



## *Lord Roberts Parent Council Meeting Minutes*

Meeting date: January 24, 2024

Chair: Sam Harvie

Secretary: Amy Potter Helbren

Attendance In-person at LR:

Megan Janssen, Sam Harvie , Dana Petrzelka (principal), Leanne Chernetz (vice-principal), Cori-Lee Roberts (lunch program coordinator), Toby Cygman, Amy Potter

Attendance ON-LINE through Zoom:

Olawumi Oluseye, Michelle

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### Call to Order

- 6:39pm Sam H. called the meeting to order.

### Approve Agenda

- Michelle motioned to approve the agenda; Amy P.H. seconded.

### Approve Previous Meeting Minutes

- Megan J. motioned to approve the minutes; Michelle approved.

### Reports

Principal's Report as shared by Dana P.:

- Wonderful turnout at the primary winter concerts in December.
- Grades 1-3 holiday craft club was a great success, most students signed up.
- Grade 4-6 games club and intramurals are in place until Spring Break as well as grades 5-6 social justice club.
- New NK morning teacher began at the start of January (there's now 2 morning NK classes due to growing numbers all year).
- Plans for February's I Love to Read Month are in progress.
- New LR apparel coming, families will receive information and have the option to purchase beginning tomorrow, an email will be sent.
- Grade 6 winter day camp around the corner, February 13.
- We kicked off our ROAR campaign with an assembly last week (ROAR stands for Respect, On-task, Acceptance, and Responsibility—these are school-wide expectations in all areas and are linked to our pride motto).
- ROAR will be on the new apparel.

- Library renovations are in progress.
- City-wide grade 4 swimming counts program starting next week, 3 lessons.
- March conferences will be student-led.

Megan J. asked about the location of the NK classes. Dana P. responded that NK is co-teaching and sharing so that the physical space is not overcrowded.

Michelle asked if Black History Month is acknowledged at Lord Roberts? Dana P. said that yes, absolutely it is acknowledged in an age-appropriate way across grade-levels, as part of February curriculum.

Treasurer's Report by Megan Janssen:

- Megan asks if there should be an audit done, as there is \$304 missing from Parent Council funds; the account records only go back a few months so not far enough to know when funds were taken. The only expense that should be going out of the account is banking fees.
- Dana P. and Sam H. are not aware of when an audit was previously prepared, or by whom.
- Toby C. suggests contacting the bank and requesting a statement history, prior to moving forward with an audit. Megan J. says she will contact the bank and at the March meeting, we could vote to move forward with an audit if at that time we have still not discovered the reason for the missing funds.
- Michelle asks if we know how many families pay casual for lunch vs. the full fee? Cori-Lee & Megan both respond that a lot of families have paid casual

Lunch Coordinator's report on the Lunch Program by Cori-Lee:

- Family Photos raised \$330 in December! Donations paid ranged from \$0.25-\$40. These funds are being used for snack foods instead of using the funding in the bank account towards these snacks.
- Coordinator's hours have been about 2.5-2.75 hours/day (she kept track as per the request of the parent council since November's meeting)
- Banking fees have been adding up, unfortunately. We are being charged a fee for every \$3 e-transfer. Cori-Lee and Megan are discussing alternatives for banking as "Etransfers are very popular at this school" says Cori-Lee.

## Reports from Representatives from Other Organizations

- n/a

## New Business

- Sam H. shared the BBQ 2018 breakdown of finances and sponsorships and donations aside, we will still need \$1,200. We will need to fundraise and with the 8 people who have volunteered for the BBQ so far, there's the possibility to do 2 fundraisers. Fundraisers are popcorn sales and then we'll need another idea. Popcorn raises about \$600.
- Toby C. asks about other fundraisers at LR? Dana P. says the Glenlea Plant Sale will raise funds for the Grade 6 farewell, camp, and for technology.

- Michelle asks what is the cost for the early deposits, such as BBQ, cooler, trays, could there be a way of saving? 2018 was \$1371. Presales from 2018 was \$1,000 used to buy the food.
- Dana suggests increasing \$1371 from 2018 to \$2,000 for 2024 due to costs increasing.
- Michelle asks if the community centre could be involved? Will the popcorn fundraiser be cash only?
- Dana suggests a vote for the BBQ and then to schedule a meeting for the BBQ.
- Sam motions that LRPC host a June BBQ, and Michelle seconds.
- Sam will start a group email for the BBQ and begin the popcorn fundraiser.
- Dana shares the date of the grade 6 farewell, Wednesday June 26.
- Sam attended the recent Community Club board meeting and reminded them of the tradition of LR School using the space that day to give them the heads-up of the date.
- Sam motions for approval of increasing the Lunch Coordinator's hours, as well as paying Cori-lee back-pay from the date of our last meeting. All were in favour and the motions passed.

### Unfinished Business for Decision and Action

- Megan J. says she will contact the bank and at the March meeting, we could vote to move forward with an audit if at that time we have still not discovered the reason for the missing funds.
- Unanimous vote to increase lunch program coordinator hours from 1.5/day to 2.5 and to back-pay as per November discussions

### Compliments and Concerns

- Family Photos with the Grinch were a huge hit with students and staff and families. Photos were shared during the meeting. Thank you for organizing this!

### Next Meeting Date, Snack, and Adjournment

- Next meeting: March 6, 2024.

Meeting adjourned 7:34pm