PEPS School Council Meeting Minutes June 2, 2016 PEPS Library

In attendance: Karen Robson, Amanda MacCoubrey, Lisa Lankhof, Carol Jones, Mimi Riddell, Paul Huddleston, Sarah Garrett, Tonja Upshall, Gillian Prieur, and Amanda DiBattista

1. Welcome and introductions

Gillian Prieur chaired meeting. Meeting called to order at 7:03 pm

2. Review & Acceptance of Agenda/Declaration of any Conflict of Interest

3. Review and Approval of November and December Minutes

Tonja motioned to accept the May 2016 minutes Amanda D. seconded Motion Carried

4. Treasury Update

Gillian presented current financial report in Ann's absence (see appendix 1).

5. End of Year Report

Gillian and Amanda D. presented the co-chairs' Council End of Year Report (see appendix 2).

6. Admin Report

- Paul expressed thanks to the school council for their work and dedication over the2015-16 school year.
- EQAO testing is just finishing up—the kids really dug in and were dedicated to completing the test.
- Admin changes for 2016-17 school year: Vice Principal Sarah Garrett will be leaving for JD Hogarth in the fall. The Vice Principal from that school, Barb Tompkins, will be coming to PEPS. Barb Tompkins specializes in special education.
- Report cards will be sent home on June 28th and the last PA day was spent preparing student assessments.
- Sarah has obtained a quote for primary playground equipment upgrade: \$4200-\$4700 quote. Sarah will need to solicit 3 quotes before the upgrades can be completed, but can't proceed until we receive the full inspection report. Sarah will continue to follow up.
- The Kindergarten playground equipment has been inspected and is safe, but will need to be completely replaced within 3-5 years.
- PEPS will be moving from Constant Contact to Castle for all online communication. At the beginning of school year, informed consent will need to be obtained from parents rather than implied consent (as was the case with Constant Contact).

7. Teacher Report

- A few pizza day changes have been requested because of class trips (these have been communicated to Ann)
- Teachers at PEPS extend their thanks to the School Council for their work this year. There is a general feeling that volunteering in the classroom has gone up as a result of the profile of school council and the many School Council events this year.
- Thanks also for supporting the Rocks and Rings (Curling) Program and Scientists and Artists in the School. Teachers really appreciate the funding that School Council puts toward school programming.
- Mimi offered suggestions for popcorn and popsicle sales logistics. In the future, School Council should consider asking for teacher input before selling snacks or food as kids (i.e. re: timing, quantities, and where to set up sales).
- Heart and Stroke skip-a-thon will take place this month. Chris Parr (PEPS Custodian) will be the face of Heart and Stroke and will speak at the assembly. Mr. Parr will also be available to speak to individual classrooms as well .
- Reminder that June is a busy time for teachers and students.

8. Subcommittee Updates and Discussion

a) Library Fundraising Strategy/Planning Committee

The PEPS Book Benefit, which is intended to kick off the fundraising campaign and raise the profile of the PEPS library, will take place on June 14th from 9am until 6pm. Students will be invited to pick a book and will receive a bookmark with information about the fundraising campaign. Information has gone out to families and has been given to teachers. Tables and other supplies have already been ordered.

ACTION ITEM: Paul will set up online donation system ahead of event and provide info to committee. **ACTION ITEM:** Amanda M. will get bookmarks printed

N.B. Amanda M. purchased a panda illustration to be used on School Council fliers and information.

b) PRO Grant Subcommittee

Of the 2015-16 PRO Grant budget, \$80 remains. The committee will purchase small math card games to spend the rest of our budget. The 2016-17 PRO Grant application has been submitted to the Ministry of Education website. The 2015-16 PRO Grant report is outstanding and needs to be completed by July 15th.

Library inventory needs to be completed for the 2015-16 school year. Carol and Amanda M. will complete inventory.

ACTION ITEM: Amanda D. to purchase \$80 worth of small games ACTION ITEM: Amanda D. will complete the 2015-16 PRO Grant report ACTION ITEM: Amanda M. and Carol will complete library inventory ACTION ITEM: Gillian/Paul will communicate library return deadline via Constant Contact

c) Events Committee—Arts Night and BBQ Debrief

The Arts Night and BBQ was a great success. The School Council would like to extend their thanks to the teachers for helping the kids create such great art and for coordinating the arts portion of the evening.

