



## **PTO Meeting Minutes**

**November 2, 2017**

Cafeteria

**Members Attended:** Alicia Burke, Michelle Myers, Kelly Battlebot, Amanda Mills, Greg Feltham, Michelle Compton, Tracy Ngassa, Zarina Pay, Alexandra Dobre, Mikiko Yaguchi, Heather Corkum, Anna Marie Sarto, Idalyn Spina, Angela Pratley, Shannon Sutherland, Sarah Fry, June Craig, Tia Gallagher, Nick Spina, Corinne Mullins.

**Regrets:** None

### **Agenda**

1. Review minutes from last meeting
2. Principal's report
3. Treasurer's report
4. PTO grant wish requests
5. Anti-bullying t-Shirts
6. Fundraising
  - 1) Art Cards for Kids
  - 2) Fall Fair
  - 3) Trinkets to Treasures
  - 4) Red Carpet Tickets
7. Round table
8. Next meeting

### **1. Review Minutes from Last Meeting**

- a) Accepted as written.

### **2. Principal's Report**

- a) Things are going well. School is currently preparing for the upcoming Remembrance Day service. We are predicting a large turnout.

### **3. Playground Equipment Update**

- a) Greg Feltham had fantastic news to share. City staff were contacted for funding. They had a site visit to the school a few weeks ago and if their budget passes, we will be getting a new equipment for the P-1 playground.
- b) We need to start planning for what we want to see in the new playground.
- c) We are not able to apply for funding from provincial health boards.
- d) It will be constructed next summer and ready for the 2018-2019 school year.
- e) The rotten wood has also been replaced on the city playground next to the rec centre.

### **4. Treasurer's Report**

- a) We currently have \$7790.
- b) Outstanding deposits for the Fall Fair for table rentals is approximately \$720. Approximately \$250-270 needs to come out for facility rental for the fair.
- c) We have no outstanding expenses from the 2016-2017 school year that need to be taken care of except for \$50 given to Mme Rossley at the end of May for supplies. This has not been taken out of our PTO account.
- d) Now that we have a better idea of our financials, the group was asked if they would like to continue giving each teacher (including specialty teachers) \$50 to contribute towards classroom supplies.
- e) Motion put forward by Nick Spina and seconded by Zarina Pay. Motion accepted.

### **5. PTO Grant Wish Requests**

- a) An explanation of grant wish requests was given for new members. Teachers can fill out a form (which includes item description, what it's used for and cost) and as a group the PTO decides if we want to contribute towards it or pay in full.
- b) We have no grant wish requests at the time.

### **6. Anti-Bullying T-Shirts**

- a) T-shirts for the incoming primary students have been ordered and paid for.

- b) For next school year, we will look at including order forms in the primary orientation packages so new students can have their shirts for anti-bullying day.
- c) We will also have order forms for current students to order another shirt at their own expense. This will include adult orders as well.

## **7. Fundraising**

### a) Art Cards for Kids

- i. Students did a phenomenal job with their cards.
- ii. Every teacher that was spoken to that it was a wonderful idea and wanted to ensure they did something great with the students.
- iii. One class was inadvertently left out of the mail out, but the company has it now.
- iv. Our sample cards will be mailed out from company on Monday, November 6<sup>th</sup>. They are already grouped by class and will be passed out as soon as they arrive at the school. Orders will be required back in one week.
- v. Class sets are available for \$30, but it was decided this option would not be available for parents/guardians. This is due to privacy issues. Also, some members were not comfortable with others buying their child's artwork.

### b) Fall Fair Update

- i. Our Fall Fair is being held at Eastern Passage Educational Centre (EPEC) on Saturday, November 18<sup>th</sup>.
- ii. We currently have 36 tables sold with 4 outstanding applications.
- iii. We are still collecting donations from vendors for the baskets to be raffled off.
- iv. We will need volunteers for set up, tear down, assisting vendors, putting together raffle baskets, selling 50/50 tickets, etc.
- v. Principal and Vice Principal will be manning the door.
- vi. Kismet Designs designed a Tallahassee tree ornament for us last year. She is unavailable to attend the fair this year, but is willing to design another ornament in which \$5 from each purchase comes back to PTO. We will be sending an alert via email regarding the ornament once the design is finished.

- vii. As EPEC is a P3 school, our rate is \$40.04/hr for the cafeteria rental. We have cancelled the gym rental as we would have needed 170 vendors to fill the gym.

c) Trinkets to Treasures

- i. Originally the date for Trinkets to Treasures was to be December 7-8<sup>th</sup>. There is no school on the 7<sup>th</sup> so new dates need to be chosen in conjunction with the rec centre.
- ii. A sign-up sheet went around for members to sign up to volunteer for this event.
- iii. Tracy Ngassa has volunteered to be the chair of the Trinkets to Treasures subcommittee.
- iv. Tasks for this committee include sending out information for donations, booking a room, finding volunteers, finding supplies (wrapping paper, tape, etc.), organizing the class schedule for both days, organizing donation items and designing a flyer to go out in backpacks, etc.

d) Red Carpet Tickets

- i. The Christmas concerts will be held on December 18-19<sup>th</sup>.
- ii. Each student will get 2 tickets for admission.
- iii. Seating is on a first come first serve basis, however, the winners of the red carpet tickets will get to sit in the reserved seating (first 3 rows). Tickets are typically sold at \$2/ticket or 3/\$5.
- iv. We will also be selling raffle tickets on a wreath and basket.
- v. Betty Ryan and Zarina Pay have graciously offered to donate a wreath.
- vi. Tickets will be sent out in early December. They will be due back on December 8<sup>th</sup> and the draw will take place on December 13<sup>th</sup>.
- vii. An idea was brought forth to sell extra tickets at the parent/teacher session in December.
- viii. As a learning from last year, regular admission tickets will be a different color for each night.
- ix. A sign-up sheet went around for members to sign up to volunteer for this event.
- x. Shannon Sutherland has volunteered to be the chair of the Red Carpet Tickets subcommittee.

- xi. Tasks for this committee include designing tickets, bundling them up for each class (3 packs of 3 stapled together), etc.

e) Chapters

- i. We are signed up again this year with Chapters Indigo fundraiser.
- ii. If you purchase through the website, a portion comes back to the PTO.
- iii. Information regarding this fundraiser will be pinned to our Facebook page.

## **8. Snowflake Ball / Spring Fling**

- c) PTO Chair has connected with the DJ that we used last year for the Snowflake Ball and Spring Fling. He is currently available on the last week of January for Snowflake Ball. He is also currently available the last week of May and the first week of June for the Spring Fling.

## **9. PTO Mission Statement**

- a) We will be requesting feedback regarding our mission statement.
- b) Members will be asked to answer three questions and the feedback will be put together for the group.
- c) The questions will be posted to our Facebook page.

## **10. Next Meeting**

- a) Our next PTO meeting will be held on Monday, December 4<sup>th</sup> at 6:30pm in the cafeteria.

## **Important Upcoming Dates**

Remembrance Day Service – Friday, November 10, 2017, 10:30am – Gymnasium  
No School – Monday, November 13, 2017  
Picture Retakes – Friday, November 17, 2017  
Fall Fair – Saturday, November 18, 2017, EPEC  
No School – Wednesday, November 22, 2017  
PTO Meeting – Monday, December 4, 2017, 6:30pm – Cafeteria  
Trinkets to Treasures – Tuesday, December 5, 2017, Wednesday, December 6, 2017