

Pine Street Volunteer Parents Society Meeting

September 12th, 2018

The Regular Meeting of Pine Street Volunteer Parents Society was duly called and held on September 12th, 2018 in the Library of Pine Street Elementary located at 133 Pine Street in Sherwood Park, Alberta. Quorum was present.

In Attendance:

Executive: Lesley Bowman (Chair), Nasreen Banman (Vice Chair), Cara Kern (Treasurer), Lorena Ellsworth (Secretary)

Administration: Jeff Huculak (Principal), Kerri Remeika (Teacher Liaison)

Parents: Joanne Crummey, Jamie Anderson, Megan Hahn, Dylan Leite, Jacklynn Pivovar, Trina Loucraft, Shanna Ramage, Kathy Berger*, Sukhi Clark*

Absent with Regrets: Shelby Hines (Assistant Principal)

*Denotes partial attendance.

1. Chair, Lesley Bowman, calls to order at 7:32 pm.
2. Introductions.
3. Additions to agenda
 - a. None.
4. Adoption of June Minutes.

MOTION: Sukhi Clark motions to accept June minutes, Cara Kern seconds.
IN FAVOUR: 13
NON-VOTING: 2
CARRIED
5. Treasurer Report – Cara Kern
 - a. Presenting report from previous Treasurer, Pam Briton.
 - i. There was one deposit to the bank in June for the Math-a-thon from the recovery of cheques not deposited by the bank originally.
 - ii. Expenses were for hot lunch, water bottles, family movie night and the library redesign.
 - iii. Cash in the bank at the year-end is \$16,882. At this time, the only outstanding cheques/payment is for insurance of \$257.61. Reserves include amounts for Oops I Forgot My Lunch, Welcome Back BBQ, Angel Program, teacher's

wish list, insurance, performances and gym equipment. After reserves, funds available are \$10,399.

- iv. It has been a great two years as treasurer at Pine Street and I am happy to have made some great connections. Have a great school year!
- b. Allocations from last year:
 - i. Math-a-thon: \$400
 - ii. BBQ: \$800
 - iii. Angel Program: \$1600
 - iv. Teachers' Wish List: \$2040
 - v. Insurance: \$600
 - vi. Performances: \$500
 - vii. Gym equipment: \$350
- c. Change from last year: considering Society does not have to deal with money coming in from Healthy Hunger, we intend to eliminate the PayPal account as fees are fairly significant when dealing with a number of small payments. ETransfers will be used instead and will require a simple question and answer indicating which fundraiser money is intended for, for tracking purposes.
- d. Want transparency regarding money, each month Cara will provide:
 - i. Money coming in,
 - ii. Money going out,
 - iii. Running total of yearly fundraisers.
- e. Questions/comments
 - i. Sukhi Clark – Suggested asking parents to include child's name and grade in eTransfers message section.
 - ii. Lesley Bowman – Confirmed that alternative options will still be available for people unable to use eTransfers.
 - iii. Dylan Leite – Some people have an automatic payment set up to Society email, will we be able to talk to our bank to confirm passwords can be changed?
 - 1. Cara will confirm with bank.
 - 2. Will try not to do fundraisers at the same time to avoid deposit confusion.
 - iv. Dylan Leite – What other changes will be made to track the bank account in addition to the new expense form?
 - 1. Cara has built a database to track every payment, and will require all major fundraisers to provide a summary report at the end of the fundraiser (i.e.: Art Cards).
 - 2. We will keep a better account of incoming cash and cheques using standardized submission forms.
 - 3. We want a consistent expectation from all sub-committees. For larger fundraisers (Math-a-thon, etc.), an audit will be done to ensure accountability.
 - v. Jacklynn Pivovar – Suggested to have a financial statement in addition to Treasurer's monthly report every three months.
 - vi. Dylan Leite – Asked to have more information online.

1. All statements will be in minute book, stored onsite in Parent Room, and are available upon request to any Society member.
2. Items such as fundraiser reports can also be captured in an appendix to the meeting minutes, going forward.

