

River Heights Parent Council
November 16, 2016

Attendance: Melissa Bairos, Erin Winegard Edge, Beth Wise, Lisa Leary, Kourtney Froman, Rhonda Frank, Jennifer Booker

Welcome from Melissa. Motion to approve Minutes from October meeting, made by Jennifer, 2nd Erin

Treasurer's report

- Opening balance was \$4,692.75; Closing balance is \$13,154.94; there are payments for 2 pizza days to come out from that balance
- Jennifer discussed the necessity of generating a separate Treasurer's Report. Christine is able to generate a very detailed report from her accounting program that shows us exactly what money is coming in and going out. Jennifer felt there was margin for error and it created unnecessary work on her part to generate an Excel Spreadsheet. Christine's report is available to anyone at any time for viewing. Jennifer agreed to get a report from Christine each month to present at meetings and she will provide a copy to Melissa and a copy to Beth for the Secretary's Binder.
- Jennifer also discussed the Cheque Requisition procedure that must now be followed. A red cheque requisition form must be completed and given to Christine with the original receipts and a photocopy. We are to email/copy Jennifer with any cheque requisition so that Christine knows the expense has been approved by council. Jennifer will email council outlining the process
- Counting Money: if we are counting money for a specific fundraiser, Christine has advised that what she will do moving forward is leave the money in the school safe so we are able to access after-hours; after the money has been counted we are to complete a Cash Report Envelope with the deposit and then place it back in the safe and turn the dial so that the safe locks
- We also need to create sub categories in the accounting program in order place certain expenses under our budget headlines. Jennifer advised that we need to create a Teacher Support Category for staff appreciation events. Council advised Jennifer to authorize Christine to create any subcategories that are needed to appropriately identify council's expenses.
- Motion to approve treasurer's report by Rhonda, 2nd Kourtney

Principal's report

- Melissa presented on behalf of Mrs. Ricker
- The Kindergarten teachers have expressed a desire to create an updated Outdoor Play Area for the Kindergarten students. A lot of the pavement painting was lost in the renovation and the toys need to be replenished and updated. Melissa and Kourtney did some research into companies that do the pavement painting and got some pricing. It was discussed that any painting would likely have to wait until Spring. The Kindergarten teachers are going to put together some ideas of toys that they would like to see and council can review and vote on at the next meeting.
- Mrs. Ricker has obtained a quote for replacing the safety mats along the front of the stage. The total cost is \$1,259.54. Council agreed that we would be able fully fund this expense
- Classroom Allocation: Mrs. Ricker advised that there are 30 classrooms to be included in the allocation. Council agreed that we now have sufficient funds to look after this as well
 - Motion by Rhonda to approve the \$6,000 classroom allocation and cost of the safety mats \$1,259.54, 2nd Melissa – all approved
- CPIP Grant and School Electronic Sign – Mrs. Ricker has not yet received pricing for an electronic sign nor has she received the CPIP Grant applications but will advise when she does

- Christmas Concert – There was some discussion of the school putting on a primary Christmas Concert. Unfortunately, Mrs. Ricker advises that this is not going to happen this year as there are many issues that prevent it from moving forward. There were some parents that expressed an interest in assisting and/or running. However, this is not allowed either as there needs to be school/teacher involvement
- Mrs. Ricker advises that there will be some sort of Primary Craft Event and the Kindergarten students are inviting their parents to make gingerbread houses with them.

Fundraising report

- **DFS Fundraising**
 - Beth advised that the DFS Fundraiser is now complete. The orders were delivered. They were supposed to be delivered to the Winegard Motors but unfortunately were sent to the school instead so we had to make a quick turn around and get the product delivered to the students. There was only 1 issue with a missing item that was resolved easily. The total sales were \$5,861.00; after payment to DFS and courier expense, our total profit was \$2,545.71
- **Spirit Wear**
 - Rhonda has now been able to get pricing and samples. We have to go with Score Promotions as a supplier due to Board policies. She has the form almost ready to go, we just need to finalize pricing. Council discussed pricing and determined the price for each item. Rhonda will have a table set up on November 17 at interview night with samples and it should be ready to go on Cash Online this week as well. Melissa is going to help and prepare a brief flyer to be sent home with students. The Orders will need to be back to us by November 24 in order for the orders to be filled in time for Christmas.
- **Mistletoe Market**
 - Marla is going to ask Morgan to send an email to the Volunteer List to get help for set up on December 7 and the sale days of December 8 and 9; Marla has received approval for the \$300 cash advance to purchase additional items to be sold at the market
- **Big Box Cards**
 - Erin has advised that everything is in place for this fundraiser in February; the rep has assured her that sending home the sample boxes is the best way to do it, we are not able to just send a flyer. Boxes will go home on February 14

Pizza Update

- Erin reports everything is going well

Sub Update

- Beth reports everything is going well
- Subway has advised that they need to do an increase in prices, as well as they need to start charging us HST. We have never paid HST before but we should have been. The school will still benefit as they will get the rebate now from the HST paid. Beth presented various options for price increases, council decided to increase the prices to \$4.75 for Veggie and \$5.75 for Ham & Turkey, we are still making a minimal profit off of that increase.

Staff Appreciation

- Meat and buns have been ordered from European Edge; Morgan has sent an email out asking for donation of desserts/sweets which can be delivered to Erin's house Wednesday night.

Lice Checks

- Lice checks went very well. We had lots of helpers and most of the school was completed on Friday and only a few cases of lice were found.

New Business

- New Freezer – Mrs. Honchar advised that she is looking for \$150 to purchase her upright freezer. We believe that we would be able to store the necessary freezies for Track and Field day in this size of freezer. Motion by Melissa to purchase freezer for \$150, 2nd Jenn – approved.
- Mrs. Leary presented some information ETFO regarding Building Better Schools. It encourages council members and parents to visit their website to obtain tools to help your child in school, how an IEP works, etc. They have a newsletter and for every parent that signs up for the newsletter, the school receives a ballot to be entered into a draw for \$200 for the school
- GEPIC Parent Engagement Grant – Melissa received information regarding this grant, we have done in the past. It is to be used for something in the school involving parents and getting them more engaged/involved in the school. Council discussed possibly applying for this grant for some sort of math initiative. Melissa was going to forward the information to Mrs. Ricker for discussion at their staff meeting and we will go from there.

Next meeting – Wednesday, December 14, 2016 – Christmas Potluck or dinner out? Melissa was going to email council and see if there was any desire to do a dinner meeting or just regular meeting