Overall, the School Council run BBQ ran very smoothly. The caterer was good—there was no wait for food, the burgers were good, and service was quick. The food was sold for \$5 for a hotdog/burger and a drink, and frozen treats were \$0.50. Preorder was required for burgers and hotdogs through the cash online system in order to be able to give accurate numbers to the caterers.

There were 4 committee members in attendance at the event along with 2 additional council volunteers and 6 grade 8 volunteers. Roughly 350-400 people attended the event.

In total, the event raised \$420.56 for the PEPS Library update.

For Next Year: we need more food, better communication with school community ahead of the event, more juice and less pop (juice boxes would have been fine), and reconsider table set up.

d) Greening the School

The green committee will work on the school community garden over the summer. The committee will reconvene in September.

e) September Events Subcommittee

The School council will run Popsicle Playdate and Coffee and Comfort/Conversation again in September. These events help raise the profile of the School Council and provide a warm welcome for incoming PEPS families.

ACTION ITEM: Allison to coordinate a meeting over the summer to plan events. **ACTION ITEM:** Allison will coordinate with Paul to find a date for Popsicle Playdate

8. New Business

a) Popsicle and Popcorn Day

Two stations will be set up (in the Atrium and front hall) or a trolley will go from class to class. Preorders will be taken in the morning and sales will happen at two different times (with the primary and kindergarten kids in the morning).

ACTION ITEM: Amanda M. will coordinate a date.

b) Pizza Day Vendor Discussion

Background Information: Changing the pizza day vendor has been a discussion at the executive level all year. Amanda M. contacted local pizza shops around town to see what our other options are. Domino's Pizza is the cheapest, at \$7.50 per pizza. Currently, we pay \$7.75 per pizza with Johnny's Pizza. We also discovered that changing the pizza day from Friday to Wednesday will result in 7 additional pizza days and over \$4000 additional funds raised.

Discussion: Overall the School Council is open to the idea of changing vendors and the date of pizza day for the 2016-17 school year.

Concerns Raised:

1. Johnny's is a local business. *Discussion*: Domino's is a locally owned franchise that is owned by a PEPS family.

2. Are the pizzas the same size?*Discussion*: We used Domino's pizza at our most recent movie night and the pizzas were the same size as the pizzas we receive from Johnny's.

3. MAPS uses Domino's and their pizza sales are down. *Discussion*: MAPS uses a whole wheat crust, but the regular crusts also meet the nutrition requirements. We will order regular pizza crust.

4. Do we have someone to run pizza day on Wednesday. *Discussion*: Several people around the table expressed willingness to coordinate pizza day. We also discussed the possibility of sharing the coordinator role if there were two people who are willing to take it on. The consensus around the table is that we will be able to find someone to run the pizza day program and enough volunteers to run pizza day each Wednesday.

5. The grade 8s usually run a sub or pita fundraiser on Wednesday—will we be interfering with that fundraising initiative? *Discussion*: We have no wish to interfere with the grade 8s fundraising initiatives and will contact Mr. Vanderkolk directly.

6. Should this be a decision for next year's council? *Discussion*: Since the current council has collected the information and been involved in all of the current discussions, the Council feels that the decision to switch pizza vendors is best made now rather than at the beginning of the next school year. Additionally, the School Council would like to start pizza days within the first few weeks of school, which requires communication to PEPS families about pizza day within the first week of school.

7. Will Wednesdays be as profitable as Friday pizza days? *Discussion*: We couldn't think of a reason why pizza sales would decrease if pizza day were to be moved to Wednesday. We will also be gaining 7 additional pizza days, so any drop in sales will be more than offset by the increase in pizza days.

Lisa motions that we change vendors for the PEPS pizza day fundraiser to Domino's Pizza and move pizza day to Wednesday, as long as it doesn't conflict with the grade 8s fundraising initiative.

Tonja seconded.

Motion carried (7 for, 0 against).

ACTION ITEM: Gillian to contact Mr. Vanderkolk to confirm no negative impact to Grade 8 fundraising plans for next year.

