or bench required, but she is versatile.
      - b. Accessible parking is necessary.
      - c. Lunch Lady will check in with kids.
      - d. She brings extra lunches in case of problems.
    6. Paper and online is available.
    7. No money handled by the school.
    8. Parents can order online up to 48 hours prior to lunch.
    9. Parents can cancel the morning of and still receive a credit.
    10. Monthly lunch programs do not require payment up front.

#### Questions:

*Q: Can some parents can pay monthly and some can pay yearly?*

*A: Yes, either option is available. Lunch Lady can activate the entire menu, but parents can pay as they like.*

*Q: Does the program adheres to the Nutrition Protocol?*

*A: Yes, she can adjust the menu to fit the needs of the school.*

*Q: Please explain the variety of the meals?*

*A: More variety with weekly meals, less with monthly programs.*

*Q: What is the minimum order is for weekly delivery?*

*A: The minimum is 60-70 orders.*

*Q: Concern raised that the classroom drop off is too much for the supervisors and that weekly lunch is too frequent.*

*Q: We would still require a Hot Lunch Committee but that we could use grade 5 and 6 students to help deliver.*

*Q: Lunch Lady mentions that lunches for kids with allergies will be hand-delivered.*

*Q: How are items bagged?*

*A: Packers label each bag and cold items are kept in a cooler until meal assembly.*

*A: They use plastic bags, but paper during Earth Week.*

*A: Orders can specify utensils or not.*

**ACTION:** Nasreen will follow up with a reference check for the Lunch Lady and make recommendations next meeting.

## **6. Hot Lunch**

- a. Nasreen Banman and Trish Sadoway presented the Hot Lunch report for Shanna R.
- b. June Hot Lunch is hotdogs from Festival Catering.
- c. The grade 6s are going to be on a field trip on the 26th so they will have their hot lunch delivered on the 25th.
- d. We have 369 orders placed and 35 volunteers signed up.
- e. Last month, we were short on volunteers as a number of them backed out last minute.
- f. We also had a full classroom's orders not delivered in time. We scrambled and were able to fill their orders with absent kid's orders. Subway did show up an hour later with the missed class's order.
- g. The Hot Lunch Program has been generally successful and well received by students and parents this past year. The purpose of this program is to provide a service as well as earn money for various Pine Street initiatives. This year the program offered parents the opportunity to split payments in October and January.
- h. For September and October, 368 (38 of these did not order in January)
- i. January and February saw 71 orders (16 of these were new)
- j. There is no data to report on what happened to families who did not participate on the second cycle however, on hot lunch day many students insisted their parents had ordered and paid for hot lunch. Assumptions are

that parents mainly forgot, or they chose not to participate, or the student moved out of Pine Street. If a student is not listed to receive hot lunch, we redirect that student to the "Oops I forgot my lunch program".

- k. Feedback was received about milk tasting strange and the committee is currently discussing this matter with the vendor, Saputo as well as requesting a quote for a plastic container with screw top. Having a new fridge may have resolved this altogether.
- l. Below is a list of costs for items purchased in bulk:
  - I. Apple & Orange Juice - 40                      \$18.15 (\$12.49 + \$4.80 for deposit and enviro fee)
  - II. Fruit Cups - 20                                      11.54
  - III. Chips - 50    14.58
  - IV. Milk    .65 plus GST (Saputo charges \$3.00 per crate that is refunded on the next order if the crates are returned)
- m. These items we buy a few times a year and are not included in our costs:
  - I. Spoons - 500                                         \$14.69
  - II. Forks - 500    14.69
  - III. Napkins - 660                                      13.11
  - IV. Cleaning wipes were bought 2015-2016 school year.
- n. This year, the Hot Lunch program brought in about \$5,500 (less expenses) to be finalized in June.
- o. As we move forward and plan for the 2017 - 2018 school year, we are in the process of reviewing vendors. The delay in completing this is partly due to meeting the EIPS Nutrition Protocols set out over a year ago as we are aiming to be in alignment as much as possible for the upcoming year. To date, the vendors for consideration are:
  - I. Nitzza's    Pizza (twice per year), pasta, chicken fingers
  - II. OPA    Souvlaki
  - III. Bev Facey     Perogies, burgers
  - IV. Subway    Sandwiches
- p. We will aim to finalize this list for the June Parent Council meeting.
- q. We would also like to take this time to thank Stacey Waldie as this is her last year with Pine Street and volunteering with the Hot Lunch program over the last eight years. Her volunteer time and efforts will be missed. Stacey's departure is a reminder that the Hot Lunch committee operates efficiently with at least four volunteers. Shanna Ramage will be stepping down after the 2017 - 2018 school year and the new Hot Lunch Coordinator will learn how vendor planning is handled, volunteers coordinated and learning the hot lunch ordering system. Trish Sadoway and Nasreen Banman will continue to volunteer on the committee for the upcoming school year.
- r. Use grade 5 and 6 students to help the volunteers.
- s. Nasreen suggests to use the website to its capacity to get full value.
- t. Cara asked if we could try the Lunch Lady once or twice next year as a trial

*Questions:*

- a. *Do we use Hot Lunch as a fundraiser or to provide a service?*
- b. *Do we continue to offer split payments, or do we only do one payment?*
- c. *Who do we use for vendors next year?*
- d. *Do we have a succession plan?*

Chair Shanna Eveleigh tabled the Hot Lunch questions and vote to the June meeting in order for the committee to gather the relevant information.

## **7. Treasurer Report**

- a. Treasurer Pam Briton presented her report for the month ended April 30<sup>th</sup>, 2017.
- b. April was not a very busy month, with no revenues and only April Hot Lunch expenses.
- c. Our available funds sit at \$13,767.
- d. Before the end of June, we will have revenue from Movie Night, apparel, Tools for Schools, Hot Lunch, Mabel's Labels, Boston Pizza, and yearbooks.
- e. A conservative estimate of additional revenue is \$4200, leaving us with total available funds of approximately \$17,967.

