



PAS Meeting Minutes

Wednesday, May 31, 2017

6:00pm

In attendance:

Michelle Lyster, Chair	Ryan Marshall, Principal	Vanessa Hoyle
Amy Dieser, Vice Chair	Aaron Tuckwood, Vice Principal	Rokhaldin Aghakosseinj
Randy Schaaf, Treasurer	John Murphy, Teacher	Jessica Meldrum
Terri Ackroyd, Director	Annette Hubick	
Lyndsay Arndt, Director	Sheri Staigh	

1. Call to order (Chair)

The meeting was called to order by Michelle Lyster at 6:05 p.m. Amy Dieser volunteered to take minutes as the secretary position is currently vacant.

2. Introductions (All)

Introductions were skipped as all attendees knew each other.

3. Amendments to/Adoption of Agenda (Chair)

Those in attendance can propose additional fundraising ideas as part of agenda item 8a.

Motion to accept the agenda as presented: Terri Ackroyd. **Seconded:** Amy Dieser **CARRIED**

4. Amendments to/Approval of past minutes of January 16, 2017 (Chair)

No amendments were required. **Motion** to approve the minutes of the January 16, 2017 meeting: Sheri Staigh. **Seconded:** Amy Dieser **CARRIED**

5. Request for funds from Grade Nine class (Chair)

AJ, who is a member of the Grade 9 Farewell Committee, read a statement requesting support for t-shirts for the graduating class. **Motion** to approve \$500 to be used by the Farewell Committee in support of grad: Lindsay Arndt. **Seconded:** Annette Hubick **CARRIED**

6. Financial report (Randy Schaaf and Michelle Lyster)

Randy reviewed the current bank balance covering all debits and credits through April. Michelle supplied a supplemental document showing the balance of our General, Casino and Grant funds AFTER we have removed amounts already committed, but not yet spent. It was noted that the casino and grant funds do have restrictions that need to be managed when allocating monies.

Since the last meeting it has been learned that CIP grant PAS received for \$10,000 cannot be used for anything that is classroom specific. In contrast, casino funds can be used for equipment in individual classrooms. The \$10,000 approved at the last meeting and the

matching grant will be used for the library redesign. School administration is currently working with vendors to provide designs and quotes. This staged redesign is expected to start in the fall. Because these grant funds will be used fully in the library redesign and cannot be used in classrooms, there are currently no approved funds to address the science and art room tables that are in need of attention. **Motion** to approve up to \$8000 for high priority table refurbishment or replacement in the Science and Art rooms: Annette Hubick **Seconded**: Sheri Staigh **CARRIED**

It was noted that Michelle Lyster will be meeting with Principal Marshall before the end of the school year to discuss a 1-3 year plan identifying the school needs. This will enable PAS to plan fundraising and grant applications accordingly.

7. Old Business (Chair)

a. Little Caesars Recap (Michelle Lyster)

This was a good fundraiser and there was learning for those involved (ordering went well, some issues with pick-up). It will run smoother should PAS elect to do this fundraiser again.

b. CIP Grant Update

Covered earlier as part of financial update in item 6; please see above.

8. New Business

a. Fundraising Plan for 2017/2018

- PAS executive proposal for fundraisers are: ADmazing, Christmas Market, Little Caesars, Silent Auction and Movie, Hot Lunch.
- Lindsay and Annette, who attended the recent ASCA conference, provided the following additional suggestions: Oil King Ticket Sales with the choir singing the anthem, Trip Draws, Read-a-Thon, Math-a-Thon. Annette agreed to follow-up to provide contact information or further details on similar fundraisers at other schools
- Mr. Marshall advised that the drama club was interested in running the ADmazing ticket book sales again. PAS executive preference is for all fundraisers to be run through PAS so that we don't compete against one another. In addition, this provides flexibility on allocating funds if we get grants or casino monies that have restrictions. Discussed that the school or PAS should likely have a policy on how to handle group specific fundraising; this was tabled until next year. **Motion** to allow the 2017-2018 LLR Drama Club to run the ADmazing fundraiser through PAS and PAS will provide funds back to the Drama Club in the amount of the fundraiser profit up to \$5000: Lindsay Arndt **Seconded**: Vanessa Hoyle **CARRIED**
- Based on discussion PAS will pursue 3-5 fundraisers including: ADmazing, Hot Lunch, Little Caesars, Read-a-thon or Math-a-thon, Oil Kings Ticket sales, Travel Raffle, Movie Night (with or without an auction)

b. Leader in Me Fees 2017/2018

School administration confirmed they want to continue with the Leader in Me program at LLR.

Motion to approve up to \$1650 to pay the Leader in Me licensing fees to the 2017-2018 school year: Sheri Staigh **Seconded**: Annette Hubick **CARRIED**

c. Hot Lunch Report (Terri Ackroyd)

Terri reported that she attended the EIPS Healthy Hot Lunch seminar and is considering new vendors. In the spirit of the divisional Nutrition Policy, PAS will attempt to offer healthy options as a choice next year. Terri enquired about getting fridge space and will work with school administration on this. There may be space available due to changes to the canteen. School administration asked that PAS consider Nitza's Pizza as a hot lunch vendor next year (not necessarily for pizza but for other menu choices). Nitza's donated food to school events this year.

Motion to reimburse Terri Ackroyd up to \$500 for her expenses in running hot lunch this year: Sheri Staigh **Seconded**: Jessica Meldrum **CARRIED**

9. Adjournment

Motion to adjourn: Sheri Staigh at 7:06 p.m. **Seconded**: Amy Dieser: **CARRIED**