ACTION ITEM: Gillian and Amanda to coordinate with Dominos over the summer and communicate pizza dates with the school office and set up first round of pizza sales.

c) School Council Social

We will plan a social gathering on the first Thursday in July for all School Council members. Tonja will host.

ACTION ITEM: Tonja will send details and invites to all council members via the Council distribution list.

d) Halloween Fundraising Committee

We'd like to plan a fundraising dance/move-a-thon in the fall around Halloween. Mimi suggested that we have a fall theme rather than a Halloween theme, as some PEPS families don't celebrate Halloween. Suggestion that intermediate students could teach the younger students dances.

Tonja, Amanda M., Allison, and Lisa have volunteered to be on the committee.

ACTION ITEM: Tonja will plan a meeting over the summer.

10. Staff Appreciation Snacks

School Council will purchase snacks for the PEPS staff in appreciation of their work over the 2015-16 school year. Snacks will be made available for first break on June 27th

ACTION ITEM: Tonja to communicate details of event to staff **ACTION ITEM**: Tonja and Amanda D. to prepare food

11. Confirm date for first 2016-17 School Council Meeting

Tentatively Thursday, September 22nd.

There was discussion around the table about also setting up a Council Meet and Greet during Meet the Teacher Night. There is concern that the first meeting of the year is an intimidating one (new members are expected to vote in a new Council executive and follow discussions continuing from last year) and Council would like to have a more informal opportunity to welcome new council members. Depending on the timing of the Meet the Teacher Night, we might also consider having a meet and greet drop in immediately prior to the September meeting.

ACTION ITEM: Paul will confirm the date of Meet the Teacher Night ACTION ITEM: Amanda will double check by-laws re: voting (do we have to vote in a new exec at the first meeting?)

ACTION ITEM: Council executive will discuss meeting set up and agenda for September meeting.

Meeting adjourned at 9:12pm

HAVE A GREAT SUMMER!

Appendix 1

PEPS SCHOOL COUNCIL MONTHLY FINANCIAL STATEMENT: June 2016

Opening Balance (Foc Opening Food Days Ac Opening General Acco	\$13,469.47 \$16,434.33 -\$2,964.86			
DEPOSITS:				
02-May	BBQ Orders	\$115.00		
, 03-May	BBQ Orders	\$75.00		
, 03-May	Water Bottles	\$7.00		
, 04-May	BBQ Orders	\$220.00		
04-May	Water Bottles	\$21.00		
05-May	BBQ Orders	\$210.00		
05-May	Water Bottles	\$21.00		
06-May	BBQ Orders	\$525.00		
06-May	Water Bottles	\$56.00		
09-May	BBQ Orders	\$145.00		
09-May	Water Bottles	\$21.00		
24-May	PEPS Library Transformation - DO NOT USE	\$5.00		
	TOTAL DEPOSITS:	\$1,421.00		
EXPENSES:				
04-May Chq #3046	The Pizza Mill, May 6th pizza order	-\$444.25		
10-May Chq #3052	A. Torrie, Babysitting - May 5th and June 2nd	-\$40.00		
12-May Chq #3054	The Pizza Mill, May 13th pizza order	-\$459.75		
12-May Chq #3055	Peter Anthos - Arts Night BBQing	-\$1,239.00		
19-May Chq #3059	The Pizza Mill, May 19th & 20th pizza order	-\$444.25		
25-May Chq #????	The Pizza Mill, May 26th & 27th pizza order	-\$444.25		
	TOTAL EXPENSES:	-\$3,071.50		
TRANSFERS:				
05-May Trans. #181	Offset General Account's Negative Balance	-\$3 <i>,</i> 500.00		
05-May Trans. #181	Offset General Account's Negative Balance	\$3 <i>,</i> 500.00		
	TOTAL TRANSERS:	\$0.00		
Closing Balance (Food Days and General Accounts) - 30/04/2016 \$11,818.97				
FUTURE OBLIGATION	S:			
BBQ Drinks, Ice Cream, Supplies, etc\$233.99				
Рорсс	\$494.00			
Рорсс	-\$335.61			
Scient	-\$1,871.44			
The P	-\$905.75			
BBQ (\$691.55			

