

Hespeler P.S. School Council Meeting

MINUTES

Monday, June 17, 2024

7:00 pm

Present: Rebecca Jutzi, Julia Passmore, Diane Davenport, Cheryl Tawse, Crystal Bechtel, Claire Black, Alicia Young, Jesse Sabbagh, Melissa Legros-Cronkwright, Rebecca Mills, Rose Kowalczyk, Emily Lord, Darcie Black, Michelle Bush Broga, Chris Sciascetti, Stacey Lawrence, Kristin Lovell, Marissa Glen, Kyly Miller, Jill Bolender, Sabina Voisin, Sharon McKeown

Regrets: Susan Ford, Tara Delaney

Welcome

Approval of Minutes from May 13, 2024

Approved as read - Jesse motioned to approve, Michelle seconded, approved unanimously.

Treasurer's Report

Opening balance of \$77,569.61

Revenue in: \$43.25 April LunchBox deposit, \$5,738.40 Dance-a-thon deposits, \$586 movie night concessions, \$8,331 Fun Fest School-Day deposits (combined)

Expenses out: \$4,588.50 term 3 pizza, \$424.09 movie night concessions, \$113.40 lighting (for Dance-a-thon & other events), \$1,875.58 Fun Fest, \$117.53 White Hatter, \$263.44 iPad cases

Pending expenses/allocations: \$4,124.42 fun fest deposits, \$1500 garden cleanup, \$2000 gr1/2 Dreambox subscription (5 classes), \$2000 gr7/8 Blue Jays trip subsidy, \$1000 white art paper, \$275 ACE science kits, \$5000 track uniforms, \$382.47 lighting (for Dance-a-thon & other events), \$10,301.25 term 3 pizza

Available balance is \$58,302.58

The money that came in online from Dance-a-thon stays in the WEFI account, it can't be transferred. Once we have the final report we need to make sure to spend out of that account first to clear it (approx. \$6,000).

Principal/Vice-Principal Update

Principal's Update – Rebecca Jutzi

Welcome to Julia Passmore! With a heavy heart, Rebecca moving on to Sheppard PS in Kitchener. Rebecca spoke to how wonderful her time at HPS has been and how great it's been to see everything our council has done.

She's very happy that Julia is taking over for her, they've worked together for many years, she's a colleague and a friend. Julia comes to us from Sunnyside, where she's spent the last 5.5 years. Julia has a wealth of experience behind her, will bring new ideas and is also respectful of what we've established here.

Julia spoke - she has known Rebecca about 15 years. Sunnyside is 7-8 school. She speaks French, and is excited to use that here. Her philosophy is community, support and team, and doing what's best for the kids. She's heard amazing things about our council and is looking forward to working with us.

Sharon echoed that this council is not like other schools, we really do a lot for our school, Sharon is very proud to be at the helm of this group, and reiterates her thanks to everyone! There's a lot of time given that people don't necessarily see and it's very appreciated. All of the kids get the benefit of this amazing council.

Rebecca iterated that Diane jumped in in March and totally hit the ground running, everyone has loved having her here and she's been an amazing fit for our school. Diane thanks us all for welcoming her and she really hopes to see us again sometime!

Rebecca iterated huge thanks to Sharon for the countless hours she devotes to this council doing all sorts of behind the scenes work that people don't see and aren't aware of. It's Sharon's 11th year and the number of things our council has accomplished is incredible. Thank you for always being an advocate for our school while working with limitations that also sometimes come our way. It's been an honour working together!

Vice-Principal's Update – Diane Davenport

Dates to note

June 20 - gr8 Canada's Wonderland trip

June 21 - Primary talent show

June 26 - gr8 celebration

New Business/Fundraising

Big Yellow Bag update - Emily

We've had 27 bags bought through our promo code so far. So \$270 raised (\$10 per bag). They usually issue cheques at the end of a "season". They do send Emily reports periodically. Emily will find out when we can expect a cheque to be issued.

The fundraiser runs the whole year so we can keep promoting it as a reminder that it's ongoing. Runs until the end of 2024. Discuss in December if council wants to continue in the new calendar year.

Now that we know how it works, it would be easy to continue.

