

Pine Street Volunteer Parents Society Meeting

February 7th, 2017

The regular meeting of Pine Street Volunteer Parents Society was duly called and held on February 7th, 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 Briton (Treasurer), Vanessa Bower (Secretary)

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

Parents: Lesley Bowman, Trina Loucraft, Darrell Bradley

Meeting was called to order at 6:30p.m. by Chair, Shanna Eveleigh.

1. Attendance and Introductions

- a. Roundtable Introductions

2. Welcome, Treaty 6 Acknowledgment and Guiding Principles

- a. In a welcome statement, Principal Evelyn Gaudet 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. Family Movie Night will be noted for next meeting agenda.
- b. Quarterly Newsletter can be drafted and sent via email amongst Executive Council for approval.

4. Approval of Previous Meeting Minutes

MOTION: Lesley Bowman moved to accept minutes from the meeting on January 11th, 2017 as circulated. Treasurer Pam Briton seconded. CARRIED

5. Tools for Schools Presentation

- a. Gerald Gumtang and Lisa presented Staples 'Schools Tools' program. Brochure Packages were also circulated.
- b. Presentation highlights included:

- Typical process begins with school to provide class supply lists → pricing → review → offer 2 bundles to parents (basic & premium) → parent decides on which bundle based on which supplies they would like to order → orders are placed directly with Staples
- Advantages include minimal involvement from school/Parent Council/Society, inquiries go directly to Staples, supplies come in reusable bag for parents to keep, labels are included in order, delivery option or parents pick up at school or store, warranty for school year, Staples prepares and sends paperwork, support local business
- 2 delivery/order dates suggested - in June or August, with recommendation of June. Ordering time is approximately 4 weeks before. Suggested example, if you wanted before end of year - June 29th, letter goes out April 24th and order by May 15th.
- Additional shipping/delivery charge if delivered to home and amount yet to be determined.
- Costs of bundles depend on order lists but wholesale discount offered and can be offered as a fundraiser either with set dollar amount or percentage of order. Orders are processed through Staples and a cheque from the proceeds of the fundraiser would be forwarded.
- Retail pricing applies if parent buys directly in the store. Wholesale discount will be offered with price match/beat from competitors.
- Parents cannot select which items in bundle they purchase (only choose between 2 types of bundles), however option to choose 3-5 items max in addition to order can be arranged (i.e. Headphones)
- Credit cards are accepted online and other methods of payment in store.
- If there are any issues, errors or quality concerns, Staples will handle all inquires and offer school year warranty.
- Option to add Pine Street logo to reusable bag.
- Assign lead as liaison and to monitor orders and encourage parents to order through various communication methods.
- Teacher input on list and brand options. Will receive a bundle price, not individual prices.
- Kindergarten typically does not participate.
- Offer Chromebooks

6. Treasurer Report

- a. Treasurer Pam Briton presented her report for the month ended January 31, 2017. The reserve fund was noted. Down \$4900 for the month end with an additional \$3300 this week. This was for teacher's wishlists from before that were processed this month. Trade Show profit will result in an estimated \$234 once the last expense is processed.

7. Hot Lunch

- a. Chair Shanna Eveleigh presented the Hot Lunch report for Shanna R.
- b. 370 orders for February Nitza's Chicken Fingers. 9 unpaid which will be rectified next week. 35 volunteers.
- c. An issue last month with ordering of perogies. An internal communication error on vendor side. Lessons learned were noted for the future.
- d. Last minute request for volunteers this month due to shortage of volunteers.
- e. Questions from the last meeting were outstanding. To answer, no, you cannot order for the year at the start and then split your payments. Either order for year and submit full payment or 2 separate orders/payments (Oct/Feb). February 10th is the deadline for the 2nd order/payment.
- f. Chair Shanna Eveleigh acknowledged EIPS Nutrition Policy currently under discussion. She is part of a subcommittee. The policy will impact hot lunch, fundraising choices, classroom parties, etc. It was suggested we switch to only pizza offered at hot lunch next year however that may no longer be an option.

