

Pine Street Volunteer Parents Society Meeting

September 5, 2017

The Regular Meeting of Pine Street Volunteer Parents Society was duly called and held on September 5, 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: Jeff Huculak (Principal), Shelby Hines (Assistant Principal), Lorna Magnan (Teacher Representative), Kerri Remeika (Teacher Representative)

Parents: Kim Fukushima*, Cara Kern, Kristi Opalinsky*, Trina Loucraft, Nasreen Banman, Lorena Ellsworth, Lindsay Roma, Darrell Bradley*, Mary Sorobey, Jacklynn Pivovar, Erin Friesen*, Zia Pregitzer*, Melissa Burton, Tracey Nielsen, Sukhjundir Bansal Clark*, Deanna Bellamy, Shanna Ramage*

Guests: Mike Labrecque

Absent with Regrets: Trustee Barb McNeill* (Elk Island Public School Board Trustee for Sherwood Park)

*Denotes partial attendance.

Meeting was called to order at 6:33 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. Additions to the Agenda for Next Meeting

- a. No additions to the Agenda.

4. Approval of Previous Meeting Minutes

MOTION: Cara Kern moved that we accept the minutes from our meeting on June 6, 2017, as circulated. Mary Sorobey seconded.
Majority of 21 voted in favor, 6 non-voting. **CARRIED.**

5. Hot Lunch

- a. Hot Lunch Committee Chair Shanna Ramage presented her report.
 - I. The Hot Lunch Committee would like to implement the ‘Angel Program’, which would see profits from the previous year used to sponsor ten students to receive hot lunch who otherwise wouldn’t be able to afford it.
 - II. Administration will be responsible for choosing recipients of the program.

MOTION: Shanna Ramage moved to implement the Angel Program for the 2017/2018 school year.

- 20 in favour
- 1 opposed
- 6 non-voting

CARRIED

MOTION: Shanna Ramage requested a budget of \$45.00 for the 2017/2018 school year.

- 21 in favour
- 0 opposed
- 6 non-voting

CARRIED

- b. The committee had to swap vendors in October and November, so October will be Nitza’s Pizza and November will be Opa.
- c. Discussion Regarding Hot Lunch as a Fundraiser
 - I. In the past, accessibility was a priority; therefore, it was considered a service, rather than a fundraiser.
 - II. The Hot Lunch Committee would rather see it continue that way.
 - III. Will participation decrease as a result of the nutrition protocol?
 1. That is difficult to say, some experience has been that parents are more likely to participate with healthier options.
 - IV. Currently, approximately half of the students participate in hot lunch.
 - V. Chair Shanna Eveleigh says to table the fundraising vote to the end of the meeting when we will discuss fundraising.

Questions: No

6. Adoption of new Pine Street Parent Society Policies & Procedures

- a. Questions or comments?
 - I. None.

MOTION: Vice Chair Krystal Grichen motions to adopt the Policies and Procedures, Nasreen Banman seconds.

- 19 in favour
- 2 abstain
- 6 non-voting

CARRIED

7. Treasurer Report

- a. Treasurer Pam Britton presented her report.
 - I. She still has to add money from:
 - 1. Yearbook, apparel, Boston Pizza receipts, and Tools for Schools.
 - II. Last year, we spent more than we made, but since we were not doing any targeted fundraising, that is expected.

Questions:

- 1. Are there any outstanding issues?
 - a. Yes, the mini audit still needs to be done, but will be complete by the end of September.

8. ICON for the 2018/2019 School Year

- a. There were some minor complaints with the quality of the class photos.
- b. The images for the yearbook were relatively easy to work with.
 - I. Any problems would likely be the same with any other company.
- c. Lifetouch is one option, but they don't take the kids outside, they use a green screen.

MOTION: Chair Shanna Eveleigh motions to vote to change photographers for the 2018/2019 school year.

- 4 in favour
- 9 opposed
- 4 non-voting

DEFEATED We will remain with ICON for the 2018/2019 school year.

9. Library Committee

- a. We have \$13,000 in reserve to upgrade the library.
- b. We are looking for a group to work with Administration and Mrs. Demarco to work on the library upgrades.
 - I. Lorena, Jacklynn, Nasreen, and Kim are interested.
 - II. Lesley will send out an email to the group so they can connect.

10. Fundraising/Community Building

- a. Helping Hands
 - I. Lorena Ellsworth presented her report.
 - II. Library

1. Mrs. Demarco is looking for volunteers for the 2017/2018 school year.
 2. She needs volunteers for about an hour a week.
 3. Volunteers would be responsible mainly for re-shelving books.
- III. Book Fair
1. Mrs. Demarco also wants some help with the Book Fair.
 2. It runs for six days, she need help for one day of set up, one day of take down, and four days of sales.
 3. Please contact Parent Council or Lorena if you want to help.
- IV. Staff Appreciation
1. We will once again feed the staff for one night during interviews.
 2. Lorena will organize people and dishes through email.
 3. We will add it to the October agenda.
- V. Helping Hands
1. Requests for help will go through the SVP email.
 2. If room 146 is still available, it is nice to have a consistent place for parents to come and help, especially if they have little ones.
 3. Lorena will tell people about it at the Meet the Staff night. We can also add it to the school website and Facebook page.