People who buy also get a discount, so it's a win on both sides. It's also a very easy fundraiser, almost no work on our part so it's a good return that way.

Tents - Sharon

Had some tent issues at fun fest (could have used more), we also used our branded tents at track & field days (which were very rainy this year). When we bought them initially we weren't sure how many to buy and we have used those tents a lot this year.

Our tents are much larger and sturdier than the retail tents people personally buy.

There's no cost savings to not doing the branding, so Sharon got a quote on more.

Each tent is ~\$1,100, Sharon proposed that we consider getting more of them (2 vs 4). This does fall under the shade category, and we also fundraise for other things to support the school.

8-week lead time so we could have them for the fall if we order now.

They can continue to be kept in Mr. G's storage room to keep them safe & clean.

Are they available for teachers to use? We haven't done that yet, only for council events and track so far. Something we could do in the interim while we fundraise for the permanent shade structure.

Note that it's a 4-person job to set them up and take them down. Could certainly be used for class time, but not for kids to play under/around.

Jill motioned to purchase 4 tents (approx. \$5200), Crystal seconded, approved unanimously.

Will be purchased from the WEFI account.

Chocolate Bars - Sharon

Deciding between the same \$5 bars (Laura Secord) as last year or chocolate sticks (World's Finest) that are 3/\$5.

Last year we made \$19,275 - it was a lot of work but it raised a lot of money, and it's only one week. They can no longer take back open boxes. Most families sell their full box, but we could also sell open box leftovers at other events so that people aren't committed to paying for the whole box.

\$50/box profit on bars, profit is slightly less on sticks. Rep has had a lot of success with the sticks, you have to make less sales per person with selling 3 sticks at a time.

The school didn't do a fundraiser last year, they normally do. There will also be a school fundraiser next year as the school funds need replenishing to subsidize things for students. Steph suggested mint smoothies if council doesn't do chocolate. Could be other things.

Doing this would give us the rest of the funds for the shade structure quickly in the fall. Could run the sales period over Thanksgiving. Maybe school fundraiser could be around Christmas?

Rep suggested switching to the sticks to change it up for people buying.

Chocolate is sometimes overused because a lot of organizations sell them. But this is also true of many other fundraiser items.

We likely can then bow back out of the fall fundraiser and help the school with theirs instead. We traditionally haven't done a fall fundraiser up until last year when Karen & Rebecca couldn't manage it through the office.

Jesse motioned to do the chocolate sticks fundraiser, Kristin seconded, Emily voted nay, approved.

Other business

Movie Night feedback - Melissa/Rebecca M.

Unfortunately, it was cold that night but otherwise it was great! Really good turnout and a lot of people stayed for the whole movie. Concessions were a hit, people were very happy that it was affordable.

Will assess the candy next time, it wasn't great. Need to buy more candy & pop. Timing needs to be earlier, so maybe do this again in the fall when sunset is earlier. Potentially a bigger screen for wow factor. Might also need a bigger screen if it's earlier and more people can come.

Screen company also said we had a good turnout.

If we do it in September it will be before our first council meeting. Run as a welcome back to school. Do after meet the teacher? But that's a Wednesday. Suggested Friday the 13th.

Jesse motioned to have movie night September 13th, Michelle seconded, approved unanimously.

Suggestion of Hotel Transylvania to go with Friday 13th.

We don't run the social events as a fundraiser. Event final cost was ~\$500 because we made our expenses for food back.

Screen company said they would help us on price. Maybe if we commit to 2 years of the big screen?

Jesse motioned to allocate \$2,000, Kristin seconded, approved unanimously.

Gardening update - Alicia

Again, thank you for everyone's help! It's been a lot more work than anticipated and it's appreciated.

We've done weeding, and moved plants to redesign beds for drought tolerance. Compost has been spread on the beds, planted spring & summer annuals for colour.

Landscape fabric & mulch is put down on the parking lot and kindy side beds so that hopefully in the fall we can sod those beds to reduce the gardening work.

Have ordered spring bulbs for planting this coming fall. Have also bought a hose & reel for watering.

Will still need help to water & weed over the summer! Alicia will send out emails again. Or you can come on your own. Joe doesn't want us to hide the water tap, but is there somewhere we can keep the key so that people can get the tap out? Tara previously offered a real estate lock box if there's somewhere we can put that. Sharon will reach back out to Tara and we can lock it to the bike rack right by the shed.