ACTION: Chair Shanna Eveleigh to follow up with Hot Lunch committee in the summer to discuss vendors/choices offered in accordance with our new Nutrition Policy. It should also be noted the Treasurer should be notified in advance when money & payment processing commences.

ACTION: Investigate fridge. Milk was sold in a separate sale that week but feedback was it tasted bad even though it was not past the best before date.

8. Issues or Concerns about Bylaws

- a. A special resolution meeting will take place on February 21st at 6:30pm in the library. The bylaws that govern our Council and Society will be reviewed and adopted.

ACTION: Vanessa Bower to post regularly on Facebook. School to message via Synervoice on Thursday, February 16th.

9. Staff Appreciation Potluck

- a. Chair Shanna Eveleigh presented the Staff Appreciation report for Lorena Ellsworth

ACTION: Approved by administration. Lorena Ellsworth to coordinate potluck meal for staff on the 1st night of Parent/Teacher/Student interviews on Tuesday, March 21st at 3:30pm.

- b. Will send out request closer to the date via Volunteer email, Facebook and Facebook Pine Street Parents Group page.

10. Fundraising/Community Building

- a. Helping Hands
 - I. Chair Shanna Eveleigh presented the Helping Hands report for Lorena Ellsworth
 - II. Information was sent out last week via email and agenda letter
 - III. Facebook post yesterday
 - IV. 7-8 volunteers on the list so far
 - V. Interest is increasing with volunteers
 - VI. Will maintain Volunteer email box regarding correspondence

ACTION: Lorna Magnan to let staff know if they need help to contact Lorena/Helping Hands program.

Q: Will the date that the Helping Hands task is happening on be communicated in advance?

A: Yes, but you must sign up as a volunteer on the program and communicate your interest in advance to be notified of such events.

- b. Yearbook
 - I. Facebook post was done and newsletter sent out. 4 yearbooks have been ordered.
 - II. Possible small concern over pricing noted by a couple of concerned parents on a parents group Facebook page.
 - III. No specific concerns have been addressed directly with Parent Council/Society and any concerns will be brought forward.
- c. Nitzas Pizza
 - I. 300 coupons, 2-4 orders received to date
 - II. Flyer went home to parents, more clear & concise this year
 - III. No expiry date on coupons
 - IV. Order closing date of February 24th
 - V. Parents have shared our Facebook post to their own news feeds to encourage friends and family to purchase coupons from them.
- d. Apparel
 - I. Darrell Bradley introduced himself as the new lead.

Q: Are we doing another order this year?

A: It was noted that parent feedback indicated they would like to. Darrell agreed.

- II. New option to order directly on vendor website (online store).
- III. 3 weeks ordering turnaround.
- IV. Complete a master spreadsheet to reconcile against.

- V. Proceeds from fundraiser are issued as a cheque at the end.
- VI. Cash/cheques remain as payment options when submitting a form as in the past.
- VII. It was suggested the order goes in before the year end track & field meet but also cognizant of the timing of other fundraisers around that time. Suggested we could promote it as a school spirit day. Hoodies, t-shirts and dry fit material were suggestions.
- VIII. There is one outstanding apparel sizing issue currently being resolved. Sizing issues will happen and Darrell will address them.
- IX. There is an option (for future consideration) to create our own logo shirt/school theme for Pink Shirt day being held on February 22nd. Staff and students are encouraged to wear pink on that day.

ACTION: Darrell Bradley to create flyer and receive approval prior to distribution (email to pinestreetsvp@gmail.com and receive approval from school administration). The following timeline was suggested: April 7-8th – Flyer, Mid-April 15th-30th – order window, closed by May 7th and Delivery June 1st.

