



## *Lord Roberts Parent Council Meeting Minutes*

September 14, 2021

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Chair: Kendra Monk

Secretary: Cheylynn Plese

Attendance: Leslie MacGillivray, Fernando Batista, Kim McNeil, Jenny Adams, Jason Pope, Dana Baxter, Melissa Mowrey, Kathleen, Tamara Herntier, Talin Gregory, Carmen Forberg

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### Call to Order

- Meeting started at **6:33** PM
- Moved by **Kendra**. Seconded by **Dana**. Carried

### Approve Previous Meeting Minutes

- No reports
- Moved by **Kendra**. Seconded by **Jason**. Carried

### Reports

- Administration
  - New staff, new Nursery/Kindergarten teacher, Joshua Gulzer, Lynn Avery, Vice Principal, Fernando Batista. Some staff reduction, Margaret McDonald, also resource position. Lots of staff adjustment. Library up and running as soon as we have the staffing for that. Office staff are good.
  - Staff meeting will be virtually this year. Hope to have that ready by Sept 30<sup>th</sup> for Meet the Staff.
  - Trying to find who can manage and update the website.
  - School Closure Sept 20<sup>th</sup> for PD and 30<sup>th</sup> for Truth and Reconciliation
  - Munch a Lunch hopefully coming again soon
  - Cohorts were seamless this year because students know what's expected of them.
  - 233 kids now in school, many who were at home last year, some new families. Had to limit to catchment area due to limit class sizes with social distancing
  - Razz Kids Program – links from last year no longer work, licenses have expired. \$200 per classroom, beneficial to all the children. Due to the high cost it's up to PAC to raise the cost since it's no longer free for the school. Dream Kids was about \$22/student. Epic is used in the school, is a great option.
    - <https://www.getepic.com/sign-in>
  - Library – not up and running yet. Trainer coming soon. No books going home until everything is set up and the school gets the go ahead regarding the fourth wave.

- Mandate change for social distancing is only 1 meter, staff vaccinations, still have to keep kids in cohorts. School is still enforcing safety measures so we can maintain our record of being COVID free. Cohorts are for contact tracing reasons.
- Fundraising
  - Nothing to report.
  - Motion to defer by Kendra, motion carried.
- Lunch Program
  - Official report emailed at end of meeting
  - Registration
    - Registration started day before school started
    - Permission click set up
    - Not enough spots for everyone
    - Registration will try to be sent out at end of year this year for next year
  - Staffing
    - 4 staff, looking to hire one more. Facebook message resulted in a lot of responses. Might be able to get a couple of substitutes.
    - 90 kids registered, can hire another staff member if we get to 100
    - 20 to 1 ratio
    - 3 classrooms in the gym segregated, little chaotic, staggered lunches to maintain minimum numbers
  - Wages Proposal
    - Increase to \$13.50 for one employee and \$13/hr for rest of staff. Also changing from 1.25 hours to 1 hour, except for one employee who will be 1.5. Continuing 1.25 would add up to \$17660/year, if we decrease to 1 will add up to \$14800/year. Difference would be \$3158.
    - Kids are working at their desks, then eating at their desks. For sanitary reasons, the desks need to be cleaned before they can be eaten off of. Kids cannot use cleaning substances for health and safety. Teachers are the ones wiping down the desks, teachers are contractually required to have 55 minutes lunch break.
    - Wage increase vote. Motion by Carmen, seconded by Dana. 5 votes in favour, 0 votes opposed.
  - Payworks Proposal
    - LP payroll, \$1000 honorarium for PAC Treasurer, it's a lot of work, very tedious, Carmen has done it for years, needs to be done every 2 weeks, depositing, doing checks, etc. Payworks is very easy to use, very efficient and quick, straightforward. Cost is \$32.90/pay period, but we get Not for Profit discount which is about \$20/pay period. Info can be backdated for taxes, may cost extra since it involves dues paid from last school year. Can cost between \$658 or less annually.
    - Payworks vote. Motion by Kendra, seconded by Cheyllynn. 8 votes in favour, motion is carried.
- Treasurer
  - Report located at end of Meeting Minutes up to August 31, 2021.
  - Any subsidy offered this year?
    - Milk subsidies were the only one we ever offered, that is still being worked on.
  - Carmen will attend next meeting for AGM and training new Treasurer

## Reports from Representatives from Other Organizations

(Trustee, School Board Member)

- No reports

## New Business

- No reports

## Unfinished Business for Decision and Action

- No reports

## Compliments and Concerns

- Dana and everyone: thanks to Carmen for the amazing job these past years as Treasurer.
- Leslie: thank you to the Executives for getting the word out about PAC, welcome to new parents, new members
- Leslie: shout out to lunch program, smoothly run, excellent job Kim and rest of LP staff.
- Kendra: successful start to the new year, thank you to staff
- Carmen: so sad to be leaving just as Mr Batista is coming on, she remembers him fondly.

## Next Meeting Date, Snack, and Adjournment

- Meeting adjourned at **7:51** PM
- Next meeting Tuesday **October 5, 2021** at **6:00** PM over Zoom, also will be the **AGM** (tentative based on school division and health guidelines)



### Treasurer's Report – September 14, 2021

General PAC

Account Balance as of May 31, 2021 = **\$4,455.55**

**Expenses:**

Grade 6 Farewell 2020-21 year	\$200.00
Staff Appreciation	\$199.11
Bank Fees:	\$12.00

Account Balance as of August 31, 2021 = **\$4,044.44**

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**Action Pac: Remaining Balance \$550.00 – to be used towards field trips grades N – 6**

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**Lunch Program**

Account balance as of May 31, 2021 = **\$11,088.64**

**Actual Acct Balance \$11,028.64**

**Revenue:**

Fee's 2021-2022:	\$950.00
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**Expense:**

Payroll:	\$419.02
Closure Refunds:	\$236.00
Milk (April Invoice):	\$36.75 *
Bank Fee's:	\$59.87
Honorariums:	\$100.00
Walkie-Talkies:	\$1,596.00 *

Account balance as of August 31, 2021 = **\$11,163.75**

**Actual Acct Balance \$9,531.00 \***