

Pine Street Volunteer Parents Society Meeting

June 6, 2017

The Annual General Meeting of Pine Street Volunteer Parents Society was duly called and held on June 6, 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), Pam Britton (Treasurer), Lesley Bowman (Secretary)

Administration: Evelyn Gaudet (Principal), Shelby Hines (Assistant Principal), Lorna Magnan (Teacher Representative)

Parents: Cara Kern, Kristi Opalinsky*, Trina Loucraft, Nasreen Banman, Lorena Ellsworth, Trish Sadoway*, Darrell Bradley, Mary Sorobey, Jacklynn Pivovar*

Guests: Trustee Barb McNeill* (Elk Island Public School Board Trustee for Sherwood Park)

*Denotes partial attendance.

Meeting was called to order at 6:31 p.m. by Chair, Shanna Eveleigh.

1. Attendance and Introductions

- a. Executive, Administration, and Parents.

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. Voting

- a. Chair Shanna Eveleigh explained the procedures for voting.
- b. Voting:
 - I. Chair
 1. Krystal Grichen nominates Shanna Eveleigh.
 2. Cara Kern seconds.
 3. 10 in favour, 4 non-voting.
 - II. Vice Chair
 1. Trina Loucraft nominates Krystal Grichen.
 2. Cara Kern seconds.

3. 11 in favour, 5 non-voting.
- III. Secretary
 1. Kristy Opalinsky nominates Lesley Bowman.
 2. Cara Kern seconds.
 3. 11 in favour, 5 non-voting.
 4. Lorena Ellsworth will act as Secretary in Lesley's absence.
- IV. Treasurer
 1. Lesley Bowman nominates Pam Britton.
 2. Nasreen Banman seconds.
 3. 11 in favour, 5 non-voting.

4. Additions to the Agenda for Next Meeting

- a. The next meeting will be on September 5, 2017.
- b. Discussion around using Icon Photography for the 2018/2019 school year.
- c. Fundraising strategy for 2017/2018 and requests for Leads.
- d. Updates from Hot Lunch Committee.
- e. Call out to email new fundraising ideas/goals to the SVP email over summer.

5. Approval of Previous Meeting Minutes

MOTION: Vice Chair, Krystal Grichen moved that we accept the minutes from our meeting on May 9, 2017, as circulated. Cara Kern seconded. Majority voted in favor. CARRIED.

6. Hot Lunch

- a. Nasreen Banman and Trish Sadoway presented. Hot Lunch Committee - PC updates June 6
- b. Members of the Hot Lunch Committee attended the Nutrition Protocol meeting on May 31 to meet with EIPS and hear from EICS about healthy initiatives as well as a Dietician who went over the nutrition calculator. This concept is still in preliminary stages on how vendors will apply these guidelines to the Hot Lunch program.
- c. Pine Street School will continue to provide hot lunch on the following recommendations:
 - I. We will offer whole wheat, thin crust, or baked items as often as possible.
 - II. We will eliminate cookies, candy, and/or chips.
- d. The 2017 - 2018 Hot Lunch dates and vendor proposal:
 - I. October 27 - Nitza Pizza
 - II. Nov 24 - OPA Souvlaki
 - III. Dec 15 - Nitza Pasta
 - IV. Jan 26 - Perogies Bev Facey
 - V. Feb 23 - Nitza Pizza
 - VI. Mar 16 - Subway
 - VII. Apr 20 - Booster Juice & wraps

- VIII. May 25 - Hamburgers Bev Facey
- e. Lunch Lady References
 - I. Nasreen heard back from two positive references for the Lunch Lady.
 - 1. One school had 1100 students with 100 orders per week.
 - 2. She works with Canada Food Guide suggestions for sodium content and there were complaints of bland food.
 - II. They were not Sherwood Park Schools.
 - III. If we use her, we have to be clear with the volunteer requirements as the Lunch Lady has staff and there could be an issue of volunteers not having enough to do.
 - IV. Recommendation is to not use the Lunch Lady as a vendor this year, but perhaps revisit her as an option for next year.
- f. Decisions necessary at June 6 Society meeting:
 - I. Parent Society to vote on keeping the two-payment structure.
 - 1. It is more challenging for the Hot Lunch Committee to do two payments.
 - 2. We could always do one payment and help individuals on a case-by-case basis.

Vote: Pine Street Hot Lunch Program shall use one payment or two payments for the 2017/2018 school year.

Single Payment – Two in favour

Two Payments – Six in favour

Abstain – Three abstentions

Majority in favour of two-payment structure for the Hot Lunch Program for the 2017/2018 school year. CARRIED.

- g. Parent Society to vote on committee purpose – is the Program a service or a fundraiser?
 - I. Parent Society needs to give clarity to the Hot Lunch Committee to determine the purpose of this Program.
 - II. The committee can use their status as a fundraiser to negotiate with the vendors, so it is helpful to have an expressed purpose.
 - III. With Shanna R. handing over the job at the end of the 2017/2018 school year; it is an opportunity for the new Lead to take the program to another level.
 - IV. Recommendation from the Committee is to leave the Program as is for the next school year and look at a new direction for 2018/2019.

