



Lakeland Ridge Parents Action Society

The mission of the Lakeland Ridge Parents Action Society is to contribute classroom and program resources that would otherwise not be available in order to improve and enrich the educational experience of our children.

MEETING MINUTES

Tuesday, January 29, 2019, 6:30 PM

In attendance:

Michelle Lyster, Chairperson	Amy Dieser, Vice Chairperson	Kathi Engel, Secretary/Treasurer
Sheri Straigh	Vanessa Hoyle	Terri Ackroyd, Director-At-Large
Jeff Huculak, Principal	Jen Ference, Assistant Principal	Catherine Martin, Director-At-Large
Kim Heit, Director-At-Large	Kerri Holmes	Teresa Bladon
April Childs		

1. Call to order

The meeting was called to order by Michelle Lyster at 6:35p.m.

2. Introductions

Round table introductions of attendees and special introduction to Principal Jeff Huculak.

3. Approval of October 2018 AGM Minutes

Approved as presented by consensus

4. Approval of Agenda, with additions

Added discussion topics of:

- introductions

Approved by consensus with additions

5. Year-End Finance Report

Presented by Kathi Engel

- Signing authority was officially updated
- 2017/18 year-end audit was completed and statements were approved as presented.
- All 2017/18 year end government reporting requests received to date have been filed.
- Cash balance remained consistent for this period and as of Dec 31/18 balance was at \$26K with a large reimbursement payment to LLR coming out in January.
- Going forward, the budgeted expenses to actual spend will be formally presented to the group highlighting what is left to go for the year and any variances, should they occur

6. Fundraising Update

a. Hot Lunch Update

- i. Terri and Vanessa will both stay on for the 2019/20 school year.
- ii. Website opened to 3rd session ordering on Jan 28th.
- iii. Still strong number of volunteers for out lunches but there still does not appear to be enough when it comes to the distribution. Going forward, the Grade 1 & 2 lunchroom supervisors will distribute the lunches to their classrooms to alleviate the pressure on parent volunteers.
- iv. Terri will prepare a desired floor plan drawing for the gym setup for Jr. High distribution so it is done consistently each hot lunch
- v. In an effort to ensure inclusion of the Kindergarten students in some way, we will explore options for alternatives to hot lunch. It will start with Mr. Huculak discussion with the kindergarten teachers what they believe may work well, following that we will discuss to see what can be developed. The added bonus to this is the increased involvement/volunteering of the parents of the kindergarten students.

b. Little Caesars Pizza

- i. To date we have 85 orders in the system. Ordering remains open until Feb 5th. There is a reminder going out this week as well as placed on the Facebook pages.
- ii. Delivery Feb 21st same night of PT Interviews
- iii. Will need volunteers for sorting and distribution of this day from noon – 7pm. Michelle will use Signup Genius for this.
- iv. Small gym has been requested/booked for this.

7. Update on Approved/Already Discussed Projects

a. Learning commons

- Discussion on potential project specific fundraiser for this one as we move forward – hope is that it will garner sparked enthusiasm for the specific campaign.
- Mr. Huculak will look into where we are at and obtain proper quotations for the area.

b. Administrative requests

- No official requests at the meeting however a brief discussion highlighted that there may be a need to repair/replace the sound system within the gyms as they are old and experiencing issues (est. cost \$10K-\$12K) as well as to replace/relocate the score clock.
- Generally we first need to come up with a menu of needs/desires (with approximate costs) and then prioritize them in some way.
 - Potential for a coordinated effort to first determine a list of items for now and into the future then go out to the parents in some form of a survey to gain interest and desire. From there timing, budgets,

fundraising campaigns etc. can become more coordinated and proactive.

c. Staff Requests

- As discussed in previous meetings, the Google form has now been created and teachers have been given access to it.
- All requests submitted via this form will be received by both Mr. Huculak and the PAS Chair (Michelle Lyster) who will then make a joint decision regarding how to proceed with the request.
- As form just went out last week no responses have yet been received.

8. New Business

a. Parent Council

- They are looking into a school dance as a community building activity for LLR
- They have just started discussions but it will require a bit more structure to organize it including a budget for the event, volunteers, and an investigation into the liability side of things that the school itself may be exposed to.
- Should the dance go ahead, a formal budget will be required but for now, to ensure that initial steps (such as securing a DJ) can be executed an initial request for \$1,000 was made for this function.
 - **Motion** to allocate \$1000 for a school dance was made by: Sheri Straigh; **Seconded:** Cat Martin; **Motion Carried**

b. Grade 6 Celebration

- Request was brought forward to have funds designated to go toward this year's grade 6 celebration – trip to the movies for all grade 6 students.
 - **Motion** to allocate \$500 for the grade 6 celebration was made by: Cat Martin; **Seconded:** Kerri Holmes; **Motion Carried**

9. Adjournment

Meeting was adjourned at 8:15 pm.

10. Next Meeting

Next meeting to be tentatively held on Tuesday, March 19, 2019 at 6:30 pm in the library.