

Pine Street Volunteer Parents Society Meeting

September 14th, 2021

The regular meeting of Pine Street Volunteer Parents Society was duly called and held on September 14th, 2021 virtually via Google Meets. Quorum was present.

In Attendance:

Executive: Lesley Bowman (Chair), Jamie Wells (Vice-Chair), Lorena Ellsworth (Secretary), Cara Kern (Treasurer)

Administration: Tracey Arbuthnott (Principal), Sheryl Tscilas (Assistant Principal)

Parents: Megan Hahn, Janice Mills, Trina Loucraft, Leah Brown, Megan Sherren, Tracey Woywitka, Jamie Wells, Jodie Maki,

* Denotes partial attendance.

1. Chair, Lesley Bowman, calls to order at 7:48pm.
2. Attendance and Introductions – skipped.
3. Additions to Agenda

MOTION: Janice Mills motions to accept agenda as amended, Cara Kern seconds.
OPPOSED: None
CARRIED

4. Approval of Minutes from June 8th, 2021

MOTION: Cara Kern motions to accept June minutes as is, Jamie Wells seconds.
OPPOSED: None
CARRIED

5. Treasurer's Annual Report – Cara Kern
 - a. This will be my last year as my kids will be moving to Junior High next year. If anyone is interested in taking over next year and would like to talk to me about it feel free to reach out through our email and I would be happy to discuss the duties and responsibilities. I believe we have it set up nicely now and doesn't take too much time.
 - b. Janice and Tracey conducted the audit over the summer, Thank You!
 - c. Over the summer, banking was, as expected, quiet. We had one Save-On Cheque to deposit and earned some interest. I have attached the summary of last year's

- earnings/expenses and July and August banking summaries. You can see on the banking summaries the funds available and where we allocated funds in our June meeting. Hopefully this year we can return to a more normal school year and we are able to run additional fundraisers and events. We do have a few ongoing fundraisers. We collect Save-On-Foods Receipts from the Wye Road Save-On, send your receipt to the school and we are given 5% of the total. When ordering your labels from Mabel's Labels, click on Support and Fundraiser and select Pine Street Elementary School and we are provided a percentage of sales.
- d. We did have money allocated to finish off the courtyard landscaping to support the creation of an outdoor classroom area. The school was able to fund this project.

MOTION: Cara Kern motions to re-allocate the \$3412.50 from courtyard landscaping back to unallocated funds, Jamie Wells seconds.

OPPOSED: None

CARRIED

With this reallocation we have over \$12 000 in unallocated funds, and we should discuss what we would like to do with these funds. Typically, we don't want to have lots of money sitting in our account unless we are trying to fundraise for a specific need. We want to spend the money fundraised while the students are still in the school that have raised the money.

- e. Review of funding requests from Mr. Arbuthnott:
- i. **Music equipment** – see quote in Appendix D: \$2669.10
 - ii. **Raz Kids** for all PNE students: \$918.00
 - iii. **Gym equipment: \$1672**
 1. 24 Hula Hoops: \$160
 2. 20 Floor Hockey Sticks: \$420
 3. 35 Rhino Balls (Dodge Balls): \$612
 4. 20 Basketballs: \$480
 - iv. Jan 11th booked the **Alberta Opera Performance: \$997.50**
 1. Funds have already been set aside for this
 - v. Looking into booking **Birch Bay**, May 25 for Grade 6s: estimate \$2500
 1. Can Society pay for the buses and parents pay for the Birch Bay portion?
 - a. This is not a curriculum-based trip, just a thank you/farewell to the Grade 6s, cannot ask for the fees from parents.
 2. Historically, the Gull Lake trip was considered part of the curriculum so Parent Volunteer Society has never paid for this trip. If this will be funded this year, we will need to consider this a precedent set and Society will have to review finances for upcoming years to ensure all students benefit.
 3. Is there another day that would work?
 - a. May 25 is the date requested by the teachers to ensure it does not conflict with PAT prep.

4. Birch Bay is known as a religious camp during the summer. Will there be a religious component to the trip?
 - a. Religious portion will not be included.
 - b. Horseback riding will likely not happen due to risk. Trip would likely encompass archery, climbing wall, zipline.
5. Can review what the support would look like from Grade 6 families to determine feasibility.
6. Tabled this item to be reviewed at the October meeting.
- vi. Looking into booking the **Evergreen Theater Performance**
- vii. Looking into booking the **Mobile Escape** room for our grade 5/6s linking to teamwork, working collaboratively
- f. Questions/comments
 - i. None.

