



Meeting Minutes

Tuesday, December 12, 2017 6:30pm

In attendance:

Terri Ackroyd, Director	Michelle Lyster, Chairperson	Vanessa Hoyle
Amy Dieser, Vice Chairperson	Shawna Resalat	Chelsea Kalvin
Daniell Witzke	Ryan Marshall, Principal	Sheri Staigh
Tyler Rowan		

1. Call to order (Chair)

The meeting was called to order by Michelle Lyster at 6:32 p.m.

2. Amendment/Approval of previous meeting minutes

No amendments were required. **Motion** to approve the minutes of the Annual General Meeting meeting: Terri Ackroyd. **Seconded:** Amy Dieser. **Carried.**

3. Election of the vacant positions on the Board of the Lakeland Ridge Parent Action Society

POSITION	PERSON	MOTION	SECONDED	OUTCOME
Treasurer	Shawna Resalat	Amy Dieser	Sheri Staigh	Carried
Secretary	Chelsea Kalvin	Amy Dieser	Daniell Witzke	Carried
Director-at-Large	Vanessa Hoyle	Michelle Lyster	Terri Ackroyd	Carried
Director-at-Large	Tyler Rowan	Michelle Lyster	Sheri Staigh	Carried

Motion: Sheri Staigh made a motion that the signing authority on the general bank account as well as the casino account will be Michelle Lyster, Chairperson, Amy Dieser, Vice Chairperson, Shawna Resalat, Treasurer and Terri Achroyd, Director-at-Large. **Seconded:** Daniell Witzke. **Carried.**

4. Update on Audit of Financial Records

Shawna Resalat and Sherri Staigh have volunteered to complete the audit.

5. Fundraising Updates

a. Hot Lunch report

Nov/Dec ordering produced a profit of \$3703.

Discussion surrounded investigating profit margin and ordering trends of each vendor to determine our best options. For our next meeting, Terri will provide a detailed breakdown of number of orders, revenue, cost of each hot lunch.

b. ADmazing Sale

The Drama group sold 501 books but have had 2 missing books. The total profit from the sale was \$4491. The school will hold all the funds until the Drama group needs them as it is too expensive and time consuming to transfer the funds to PAS only to transfer them back to Drama.

6. Learning Common Update

All the new furniture was delivered. The students are enjoying being able to reconfigure the space to meet their needs. The space cost approximately \$22,000. The grant and matching funds provided \$20,000 of that. The rest was taken from the schools furniture budget.

There are a few issues that the company is addressing. The small triangular tables are too high and will be replaced. The flip-top tables are wobbly so the bases will be reinforced or replaced.

This gathering area is Phase 1 of the Learning Common. In preparation for Phase 2 (and beyond) the library has been rearranged a few times throughout the year to get an idea of the best layout. The administration is working with an EIPS approved contractor to design the interior space. This is a lengthy process. Mr. Marshall will let us know when we are ready to apply for another grant to move forward with the rest of the space.

In his long term planning, Mr. Marshall has requested a loft be built in within the Learning Common. This may takes years to get approved or denied).

7. New Business

a. Little Caesars Pizza Kit Fundraiser

This fundraiser will start Jan 8, with the final order being placed Feb 8. Pickup of the pizza kits will be Feb 22, during Parent Teacher Interviews. Michelle will contact Jody Seewalt as she has volunteered to help. Parents will have a choice between paper ordering or online ordering. This year the sales incentives will be based on the entire schools sales volume. If the school sells a certain amount of boxes, the administration team will get a pie in the face at the next school assembly.

- Sell 400 boxes for Mr. Tuckwood
- Sell 500 boxes for Mr. Tuckwood and Mrs. Kerr
- Sell 600 boxes for Mr. Tuckwood, Mrs. Kerr and Mr. Marshall

b. Leader-In-Me Funding

Mr. Marshall requested that we set aside an annual amount for all Leader-In-Me activities. This will be itemized at the end of the year to show PAS what the money was spent on but will allow the school to manage the Leader-In-Me without requesting money for each activity independently. This will include the yearly licensing fee, any training, and all activities related to Leader-In-Me.

Motion: Sheri made a motion to spend up to \$5000 for all activated related to Leader-In-Me, including this year's licensing fee and all training. **Seconded:** Terri Ackroyd. **Carried.**

c. Lockers in changerooms

Mr. Marshall gave an update on the current situation in our gym changerooms. A couple years ago approximately 150 small (12x12) lockers were donated to the school. The decision was made to install them all in the boys changeroom. This results in the junior high girls having to carry their things between their lockers and often leaving their belongings left laying in the open changeroom while they are in class. Mr. Marshall has requested a quote for installing 150 lockers similar to those in the boys changeroom.

d. Casino funds

At the next PAS meeting Mr. Marshall will provide an updated list of needs/wants for the school. PAS will made a decision on what to spend the Casino funds on.

8. Adjournment

Motion to adjourn: Sheri Staigh at 7:58 p.m. **Seconded:** Amy Dieser; **Carried.**