



École Parc Élémentaire Fundraising Society (EPEFS)

Monthly Meeting Minutes for: Thursday, November 1, 2018 held at 8:00 pm in the EPE Library

Attendees: Claire de Guzman, Carrie Weinrich, Jennifer Dechaine, Jennifer Milanovic, Amanda Shand, Lisa McAleer, Meghan Anderson, Tandy Atchison, Dan Verhoeff, Kimberley Fischbach, JJ Dechaine, Elaine Gavigan, Ashley Charlton, Stephanie Butler, Claudia, Amy Archibald, Kaitlin Eystone

Call to Order at 8:16 pm.

Approval of the Agenda

Additions to the agenda included classroom funding for teachers, Milk and Cookies event, Christmas Basket.

Agenda was motioned as approved with above additions by Kaitlin Eystone. 2nd by Amanda Shand. Approved.

Approval of the Minutes

Minutes from September 27, 2018 were motioned as approved by Jennifer Dechaine with the following changes. Amy Archibald 2nd. Approved.

- Changing Elks to Rotary Club under Buddy Bunch
- Addition of cost of candy bags

Treasurer's Report

Elaine reported that the General account currently holds \$9946.00 with \$4900 of that held in reserve for the picnic tables for the Beautification Project. It was reported that the Casino account currently holds \$5000.00. It was reported that there were outstanding expenses of \$262.00 for the hot lunch online ordering system. Ashley reported that additional fees for the hot lunch ordering system were being avoided by completing multiple orders at a time.

Elaine reported back on an outstanding item from last meeting that EPESC/FS have Director's Insurance as part of the general insurance.

Enchanted Forest Participation

Amy Archibald put forth an idea to participate in the Enchanted Forest this year as last year the school had a very successful entry winning "Most Merry". Amy has agreed to develop a simple craft for teachers to complete with students in Kindergarten through Grade 3. Carrie Weinrich agreed to assist with this project. Carrie also has a tree to donate to this event.

MOTION: Amy moved that \$150 be used for decorations for the Festival of Trees. 2nd Ashley. All in favour. Carried.

ACTION ITEMS: Amy and Carrie to develop and distribute craft and timeline to teachers and then assemble and disassemble tree at the Enchanted Forest. Amy to look after discarding other older trees that remain in the school that aren't being used.

Milk and Cookies Event

Ashley presented the idea of completing this event again for students this year the day after Christmas concert, December 21st and on the 20th for Kindergarten Group A. Cookies and milk would be delivered for morning snack. Parent volunteers would be needed to bake cookies and help distribute them on the dates provided. It was suggested that Grade Reps be used to help gain these volunteers. It was suggested that School Council organize a teacher recognition component to this as well i.e. muffins and coffee.

MOTION: Amy Archibald made a motion that this event receive a budget of \$60.00 for the purchase of milk. 2nd by Amanda. All in favour. Carried.

ACTION ITEMS: Kimberley to distribute information about volunteering to grade representatives. Amy and Ashley to organize the other details and logistics of this event and report progress at the December meeting. Ashley to purchase milk for this event. JJ Dechaine to develop and present a teacher recognition portion of this event at the December meeting.

Teacher Funds for Classroom Items

It was reported by Kimberley that last year teacher's received and stipend of \$100 each to spend on classroom supplies. After general discussion it was decided that this would occur again this year.

MOTION: Meghan Anderson motioned that a stipend of \$1200, \$100 per classroom, be made available to teacher's monitored by Margie Davidson in the office. 2nd Kaitlin Eystone. All in favour. Carried.

Christmas Basket

Kimberley presented an idea that was discussed at the Executive Planning meeting in October regarding the development of a Christmas Hamper or Basket for a family or families in need in our school. General discussion occurred around: accessing community resources that already complete this work; how to maintain anonymity in this process; should it be a council or staff initiative; is there a way to include students and learning in the project; how would funds be collected and raised for this; could there be a tie to the Grade 4 Battle of the Books book topic; the intent of the activity was to support a family in our own school community; is there other ways to do this (i.e. spirit wear toques and mitts that can be used for students without).