Outstanding Receipts for Pro Grant Expenses (Est.)	-\$30.00
Popsicle Playdate	-\$100.00
Coffee & Comfort	-\$500.00
SK & Grade 8 Grades	-\$750.00
Teacher Appreciation Snacks	-\$200.00
Per teacher donation	-\$400.00
Library Donation	-\$1,000.00
TOTAL FUTURE OBLIGATIONS:	-\$5,141.24
Operating Capital - 31/05/16	\$6,677.73

NOTE 1: Playground Maintenance (static obligation) in a separate account - \$10,000.00 NOTE 2: Pro Grant amount remaining - \$100.81 (Estimated)

SCIENTIST/ARTIST IN THE SCHOOL

as of April 7, 2016

Туре	Amount	# Invoices	Average \$
Scientist	\$185.00	1	\$185.00
Scientist	925.00	6	154.17
Scientist	370.00	2	185.00
Scientist	555.00	3	185.00
Artist	376.10	1	376.10
Artist	217.50	1	217.50
Scientist	740.00	4	185.00
Totals	\$3,368.60	18	\$187.14
Remaining?		10	\$1,871.44

Appendix 2

PEPS School Council End of Year Report 2015-16

PEPS School Council had a very successful year. We ran several excellent events and raised over \$13,000 for the school. Many thanks to all who offered their time, energy, and effort toward making the 2015-16 school year a great one for our community. Without all the hard work and dedication from our volunteers, our successes would not be possible.

This year we continued to refine our council governance practices, ran family-favourite annual events, and took on several new events and initiatives.

School Council Executive

Co-Chairs: Gillian Prieur and Amanda Di Battista Vice Chair: Tonja Upshall Secretary: Allison Hainning Treasurer: Ann Torrie-Kurceba

Financial Summary

<u>Monies Raised</u> Pizza Days: \$13,194.26 November Movie Night: \$215.65 BBQ: \$420.56 (library fundraising) School Play: \$110.91 (library fundraising) Popsicle and Popcorn Sales: \$126.04 (est. library fundraising) **Total: \$14,067.42**

Expenditures

School Council Insurance: \$151. 20 Halloween Spooktacular: \$571.23 Jingle Mingle: \$701.99 January Movie Night: \$28.63 February Games Night: \$28.72 April Games Night: \$23.05 Breakfast Club Donation: \$76.00 Rocks and Rings Curling Program: \$500 Childcare: \$200 Gift Card for Chris Parr: \$50 Scientists/Artists in the School: \$2992.50 (est.) Water Bottles: \$563.87 **Total: \$5,886.99**

Future Expenditures (until September 2016) approved at May council meeting

Support for Graduation (SK and Grade 8): \$750 Popsicle Playdate: \$100 Coffee and Comfort: \$500 (\$250 allotted from PIC funding) Teacher Appreciation Snack: \$200 Per Teacher Donation: \$400 Library Donation: \$1000 Scientists/Artists in the School: \$1871.44 **Total: \$3921.44**

We expect the operating capital for the 2014-15 PEPS School Council to close at \$6911.72

Council Governance

PEPS School Council Meetings

The PEPS School Council met on a monthly basis from September to June. Council meetings were open to all parents/guardians of students in the school. At these meetings we received updates from the school administration, teacher representatives, and council subcommittees, and the council treasurer. Discussions surrounding all council activities, from fundraising to community events, were held at these monthly meetings. All motions were made and all votes were held at the school council meetings. Childcare was provided at the meetings and council members took turns bringing snacks.

PEPS School Council Executive Meetings

Council Executive meetings focused on enacting the strategic direction of the PEPS School Council and dealing with day-to-day operations. For example, the newsletter content, agendas for upcoming meetings, and volunteer coordination. In 2015-16 Executive meetings were held two weeks after council meetings and the council executive has found these meetings extremely helpful in maintaining momentum and cohesiveness.

Subcommittees

In the 2015-16 school year, the Council continued the use of subcommittees for the planning and implementation of council events, activities, and governance. Subcommittees worked outside of regularly scheduled meetings with relative autonomy and provided report backs, solicited feedback, and requested direction from the council during council meetings when required. We also formalized subcommittee debrief sessions during council meetings, particularly after events, and included subcommittee reports as standing agenda items. The council also created a feedback template that subcommittees are required to fill out and send to the PEPS email inbox following the completion of the subcommittee's task (i.e. following an event or after the implementation of a program). These reports can then be used for planning purposes by future Council subcommittees and to generate the year-end report.