Could continue with Wednesday evenings 6-7pm, Michelle can post on socials to try to attract other people outside of council. Alicia will talk to Mary about timing, and will send out an email. Can we offer volunteer hours to high school students? Alicia will create a sign-up spreadsheet.

Shade Structure - Sharon

We're still in discussions with Blue Imp, we know the dollar value but don't have the funding quite yet. Still need to decide on a ground surface (grass, rubber, mulch, etc.).

Teachers don't think they want cement. Will start with grass and see how it works with mud. If there are issues we'll look at other options.

Sharon will bring a firm cost to the September meeting (without ground).

Fun Fest Carnival feedback - station leads

Lots went on behind the scenes to pivot this event at a very late date. Thank you to Jill and the subcommittee!

Team leads will each provide a feedback report to be added to the subcommittee's notes for next year (see below for consolidated notes for each area). Extra notes from anyone can be emailed to Sabina for inclusion into the list.

We raised \$7093 on silent auction, the most we've raised! Marissa & Rebecca were amazing at soliciting donations, thank you!

Kyly has rough preliminary numbers: pizza \$1,100, popcorn \$730, kids draw \$1,656, games/entertainment shortfall against wristbands -\$2,500. Overall ~\$6500 profits.

Funding the floats: a council member had to personally fund the floats for movie night and fun fest because we can't get cash back out of finance for things like this since we don't have our own account anymore. Next year we will hold cash back from other fundraisers to make sure we can fund floats. Vendor sale has cash from table sales to use for floats. Set events such that we have floats.

2024 FUN FEST DEBRIEF

Combined from subcommittee meeting June 13 (Sharon, Kristin, Sabina, Jill, Crystal, Kyly) & whole council meeting June 17

OVERALL

End the event at 8:30pm instead of 9pm (and shift kids' prize & auction closing & announcement times accordingly).

Stephanie would like to be involved in some planning meetings to be able to tell us what we can/can't do and pay for.

For anyone we pay directly (honorarium), try to stick to people who have an HST number because otherwise we need their SIN to generate a T4 and often people don't like to give that information to the school.

For things over \$3000, we should be doing the invoice as a purchase order 30 days prior to needing the cheque. (per Steph)

Floats shouldn't continue to be fronted by an individual. We could hold cash from previous fundraisers to create floats for future events.

Assign team leads much more in advance and have a meeting with the team leads prior to the event. Have 2 flyers go home next year, maybe this will help with pre-orders? The weather did not help our pre-orders.

Still very light on volunteers, we seem to get about half of the student volunteers show up vs. how many sign up.

Sharon & Jill have discussed changing some locations and revamping the map for next year.

Better washroom sign placements - one on bricks above double doors (need a ladder), couldn't see the one on the door because of people going in & out the door was often open.

Could we do a shirt for pre-order on School-Day? Rebecca M's son's idea. :)

TICKET SALES (Sabina)

2 people selling plus the lead person floating to solve problems, cover breaks, etc. was good. Ticket bucket & cash setup in the middle of the 2 sellers was also good.

Continue to have all tickets pre-counted and sorted in cups/ice cream buckets; including bundles of 10 strips of prize tickets.

Ticket legend for sellers as well as customers on the table is helpful (2 - one facing each way), plus the large sign.

Add a disclaimer to flyers/school day that adults do not need a wristband!

A consistent problem was the messy and overflowing stack of bills in the cash box, there were moments we worried the bills would blow away when we opened the box (also the lid flipped fully open so customers could easily see how much cash was inside). Could we buy one really good cash box for council events? Vendor, movie night, fun fest, etc. with more bill slots and clips that hold bills down.

FOOD SALES - PIZZA, CHIPS, DRINKS, ICE CREAM (Crystal)

NEED A GARBAGE STATION! 5-6 pizza boxes filled a garbage can, this created way too much work to keep up with full garbage cans. One garbage station would be staffed, near a runoff grate to empty drinks, we could make sure garbage/recycling is getting sorted appropriately. Need 1-2 volunteers to monitor.

