



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, March 19, 2019, 6:30 PM

In attendance:

Kerri Holmes	Amy Dieser, Vice Chairperson	Kathi Engel, Secretary/Treasurer
April Childs	Vanessa Hoyle	Terri Ackroyd, Director-At-Large
Jeff Huculak, Principal	Jen Ference, Assistant Principal	Catherine Martin, Director-At-Large
Kim Heit, Director-At-Large	Amanda Sheridan, GR 1	Susan Cooksley, Gr 1

1. Call to order

The meeting was called to order by Amy Dieser at 6:32p.m.

2. Introductions

Round table introductions of attendees

3. Approval of January 19, 2019 Minutes

Approved as presented by consensus

4. Approval of Agenda,

Approved by consensus as presented

5. Financial Report

Presented by Kathi Engel

- a. Results to February 28, 2019
- b. Current bank balance is approximately \$43K with an available balance of \$26K. The difference being funds received in advance for our March/April hot lunches.
- c. Donation from Capital Power of \$500 was received in January – a note of appreciation was sent back to them.
- d. Little Caesar's fundraiser brought in \$2,260. This was \$260 more than we have budgeted for.
- e. Hot lunch currently earning approximately 39% profit for us.
- f. Remain on target with our budgeted requests thus far.
- g. It is time now to start thinking about what projects for next year so we can establish budget and plan for additional fund raising activities that may be needed.

6. Fundraising Update

a. Hot Lunch Update

i. Ongoing issues continue

- Junior High (JH) students continue to miss picking up their lunches and there is concern around amount of additional work it is for office to follow up with them
 - a. Mr. Huculak has indicated the ladies are fine at the moment to continue contacting them directly.
- Volunteers – continues to be an issue regarding numbers to ensure on time distribution.
 - a. As an initial measure, we will move JH distribution to the gathering area. This was approved by Mr. Huculak so long as we insure that the Grade 9 students still have room to sit and eat at the tables. To accomplish this we will set up over to the side area.
- Carts – not yet purchased as Kim had not heard back on which option or how many. That has now been clarified and carts will be ordered right away. Will be purchasing 3 at \$98 each.

ii. A “task force” will be put together to conduct an overall review of the hot lunch distribution process to look for opportunities to improve effectiveness and efficiencies.

- Volunteers – Cat Martin, Kim Heit, Vanessa Hoyle, Terri Ackroyd, Kerri Holmes, Kathi Engel
- Kathi will send out first meeting request (since she has all e-mail addresses) then Cat will take over organizing and heading up the task force.
- Plan to bring conclusions and recommendations to the next PAS meeting.

iii. Kindergarten – now in for next year as per Mrs. Biermann.

- Major consideration will be that there is a fair balance between the A & B stream of kids. Will need to look at potential Monday/Tuesday alternating hot lunch days to ensure – talk about in task force

iv. Vendor Analysis and overall profitability -- Kathi will bring results of the 2018/19 hot lunch profitability by vendor to the May meeting to provide clarity on which ones provide us with the best return and which ones (if any) we can make changes to/with.

b. Little Caesars Pizza

- 375 kits
- Down from last year but more than expected at \$2260 profit

7. Update on Approved/Already Discussed Projects

a. Learning commons

- Quote & design options shared with us by Mr. Huculak
- Taken some tours of other schools for input

- Meeting with supplier scheduled for April 2
- 1st rough quote and design at \$64K (details attached)
- Does qualify for grant so we would do application for that. Amy to follow up with Chelsea to see if she can assist us with this process.
 - We also need to brainstorm on how/where to find grant and donation/sponsorship funds that may be available for PAS to gain access to for projects. Carry this discussion forward to the May meeting.
- Fits with the literacy goal of LLR
- Key fundraiser specific for this. (May agenda item and special committee)

b. Administrative requests

- Sound system/score board still looking at this from last time. May have room is school budget but will update at next meeting.
 - repair/replace the sound system within the gyms as they are old and experiencing issues (est. cost \$8K-\$14K)
 - replace/relocate the score clock - no estimate yet

c. Staff Requests (presented by Mrs. Cooksley and Mrs. Sheridan)

- Breakout EDU
 - Escape room Kits (6 sets) request from Grade 1 but useful for all grades 1 – 9
 - Fits both Literacy & numeracy and hits all the competencies, team work
 - \$800 total for all kits (plus taxes and shipping)
 - **Motion to allocate a maximum of \$1100 for 6 breakout EDU Kits plus taxes and shipping by: Kathleen Engel; Seconded: Cat Martin; Motion Carried**
- Maker Space Cart
 - Estimated costs \$530 + GST plus an addition \$500 to stock it (per cart)
 - Creative craft storage
 - Potential Grants
 - **Motion to allocate a maximum of \$1100 for 1 Maker Space Cart plus taxes and shipping and stocking it for the first time by: Kathleen Engel; Seconded: Cat Martin; Motion Carried**
- Increase iPad quantity
 - \$520/iPad minis (approx. \$12K) (10 additional iPad)
 - Further research into what is covered in budget and options for where to purchase needed
 - Carried over for further discussion as part of overall large commitment plans for next year and future.
- Parent Council
 - There will be no dance held at this time. Funds previously allocated will be returned to reserve.

8. New Business

No new business at this time.

9. Adjournment

Meeting was adjourned at 8:01 pm.

a. Next Meeting

Next meeting to be tentatively held on Tuesday, May 28, 2019 at 6:30 pm in the library.