

Lord Roberts Parent Council Meeting Minutes

December 3, 2019

Facilitator: Tamara Herntier

Notetaker: Kendra Monk

Attendees: Tamara Herntier, Cristin Ronning, Melissa Street, Dana Baxter, Jason Pope, Amanda Pope, Michelle Street, Carmen Fredborg, Becky Caria, Linda Berry, Leslie MacGilivray, Kendra Monk

1. Meeting commences; Greetings/Introductions

Meeting commenced at 6:41 pm

2. Approve agenda

1st motion Michelle. Seconded by Melissa

3. Approve last month's minutes

1st motion Jason. Seconded by Melissa. Approved.

4. Discussion/writing of constitution

- Went through the proposed Lord Roberts Parent Council constitution section by section, addressing issues, things to change etc.
- Elections – question raised whether it should stay in September? Answer: yes, it needs to according to constitution. Date listed was incorrect however – not the last Thursday but the second Tuesday of the month. Also changing quorum to 5. Omitted show by hands for election votes, instead proposed to change to secret ballot only.
- Moves from Secretary section – managing the PAC email, moved to Chair responsibilities as this is what has been done in the past and we find it works well.
- Changed minutes section to uploading to the school website.
- Treasurer – erased one line that was repetitious.
- Regular meetings may be called by chair or upon request of at least 5 (instead of 4) members.
- Lunch program – waiting on new policy from division, so some things may change here. Change: deposits to be handed in to treasurer or chair, as Lunch Program Coordinator does not have signing authority. Question asked: should administration be a signing authority in this? Brenda will let us know about this. Also added under the direction and authorization of the Chair or Treasurer.
- Lunch program coordinator – change attend parent council meetings to *as required to*, rather than mandatory to attend, and also provide reports for the meetings. Change reports directly to the chair *or treasurer*, as this has worked well in past years.

5. Reports

a. Administration

- Grade 6s just came back from camp – they had the best time! All kids were able to attend and participate fully. Administration are looking at a different location for next year, as there have been some issues with the distance/cost of the distance. Currently at Camp Cedarwood. Thanks to Parent Council for contribution of transportation for camp!
- Online scheduling process for tri-conferences went well, got good feedback. It was flawless and fast.
- Winter concert coming up on the 17th – N/K not included this year. Numbers very high, want them to get settled first but will participate in the spring concert. 1:30 pm and a 6:30 pm concert.
- Staff are involved in a lot of professional development happening in early years right through. Focus on writing, and collaborative models of instruction. Looking closely at assessment and those practices are aligned.
- No winter sale happening this year.

b. Lunch program

- Nothing from Kim to Carmen.
- Kim asked if we would fund request for napkins. Quoted at \$50, to last almost the remainder of the year, to possibly until the end of the year. Admin to follow up with her and cover the napkin cost.

c. Fundraising

- Action Pac fundraiser brought in \$790 made. \$690 were sold, and received a \$100 donation.
- Top 3 sellers prizes – Teighan, Gem, and a student from nursery class won. To be posted on Lord Roberts Parent Council Facebook page that this was awarded.
- To discuss doing a fundraiser for September again, at a later meeting.
- Pancake breakfast date set for March 8th – to be discussed at a later meeting what the funds will go towards. Possibly sound system (for music room, for concerts etc. in the gym) which is dying. School will need money for replacement or repair.

d. Treasurer

- Tammy/Carmen went to RBC bank to open up new account for Lunch Program. Couldn't open anything day of, as needed administration to do letters for this purpose.
- See attached report for details.
- Discussed having working group on budgeting - December 15th 4:00 pm, planning committee for the budget at Tammy's house. Email parent council for info on same.
- \$684.80 funding request from room 2 and 4, to MTYP for Dec. 20th field trip. \$240 approved by Parent Council for this.

6. New business

a. Holiday gifts

- Regarding lunch program people – they do quite a bit of work, hoping to give a holiday gift for 5 staff, out of the general lunch program budget. Approved to give small gift to staff, subs, volunteers.

b. Babysitter wages

- Discussed wages for babysitter for Parent Council meetings. Approved for \$10/hour, and \$5/half hour. One opposed. Motion was carried.

7. Previous business

- N/A

8. Compliments and concerns

- Compliments to Dana for managing the LRPC Facebook page!
- Compliments to everyone for bringing food!
- Thanks to staff and volunteers for help with the book fair!

9. Next meeting and snack

- Jan. 7th at 6:30pm. Tammy to bring snack.

10. Adjourned at 8:21 pm.

Lord Roberts Parent Council

Treasurer's Report – December 3, 2019

Account Balance as of November 28, 2019 = **\$17,663.56**

Lunch Program **\$7,504.77**

General Account **\$10, 158.79**

General PAC

Action Pac: \$790.00 – to be used towards field trips grades 1 – 6

Expense to date: \$3,093.65

Lunch Program

Revenue: \$13,962.70

Expenses: \$6,457.93