

Pine Street School Parent Society

January 5th, 2016

Attendance: Evelyn Gaudet, Lorna Magnan, Tracey Nielsen, Jennifer Leite, Jennifer Harrison, Nasreen Banman, Tarrin Nault, Kendra Hunt, Suzanne Stevens, Shelby Hines, Trina Loucraft, Trisha Parsons, Krystal Grichen, Dulcie Jarvin, Jacklynn Pivovar, Kari Albrecht, Shanna Eveleigh.

Meeting called to order at 6:30 p.m.

1. Additions to the Agenda:

- a) None

2. Approval of Previous Meeting Minutes:

- a) Jacklynn amends the December's minutes, section 6.iv to reflect that Dulcie Jarvin is the Read-a-Thon lead, not herself. Jennifer will make this correction to the minutes.
- b) Krystal motions to approve the minutes. Jacklynn seconds.

3. Grade 6 Leadership Student:

- a) **President and Vice President:** Parent Society welcomes Avery Jenkinson and McKenna Basistry to speak about who they are and what Grade 6 Leadership does.
- b) **Halloween Haunt:** We guide students through a haunted house in the gym.
- c) **Socktober:** Students brought in new socks to be delivered to the Hope Mission.
- d) **Book Exchange:** Students brought in old books to exchange for new ones. Extra books went to Goodwill.
- e) **Terry Fox, Toonies for Terry:** Leadership prepped for the day and counted the toonies collected. The school raised about \$2,000.
- f) **Early Out Day:** Leadership cuts up fruit to share with the school on this day. We do this so that students can try new things on Early Out.
- g) **Christmas Donations:** We had a Christmas party where we brought in donations for the Make a Wish Foundation.
- h) **Conclusion:** Leadership is about making a difference.
- i) **Question:** Shanna asks the students to consider for next meeting if is there anything Parent Council could do for Leadership.

4. Treasurer Report – Tracey Nielsen:

- a) **Audit:**
 - i. **Fiscal Year:** Tracey had to bring the audit up to accepted accounting practice. Previously, it was filed for June. She changed it to be the fiscal year ending in November, not June. Going forward, it will be December 1st to November 30th, the actual fiscal year. Because it was not done properly before, a dummy amount of \$4,000 had to be added.
 - ii. **Designated Money:** This can be changed with a motion, but we cannot change restricted money.
 - iii. **Liabilities:** Dropbox, Art Cards, Apparel, etc.
 - iv. **Net Worth:** \$30,000.

- v. **Revenue and Expenses:** Includes donations, teachers' wish lists, Meet the Staff Night, anti-bullying poster. Admin is Dropbox and PayPal fees.
- b) **Question:** Shanna asks whether we making money with Boston Pizza. The answer is people are doing it, and we made money last year.
- c) **Treasurer Report as of December 31st:**
 - i. **School Supplies:** The cheque came in.
 - ii. **Yearbook:** There are PayPal fees.
 - iii. **Art Cards:** There was a \$739 profit, which was good.
 - iv. **Apparel:** We haven't paid for it yet. Probably we won't make money at this time, but we bought extra water bottles. Going forward, we should break even without those costs.
 - v. **Library:** Money is set aside.
 - vi. **Teacher Wish Lists:** Money is still set aside.
- d) **Question:** Nasreen asks if the Adopt a School affected the society at all. No, it did not.

5. Facebook Page – Jennifer Leite:

- a) **Update:** We have 106 likes.
- b) **Picture of the Week:** This continues to be popular. For this month, we plan to include pictures of the portables, the Language of the Month board, and some general signage around the school.
- c) **Book of the Month:** We will follow up with Mrs. Forst to get this going.
- d) **Questions:** None
- e) **Suggestions:** Parking and kindergarten registration.

