

Pine Street Volunteer Parents Society Meeting

October 12th, 2021

The regular meeting of Pine Street Volunteer Parents Society was duly called and held on October 12th, 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 Tsiclas (Assistant Principal), Deneen Zielke (Teacher Liaison), Lorna Magnan (Teacher Liaison)

Parents: Megan Hahn, Trina Loucraft, Leah Brown, Tracey Martin Woywitka, Kayleigh Chase, Janice Mills, Megan Sherren, Amanda Gibbons, Omosede Tosin

* Denotes partial attendance.

1. Chair, Lesley Bowman, calls to order at 7:37pm.
2. Attendance and Introductions – skipped.
3. Additions to Agenda

MOTION: Cara Kern motions to accept agenda as is, Leah Brown seconds.

OPPOSED: None

CARRIED

4. Approval of Minutes from September 14th, 2021

MOTION: Cara Kern motions to accept September minutes as is, Jamie Wells seconds.

OPPOSED: None

CARRIED

5. Treasurer's Annual Report – Cara Kern
 - a. A deposit cheque for the Christmas Concert was written but the decision was made to have a virtual Christmas Concert again this year so the cheque has been shredded and the money will remain allocated for a concert next year.
 - b. Last meeting Mr. A has provided us with some funding requests. As we didn't get a chance to discuss them last month we should discuss and vote on any allocations we would like to make this month.
 - i. Mobile Escape Room for Grade 5/6s – This request has been removed as the school hasn't been able to contact the company and they may be closed.

- ii. Evergreen Theatre Performance – This request has been removed as the school hasn't been able to contact the company and they may be closed.
- iii. Bussing for Birch Bay (Grade 6 trip) – as mentioned in the Post Meeting Note to our September meeting, funds allocated for Emergency Bussing can be used. No need to allocate any additional funds.
- iv. RAZ Kids – access for all students, \$918.

MOTION: Cara Kern motions to allocate \$918 towards RAZ Kids access, Janice Mills seconds.

OPPOSED: None

CARRIED

- i. Gym Equipment - \$1672.00.

MOTION: Cara Kern motions to allocate \$1672 towards gym equipment, Megan Sherren seconds.

OPPOSED: None

CARRIED

- ii. Musical Instruments:

- 1. Breakdown of quote provided:

- a. Ukuleles and Stands for Storage - \$556.50
- b. Alto Glockenspiel - \$120.75
- c. Soprano Xylophone - \$523.95
- d. Alto Xylophone - \$628.95
- e. Bass Xylophone - \$838.95

- 2. Speaking with Mrs. Vetro, the priority of the musical equipment is in the order listed above.

- 3. We purchased what we thought was a class set of ukuleles in January of 2020. With class sizes increasing additional ukuleles are needed for all students to have one.

MOTION: Cara Kern motions to allocate \$1250 towards purchase of (a) Ukuleles and Stands, (b) Alto Glockenspiel and (c) Soprano Xylophone, Jamie Wells seconds.

OPPOSED: None

CARRIED

- b. Questions/comments

- i. Leah Brown has potential access to securing a virtual escape room, possibly free, will review and email to Mr. A and Society executive.

2. Fundraising & Community Building

- a. 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. 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.
 - iii. The program has kicked off with Leah and Lorena completing projects to date. Volunteer interest from the original list has waned but additional volunteers stepped up in the meeting. Future project dates to be dictated by staff requests.
 - 1. Numerous laminating and photocopying projects.
 - 2. Music – “masks” for recorders.
 - 3. Cycling framed student art in the gym hallway.
- b. Art Cards – Lorena Ellsworth
- i. Mrs. Magnan has notified staff of request for student art by end of January.
 - ii. MOTHERS DAY DELIVERY *same schedule as past*
 - 1. Jan 10 – Feb 11: complete art (5 weeks)
 - 2. Feb 14 – 25: scan
 - 3. Feb 28: order form sent home to parents
 - 4. Mar 24: deadline to order (4 weeks total order time, completed before Spring break)
 - 5. Mar 29 – Apr 8: prep for printers
 - 6. Apr 11 – 22: printing
 - 7. Apr 25 – 29: sorting
 - 8. May 2 – 6: delivery (Mother's Day is May 8)
- c. Apparel – Cara Kern for Darrell Bradley
- i. Program ready to go by end of the week.
 - ii. Will be open for 2 weeks to order.
- d. Hot Lunch – Amanda Gibbons
- i. Amanda will meet with Mr. A to review volunteer arrangement. Hot lunch will be handled by volunteer parents, not by grade 6 students, per EIPS regulations.

- ii. Hoping to start in November, likely on Fridays to catch both kindergarten groups. Will plan for month to month purchasing to avoid refund scenarios.
- iii. Identifying vendors with individual packaging to keep things simple. May consider targeting Subway, etc, to work with different lunch start times.

3. Dates for 2021/22 Meetings

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

4. MOTION: Jamie Wells motions to adjourn meeting at 8:08pm. CARRIED.

The next meeting will take place on Tuesday, November 16th, 2021 at 7:00pm, virtually via Google Meets.

These minutes are respectfully submitted by:

Lorena Ellsworth, Secretary

Adopted by Society in the meeting of: November 16th, 2021.

Lesley Bowman, Chair

APPENDIX A – September Banking Summary

Pine Street Volunteer Parent Society Treasurer Report				September
Date:		01-Oct-21		
				Opening Balance \$21,102.63
Income		Income	Expenses	Subtotal
30-Sep	Interest	\$0.45		
Income Subtotal				\$ 0.45
				Balance
				\$21,103.08
Expenses				
20-Sep	Meet The Teacher Draw		\$100.00	
Expenses Subtotal				\$100.00
				Closing Balance \$21,003.08
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				
		\$ 8,600.00		
Current Liabilites				
Available Funds				\$12,403.08

APPENDIX B – 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