

Lakeland Ridge Parents Action Society

MEETING MINUTES

Monday, May 30, 2016, 7:30 p.m.

In attendance:

Annette Hubick, Chairperson
Amy Dieser, Vice Chairperson
Terri Ackroyd, Director
Karla Satchwell, Principal

Chelsea Calvin
Michelle Lyster

1. Call to order

The meeting was called to order by Annette Hubick at 7:35 p.m.

2. Introductions

Introductions were made around the room

3. Assignment of Meeting Secretary

Amy Dieser volunteered to take minutes for this meeting

4. Amendments to/Adoption of Agenda for May 30, 2016

Addition was added to the agenda, under New Business 7a iv, to consider PAS funding hot lunches for the ~ 25 students new to the school from Fort McMurray

Motion to approved amended agenda: Michelle Lyster; **Seconded:** Chelsea Calvin;
Carried.

5. Amendments to/Approval of Past Minutes from May 5, 2016

It was noted that there was a formatting issue with section 11(e). The text was correct, but the indentation was not properly aligned within the section 11 bullets. This will be revised for the final version.

Motion to approve minutes with revision to 11(e): Michelle Lyster; **Seconded:** Chelsea Calvin; **Carried.**

6. Old Business

a. Portable Air Conditioners

- At the May 5 meeting, PAS approved purchase of two movable air conditioners up to a cost of \$2000. After the meeting, school Administration was informed by EIPS Facilities that we cannot use

movable a/c units in our portables for a variety of reasons including security, electrical overload, and possible interference with the HVAC.

- EIPS is still exploring a/c at the division level but it is not known when we will hear back on resolution
- Separately, Lakeland Ridge has applied for a Shell grant for \$7000 to help fund installation of air conditioning. This application is pending.
- The \$2000 previously approved for movable units will be put back in the general account to be reallocated

b. SUTP/ADmazing coupon books

- As per the May 5 meeting, the SUTP is no longer offered by the company, but a new coupon book call ADmazing has been developed. PAS will be running this fundraiser for 2016-17
- ADmazing offers incentives for sales – either \$300 to be used for prizes At Amazon.ca OR if a student sells 5 books they get the 6th free. PAS must choose between the 2 incentives.
- It was noted that PAS could also allocate money to be used for prizes. It was noted the incentives also do not have to be expensive (ice cream parties, lunch with the principal on the roof, etc.).
- Terri will check that the hot lunch website can adequately “track” the free books even if the same person submits multiple orders.
- The hot lunch website charges an additional 3% service fee on all orders. PAS will therefore discount our books such that the total paid by people buying books is \$20. This will cut slightly into PAS profits.
- A small committee will be formed to determine the incentives, end dates for sales, and whether to offer the books at Muffin Morning or Parent-Teacher interviews
- **Motion to spend up to \$250 on incentives for the 2016-17 ADmazing fundraiser:** Chelsea Calvin; **Seconded:** Michelle Lyster. **Carried**

7. New Business:

a. Funding Requests

- i. Grade 9 Farewell** – a student submitted an email requesting PAS support for the grade 9 farewell (the money will be used for items such as refreshments, decorations, and photographs). It is estimated that \$500 is about 20% of the total budget for the evening.
Motion to approve \$500 for the grade 9 farewell: Terri Ackroyd;
Seconded: Chelsea Calvin. **Carried.**
- ii. LLR School Council** – School Council has submitted an email requesting \$1000 for the 2016-17 school year based on historical spending to support staff appreciations and parent events. The most pressing

upcoming need is the year end Staff Appreciation Lunch and parent supplied potluck. This year, the event organizer would like to purchase catered sandwiches for all staff (tentatively planned for June 21).

Motion to deny the School Council Request for \$1000: Michelle Lyster; **Seconded:** Terri Ackroyd. **Carried.**

Motion to approve up to \$750 for the year end staff appreciation event: Michelle Lyster; **Seconded:** Chelsea Kalvin. **Carried.**

- iii. **Leader in Me Licensing** – historically the annual fee for licensing Leader in Me arrives at the school over the summer. The fee appears to be invoiced to PAS rather than to the school. Principal Satchwell will follow-up with the Covey Institute so that in the future the school receives the invoice, and then seeks reimbursement from PAS.

Motion for up to \$1,750 to reimburse the school for the 2016-17 Leader in Me License: Michelle Lyster; **Seconded:** Chelsea Kalvin. **Carried.**

- iv. **Hot Lunch for Fort McMurray Students** – 25 students from Fort McMurray have recently enrolled at Lakeland. As new students, they missed the ordering deadline for hot lunches. For the two lunches in May, one lunch was donated by the vendor (thank you Panago) and the second was paid for by a parent donation. There is a final hot lunch in June by Boston Pizza; Terri plans to ask them to donate the lunch (or a portion thereof). If they are not able, she would like PAS to fund.

Motion to spend up to \$250 on June hot lunch for Fort McMurray students: Michelle Lyster; **Seconded:** Amy Dieser. **Carried.**

8. Adjournment:

Next meeting will be Thursday, September 8 at the school.

Motion to adjourn the meeting at 8:15: Michelle Lyster; **Seconded:** Terri Ackroyd. **Carried.**