

Pine Street Volunteer Parents Society Meeting

March 6th, 2018

The Regular Meeting of Pine Street Volunteer Parents Society was duly called and held on March 6th, 2018 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), Pam Britton (Treasurer)

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

Parents: Cara Kern, Nasreen Banman, Deanna Bellamy, Sukhjinder Clark, Darrell Bradley, Sara Grunniger, Trina Loucraft, Kari Albrecht, Shanna Ramage

Absent with Regrets:

*Denotes partial attendance.

1. Chair Shanna Eveleigh calls to order at 7:12
2. Additions to agenda?
 - a. 10. h) Home Reading Folders.
3. Skip introductions.
4. Motion to approve minutes:
 - a. Approval of February Minutes

MOTION: Cara Kern motions to accept February minutes, Deanna Bellamy seconds.

IN FAVOUR: 12

NON-VOTING: 4

CARRIED

5. Treasurer's Report – Pam Britton
 - a. Change to Math-a-thon money is in, but there is still \$291.00 to deposit.
 - i. There is also still some money to pay out so the final amounts will still change.
 - b. Nitza's Pizza Fundraiser money will go in as well.
 - c. Money is starting to come in for Art Cards.
 - d. Questions
 - i. What is the Bank Service Charge for \$51.00?
 - ii. When we do a large deposit like the Math-a-thon there will be an additional charge for the deposit fee.

- iii. No.
- 6. Information from the Davidson Creek Parent Society Establishment Meeting – Shanna Eveleigh
 - a. The Society Members could actually be sued personally for liability especially in the event of an incident at a Parent Society Event.
 - b. There is another Fraud rider that would cover any sort of fraud on the part of the Society.
 - c. Most Societies have this insurance, and it comes out of our operating budget for the Society.

MOTION – Krystal Grichen motions to approve an operating budget of \$451.00 for Liability Insurance.

IN FAVOUR: 13

NON-VOTING: 3

CARRIED

- 7. Hot Lunch – Shanna Ramage & Nasreen Banman
 - a. The Committee is thinking of going with a new system next year.
 - i. The vendors pay the cost.
 - ii. You are bound to the list of vendors that they provide.
 - iii. They deliver, it includes beverage service, so it takes the milk service piece out of our hands too.
 - iv. They deal with the payments and parents can pay all at once or they can pay one service at a time.
 - v. They deal with all the emails and communication with the parents so that takes that issue off the plate of the Committee.
 - vi. We are going to a labeling system next year, so that means we only need a core group of volunteers rather than masses on the day.
 - vii. We won't have any inventory issues as we don't have to stock napkins, spoons, etc.
 - b. Nasreen will Chair the Hot Lunch Committee for the 2018/2019 school year.
 - i. Going back to a pre-meeting in the Library with the help of a teacher or administrator to deliver the message.
 - c. Questions?
 - i. No
- 8. Library Re-design
 - a. The Parent Survey is on the EIPS website and on the Pine Street website.
 - i. March 5-23 posted on the website.
 - ii. Facilities will install a water bottle filling station and we only had one in the EIPS budget, but the school will pay for the other one.
 - iii. \$38,613.50 to come out from the Parent Society to pay for the furniture, but the cost of the circulation desk will come from the school budget.
 - iv. There was about \$13,700 left over from past fundraising and Jeff thinks the Math-a-thon will bring in between \$22,000 and \$24,000.

There might be a difference of about \$2000 so we will need to look at another bottle drive or fundraiser to make up that difference.