6. Hot Lunch – Shanna Ramage

- a. Hot lunch dates and vendors are set, program will be run through the Healthy Hunger website.
- b. One kindergarten class will have five lunches, the other will have three, simply due to scheduling of vendors.
- c. Requested Grade 6 helpers. Jeff Huculak approved.
- d. Funds for Angel Program will cover 20 kids for the entire year, would like to have all candidates ready for first lunch in October.
 - i. Jeff Huculak clarified that the program last year was offered to all students, parents would apply anonymously and only administration and Shanna knew of applicants. Shanna would input menu orders to the Hot Lunch program and mark them “paid”, then the child was added to the class delivery list. Jeff emphasized that discretion was key.
- e. Prices not yet set: Shanna asked if this is a community event or a fundraiser? In the past, we have used Hot Lunch as a fundraiser but have kept lunch affordable for all students. Past lunch limit has been \$6.00 and has provided a profit of \$0.50 to \$1.00 for each lunch ordered.
- f. Not sure of expenses, still waiting on vendors to confirm if labels for student names need to be purchased.
- g. Trying to go waste free so have reached out to all vendors for their help, waiting on a couple to get back.
- h. Hot lunch is Wednesdays, not Fridays this year.
- i. Healthy Hunger website will send info sometime next week to parents, Shanna will also draft a newsletter to send home. Angel Program option will be included in this newsletter.
- j. Parents of children with allergies need to contact vendors directly, especially if parents have never eaten at restaurant before.
- k. Parents will have up to 5 days prior to each month’s Hot Lunch day to order or cancel.
- l. Looking for new hot lunch coordinator for next year, would be a great year to shadow Shanna. Fundraiser is very important to the school for financial and community support.
- m. Questions/comments
 - i. Jacklynn Pivovar – Could we add an option to “add \$1.00 to your lunch to donate to Society”?
 1. Yes, we can, Shanna to set up.
 - ii. Lesley Bowman – Has using Healthy Hunger improved the Hot Lunch planning process?

1. Shanna indicated that hunting for vendors is the same, and she is still concerned that some kids will be upset if they did not get lunch, even though the parents are entirely responsible.
2. It was suggested to post the five-day deadline on Facebook to remind parents.
3. Healthy Hunger will also send a reminder email.
- iii. Sukhi Clark – Will Healthy Hunger will allow menu changes (i.e.: no mustard, etc.)
 1. Yes, each vendor allows changes on the Healthy Hunger website.
- iv. Sukhi Clark – Can new vendors can be considered?
 1. New vendors can apply to be considered next year, this year's vendors are set.
- v. Some months may not provide a drink through Healthy Hunger as the sizing of beverage containers is inappropriate for elementary children.
 1. We will not provide a milk program this year as Saputo was uncooperative last year with the unloading of the bins and our fridge was too small.
 - a. Jacklynn Pivovar – Suggested raising money for a new fridge?
 - b. If there is interest next year, we could consider running a separate milk program (would get carton deposit back too in the fundraiser).
- vi. Last hot lunch of the year, sliders, is intentionally planned for track day.

7. Fundraising & Community Building

- a. Helping Hands – Lorena Ellsworth
 - i. 12 people signed up at BBQ.
 - ii. Staff have already submitted larger project requests (inflating sports equipment, stamping and sorting new book purchase).
 - iii. Once all volunteers have been contacted, will attempt to coordinate a consistent weekly/biweekly meeting time. Should help with staff and volunteer planning.
 - iv. Questions/comments
 1. None.
- b. Art Cards – Lorena Ellsworth
 - i. Art Cards is a fundraising project that showcases student art on greeting cards for parents to purchase.
 - ii. Have researched various options for scanning/printing/managing the project. All “farm-out” options are significantly more expensive than our current method of volunteer management.
 - iii. In order to maintain pricing on this year's Art Cards, Lorena will continue to manage the project, including scanning art samples.
 - iv. Will review with staff regarding preferred time of year to prepare art.