Summary of 2015-16 *Pizza Days*

School Council coordinated pizza days on every Friday of the school calendar for 2015-16. The move to the Cash Online System was beneficial to the Pizza Day program, as the total pizza day profits increased from \$11,484 in 2014-15 to \$13,194.26 in 2015-16. Pizza sales continue to be an excellent success at PEPS and were the primary source of funding for the Council.

Council has looked ahead to the next school year and plans to begin collecting pizza orders over the Cash Online system starting in the first week of school. Pizza days will begin in the third week of school.

Pizza Days could not have succeeded without the generous efforts of our pizza day volunteers.

Halloween Spooktacular

This was the first time the School Council has run a Halloween event in recent memory and the Halloween Spooktacular was a hit, particularly with kindergarden and primary student families. The original intent of the Halloween event was to have fundraising event during the day. However, as a result of the ETFO labour situation that took place in the fall of 2015, the event was moved to the evening and modeled after the popular Jingle Mingle. The event was a great success with approximately 100 people attending. The event included pumpkin decorating, apple bobbing (fishing with a bucket), games, crafts, and a treat bag. The total amount spent on the event was \$571.23. The grade 8 volunteers worked well, and we used the event and an opportunity to launch the PEPS Twitter account. For detailed information about the event please see the November 2015 School Council Minutes.

Jingle Mingle

The 2015 Jingle Mingle took place on Wednesday, December 16th from 6:00pm to 8:00pm. The event was very well attended and received lots of positive feedback. Roughly two hundred people attended Jingle Mingle and approximately 85 pictures were taken with Santa. The event came in under budget at \$701.99. The student volunteers helped the event run smoothly and we recommend inviting grade 8 volunteers in the future.

Jingle Mingle included: photos with Santa, cookie decorating, a variety of crafts and activity sheets, two games, face painting, carolling with the school choir, and free refreshments. The Santa and Mrs. Clause (Ed Muntz: 519-941-3391) have been booked for December 16th 2016.

The council recommends that a subcommittee be created at the October 2016 Council meeting. A detailed list of lessons learned for the Jingle Mingle can be found in the January 2016 School Council Minutes.

Movie Night

The PEPS Movie Nights were free community-building events held on Thursday, November 26th and Thursday January 21st. The events were successful with over 200 people attending the November movie night and roughly 100 people attending in January. Given the choice of movies, those who attended were mostly kindergarten and primary students and their

families. Pizza was sold for \$2/slice and the council offered complimentary popcorn. The November movie night made a profit of \$215.65 and the January movie night cost \$28.63.

A Movie Night subcommittee was created at the October 2015 meeting and met outside of regularly scheduled council meetings to plan the event. A detailed list of lessons learned for the PEPS Movie Night can be found in the December 2015 and February 2016 Council Minutes.

Arts Night and BBQ

The Third Annual School Council BBQ was held on Wednesday May 11, 2016 in conjunction with PEPS Arts Night. The event was very well attended and \$420.56 was raised for the library renovation and update.

One of the major contributors to the success of the event was the subcommittee's decision to hire a caterer. This lessened the burden on council volunteers and allowed the BBQ portion of the event to run very smoothly. We also had grade 8 volunteers who helped sell drinks and frozen treats.

A School Council BBQ subcommittee was created at the March 2016 Council meeting and met outside of regularly scheduled council meetings to plan the event. A detailed list of lessons learned for the Annual School Council BBQ can be found in the June 2016 Council Minutes.

PRO Grant

With the funds we received from the 2015-16 PRO Grant, the council added to the PEPS Math Games Library and ran two Math Games Nights. The Math Games Nights, held on Thursday, February 18th and Tuesday, April 12th, were family focused events that featured games from the Math Games Library. Games were set up in the gym and the library and the Math Games Library was open to borrowers. We received overwhelmingly positive feedback on both Math Games Nights and hope to run the event again in the 2016-17 school year. For detailed lessons learned, please see the March 2016 and May 2016 Council minutes.