Decision on Hot Lunch direction as fundraiser or service provider tabled to the September Meeting.

- h. Hot Lunch Committee advises PC on software usage for other PC activities:
 - I. Family Dance, Art Cards, Apparel, and Movie Night tickets, etc.
 - II. There is a cost for this software, but we could reduce our cost without these extra features.
 - III. Trish Sadoway could provide further information and offer some training.

Vote: Pine Street Hot Lunch Program shall continue to use the existing software for the 2017/2018 school year.

Use Existing Software – Twelve in favour

Abstain – Three abstentions

Majority in favour of using existing software and expand its use to other programs.

CARRIED.

- i. Hot Lunch Committee proposes an Angel Program.
 - I. Uses donations from parents to fund lunch for students who would not normally purchase Hot Lunch.
 - II. This could also be a feature added to the software when parents order for their child as a check mark in donation box, ie. “I wish to contribute \$1, \$5”, etc.
 - III. We would need Administration support to handle and implement.
 - IV. Hot Lunch Committee to reach out to Woodbridge Farms School to see how they implement the program.

Decision on Hot Lunch Angel Program implementation tabled to the September Meeting.

Questions: No

7. Class Lists Released Before September

- a. It could make things easier for parents, students, and staff on the first day.
- b. Could it be done electronically, on Parent Portal, for instance.
- c. Principal Gaudet will not release class lists for next year before the end of the 2016/2017 school year in June.
- d. Administration will look into electronic options for releasing class lists.
- e. Perhaps other schools that release lists early experience less fluctuation in numbers in the weeks immediately prior to school and this additional stability allows for the dissemination of class lists with minimal fallout.

Questions: No

8. Fundraising/Community Building

- a. Art Cards
 - I. Lorena Ellsworth presented her report.
 - II. She returned the art to all the teachers.
 - III. Grade 6 students can take their art from the hallway home before the end of the year.

Questions: No

- b. Yearbook
 - I. Trina Loucraft and Cara Kern presented their report.
 - II. So far, they have received 105 orders, and a certificate from Treering indicating they have planted 105 trees in Pine Street’s name.

- III. It is challenging to fit the class pictures into the Division Two pages, as the class sizes are bigger. This resulted in some minor re-formatting.
- IV. They are hoping to get more pictures with more ease next year. They would like the Society to approve the purchase of some digital cameras with SD cards to allow more photos and ease of transfer.
- V. This could create an opportunity for a Yearbook Committee for students to have more input into the process.
- VI. Trina and Cara will co-lead the Society Yearbook Committee next year.

MOTION: Chair, Shanna Eveleigh moved that we accept Trina Loucraft and Cara Kern as our Parent Society Yearbook Committee Leads for the 2017/2018 year. Jacklynn Pivovar seconded. Majority voted in favor. CARRIED.

Questions: No

c. Family Movie Night

- I. Lesley Bowman presented her report.
- II. Minor technical glitch at the end of the DVD resulted in it not finishing the film, otherwise, it was a success.
- III. Recommendation to limit attendance to 225 next year as it was easier to move in the gym and far less crowded.
- IV. Revenue
 - 1. Ticket Sales - \$1140.00
 - 2. Concession - \$270.00
 - 3. Expenses - \$379.84
 - 4. Profit - \$1030.16

Questions: No

d. Tools for School

- I. Chair Shanna Eveleigh presented.
- II. There were 180 orders this year versus 142 last year.
- III. People can still order, but will have to arrange pick-up at Staples.
- IV. Pick-up dates at the school:
 - 1. Monday June 12, 12:00pm – 6:30 pm
 - a. Shanna & Lesley - 12:00 pm - 4:00 pm
 - b. Jackie – 4:00 pm - 6:30 pm
 - 2. Tuesday June 13, 2017, 12:00 pm -6:30 pm
 - a. Shanna & Lesley – 12:00 pm – 4:00 pm
 - b. Krystal – 4:00 pm – 6:30 pm
- V. We can look at other options for the 2017/2018 year.
- VI. We will post pick-up times on Facebook and website and do a Synervoice message.

Questions: No

- e. Apparel
 - I. Darrell Bradley presented his report.
 - II. The order was at the printers for completion on Friday.
 - III. There are extra water bottles for sale for \$6.00. We will post on Facebook and have orders go through SVP email.
 - IV. We will leave the items in the display case for now.
 - V. The program went well
 - 1. Half paid by credit card, half by EFT.
 - VI. We could encourage students to wear school apparel for Track Meet day.

Decision on changes to the Apparel Program for the 2017/2018 year tabled to the September Meeting.

Questions: No

- f. Welcome Back BBQ
 - I. Parent Society Executive runs the event; we will meet over the summer to confirm details.
 - II. It will be either September 12 or 13, 2017.
 - 1. Do we change it from a scavenger hunt to a BBQ?
 - 2. 'Pop into Pine Street' or 'What's the Scoop?' or BBQ?
 - III. We can have tables with information on Parent Society & Council, information on extra curricular offerings at Pine Street, etc.

