

Pine Street Volunteer Parents Society Meeting

June 7th, 2022

The regular meeting of Pine Street School Council was duly called and held on June 7th, 2022, at Pine Street Elementary located at 133 Pine Street in Sherwood Park, Alberta, and hosted virtually via Google Meets. Quorum was present.

In Attendance:

Executive: Lesley Bowman (Chair), Jaime Wells^V (Vice Chair), Cara Kern (Treasurer), Lorena Ellsworth^V (Secretary)

Administration: Tracey Arbuthnott (Principal), Sheryl Tsiclas (Assistant Principal), Deneen Zielke (Teacher Liaison), Lorna Magnan (Teacher Liaison)

Parents: Jaime Wells^V, Trina Loucraft, Sarah Matheson, Janice Mills^V, Amanda Gibbons^V, Tracey Martin-Woywitka^{V*}

* Denotes partial attendance.

^V Denotes virtual attendance.

1. Chair, Lesley Bowman, calls to order at 6:57pm.
2. Attendance and Introductions.
3. Additions to Agenda

MOTION: Cara Kern motions to accept agenda as is.

OPPOSED: None

CARRIED

4. Approval of Minutes from May 10th, 2022

MOTION: Cara Kern motions to accept May minutes as is.

OPPOSED: None

CARRIED

5. Elections for 2022/23 Parent Volunteer Society
 - a. Lesley read position summaries.
 - b. CHAIR – Lesley Bowman will step down. Call for nominations. No nominations.
 - c. VICE CHAIR – Jamie Wells will step down. Call for nominations. No nominations.
 - d. SECRETARY – Lorena Ellsworth will step down. Call for nominations. No nominations.
 - e. TREASURER – Cara Kern will step down. Call for nominations. No nominations.

- f. Per School Council Operating Procedures, in the case of a vacant position, the vacancy may be filled at a general meeting. The unfilled positions of Chair, Vice Chair and Secretary will remain vacant until the September Council meeting.
 - g. What happens to
 - i. Lesley and Cara will remain signing authorities on the banking account until new signing authorities are voted in place. They will maintain responsibility for the audit for the 2021/22 school year.
 - h. Will there be communication to the school community regarding the absence of a school council and society next year?
 - i. Bears' Blog
 - ii. Council / Society social media channels
 - iii. Message needs to be more direct to identify impact of lack of
 - i. School Council – Parents'/Caregivers' Voice to the School (school fees, field trips)
 - j. Society – Community Building, FUNdraising (not for items to be provided by government)
6. Review of Society Bylaws and Operating Procedures and Policies
- a. Pine Street Elementary Volunteer Parent Society Bylaws and Operating Procedures and Policies were distributed prior to the Society meeting.
 - b. Call for changes to the Bylaws or Procedures and Policies. No changes.

MOTION: Cara Kern motions to accept the School Council Operating Procedures and Policies for the 2022/23 school year.

OPPOSED: None

CARRIED

7. Dates for 2022/23 Meetings
- a. Tuesdays are not set in stone, but is a good day following early dismissal/staff meetings
 - b. Start at 7:00pm after the Council meeting seemed to be a good compromise between staff working a long day and caregivers arriving after work
 - c. Society meetings do not have to fall right after, could be arranged separately
 - d. Propose to set date for first meeting of the year, incoming executive can set remainder of dates
 - i. September 13, 2022 at 7:00pm
 - ii. **All executive positions will need to be filled (Chair, Vice-Chair, Secretary, Treasurer) for the 2022/23 school year**
8. Treasurer's Annual Report – Cara Kern
- a. Attached is the May Banking Summary and an annual summary to date.
 - b. Total income was \$10,348.18, total expenses were \$11,190.05.
 - c. Ran the following fundraisers:
 - i. Save-On-Foods receipts (raised \$6500)
 - ii. Apparel sales
 - iii. Hot Lunch

- iv. Art Cards
- d. We were able to support our school through funding:
 - i. Teacher's Wish Lists
 - ii. Virtual Escape Room
 - iii. Alberta Opera Performance
 - iv. Musical Instruments
 - v. Gym Equipment
 - vi. Board Games
 - vii. Sharpies
 - viii. RAZ Kids Subscription
- e. We had operating expenses for insurance and banking costs.
- f. We have money allocated for Rocks and Rings to come in next year.
- g. We have some outstanding expenses for art cards and the family dance, as well as expected income for the family dance still to come this year.
- h. The audit completed last year went well, thank you to Tracey and Janice. I believe it was a simple process. Thank you to Lesley and Amanda for volunteering to do the audit this year.
- i. Questions/comments
 - i. None.

9. Yearbook – Trina Loucraft

- i. Will send out proof for end of year
- ii. Need photos! Please send to PineStreetYearbook1@gmail.com, post to Bears' Blog.

MOTION: Trina Loucraft motions to set 2022/23 yearbook price at \$26 USD.

OPPOSED: None

CARRIED

10. Fundraising & Community Building

a. Hot Lunch – Amanda Gibbons

- i. A volunteer parent has stepped up to coordinate Hot Lunch for 2022/23, with Amanda's support
- ii. May 27 – Subway
- iii. June 24 – TBD (last day to order June 19)
- iv. If you would like to offer suggestions for next year, please email PineStreetHotLunch@gmail.com

b. Family Dance – Jamie Wells

- i. Friday, June 3
 - 1. Thank you to Janice for help with concession, volunteers were last-minute cancellations due to illness
 - 2. Incoming \$1439
 - a. \$414 from concession

- b. \$1025 from tickets (205 sold)
- 3. Expenses \$797
- 4. Profit \$642

MOTION: Jamie Wells motions to allocate \$500 towards purchase of a new popcorn machine.

