



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, May 28, 2019, 6:30PM

In attendance:

Michelle Lyster, President	Amy Dieser, Vice Chairperson	Kim Heit, Director-At-Large
April Childs	Vanessa Hoyle	Terri Ackroyd, Director-At-Large
Jeff Huculak, Principal	Jen Ference, Assistant Principal	Catherine Martin, Director-At-Large

	Agenda Item	Person(s) Responsible	Minutes
1.	Call to Order	Michelle	1
Discussion:	The meeting was called to order by Michelle Lyster at 6:31p.m.		
	Introductions - round table	All	3
Discussion:	Round table introductions of attendees		
2.	Approval of Agenda	Michelle	3
Discussion:	Agenda was approved with the following additions: <ul style="list-style-type: none"> Grade 6 and Grade 9 students requested time to address PAS 		
Actions:	Revised agenda was approved by consensus	Assigned To:	N/A
		Due date:	N/A
3.	Approval of Last Meeting Minutes (Mar 19, 2019)	Michelle	3
Discussion:			
Actions:	Approved as presented by consensus	Assigned To:	N/A
		Due date:	N/A
4.	Grade 6 and Grade 9 Address	Students	
Discussion:	<ul style="list-style-type: none"> Two current grade 6 students thanked PAS for our recent donation toward their upcoming grade 6 farewell. They will be doing a movie day. One grade 9 student thanked PAS for our support for their farewell as well as all our initiatives over the years. Great speeches by all students. We appreciated your time to attend. 		
5.	Financial Report	Michelle	15
Discussion:	<ul style="list-style-type: none"> a. Results to April 30, 2019 b. Current bank balance is approximately \$29K c. Hot lunch currently earning approximately 39% profit for us. See Hot Lunch section for further details presented by Terri Ackroyd. <p>Anticipated year end results to be positive. Earning \$23K from hot lunch overall which is \$5K over our projections at the beginning of the year. The only remaining expenses expected</p>		

	<p>between now and Year End will be the Gr6/9 celebrations and final expenses for Hot Lunch. All told estimated year end cash balance will be approximately \$21K. As follow up to the request to look into investment options for a portion of our uncommitted funds, I will be meeting with a bank representative in mid-June to discuss our options in an attempt to earn a better interest rate.</p>					
Motion:	<p>That the results of the upcoming bank meeting, including the options available, be emailed to the regularly attending PAS members for any comments/concerns prior to investing. Motioned by: Kim Heit, Second Cat M, Carried</p>					
	Made by:	Kim Heit	Seconded:	Cat Martin	Result:	Carried
Actions:	Find investment options for excess funds and report back				Assigned To:	Kathi
					Due date:	July 2019
6.	Current Project Updates (approved or under discussion)					
A)	Learning Commons				Administration	5
Discussion:	<p>Updated quote from School House products was passed around and discussed. The latest quote is approximately \$76K. If we choose to proceed with this next year, Mr. Huculak proposes sending out a bulletin on this in early September to kick-off the fundraising initiative. Fundraising may be more successful if the school community knows what the money is for.</p>					
Motion:						
	Made by:		Seconded:		Result:	
Actions:					Assigned To:	
					Due date:	
B)	Administrative Requests				Administration	5
Discussion:	<p>Mr. Huculak requested that PAS issue a cheque back to the school to fulfill our commitment to the grade 6 and 9 farewells. Mr. Huculak also advised that the invoice for Leader in Me has been received for the 2019-2020 school year.</p>					
	<p>Mr. Huculak outlined a list of school funded initiatives that have started since the last meeting. These include removal of some classroom pony walls, division 1 tables, score-clock relocation in the Kona gym, 3 new spin bikes, changing the wireless systems in both gyms, Chromebooks, and classroom storage. The school is also getting surplus junior high desks from junior high schools. Due to this, no other big ticket items are expected for the 2019-2020 calendar year. PAS can focus on the Learning Commons.</p>					
Motion:	To approve up to \$3500 for Leader in Me expenses for the 2019-2020 calendar year.					
	Made by:	Cat Martin	Seconded:	Kim Heit	Result:	Carried
Actions:					Assigned To:	
					Due date:	
C)	Staff Requests				Michelle	5
Discussion:	No new requests need to be considered at this time.					
Motion:						
	Made by:		Seconded:		Result:	
Actions:					Assigned To:	
					Due date:	
7.	Fundraising Updates					
A1)	Grants – Shell				Michelle	5
Discussion:	<p>PAS has applied for \$5000 mainly for math manipulatives. It is expected that PAS will hear back on the selection process over the summer.</p>					
Motion:						
	Made by:		Seconded:		Result:	
Actions:					Assigned To:	
					Due date:	
A2)	Grants - Government CIP				Michelle	5