6. Fundraising & Community Building – Jamie Anderson

- a. Yearbook – Trina Loucraft
 - i. We use TreeRing, an American company.
 1. Can be ordered online, information on [website](#). A flyer will be sent home later in the year.
 2. Cost is \$26 USD, each yearbook is able to be personalized.
 3. Sold 55 yearbooks last year, which is way down. Fundraising back to the school is \$114.
 4. Always looking for photos from field trips! Please send your photos to pinestreetyearbook1@gmail.com.
 - ii. Cara Kern does the majority of the work for the yearbook, it is fairly time intensive to compile. This is her last year at the school, and Trina's second last year at the school, so we will be looking for someone to take over the program.
 - iii. Questions/comments
 1. Next month can you provide an estimated number of hours to do year book and what the tasks entail (i.e are you completing the layouts for each class and candid?)
- b. Apparel – Darrell Bradley
 - i. Always looking for feedback on items you like, items you don't like (hoodies are typically the most popular). Can present a couple new items, but will likely keep the bulk order the same.
 - ii. Can complete orders online.
 - iii. Orders typically delivered one month after close date. We could consider targeting mid-October ordering (after student fees are done) to deliver in November (great Christmas presents!)

- c. Helping Hands – Lorena Ellsworth
 - i. Helping Hands is a volunteer program where parents/caregivers attend a scheduled meeting to complete projects as requested by the Pine Street staff.
 - 1. The program is generally segregated from the classrooms and students and held in the Council room at the school.
 - 2. The intent of the program is to provide assistance to staff in completion of time-consuming projects and tasks (photocopying, laminating, cutting, workbooks, etc) and to provide collaboration and a sense of community among parents/caregivers.
 - 3. In the past, younger siblings have been invited to attend with their parents/caregivers to generate volunteer opportunities outside of classroom assistance, field trip supervision, etc.
 - ii. Requested to hold on program implementation due to rise in cases.
 - iii. Group discussion regarding feasibility and liability of program. Will review offline and present results at October meeting.

- d. Hot Lunch
 - i. Propose starting in October, many schools are starting back up using vendors who provide limited contact
 - ii. Hot lunch will be handled by volunteer parents, not by grade 6 students, per EIPS regulations.
 - iii. Do we still have a hot lunch lead? Amanda Gibbons? Jamie will take over if Amanda is not interested.

- e. Plan for 2021/22 – Lesley Bowman
 - i. Tabled for October meeting.
 - ii. Questions/comments
 - 1. None.

7. Dates for 2021/22 Meetings

- a. Tuesday following early dismissal, follow the Council meetings, start around 7:00pm
 - i. October 12, 2021
 - ii. November 16, 2021
 - iii. December 7, 2021
 - iv. January 11, 2022
 - v. February 8, 2022
 - vi. March 8, 2022
 - vii. April 12, 2022
 - viii. May 10, 2022
 - ix. June 7, 2022

8. MOTION: Jamie Wells motions to adjourn meeting at 8:40pm. CARRIED.

The next meeting will take place on Tuesday, October 12th, 2021 at 7:00pm, virtually via Google Meets.

POST-MEETING NOTES:

1. In reference to booking **Birch Bay** on May 25 for Grade 6 student farewell:
 - a. Upon further consideration after the meeting, Mr. Arbuthnott and the School Council agreed that the school should treat the Birch Bay trip the same as the Grade 6 farewells in years past:
 - i. School Council will take care of bus costs (estimated at \$200)
 1. Enough money is currently allocated to emergency bussing to cover that cost, this can be indicated at the October meeting.
 - ii. The Grade 6 families will take care of the remaining portion of the trip.
 1. As this trip will be one of the last of the year, the school will use whatever funds remain from the Grade 6 field trip fee and make up the rest of the funding needed by sending out an extra field trip form closer to the date (estimated around \$2200).
 2. This prevents setting an unfair precedent with School Council funds paying for the full amount of the trip and setting up unrealistic expectations for future funding.
 3. Should the field trip costs seem prohibitive to parents, there may be an opportunity to hold a bottle drive or other specific fundraiser to offset some of the costs.
2. In reference to the hold on restarting of the **Helping Hands** program:
 - a. Upon further discussion after the meeting, Mr. Arbuthnott and the School Council agreed that the Helping Hands program presents no liability to staff or students in having parents volunteer in the school, independently of the classroom. Staff were polled and they are in support of the program.
 - b. Lorena Ellsworth has committed to:
 - i. Ensuring volunteers in the program are aware of the EIPS-mandated “Confidentiality Undertaking and Declaration for Volunteers” form to be completed prior to working in the school.
 - ii. Reminding volunteers of the vaccine requirement for in-school volunteers as sent by the Division.
 - iii. Tracking volunteers on a Google document to be made accessible to Mrs. Leitch.
 - c. The program will start as staff needs dictate.