- v. Questions/comments
 - 1. None.

- c. Yearbook – Trina Loucraft
 - i. Last year’s yearbook orders arrived yesterday, not enough time to sort and deliver for BBQ.
 - ii. TreeRing provides standard yearbook with parent-personalized pages (2 pages included in base price, can add more for additional \$1USD per page).
 - iii. American company, but no Canadian company provides similar options.
 - iv. Last year’s yearbook contained 90 pages with 600 students. This year, it is suggested to have a similar format: individual photos of students in each class on a single page followed by two pages of entire grade candid. PALS classes could fit two to a single page, followed by two pages of entire groups’ candid.
 - v. This would add to 72 pages, but would like to bump to 74 pages, for contingency. Total quote would be \$22.55USD + \$1.45 fundraiser fee = \$24.00 per yearbook. Last year’s yearbooks were \$26.00 each.
 MOTION: Trina motions to charge \$26.00 for the 2018/19 yearbook that will be 74 pages, Cara Kern seconds.
 IN FAVOUR: 12
 NON-VOTING: 2
 CARRIED

- vi. Questions/comments
 - 1. Sukhi Clark – Can you order early and get a discount?
 - a. No information out for this year yet, Trina to confirm.
 - 2. Perks to TreeRing: no minimum order, we get a proof sent so we can check paper copy, great online support.
 - 3. For the 165 yearbooks ordered last year, TreeRing planted 165 trees.
 - 4. Our profits were approx. \$300CDN last year
 - 5. How will students not at the school any longer receive their yearbook?
 - a. Shanna is working on details to coordinate with Davidson Creek school admin and Jeff will help track students at different schools. Yearbooks will be delivered to Pine Street students by end of next week. Siblings can only take yearbook home if we can confirm relationship.

- d. Apparel – Lesley Bowman for Darrell Bradley
 - i. Will wait for new logo to place an order for apparel.
 - ii. Orange shirt day – plan is to hold a “design contest” in June to have shirts ready for September 2019.
 - iii. Pink shirt day – went over well last year, will plan for the same next spring, possibly with another “design contest”.
 - iv. Questions/comments
 - 1. None

- e. Welcome Back BBQ
 - i. Successful event, thank you to all who helped.
 - ii. Approximately 350 people in attendance.
 - iii. Would love suggestions or feedback for next year.
 - iv. Ballot draw:
 - 1. 1st place drawn by Jeff Huculak – Sunil Mehta
 - 2. 2nd place drawn by Kerri Remeika – Lauren Asselstine
 - 3. Lorena Ellsworth will contact via email, then by phone.
 - v. Questions/comments:
 - 1. Loved that there were no lines, great to have hot dogs pre-wrapped.
 - 2. Sukhi Clark – Some staff members indicated they would like to be in the gym to hand out food rather than being “stuck” in classroom. Could have blocks of time set out for teachers to be in class vs gym?
 - a. Admin and staff to discuss and determine path going forward.

- f. Ideas for 2018/19 – Lesley Bowman
 - i. Need leads for following fundraisers:
 - 1. Family Dance (Halloween themed), October 26th – Jamie Anderson volunteered to lead.
 - 2. Family Movie Nights, November 30th & May 31st – Jamie Anderson volunteered to lead.
 - 3. Nitza’s Pizza – tabled for next meeting.
 - 4. Bottle Drive (January) – drop off at school, \$1800 raised last year, tabled for next meeting.
 - 5. Other fundraiser ideas? Letter from Westboro (similar sized school to PNE) regarding their fundraiser program was passed around.
 - ii. Questions?
 - 1. Joanne Crummey – Has the school ever done a silent auction? People donate things to school and people come to bid on it. Typically incorporated into a “fair day”.
 - a. Not aware of a silent auction in recent history.
 - b. Our plan is to be intentional with our fundraising and be driven by a need, not “just-because”. Because we had a big year last year just asking for donations, we are thinking to offer something in return for donations this year (selling gift cards, etc.)
 - 2. Jeff Huculak – Has lots of ideas, but how much can we get the District to pay for? Library shelves: could Facilities do these? We purchased 140 Chromebooks last year. Chromebooks expire in 4 years and become obsolete. Will District choose to replace our outdated Chromebooks? New TV in entrance to display announcements? Something in front entrance to display new logo? New furniture already ordered for lobby and outside office. Should have more information by next meeting.