Buy whole pizzas and hand out slices on plates instead? (Diane) If needed, GT French (at Courtland & the highway in Kitchener) is a good source for paper plates & napkins, we could maybe get a discount or donation. (Steph)

Subcommittee would like to stick with individual boxes, it's way easier to hand out and also for people to carry and eat from.

More of the food could have a discount for pre-orders, not just wristbands. ie: Do water/drinks for \$1.50 pre-order, then \$2 that night so less change to deal with.

Drinks/chips/ice cream had 3 people and it ran well.

Worked well to have people slide over from the pizza line to drinks, etc. along with people lining up separately to pick up only drinks, etc.

Articulate to people when they pick up their food to go to the garbage station when they're done.

Only bring out enough drinks from fridge to fill coolers! All the pop got brought out early, and they needed to take it back to the fridge.

If we do snow cones again we don't need as much ice cream, order 100 less ice cream cups than this year.

Should have counted the unsold pizza boxes at the end, think 50-60. Can figure out from sales vs. what we ordered. Pre-order less and have Derek come back with fresh?

3 people would be plenty at the pizza side overall with how it ran now. Or maybe 3 people between both sides would be enough? Only really need 2 people to hand out pizza. Someone on pizza needs to be the team lead for this whole area.

People would get over to food pickup and not have a ticket and have to go all the way back to buy tickets. We could have another float here (behind the table on the pizza side) along with some of the ticket allocation to be able to handle sales at that spot. No extra volunteer needed.

FOOD SALES - CARNIVAL TREATS (Stacey)

(cotton candy, pretzels, popcorn, snow cones, cookies, water)

Very busy station! People still said the line did move fast. Team worked well, it was a good amount of people.

We need more space to separate into stations with 2 floats, with appropriate price signs at each station. Could have cotton candy & water at one line so the packaged goods are together, then one person can handle this station. Unpacked goods need 2 people, one to handle food, one to handle money.

We need to plan extension cords better for this station, a lot of the equipment needed power.

Pretzels were a huge hit, sold out at 7pm. Order more pretzels so that we will be allocated a second warmer. They sold so quickly that we couldn't get them warm fast enough. They could be at their own station. Increase the price to \$4.

Had nowhere to prep popcorn & hold it warm. Not a lot of popcorn sales. The smell of it attracts people, maybe they didn't buy because of the line?

Snow cones were very popular too. If we had storage for crushed ice it would go faster, we couldn't pre-crush the ice. Or somewhere to hold prepped cones and then add syrup as people come up to speed up the process.

Syrup with pumps would be much easier to manage over pouring.

Re-evaluate cotton candy: cups are more money, spinning it ourselves is too messy but not good optics with the way the cotton candy got squished down over the night, it looks like less than other people got. The display tree was annoying, don't use it. Having display bags hanging from the tent awning was better. Overall the premade cotton candy was way better than making it, we just need to store it better.

ENTERTAINMENT - GAMES/ROCKWALL (Jesse)

Make sure we are using an approved vendor. The Main Event is not (yet), if we want to use them again they need to take all the necessary steps to become an approved vendor by the board otherwise they may not pay. (Steph)

Rock climbing walls will not be allowed going forward. Only on very rare occasions will a high-risk waiver be approved by the board for very specific curriculum-related events.

Generally not much of an issue with wristbands, a handful of people caught without. Maybe have a toddler wristband that's free, available for pre-orders? A different colour for this (bright pink). So that all kids have a wristband.

Get rid of the 5-in-1 game, maybe we don't even need to replace it? No one knew to go around it for more games. Unless we change the placement of it. Games need to be closer together, they were too spread out. Simplicity and variety of games was good, just need more bodies. Had 34 student volunteers signed up, ~15 showed up.

Hockey shot could go behind the portable.

A lot of the games were simple to oversee for student volunteers. We need more student volunteers, not as much need for parent volunteers on games. It was hard to keep up with re-setting certain games, and more game supervision would be great.

Jesse was basically trapped at ball shooting because it needs someone there constantly, also had to make some quick repairs to it.

Backyard style games should be on the tarmac so they're more monitored for misuse/abuse, and only use very sturdy games (broken borrowed game).