ACTION ITEMS: Dan will present this idea to staff at the next staff meeting and see if they are interested and willing to carry out a hamper activity. Amanda Shand will research information about Christmas Hamper supports in the community and report back on these so information can be distributed to families in our school needing this support.

Beautification Project Report

Triangle Bed Project in Front of School

Jennifer Dechaine reported a revised design was approved by Elk Island Public Schools to a projected cost of \$4000. Funding must be secured before the project can begin.

Picnic Tables

Jennifer Dechaine reported that with a generous grant from DOW the courtyard will be seeing the addition of three new picnic tables that are just the right size for our PALS and Div 1 students. The tables should be in place by the end of November. Picnic tables will be provided by Playquest at a cost of \$4900.

MOTION: Jen Dechaine made a motion that the EPEFS provide \$163.00 out of general funds to cover the invoice cost of the picnic tables that fell outside of the \$4900 secured through the DOW grant due to a clerical error on the proposal. 2nd Carrie. All in favour. Carried.

Buddy Bench

Jennifer Dechaine reported Southfort Dental agreed to our sponsorship request for a Buddy Bench for the playground. Bench will be provided by the BlueImp company at a cost of \$1800. General discussion around the colors of the bench took place.

MOTION: Jen Dechaine made a motion that \$90 be provided from general EPEFS funds to cover the remaining invoice charges above and beyond the \$1800 donated by Southfort Dental due to an calculation error. 2nd Amy. All in favour. Carried.

MOTION: Jennifer Dechaine made a motion that the colors for the bench will be green, brown, yellow and blue. 2nd Lisa. All in favour. Carried.

Grant Writing Update

Jen Dechaine reported that she had applied for grants from Fortis and Nutrien and was currently writing the CFEP (Community Facilities Enhancement Program) grant, as well as considering applying for the TD Friends of the Environment.

Principal's Report - see attached portion of report

Kimberley reported that Dan had provided a wish list to EPEFS that totalled nearly \$7000 for upcoming presentations in the school for this year. See attached spreadsheet of wishlist from Dan.

MOTION: Jennifer Dechaine motioned that \$5000 dollars be allocated to Dan and Tandy for school presentation planning from Casino funds. No second. Motion remained open to the floor.

General discussion occurred noting that casino funds must be spent by December 31st which would not allow the use of the total of \$5000 from casino funds being allocated to this, as invoices may not be available by the December 31st deadline for appropriately reporting use of the casino funds. Dan mentioned that another need for the school would be a guided reading kit totalling in cost at nearly \$4800.

AMENDED MOTION: Jennifer Dechaine revised her motion to state that the remaining funds in the Casino account be allocated to the school for purchase of a guided reading kit totalling at or near \$4800. The remaining funds may be used at Dan's discretion so long as they meet the criteria of the casino funds. 2nd Kaitlin. All in favour. Carried.

Hot Lunch Update

Ashley reported that she has been seeking feedback about the ordering system and fees on the Ecole Parc Parents Facebook Group. She noted that she requires more volunteers to assist with Group A Kindergarten hot lunches.

Fundraising Initiatives Update

Farm to School Fundraiser

Jennifer Dechaine reported that \$1869 profit was made this year up from approximately \$1300 last year. 229 bundles were sold. 102 Bundle A and 72 Bundle B with 55 additional bundles being donated to the food bank. It was reported that the grade 6 leadership group would assist with organizing the veggies for pick-up. Pick-up dates are November 5th and 6th from 3-6 pm at the school.

WhoVille Trees

Amy reported that Grinch Trees would be made available for purchase from Funky Petals this year as the school's Christmas fundraiser. Order forms will be sent home on Monday, November 5th and will be due on November 21st. The trees will be ready for pick-up on December 12th. Cost of the trees is \$48.00.

Spirit Wear

Tandy reported that we are still waiting on samples. November 15th is the order deadline in order to have items back before Christmas as orders are sent in as one bulk order not on an individual basis. The store will be re-opened after Christmas for more orders. Tandy was unsure of the number of orders to date as that information is not forwarded to her from Kahunaverse.

Meeting adjourned at 9:20 pm.