Questions: No

- g. Halloween Family Dance
 - I. Krystal Grichen volunteers to Lead the Halloween Family Dance.

Questions: No

9. Treasurer Report

- a. Treasurer Pam Briton presented her report for the month ended May 31, 2017.
- b. Our available funds sit at \$31,608.
- c. Before the end of June, we will have revenue from Movie Night of \$1040, apparel \$122, Tools for Schools, Hot Lunch \$3900,
- d. We have to vote on funds of \$16,954.
- e. Audit
 - I. Lesley and Lorena will send Jacklynn an expense form to add to the bylaws for committees.

- II. Cara and Nasreen volunteer to conduct the mini-audit from November 30, 2016- June 30, 2017 to bring us in line with our new fiscal year end.

Questions: No

10. Voting on Funds

- a. Reserve Bussing – Allocation of \$2000 based on Principal Gaudet’s estimate and past use of emergency bussing funds.
 - I. Chair Shanna Eveleigh moves to allocate \$2000 to emergency bussing.
 1. All in favour, none opposed.
 2. CARRIED.
- b. Buddy Bench – cost of \$3950
 - I. Chair Shanna Eveleigh moves to allocate \$3950 to fund the Buddy Bench.
 1. None in favour, all opposed.
 2. DEFEATED.
- c. Swim Fees – Allocation of \$3000 would reduce swim fees by \$5 per student.
 - I. Chair Shanna Eveleigh moves to allocate \$3000 to reduce swim fee costs.
 1. None in favour, all opposed.
 2. DEFEATED.
- d. In-School Performances – Allocation of \$2000 based on Vice Chair Krystal Grichen’s research into options and costs.
 - I. Chair Shanna Eveleigh moves to allocate \$2000 to Performances.
 1. All in favour, none opposed.
 2. CARRIED.
- e. Incidentals – A total allocation of \$3120, \$120 for each teacher to spend on extra materials for his or her class – stickers, prizes, incentives, etc.
 - I. Chair Shanna Eveleigh moves to allocate \$3120, based on \$120 per class and 26 classes for the 2017/2018 school year.
 1. All in favour, none opposed.
 2. CARRIED.
- f. Fountas & Pinnell Levelled Readers – Allocation of \$11,200 for one set each for Grades 4 & 5. We already have them for Grades 1, 2, and 3.
 - I. Chair Shanna Eveleigh moves to allocate \$11,200 to purchase two sets.
 1. None in favour, all opposed.
 2. DEFEATED.
- g. Home Reading Books – Allocation of \$2000 per grade for Grades 1, 2, & 3 to purchase one new set of Home Reading Books per grade.
 - I. Chair Shanna Eveleigh moves to allocate a total of \$6000 for Home Reading Books.
 1. All in favour, none opposed.

2. CARRIED.

After a discussion with staff and administration, they suggested that a more effective use of funds is purchasing one set of home reading books for each Grade 1, 2, and 3, rather than Fontas & Pinnell readers for Grades 4 & 5. That could be a target for fundraising for next year.

- h. Field Trips – Other schools fundraise specifically to offer an additional budget for teachers to use specifically for curriculum based field trips. This is a big undertaking and requires a significant increase in fundraising efforts.
 - i. Chair Shanna Eveleigh moves to table this idea to the September meeting as a possible fundraising target for the 2018/2019 school year.
 - 1. All in favour, none opposed.
 - 2. CARRIED.
 - i. Cameras – The Parent Society Yearbook Committee requested a budget \$500 to purchase cameras and SD cards to facilitate yearbook pictures and encourage the development of a Student Yearbook Committee.
 - i. Chair Shanna Eveleigh moves to allocate \$500 to purchase cameras and SD cards.
 - 1. Seven in favour, one opposed, one abstention.
 - 2. CARRIED.
 - j. Physical Education Equipment – We request a budget to purchase some folding soccer nets and additional equipment for students to use at recess as well as physical education.
 - i. Chair Shanna Eveleigh moves to allocate \$1000 to physical education equipment.
 - 1. Eight in favour, two abstentions.
 - 2. CARRIED.
 - k. Welcome Back BBQ – The Parent Society Executive runs the BBQ and requests a budget of \$500 for the event. Suggestions include getting the Pine Street Dads to help cook.
 - i. Chair Shanna Eveleigh moves to allocate \$500 to the Welcome Back BBQ.
 - 1. All in favour, none opposed.
 - 2. CARRIED.
 - l. Principal Gaudet suggests striking a committee to review options for new furniture for the Library in order to use funds raised in the past for that specific purpose.
 - i. Chair Shanna Eveleigh moves to table striking the committee until the September meeting.

Questions: No

11. Next meeting

- a. September 5, 2017, we will set dates for further meetings on that date.

Questions: No

Chair, Shanna Eveleigh declared the meeting adjourned at 9:10 p.m.

The next regular meeting will take place on Tuesday, September 5, 2017 at 6:30.

These minutes are respectfully submitted by:

Secretary, Lesley Bowman

Adopted by Society in the meeting of: September 5th, 2017

Chair, Shanna Eveleigh