An application for the 2016-17 PRO Grant has been submitted and we are awaiting a decision. The 2016-17 PRO Grant project proposal focuses on bringing a speaker into the school to talk to parents/guardians about the importance of parent engagement for student success. The PRO Grant Subcommittee is a standing committee that will welcome new volunteers at the September 2016 meeting.

Communication Update

The Communications Subcommittee was created in September 2015 and was a standing committee throughout the school year. The subcommittee launched a PEPS Twitter Account in October of 2016. We used the Twitter account at events to showcase pictures and get new users interested in following the account.

The Communications Subcommittee also ran two online surveys for parents/guardians. The first, which went out in December 2015, gauged how the school community felt we were doing on events. Feedback on the Halloween Spooktacular, Movie Night, and Jingle Mingle was solicited. For detailed information about the Events Survey, please see the January 2016 minutes. The second survey, sent out to parents/guardians in March 2016, focused on barriers to parent/guardian involvement in School Council initiatives. For detailed information on the Council Participation Survey please see the April 2016 minutes.

Greening the School Council Subcommittee

The Green Committee was created at the September 2015 meeting and is now a standing subcommittee. At the beginning of the 2015-16 school year, the subcommittee focused on moving away from single use water bottles by creating and selling a reusable PEPS water bottle. The subcommittee is also working in the school community garden over the summer. In the 2016-17 school year the subcommittee will continue to look at green initiatives for the School Council and PEPS community.

Remaining Events and Commitments for 2014-15 Council *Support for Grade 8 and SK Graduation*

Traditionally council supports both Grade 8 and SK graduation celebrations. The council has approved a \$750 donation for SK and Grade 8 Graduations (to be administered by the PEPS admin team.)

Teacher and Staff Appreciation

Council wishes to acknowledge the efforts and support of all of the staff at PEPS and will show appreciation by providing light fare in the staff room in June (budget \$200). Council will also purchase a \$10 gift card for each teaching staff member (\$400 total).

Popsicle Playdate & Coffee and Conversation

Due to the success of the Popsicle Playdate and Coffee and Conversation (formally Coffee and Comfort) events in Aug/Sept 2015, Council plans to run these events again at the beginning of the 2016-17 school year. The Popsicle Playdate is intended to give families of incoming kindergarten students the opportunity to interact in an informal social setting on the school grounds prior to the first day of school. Coffee and Comfort is intended to provide support to parents of incoming students of all ages on the first days of school.

A subcommittee to plan these events will be created at the June 2016 council meeting. Budgets have been approved for the Popsicle Playdate (\$100) and Coffee and Conversation (\$500).

Future Planning

In addition to the traditional events noted above, the 2015-16 school council would like to present the following initiatives for the consideration of the 2016-17 council.

1. Library Transition Fundraising

The focus of the 2016-17 School Council fundraising will be the transition of the PEPS library to a library learning commons. The Library Fundraising Strategy Subcommittee was created at the April 2016 meeting to look strategically at the fundraising approach. The subcommittee is considering various fundraising initiatives including a direct ask, corporate donations, events (i.e. Halloween Dance-a-Thon and Read-a-Thon), and the sale of goods (i.e. popcorn). Separate planning subcommittees will be struck for individual fundraising events and initiatives.

We'll kick off fundraising for the library transition with a \$1000 donation from the 2015-16 School Council and a Book Benefit, which will take place in June 2016. The Book Benefit will provide an opportunity for communication about our fundraising focus for next year and allow families to access books that are being discarded from the library. For full details regarding the fundraising plan, please see the May 2016 minutes.

Our fundraising goal for the library transition is \$33,000. To date, we're raised \$1675.51 (BBQ, School Play, Popcorn/Popsicle Sales, School Council donation.)

2. Scientists, Artists, and Farmers in the Schools

In an effort to enhance student experiential learning in the classroom, the council could provide in-class opportunities for students to interact with local expert practitioners. Scientists, Artists, and Farmers in the Schools provide hands-on learning opportunities that are low maintenance for teachers, staff, and parents, and that are linked directly to the curriculum. Scientists/Artists in the School were paid for by the school council in 2015-16 and the 2016-17 might consider sponsoring the program again.