*Questions: No*

## **8. Scholastic Book Fair**

- a. Lorena Ellsworth has discussed with Mrs. DeMarco the need for help with the Scholastic Book Fair that runs in October and again in March.
- b. The book fair is six days, four days of sales and two days for set up and take down.
- c. Lorena lead a sub committee to gather volunteers to set up, take down, and operate the book fair in October and again in March.
- d. The October book fair has two evening shifts and the March fair has one.
- e. Item added to the September agenda.

*Questions: No*

## **9. Fundraising/Community Building**

- a. Helping Hands
  - I. Lorena Ellsworth presented her report.
  - II. More big projects from teachers.
  - III. Some re-work occurred because of confusion about expectations, Lorena will resolve.
  - IV. All the hallway art has been changed.
  - V. Another volunteer call-out in September.

*Questions: No*

b. Yearbook

- I. Trina Loucraft presented her report.
- II. So far, they have received 99 orders, amounting to \$165.33 USD in fundraising.
- III. The information night happened in the Library with one parent attending.
- IV. Trina and Cara addressed questions of privacy and assured the group that the privacy settings are clear and that the parents set their own privacy levels.
- V. Nobody else, aside from editors, can see the entirety of the photos.
- VI. Some suggestions from the committee include:
  - a. Cameras for students or teachers.
  - b. Creating a student Yearbook Committee or photography club
  - c. T-shirts to identify Yearbook Photographers.
  - d. Would teachers prefer a USB stick to email?
  - e. No parent complaints about the USD.
  - f. 99 trees planted in our school's name, Trina will send details to Lesley to post on Facebook.

*Questions: No*

c. Art Cards

- I. Lorena Ellsworth presented her report.
- II. Requests for 233 cards sold to 155 students and 1 teacher.
- III. Art Cards made about \$450 profit after the deduction of \$140 in PayPal fees.
- IV. Total expenses of \$1743.32.
- V. Perhaps we can use the Hot Lunch website next year to make it easier.
- VI. Lorena will be Lead on Art Cards next year.

*Questions: No*

d. Family Movie Night

- I. Lesley Bowman presented her report.
- II. The kids chose the Lego Batman Movie, so that removes the \$250 budget contingency for additional movie licensing.
- III. So far we have sold 138 tickets for a profit of \$695.
- IV. Lesley will call out for volunteers the night of the movie.
- V. Shelby will test the new speakers and AV equipment.
- VI. We will try to have two nights next year, on early for the younger kids and one later.

- VII. Tentatively booked dates of November 24, 2017 and May 25, 2018.
- VIII. Also booked the Family Dance tentatively for October 27, 2017.

*Questions: No*

- e. Tools for School
  - I. Chair Shanna Eveleigh presented.
  - II. So far there have been 69 orders placed.
  - III. No complaints, only one question on Facebook regarding labels.
  - IV. It seems like many schools in Sherwood Park have switched to Staples, however, it might not be the cheapest option.
  - V. We can look at other options for the 2017/2018 year.
- f. Apparel
  - I. Chair Shanna Eveleigh presented on behalf of Lead Darrell.
  - II. Darrell send out forms on April 24, good response so far.
  - III. He has not yet processed transactions, but will wait to do it at once.

*Questions: No*

## **10. Ideas to Support School**

- a. We currently have nearly \$14,000 available to use.
- b. Our options for fundraising include the buddy bench, swim fees, performances, teacher's wish list, F&P books.
- c. F&P books for grades 4 and 5 would cost approximately \$6500 per set.
- d. Home Reading books for Division 1.
  - I. Many are falling apart and some are not current.
  - II. There are kits for \$160 from Nelson.
  - III. A full set would cost about \$2000 per class.
  - IV. Mostly benefits Division 1 as the Division 2 students have a different Home Reading program that utilizes Classroom Libraries and the Library.
- e. What about the Library fund from fundraising in years past?
  - I. That money is allocated specifically to library improvements and literacy.
  - II. Some money was used to create the Maker's Space.
  - III. Other funds will be directed to a new circulation desk and other fixtures in the library, however, this requires careful consideration to maximize space and work with existing infrastructure.
- f. Field trip fundraising.
  - I. This is something that we as a school can fundraise for.
  - II. Chair Shanna Eveleigh mentioned meeting with Parent Society members from other schools who fundraise specifically to provide their teachers with an additional budget for fieldtrips.

1. They raise enough to provide teachers with \$1500 per year to use towards field trips.
  2. This is a large amount, would take considerable planning on behalf of the teachers.
  3. It would mean our school would need to raise nearly \$40,000 per year, however, we could provide a smaller budget.
  4. Fundraising for field trips is tabled to the June meeting.
- III. Vice Chair Krystal Grichen suggested cameras for teachers or students to use to promote the yearbook.
- IV. Allocating funds for teachers to purchase consumables.
- V. Emergency bussing remains a need for the school.
1. Evelyn will confirm amount spent in 2016/2017 school year and determine if there is a need for additional funds for next year.
- g. Decisions on funds raised in 2017 tabled until the June meeting when we have final numbers.

*Questions: No*

Chair, Shanna Eveleigh declared the meeting adjourned at 8:15 p.m.

**The next regular meeting will take place on Tuesday, June 6<sup>th</sup>, 2017.**

These minutes are respectfully submitted by:

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Secretary, Lesley Bowman

Adopted by Society in the meeting of: June 6<sup>th</sup>, 2017

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Chair, Shanna Eveleigh

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