Discussion:	PAS has applied for a matching grant using the most recent quote for the Learning Commons. It is expected we will hear back in the fall. The main benefit of the redesign is the flexibility of the seating and that the furniture can be reconfigured.		
	Ordering of furniture takes about 6 weeks. It is possible, with this grant, our upcoming casino and fundraising that the redesign could be accomplished in the 2019-2020 school year. It is also possible to redesign over two phases to manage costs.		
Motion:	Made by:	Seconded:	Result:
Actions:	Confirm if we can use casino funds as the matching funds portion of a CIP grant	Assigned To:	Michelle/Kathi
		Due date:	
B)	Casino	Michelle	10
Discussion:	PAS received notification that our next casino is Dec 17 and 18, 2019 in Camrose. We are on the cancellation list should an earlier date become available. We need a casino coordinator to get our paperwork and volunteers in order. It's expected we need between 12 and 20 volunteers total over the two nights.		
Motion:	Made by:	Seconded:	Result:
Actions:	Advertise for a volunteer coordinator over Facebook and parent email list.	Assigned To:	Michelle
		Due date:	
C1)	Hot Lunch - Task Force	Cat	10
Discussion:	A new process has been implemented including assigned parking for vendors, new sorting process, and a detailed task list for volunteers. A good steady number of volunteers are coming out and distribution has been smoother. Tuesday delivery for kindergarten B has been confirmed including volunteers to run it. Thank you Cat for leading this and to everyone involved in the sub-team.		
Motion:	Made by:	Seconded:	Result:
Actions:		Assigned To:	
		Due date:	
C2)	Hot Lunch - Overall 2019/19 Results	Terri	10
Discussion:	Terri will be reviewing the analytics for 2018-19 vendors to determine if adjustments need to be made. From a high level overview Opa and Press'd have fewer orders. For 2019-20 five new vendors are being considered: Arby's, Sumo Sumo, Popeye's, Purple Perogy, and Sunny Donair and Pizza. Mr. Huculak asked that the hot lunch program consider using Nitza's pizza in 2019-2020. This locally owned restaurant supports our Wolf of the Month program and the community in general. Nitza's was used once in 2018-19 but not for pizza. Terri and Vanessa committed to trying to schedule Nitza's for four times next year and to try them for pizza early in the fall. Thank you Terri and Vanessa for all your work on hot lunch; it's appreciated.		
Motion:	Made by:	Seconded:	Result:
Actions:	Set the schedule for 2019-2020 next week. Vendors need to be able to organize per our new system. Vendors will be notified over the summer but can be changed during the year if needed.	Assigned To:	Terri/Vanessa
		Due date:	June 4, 2019
8.	New Business		
A)	Learning Commons Fundraising Sub-Committee	Michelle	10
Discussion:	Even if we are successful with the CIP grant and the casino, a significant amount of fundraising is needed for the Learning Commons. No one in attendance was able to take on the role of spearheading all fundraising. It was discussed that if we reach out to families with our specific goals for the learning commons, this will peak the interest/support and enable us to get going		

	quickly in September. Those in attendance brainstormed possible fundraisers for next year including: read-a-thon, ADMazing, Nitzza's \$10 pizza coupons, Little Caesars, WEM waterpark		
Motion:			
	Made by:	Seconded:	Result:
Actions:	Consider doing a poll on what fundraisers our school community would support. Solicit Fundraising coordinator / leads for specific fundraisers over Facebook and/or via email	Assigned To:	Michelle
		Due date:	
9.	Next Meeting Date	Michelle	3
Discussion:	PAS to consider having a booth at the fall meet the teacher event (date unknown). PAS and School Council will try to have meetings the same nights in 2019-2020 School council AGM will be 6:30 to 7:30.		
Action:	Next PAS meeting set for Sept 10, 2019 from 7:30 to 8:30.	Assigned To:	Michelle
		Due date:	Sept. 10, 2019
8:03 PM	Adjourn	All	