- v. The invoice for the PadCaster came in at \$1400 USD, so about \$1910 CDN and that will come out of the funds from the past year's fundraising.
 - b. Questions?
 - i. No
 - 9. EIPS Speech Competition – Jeff Huculak for Deneen Zielke
 - a. Request for funds to make a basket for the District Speech competition.
 - b. Please send any donations to Shanna and she will forward them to Jeff.
 - c. Questions?
 - i. No.
 - 10. Nutrition Protocol – Shanna Eveleigh
 - a. Continuing discussion about the nutrition protocol and we are looking for any feedback or thoughts about what is our goal going forward.
 - b. Sugar reduction – offering white milk or water at the elementary level.
 - c. Encouraging vendors to be aware of portion control.
 - d. Questions?
 - i. No.
 - 11. Fundraising & Community Building
 - a. Helping Hands – Lorena Ellsworth
 - i. CSL benchmarks
 - ii. Staff Meals for Tuesday March 2, 2018 Parent Teacher Conferences.
 - b. Art Cards – Lorena Ellsworth
 - i. Art Cards Forms went home last week.
 - 1. Almost 100 parents have asked to view art.
 - 2. 50 sets of cards have been purchased.
 - 3. \$750 collected so far, about \$400 profit.
- MOTION: Nasreen Banman motions for a budget of \$81.10 to purchase Art Card Packs for sale. Krystal Grichen seconds.
IN FAVOUR: 12
NON-VOTING: 3
CARRIED
- ii. Questions?
 - 1. No
 - 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.
 - v. Questions:

1. No
- d. Apparel – Darrell Bradley
 - i. Last year we did another apparel order in the spring, but we have done one and then pink shirts so Darrell suggested leaving it to the fall.
 - ii. Thank you for Pink Shirt information and orders.
 - iii. 159 orders and there was a bit of profit for them to buy some extra shirts instead of sending the money back. The additional shirts were helpful to cover some of the kids missed.
 - iv. The Pink Shirts were run at a bit of a deficit and Darrell didn't do financials for the order, but it was run as more of a service.
 - v. Questions
 1. No.
- e. Math-A-Thon – Shanna Eveleigh & Nasreen Banman
 - i. We are missing a few waterbottles, but they are on order and should be in soon.
 - ii. Overall it was a really good event and the subcommittee did a good job in organizing and tallying results.
 - iii. Nasreen has summary and a strategy going forward for folks who could potentially run an 'a-thon' in the future.
 - iv. We added another participation class got a pizza party too.
 - v. The committee also made changes from the last 'a-thon'.
 - vi. Thank you for all the hard work to make it happen.
 - vii. Thank you to all the Teachers for coming up with questions and administering the tests.
 - viii. Teachers are picking the day for the pizza parties.
 - ix. Volunteers to audit the Math-a-thon?
 1. Cara Kern volunteered, Lorena Ellsworth, Jacklyn Pivovar, Sukhjinder Bansal-Clark.
 - x. Questions
 1. No.
- f. Tools for Schools – Krystal Grichen
 - i. We only gave Staples one year, so there is a feeling to give them an opportunity to do better.
 - ii. Jeff and Shelby had a discussion with the owner of Write-On Stationary and were very impressed.
 - iii. Staff will discuss tomorrow at the Staff meeting and after EIPS finalizes the streamlined list to staff. We can vote in April on whether or not we will fundraise or do online orders.
 - iv. Questions
 1. No.
- g. Movie Night – Lesley Bowman
 - i. We will ask Ms. Stephens to help with Student Council in making posters and voting and collecting votes.

- ii. I would like to have the Student Council pick the three movies to choose from.
- iii. I will be absent the next meeting so I will have this done and have a helper present for me.
- iv. Questions?
 - 1. No.

12. Home Reading Book Numbers – Shanna Eveleigh

- a. We spoke of spending money on pouches for Home Reading Books.
- b. We will table that for the next meeting.
- c. Questions
 - i. No.

13. Scheduling Dates for Events Next Year – Shanna Eveleigh

- a. Check calendars
- b. Questions?
 - i. No.

14. Chair Shanna Eveleigh declared the meeting adjourned at 8:33 pm.

15. The next regular meeting will take place on April 3, 2018 at 6:30 pm.

These minutes are respectfully submitted by:

Secretary, Lesley Bowman

Adopted by Society in the meeting of: April 3rd, 2018

Chair, Shanna Eveleigh

DRAFT