Questions: No

b. Yearbook

I. Trina Loucraft and Cara Kern presented their report.

- a. The Committee will deliver yearbooks this week.
- b. They ordered two extra books to use as a sample to promote yearbook orders in the future.
- c. We made \$231.57 USD in fundraising.
- d. Some glitches:
 - i. They used \$2.97 & \$1.98 to help a couple parents who had trouble ordering because of a 3rd party credit card compatibility issue, but Treering resolved it.
 - ii. Some parents who had problems didn't know they could come to the committee for help, and instead went straight to Treering, but said they were very helpful.
- e. Suggestions for 2017/2018
 - i. Increase pages from 52 to 90 pages.
 - ii. This will increase the cost to \$24.55 USD.
 - iii. There are incentives to order early – discounts for September and October orders.
 - iv. You can order now and work on it all year.

MOTION: Trina Loucraft motions to increase the page count from 52 to 90,
Nasreen Banman seconds.

- 21 in favour

- None opposed
 - 5 non-voting
- CARRIED**

Motion to increase fundraising tabled until the fundraising discussion at the end of the agenda.

Questions: No

c. Family Dance

I. Krystal Grichen presented her report.

1. We will use the same DJ who offered to honour last year's pricing including the light show.
 - a. Total cost is \$737.

MOTION: Krystal motions for a Family Dance budget of \$1500, Mary Sorobey seconds.

- 21 in favour
 - None opposed
 - 5 non-voting
- CARRIED**

2. Krystal will look for donations for prizes for best costumes.
3. We will sell ring pops, chips, and glow-sticks. The committee will look for more 'choose often' options for the concession.
4. Mary Sorobey, Kristy Opalinsky, and Lesley Bowman offer to help.
5. The date of the dance is October 27, 2017.

Questions:

1. Will the dance sell out again? What will we do to ensure that people know to get tickets early?
 - a. Committee will ensure that all correspondence regarding the dance will include information on prior sell-outs and will tell parents to buy tickets early if they want to go.
 - b. Ticket sales will happen through agendas and in the library during the lunch break on selected day.

d. Welcome Back BBQ

- I. Mike Labrecque graciously offered to help us by using his BBQ set up and by picking up meat and buns.
- II. Darrell Bradley recruited some Pine Street Dads to help serve.
- III. We will have burgers, hot dogs, chips, and water bottles.

IV. Times:

1. The event will run from 5:30-7:30 with more of a drop-in feel rather than anything scheduled, in order to honour people's time.
2. We will feed the staff at 4:30.

V. Logistics:

1. The BBQ set up will be out of the north gym doors.
2. Tables with food will be at the west end of the gym.
3. Tables and chairs for folks to eat will be in the middle of the gym.
4. Outside Tables for groups:
 - a. Yearbook, Parent Council, Apparel, Choir, Helping Hands, Hot Lunch, Student Leadership, Robotics Club, and Grade 6 Bake Sale.
5. Glitter tattoos will happen at the front of the gym near the stage.
6. Shelby Hines recruited some grade 6 students to help set up, but volunteers are needed for food distribution and take-down.

VI. Budget:

1. Council initially had a budget of \$500.
2. The school will contribute an additional \$800 to cover all costs.

VII. Thank you to Mike for his help.

VIII. Lesley Bowman will publish notifications on Facebook.

Questions:

1. Will the teachers be in the classrooms?
 - a. Yes. There will be information in the gym and the food and people are welcome to visit teachers either before or after.
2. Will we have different food options for the BBQ?
 - a. It is challenging to offer a range of foods to meet every need; we are unable to do so.
 - b. We will offer salads to the staff.
 - c. Parent volunteers will provide salads.

e. Apparel

I. Darrell Bradley presented his report.

1. He suggests reducing the number of items offered this year.
2. He will bring samples for the Apparel Table at the Meet the Staff BBQ.
 - a. He will also bring the extra water bottles to sell at the table for \$6.00.
3. Darrell suggests we move away from green, perhaps go to a silver or grey colour.
4. He will shortly have a new order form for approval.
5. This year we will only accept EFT or cash.
6. He is aiming for a delivery around Halloween, so the order forms will go out fairly soon.