3. Jeff Huculak – Regarding Teacher Incidentals: last year \$2040 was allocated: \$120/classroom. Staff has requested an increase this year to \$150 each to the 17 staff who work 0.7 or more (3 PALS teachers, 1 kindergarten teacher, 2 teachers in each grade, Mrs. Vetro) and \$75 each to the 2 staff who work less than 0.7 (Mrs. Kerr & Ms. Stevens \$75) for a total of \$2700.
MOTION: Trina motions to allocate an additional \$660 to Teachers Incidentals, Shanna Ramage seconds.
IN FAVOUR: 11
NON-VOTING: 2
CARRIED
4. Jeff Huculak – Christmas Concert is planned for one night, two concerts (div I & div II, plus incorporating kindergarten). Can we fundraise with Princess Parking? Front-row Raffle? Will put on next month’s meeting agenda.
5. Jacklynn Pivovar – Robotics / Maker Space room? No robotics “specialist” on staff so no club set up yet, but physical resources are available. Option for parent to come in? Dylan Leite volunteered to coordinate with Jeff.
6. Passive fundraisers: Mabel’s Labels, Boston Pizza.

8. Review and Adoption of Policies – Lesley Bowman

- a. Code of Ethics Policy
MOTION: Jacklynn Pivovar motions to accept this policy, Nasreen Banman seconds.
IN FAVOUR: 11
NON-VOTING: 2
CARRIED
- b. Privacy Policy
MOTION: Cara Kern motions to accept this policy, Trina Loucraft seconds.
IN FAVOUR: 11
NON-VOTING: 2
CARRIED
- c. Subcommittee Policy
 - i. Change: New expense form attached for submitting expenses to Society.
MOTION: Cara Kern motions to accept this policy with change, Jacklynn Pivovar seconds.
IN FAVOUR: 11
NON-VOTING: 2
CARRIED
- d. Society Policy on Money Handling
 - i. Change: If deemed necessary by Society, an audit will be performed.
MOTION: Jacklynn Pivovar motions to accept this policy with change, Cara Kern seconds.
IN FAVOUR: 11

NON-VOTING: 2

CARRIED

e. Communication Protocol Policy

- i. Jeff Huculak – Change Vice-Principal to Assistant Principal.

MOTION: Cara Kern motions to accept this policy with change, Nasreen Banman seconds.

IN FAVOUR: 11

NON-VOTING: 2

CARRIED

f. Society Policy on NSF Cheques

- i. Change: To communicate the Society's policy the handling of NSF cheques to all members of the school's policy.
ii. Change: Delete PayPal as an option, delete credit card authorization as an option.

MOTION: Nasreen Banman motions to accept this policy with changes, Trina Loucraft seconds.

IN FAVOUR: 11

NON-VOTING: 2

CARRIED

g. Questions/comments

- i. Jacklynn Pivovar – Next year, send out policies with meeting minutes so attendees can review ahead of time. This way only changes need to be read aloud, not entire policies.

9. Scheduling Dates for Events Next Year – Lesley Bowman

- a. Same as Council dates.
b. Questions/comments
i. None.

10. Chair, Lesley Bowman, declared the meeting adjourned at 9:09pm.

The next regular meeting will take place on Tuesday, October 9, 2018 after the Council meeting.

These minutes are respectfully submitted by:

Lorena Ellsworth

Secretary

Adopted by Society in the meeting of: October 9, 2018.

Lesley Bowman
Chair