6. Fundraising:

a) Read-a-thon – Dulcie Jarvin:

- i. **Update:** Dulcie wants to pick a date that does not run into the Campbell Cribb speeches. We want the kids to have forms for spring break, which begins on March 24th to April 5th.
- ii. **Volunteers:** Dulcie calls out for volunteers. She would like five people. Tarrin, Dulcie, Shanna, Jenn H, and Kari volunteer for the subcommittee.
- iii. **Payment:** It will all be cash and cheques. There is a question about NSF's. Was the previous year okay? We need a better system and a better process for getting the money. Teachers don't want to keep the cash in the classroom. It needs to be locked up at night.

b) Family Movie Night – Krystal Grichen:

- i. **Update:** The date for the movie will be Friday night, March 18th. We will probably cap the number at 250. We can't sell tickets, but we can sell a ticket for popcorn and a drink. Krystal has called Galaxy regarding popcorn, but has not talked with anyone there.
- ii. **Volunteers:** Krystal calls out for a subcommittee. She needs three people. Jennifer L, Shanna, and Trina volunteer to form the

subcommittee. Krystal will also ask Grade 6 Leadership if they would like to help with the concession.

iii. **Movie Choice:** A Facebook Poll will determine which movie to watch.

c) Trade Fair – Tracey Nielsen:

- i. **Interest:** Tracey would like to put out a simple, “Are you interested in a table?” She needs to reach out to parents first to get some feedback and gauge interest. The overall idea would be held part as a fundraiser and part as a way to connect to parents. Shop local, support local businesses is a suggested theme.
- ii. **Timing:** It would next year. A date for the trade fair needs to be submitted before March break. We want to check out when other schools are holding similar trade fairs so that we don’t lose customers. A spring fair is suggested around Mother’s Day.
- iii. **Further Research:** Will the fair be held as fundraiser? How much will we charge for a table? A concession could be run to make money.

d) Nitza’s Pizza – Trisha Parsons:

- i. **Update:** Parent Society has decided to go forward with the pizza coupon fundraiser.
- ii. **Date:** The fundraiser will be held end of January or beginning of February. Turnaround time will be really quick. Trisha will have to stamp the coupons with Pine Street School.
- iii. **Payment:** Payment will be through PayPal. An order form will be sent home giving the parents an approximate two-week turnaround. Parent Society asks to see the mockup in advance. To collect payment in the office, an accordion file folder is suggested, which could be used for multiple projections. Tarrin offers to purchase and donate the accordion file to Parent Council.

7. Yearbook – Dulcie Jarvin:

- a) **Update:** We made our quota, so we get our discount, which is \$22 a book as we received over 200 orders. There were no NSF’s, but we were short \$4.
- b) **Question:** How are the teachers getting pictures? Corrina prefers the pictures on a USB stick. Jennifer will e-mail Lorna the Dropbox information for teachers so they can upload the pictures there.
- c) **2015/2016:** Trina volunteers to do the yearbook next year to take over from Corrina and Dulcie. The layout is through Icon. Tracey asks for a list of procedures written out from Dulcie and Corrina to assist the next parents.

8. AMA Crossing Guard – Tarrin Nault:

- a) **Update:** Tarrin contacted AMA to ask about their crossing-guard program. They do not give the stop paddles and vests unless you are signed up for their program, which is more about using hand signals, not signs, and having kids as the guards. Tarrin contacted another company for a quote for two paddles and two vests for \$202.

- b) **Discussion:** To go ahead, we would need parent volunteers for the crossing guard. We could try and ask parents if they were interested. We would need to have people at the two crosswalks to stop people from parking in the crosswalk and help kids cross safely.
- c) **Conclusion:** It is decided more information and research needs to be done before moving forward or not. Tracey will look into pylons and about the number of volunteers needed. Any solution we implement would need to be consistent.

9. Apparel – Tarrin Nault:

- a) **Update:** Once apparel items came in, there was a lot of positive feedback and lots of people asking for it. Parent Society will probably do another order in March. We plan to have a booth at the family movie night. Mockups will be made to be displayed in the office. We are now using a Pine Street parent's company.
- b) **Feedback:** The sizing was off. Next time, we will make a better sizing chart. It is decided that it would be great for Parent Council to have hoodies to wear at events. The water bottles turned out well. A Facebook post will be planned to advertise and inform parents about apparel.

10. Questions and Answer:

- a) **Boston Pizza:** Tracey asks if we can set up another box in the office for collecting the receipts. We will do another Facebook post about Boston Pizza, and information will also be added to the website.

Adjourned at 7:35 p.m.

Next meeting: February 2nd, 2016