Questions:

1. Could we have a zip-up hoodie option?
 - a. Yes.
 2. Could we do coffee mugs?
 - a. It is challenging to offer mugs as the minimums are high and we would likely have many extras.
 3. Could we do an art contest for Orange Shirt or Pink Shirt day?
 - a. The timing is such that we are too late for Orange Shirt day, but we could look at it for Pink Shirt day in February.
 4. Could we do a shirt swap for those who can't afford? Or potentially add a line on the order form to donate money so someone who can't afford can get apparel?
 - a. We will talk to Administration.
- f. Family Movie Night
- I. Lesley Bowman will Lead the Committee for the November Family Movie Night.
 1. Dates are November 24, 2017 and May 25, 2018.
 2. November will be earlier and focus on Division One, May will screen a bit later and focus on Division Two.

Questions: No

- g. Tools for School
- I. Chair Shanna Eveleigh presented.
 1. Overall, it was quite successful.
 2. There were a total of **189 orders** broken down by Grades below
 3. Based on Pine Street's registered students, i.e. 570 (from School website), this equates to a participation rate of 33%.
 4. Order Break Down:
 - a. Kindergarten: 25 orders
 - b. Grade 1: 29 orders
 - c. Grade 2: 29 orders
 - d. Grade 3: 30 orders
 - e. Grade 4: 39 orders
 - f. Grade 5: 21 orders
 - g. Grade 6: 16 orders
 - h. TOTAL: 189 orders
 5. 62% of Parents bought the Premium package (complete Teacher list) and 38% bought the Basic List (they used leftover supplies from last year or purchased individually at Staples or other stores)
 6. Each kit included a collection of \$3
 - a. Fundraising: \$3 per kit x 189 orders = Total Raised: \$567

7. Any inquiries or issues that arose were dealt with within 24 hours, even some within 2 hours. 19 Parents contacted us via e-mail, i.e. stapleschooltools@gmail.com There were some phone calls and visits to the stores but not a significant number.
Online.
8. Overall, the process went well. For those instances when the website was not working for the Parents, we provided assistance over the phone or in the store. These seem to occur if a work computer is being used (which could be due to firewall protection by companies or organizations) or if there are issues with the browser being used on the personal computers, i.e. Chrome is the recommended browser.
9. The delivery of the bags went smooth and fast. Some Parents however did not remember or forgot to pick up the kits they ordered on the designated date.

M a prity order

Questions:

1. One parent noticed that the list from Staples didn't match the list online and she ended up having to go to Staples to buy things anyway.
2. Teachers have noticed that some students still have the wrong items.
3. Teachers were confused about the catalogue; it was not really easy to order.
4. Do we want to go back to Back to School Solutions?

Decision on switching school supply suppliers tabled to October meeting.

h. Fundraising

- I. Principal Jeff Huculak presented his report.
 1. He will discuss needs with the staff at the first staff meeting.
 2. There is an understanding that the money raised last year was allocated at the June meeting.
- II. Mr. Mackney will order the sports equipment to which we allocated funds.
 1. Darrell Bradley spoke to Mr. Mackney and they agree that it is more streamlined for the teachers to order it through the regular channels and be reimbursed by the Society.
- III. Shelby Hines booked the Symphony and has paid for both shows.
- IV. Home reading books:
 1. Staff will order \$2000.00 worth of books for each grade 1, 2, and 3
- V. What is our direction for the upcoming year?
 1. Literacy, numeracy, or assessment; clarity about our goal will help us focus our fundraising efforts.
 2. Could we link our fundraising goal with the strategy? For example if the focus is numeracy, we do a math-a-thon.

3. Perhaps the new gym equipment could match to our fundraisers, like a skip-a-thon?
- VI. There are new fire codes this year and all paper on the walls has to meet code, could we fundraise for supplies for teachers to convert their class displays to the new paper?
- VII. Jeff Huculak will bring all these ideas forward at the staff meeting.

Questions: No

11. Hot Lunch Vote

We vote to keep hot lunch as is, with a modest amount built in as fundraising which helps provide for the Angel Program as well.

- 21 in favour of leaving the program as is.
- 2 in favour of making it a fundraiser.
- 5 non-voting

CARRIED – Hot lunch will remain the same for the 2017/2018 year.

Questions: No

12. Voting on Funds

- a. Tabled to the October meeting to account for input from staff and administration.

Questions: No

13. Next meetings

- a. Meetings will be the first Tuesday of each month.
- b. October 3, November 7, December 5, January 9, February 6, March 6, April 3, May 8, and June 5.

Questions: No

Chair, Shanna Eveleigh declared the meeting adjourned at 8:23 p.m.

The next regular meeting will take place on Tuesday, October 3, 2017 at 6:30.

These minutes are respectfully submitted by:

Secretary, Lesley Bowman

Adopted by Society in the meeting of: October 3, 2017

Chair, Shanna Eveleigh

DRAFT