ACTION: Darrell Bradley and Treasurer Pam Briton to connect to develop a system to reconcile orders to payment (noted there were issues in the past). Better protocols need to be in place to track funds and match against each order.

e. Art Cards

- I. Chair Shanna Eveleigh presented the Art Cards report for Lorena Ellsworth.
- II. Timeline:
 - January 16: cardstock distributed to each class
 - February 10: deadline for staff to submit art (4 week)
 - February 20: deadline to complete scanning
 - February 21: send order forms home with students
 - March 17: deadline for parents to submit orders (4 weeks)
 - April 7: deadline to complete order checks (3 weeks)
 - April 8: send to printers (2 weeks)
 - April 24: sort and deliver
 - May 14: Mother's Day
- III. Lorna sent a reminder email to staff last week.
- IV. Grade 1 staff requested an extra week to complete art, they will submit by February 16
- V. 40 pieces of art received as of Monday morning - Mrs Magnan, Mrs Lockwood.
- VI. BUDGET:
 - Purchased new cardstock \$88

- Sherwood Print & Copy will keep price the same as last year: \$7.02 (includes GST) per 10 pack
- 2014/15 sold 346 10 packs, 2015/16 sold 206 10 packs
- Proposed revenue @ \$10: if we sell 200 packs = \$490, 300 = \$780, 400 = \$1075
- Proposed revenue @ \$12.50: if we sell 200 packs = \$990, 300 = \$1530, 400 = \$2075
- Proposed revenue @ \$15: if we sell 200 packs = \$1490, 300 = \$2280, 400 = \$3075
- Suggested keeping price the same as last year (\$10 per 10 pack) considering the market and the fact that 2015/16 sold fewer packs than 2014/15.

MOTION: Vice Chair Krystal Grichen moved to price Art Cards at \$10 per pack of 10. Lesley Bowman seconded. CARRIED

MOTION: Trina Loucraft moved to approve Art Cards a budget of \$125 (for cardstock and supplies needed like Ziploc bags). Lesley Bowman seconded. CARRIED

Q: Do teachers put completed art in the black box?

A: No, an email was sent with instructions to place in the Helping Hands mailbox which is in the photocopy room.

f. Family Movie Night

- I. Lesley Bowman volunteered as new lead with Vice Chair, Krystal Grichen on the subcommittee.
- II. May 26th is Family Movie Night
- III. It was suggested having 2 show times this year to resolve over crowding, shortage of tickets, etc. (5-6:30pm and 7-8:30pm). Dinner (pizza) and movie suggested to help sell earlier show however a food license is required and issue of eating in the gym. Possible time constraints were also noted. It was determined its easier and proven successful to keep one showing. It will be communicated limited number of wristbands available and its first come, first serve.
- IV. Leslie can provide a commercial popcorn maker.
- V. \$5 wristband suggested.

ACTION: Confirm if Student Council will do posters again?

ACTION: Principal Evelyn Gaudet to provide list of available licensed movies.

11. Ideas to Support School

- a. Fundraising will be voted in May when Treasurer Pam Briton will let us know how much funds are available.
- b. Swim Fees suggestion - A partial reduction (i.e. \$2) could be applied to reduce bussing costs
- c. Another suggestion was noted to use funds to supply pinnies to track team for track meets. Presently, the track team does not have enough coordinating shirts on hand. Approximately 45 are required in total. It was suggested if half the cost was covered from Society, Darrell Bradley could cover the other half of the cost.

ACTION: Principal Evelyn Gaudet to follow up with the track team requirements and connect with Darrell Bradley.

12. Tools for School

- a. General discussion on the previous supplier. Advantages of staying with current supplier include:
 - Single shipping charge this year (opposed to charging per child as in previous years).
 - Orders are delivered to your home and therefore no issues with trying to coordinate parent pick up.
 - Parents can pick which items they wish to order off the list opposed to only offered bundled pricing.
 - Online ordering can take place until August 4th.
 - Familiar with process. Other new fundraisers and changes this year.

Q: Can parents do the delivery?

A: No, due to privacy issues.

DECISION: To use Staples 'School Tools' as our new supplier. Majority of 4 voted in favour with 3 opposed and 3 non-voting/ineligible vote (School Administration). Teachers/administration to decide on class supply lists.

13. Next Meeting

Chair, Shanna Eveleigh declared the meeting adjourned at 8:20 p.m.

A special resolution meeting will take place on Tuesday, February 21st, 2017.

The next regular meeting will take place on Tuesday, March 7th, 2017.

These minutes are respectfully submitted by:

Transmitted Electronically

Secretary, Vanessa Bower

Adopted by Society in the meeting of:

Chair, Shanna Eveleigh

DRAFT