These minutes are respectfully submitted by:

Lorena Ellsworth, Secretary

Adopted by Society in the meeting of: October 12th, 2021.

Lesley Bowman, Chair

APPENDIX A – July Banking Summary

Pine Street Volunteer Parent Society Treasurer Report					July	
Date:		04-Aug-21			Opening Balance	\$18,804.85
Income		Income	Expenses	Subtotal	Balance	
31-Jul	Interest	\$ 0.37				
Income Subtotal					\$ 0.37	
					\$18,805.22	
Expenses		Income	Expenses	Subtotal		
Expenses Subtotal					\$ -	
					Closing Balance	\$18,805.22
Funds in Reserve:						
Christmas Concert Rental & Bussing		\$ 2,000.00				
Performances		\$ 1,500.00				
Emergency Bussing		\$ 1,000.00				
Oops I Forgot My Lunch		\$ 150.00				
Teacher's Wish Lists		\$ 1,950.00				
Insurance		\$ 1,000.00				
Pizza Parties		\$ 1,000.00				
Courtyard Landscaping		\$ 3,412.50				
		\$ 12,012.50				
Current Liabilites						
Available Funds					\$6,792.72	

APPENDIX B – August Banking Summary

Pine Street Volunteer Parent Society Treasurer Report				August
Date:		01-Sep-21		
				Opening Balance \$18,805.22
Income		Income	Expenses	Subtotal
25-Aug	Save-On-Foods Receipts	\$ 2,297.02		
31-Aug	Interest	\$ 0.39		
Income Subtotal				\$2,297.41
				\$21,102.63
Expenses				
Expenses Subtotal				\$ -
				Closing Balance \$21,102.63
Funds in Reserve:				
Christmas Concert Rental & Bussing		\$ 2,000.00		
Performances		\$ 1,500.00		
Emergency Bussing		\$ 1,000.00		
Oops I Forgot My Lunch		\$ 150.00		
Teacher's Wish Lists		\$ 1,950.00		
Insurance		\$ 1,000.00		
Pizza Parties		\$ 1,000.00		
Courtyard Landscaping		\$ 3,412.50		
		\$12,012.50		
Current Liabilites				
Available Funds				\$9,090.13

APPENDIX C – Annual Summary

2020-2021 Summary

Fundraisers	Revenue	Expenses	Net Profit
Yearbook	\$379.20		\$379.20
Boston Pizza	\$15.21		\$15.21
Apparel	\$228.00		\$228.00
School Supplies	\$347.46		\$347.46
Save-On-Foods Receipts	\$7,445.04		\$7,445.04
Cob's Bread	\$300.36		\$300.36
Mabel's Labels	\$125.04		\$125.04
		\$0.00	\$8,840.31

Donations to School	Revenue	Expenses
Teacher's Wish Lists		\$2,175.00
Oops I Forgot My Lunch		
Pizza Parties		
Welcome Back BBQ		
Performance		
Courtyard Landscaping		
Staff Appreciation	\$50.00	\$150.00
Bussing (Emergency & Concert)		
Expenses		
Banking Fees/Costs	\$2.60	\$0.00
Insurance		\$823.08

Totals \$8,892.91 \$3,148.08 \$5,744.83

APPENDIX D – Music Equipment Quote

LONG & MCQUADE MUSICAL INSTRUMENTS
 10204-107TH AVE EDMONTON, AB T5H 4A5
 PH-780-423-4448 FAX-780-425-6623

Q U O T A T I O N

PINE STREET ELEMENTARY SCHOOL
 133 PINE STREET

SHERWOOD PARK AB
 T8A 1H2

QUOTE # : SQ007614
 DATE : 08/31/21
 EMPLOYEE : MATHEW MCGUIGAN
 E-MAIL : mmcguigan@long-mcquade.com

PRODUCT #	DESCRIPTION	QTY	EACH	TOTAL
ALUS-M	LEHO ALEHO SOPRANO TIGERWOOD	5	45.50	227.50
M4806	MANHASSET SYMPHONY STAND	5	60.50	302.50
XPS-16	SUZUKI SOPRANO XYLOPHONE	1	499.00	499.00
XPA-16	SUZUKI ALTO XYLOPHONE	1	599.00	599.00
XPB-16	SUZUKI BASS XYLOPHONE	1	799.00	799.00
GCA-16	SUZUKI ALTO DIATONIC GLOCKENSPIEL	1	115.00	115.00

MICHELLE VETRO: UKES AND ORFF INSTRUMENTS

This Quote expires in 30 days
 Thanks for your interest in our products

SUB TOTAL	2,542.00
ELEC HAND. FEE	0.00
GST	127.10
PST	0.00
TOTAL	2,669.10