ENTERTAINMENT - STAGE (Jill)

Stage truck should be in a different location, it was too far away from everything else. From the ticket table area into the tarmac you could barely see that it was there and definitely couldn't see what it was. Maybe we shouldn't have anything over on that side of the field at all.

Have seating for people watching stage shows.

Magic show had mixed feedback, good vs. hokey. Strolling magic was really great/mindblowing, the show not so much. Only do strolling magic? Do another show in the show's place?

Singer was way too far away, and needed more speakers. Stage needs to be much closer and cannot drive on the field, putting it where the petting zoo was would be better. We need to stay off the physical fields.

ENTERTAINMENT - OTHER (petting zoo, face painting (Jill), community groups)

Face painting location/setup needs to change: need a 3rd painter; people taking too long to choose; have less/simpler options. Need a dedicated volunteer at the front of the line to make sure next people have a choice made while people ahead of them are getting painted.

Have less intricate designs, it was unequal in terms of quality between the two painters. They were taking longer than they should.

Need to be more realistic about how many people can be served in each time slot. Time slot table should be out in the field, and then roped/sectioned off behind it so that people can't get in unless it's their time slot. The labels were good, they just need to be enforced.

Need a team lead for face painting who's not Fun Fest chair.

Petting zoo person had great feedback, felt he saw 500 people. Maybe a bit small? They have one package higher, look into that.

Spiderguy was very popular again, we had to encourage him to entertain as well as sign his photos (more balance).

Princesses went well overall, need to look at the wig issue. Some problems with wig slipping and getting pulled on. Can we add a handler? Like for Winston & Spiderguy.

KIDS' PRIZE DRAW (Michelle)

Went really well! Rocks in the bags (Cheryl's idea) worked really well to keep bags from flying away.

Didn't have enough for big kids (as is typical) so we spent ~\$100 on items to fill out.

Cheryl was great at holding people back during the winner drawing, very helpful to have a school staff member doing that for the authority they have with the kids.

Do social media call for prize donations earlier, could be months in advance if possible. Posts after Christmas & in May for spring cleaning time.

Lead person needs to be there at 3pm for setup. There should be an extra person on this so that someone is there at setup.

Having the item and number on the winners list was helpful in finding prizes for people.

3 people was good for volunteers to spell off breaks.

SILENT AUCTION (Kristin)

Give an incentive to people who pick up silent auction items on the night of - some kind of donated \$5 gift card? (Tim's, Domino's...) (Diane/Steph) Kristen doesn't think this would be enough incentive.

Give specific times for pickups at the school when a council volunteer can be there (ie: Wednesday 8:30-11 & 2-3:30) and offer that students can pick up if they bring the money in. PRE-PLAN THIS BEFORE THE EVENT.

For gift cards needing pickup after the event, group them by winner & put them in alphabetical order by winner's name so they're easier to find. The binder was difficult to manage (pages jumping out of rings), a bin might be easier to flip through quickly. (Steph)

Could have made more money but the weather didn't help. Can we have silent auction indoors?

People won't go inside. Unfortunately, it was a very windy year so it was hard.

There was too much stuff to pick from. Set up needs to be more spread out, but also grouped by theme. Close bidding @ 7:30pm. We also need more people to help with pickups. A lot of leftover pickups (the weather and time of closing likely impacted this).

Can we get a Square to accept payments?? Would make it so much easier. Sharon can approach this in the new school year. We could rent a POS for one month (ie: like Crystal with the music festival). We do have to take into account the fees, but we also pay cash pickup fees. Marissa & Kristin thought about posting signs like Kiddie Prize, but it needs to be done ahead so maybe at least put signs for the theme areas to guide people. We need to start earlier with soliciting (couldn't this year). Start approaching in the fall even, but many vendors say to ask right before or after Christmas. Need to have more communication for the spreadsheet to make sure it's up to date and business names are accurate for posting and the flyers. We know the types of things that bring in a lot of bids so we'll try for those items again.

MEETING ADJOURNED 8:55pm

Jesse motioned to adjourn, Crystal seconded, adjourned.

Next meeting: September 2024

**Council members - remember to wear your yellow t-shirts to all events!
We have pinnies to lend, or we have extra t-shirts for purchase.**