

Pine Street Volunteer Parents Society Meeting

February 6th, 2018

The Regular Meeting of Pine Street Volunteer Parents Society was duly called and held on February 6th, 2018 in the Library of Pine Street Elementary located at 133 Pine Street in Sherwood Park, Alberta. Quorum was present.

In Attendance:

Executive: Krystal Grichen (Vice Chair), Lesley Bowman (Secretary)

Administration: Jeff Huculak (Principal), Shelby Hines (Assistant Principal), Lorna Magnan (Teacher Representative), Kerri Remeika (Teacher Representative)

Parents: Cara Kern, Nasreen Banman, Mary Sorobey, Deanna Bellamy, Lorena Ellsworth

Absent with Regrets: Shanna Eveleigh (Chair), Pam Briton (Treasurer)

*Denotes partial attendance.

1. Vice Chair Krystal Grichen calls to order at 7:36
2. Additions to agenda?
 - a. No
3. Skip introductions.
4. Treaty Six – Lesley Bowman
5. Approval of December Minutes

MOTION: Nasreen Banman motions to accept January minutes, Cara Kern seconds.

IN FAVOUR: 7

NON-VOTING: 4

CARRIED

6. Treasurer's Report – Krystal Grichen
 - a. We would like to see a better system to do it, to help attendees understand what has changed.
 - b. Lesley will ask at COSC about other ways of doing the books, Quickbooks etc?
 - c. Even just a summary at the bottom of the page.
 - d. Questions
 - i. No
7. Hot Lunch – Shanna Eveleigh & Nasreen Banman
 - a. Hiccup with the delivery of the January from Bev Facey folks, so we are going with Festival Catering.
 - i. There were some hiccups with the delivery being late.
 - ii. Parent Society will 'eat' the cost of the change of the vendor.
 - iii. Grade 6 students are doing a good job, but they need some reminders.

- b. Shanna spoke to Saputo about the milk delivery to go into the fridge so Mr. Michael doesn't have to do it, but he had to again this month.
 - c. We will talk to Saputo about the expectation of the drivers.
 - d. We will email the list of 'to-do' items to Mr. Huculak and they can review with the students before the last minute. That will help to free up the volunteers to help with distribution.
 - e. When do we need to have someone in place for the next year?
 - i. Likely we need someone in place by March.
 - ii. We will not have Hot Lunch next year if someone doesn't step up.
 - iii. Do we need to send this information before usual? List of opportunities – Chair, Vice – Chair, Treasurer, Secretary, Hot Lunch, etc.
 - iv. Get job description of the Hot Lunch jobs and send them to the email list from the meetings.
 - f. Questions?
 - i. No
8. Library Re-design
- a. Total of money raised, what is ordered and what is coming. People want to know! Please see Principal Huculak's Report in the Council Minutes.
 - b. Questions?
 - i. No
9. Fundraising & Community Building
- a. Helping Hands – Lorena Ellsworth
 - i. Lots of things going on!
 - ii. Staff Appreciation meal will be the Tuesday of Parent Teacher Meals.
 - 1. Soup and Sandwiches?
 - 2. We will make sure it is done earlier this year.
 - iii. Questions?
 - 1. No
 - b. Art Cards – Lorena Ellsworth
 - i. We have 20 of 26 classes.
 - ii. Still have a cash option for payment because we lose on Paypal fees.
 - iii. Art Card costs went up last year.
 - 1. We sold 233 sets last year, but if we did the same this year, we could charge \$10 or \$12 per pack, if we bump the price to \$15 and get fewer orders, that could be the case.
 - 2. We think they are nice and unique and they are worth \$15.
 - 3. Could we put the cards on the website?
 - 4. Could we set up a table at Interviews with samples?
 - a. Art Card samples taped to the window in the office?

MOTION: Lorena Ellsworth motions to increase the price of Art Cards from \$12.00 to \$15.00, Cara Kern seconds.

IN FAVOUR: 7

NON-VOTING: 4

CARRIED

- iv. Questions?
- v. Could we increase to \$20.00 per set?
 - 1. No, too much of an increase in one year. We will stick with \$15.
- c. Yearbook – Cara Kern
 - i. 70 books ordered this year so far.
 - ii. Another flier going out.
 - iii. Encourage teachers to send the Twitter pictures to Yearbook.
 - iv. How do we figure out the yearbooks for the kids who won't be here next year?
 - 1. Some got couriered last year, but there wasn't a checklist so we need to be able to track it.
 - 2. In other similar situations, the kids come back to the school to get their books. Either way will work, but we need to be able to keep track.
 - v. Questions:
 - 1. No
- d. Apparel – Krystal Grichen
 - i. Thank you for Pink Shirt information and orders.
 - ii. Samples are in the office for people to try.
 - iii. Questions
 - 1. No.
- e. Math-A-Thon – Krystal Grichen
 - i. So far, we have raised \$23,000.00 with money still coming in.
 - ii. More overall participation from students rather than the big donations for individuals.
 - iii. We will do the announcements on February 15, 2018 over the intercom.
 - 1. We will hand out all the smaller prizes that day too.
 - 2. Please let teachers know when we will plan to hand out prizes and do announcements so they know to shut down the classes and not interrupt.
 - iv. We do have a couple of students who won a prize with an option of prizes so we need to reach out to those students and find out which prize they want.
 - 1. We need to send something home in agendas to fill out.
 - v. Easier to do when Teachers lead the format. Better than the read-a-thon.
 - vi. Questions
 - 1. No.
- 10. Tools for Schools – Krystal Grichen
 - a. Staples
 - i. Basic List or Premium List Options Only, not able to remove individual items.
 - ii. Teachers were unsatisfied with not having prices attached to
 - iii. School Delivery the only choice.
 - iv. Small fundraising fee ie \$3.00, \$5.00 can be added, however no 10% option

- b. Back to School Solutions
 - i. Ordering options include adjusting Quantity of any specific items and or removing altogether.
 - ii. Family Shipping rate, Parent only charged for first order if all orders shipped to same home. No choice to have Home Ship AND School only one or the other. Cost is \$12.50 for home ship or \$6.00 for school ship
 - iii. 10% fundraising fee can be added to our orders or we can pass along a 10% discount to parents.
 - iv. Aug 7th deadline for orders. Orders shipped out as they are received.
 - v. Supply catalog provided WITH prices attached.
 - c. WRITE ON Stationary
 - i. Ordering options include adjusting Quantity of any specific items and or removing altogether.
 - ii. Shipping is a charge of \$5.00 per order for home delivery or free for school delivery, they offer a discount of \$5.00 price reduction for more than 2 orders to the same home. They DO offer both choices to parents for delivery and the parent checks off the one they want, with a school pick up day set in June
 - iii. 0% fundraising fee can be added to our orders.
 - iv. Supply catalog provided WITH prices attached.
 - d. We will continue to investigate and bring this back to Society at the next meeting.
 - e. Questions
 - i. No.
11. Darrel mentioned that he knows the owner of Wild Wing in Sherwood Park will offer 10% off for January.
- a. Ask him to sponsor the luncheon for the Math-a-thon? It is a possibility.
 - b. Questions
 - i. No.
12. Vice Chair Krystal Grichen declared the meeting adjourned at 8:29 pm.
- 13. The next regular meeting will take place on March 6th, 2018 at 6:30 pm.**

These minutes are respectfully submitted by:

Secretary, Lesley Bowman

Adopted by Society in the meeting of: March 6th, 2018

Chair, Shanna Eveleigh

DRAFT