OPPOSED: None

CARRIED

- c. Allocation of funds for 2022/23 – Cara Kern
 - i. Unused funds for escape rooms

MOTION: Cara Kern motions to move \$2580.00 set for escape rooms back to unallocated funds.

OPPOSED: None

CARRIED

- ii. \$1000 allocated for pizza parties (student council, cross country, grade 4 recycling club) – leave money allocated as programs are planned to return
- iii. Oops I Forgot My Lunch – gift cards donated, partially sponsored, funds not required anymore.

MOTION: Cara Kern motions to move \$150.00 set for Oops I Forgot My Lunch back to unallocated funds.

OPPOSED: None

CARRIED

- iv. Society Insurance ~\$1200 this year, expect it to increase next year

MOTION: Cara Kern motions to allocate \$1500 for 2022/23 Society Insurance.

OPPOSED: None

CARRIED

- v. \$785.80 in emergency bussing (formerly mainly used for swimming lessons) – leave
- vi. \$2000 Christmas Concert rental and bussing – leave
- vii. \$712.50 left in performances (Alberta Opera, etc) – top up to \$1500 for next year

MOTION: Cara Kern motions to allocate \$787.50 to performances.

OPPOSED: None

CARRIED

- viii. \$12,000 remain in account
 - 1. Teacher's Wish Lists
 - a. \$100-125 per teacher per year historically

- b. Typically used for student treats, consumables, Mother's / Father's Day gifts, Christmas crafts, special art projects, items not included in supply lists
 - c. Increase to \$200 / teacher, total \$3000 for wishlists
 - 2. Staff Appreciation
 - a. Allocate \$1500 towards staff appreciation rather than hitting up parents for donations
 - 3. Grade 6 Celebration
 - a. Provide wrapped treat to students who are moving on, these are students who have contributed to raising the funds and not necessarily received the benefits over the pandemic years
 - b. Is this maintainable for future students? We need to be mindful of setting a precedent? As the value is low, this could be maintained by future Societies.
 - c. Allocate \$500
- ix. Questions / comments
 - 1. Has Council considered Creative Adventures Caravan (art based project)?
 - a. Provide research and present to Society in the fall.

11. MOTION: Cara Kern motions to adjourn meeting at 8:04pm. CARRIED.

The next regular meeting will take place on **Tuesday, September 13th, 2022 at 7:00pm, planning for in-person at Pine Street Elementary.** A virtual option will be available via Teams.

These minutes are respectfully submitted by:

Lorena Ellsworth, Outgoing Secretary

Adopted by Society in the meeting of: September 13th, 2022.

Incoming Chair

APPENDIX A – May Banking Summary

Pine Street Volunteer Parent Society Treasurer Report				May	
Date:		1-Jun-22			
			Opening Balance	\$18,298.13	
Income		Income	Expenses	Subtotal	Balance
20-May	Save-On-Foods Receipts	\$2,694.05			
26-May	Hot Lunch	\$64.45			
31-May	Bank Interest	\$0.34			
			Income Subtotal	\$2,758.84	
					\$21,056.97
Expenses					
3-May	Movie Night		\$1,119.84		
12-May	New cheques		\$27.87		
18-May	Virtual Escape Room		\$420.00		
			Expenses Subtotal	\$ 1,567.71	
				Closing Balance	\$19,489.26
Funds in Reserve:					
Christmas Concert Rental & Bussing			\$ 2,000.00		
Performances			\$ 712.50		
Emergency Bussing			\$ 1,000.00		
Oops I Forgot My Lunch			\$ 150.00		
Teacher's Wish Lists			\$ -		
Insurance			\$ -		
Pizza Parties			\$ 1,000.00		
Rocks and Rings			\$ 400.00		
Virtual Escape Room			\$ 2,580.00		
Family Dance			\$ 1,000.00		
			\$8,842.50		
Current Liabilites					
Art Cards			\$1,001.28		
Family Dance			\$525.00		
			Available Funds		\$9,120.48

APPENDIX B – 2021/22 Financial Summary

2021-2022 Summary to Date

Fundraisers	Revenue	Expenses	Net Profit
Yearbook			\$0.00
Apparel			\$0.00
Bottle Drive			\$0.00
Hot Lunch	\$1,388.30	\$0.00	\$1,388.30
School Supplies			\$0.00
Art Cards	\$1,545.00	\$1,001.28	\$543.72
Family Dance	\$0.00	\$525.00	-\$525.00
Movie Night	\$953.00	\$1,121.24	-\$168.24
Christmas Concert Raffle & Photos			\$0.00
Nitza's Pizza Fundraiser	\$0.00	\$0.00	\$0.00
Save-On-Foods Receipts	\$6,458.29		\$6,458.29
Mabel's Labels			\$0.00
		\$2,647.52	\$7,697.07

Donations to School	Revenue	Expenses
Teacher's Wish Lists		\$1,950.00
Oops I Forgot My Lunch		
Pizza Parties		
Meet the Teacher Draw		\$100.00
Performance		\$787.50
Christmas Concert		\$0.00
Staff Appreciation	\$0.00	\$0.00
RAZ Kids		\$918.00
Musical Instruments		\$1,201.20
Gym Equipment		\$1,583.66
Board Games & Sharpies		\$600.00
Virtual Escape Room		\$420.00
Bussing (Emergency)		
Expenses		
Banking Fees/Costs	\$3.59	\$27.87
Insurance		\$954.30

Totals \$10,348.18 \$11,190.05 **-\$841.87**