



## ***Lord Roberts Parent Council Meeting Minutes***

January 26th, 2023

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Chair: Heather Wright

Secretary: Megan Janssen

Attendance: Dana Petrzelka, Leanne Chernetz, Megan Janssen, Heather Wright, Sam Harvie, Kim McNeil, Katie Doerksen, Jordan Lewis (not present - proxy voting)

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### Call to Order

- Meeting started at 6:09PM.
- Introductions were called to order by Heather at 6:09PM. Carried.

### Approve Agenda

- Heather seconded motion to approve agenda. Carried.

### Approve Previous Meeting Minutes

- Heather approved previous meeting minutes. Carried.
- Parent Council voted to approve providing the school with camp funds of \$1000.00. Sam, Megan, Heather, and Katie approved.

### Reports

- Dana and Leanne wanted to thank the community for attending/supporting the NK and primary winter concerts as well as thanking the community for contributing to the silver collection to help provide grocery gift certificates to families in need.
- January 3<sup>rd</sup>, 2023, Katie resigned as of Chair, effective January 17<sup>th</sup>, 2023 (as per the constitution Heather, the vice chair is interim chair)
- January – March is usually optimum learning time/progress for students.
- Next reporting period and conferences are in March.
- February, is I Love To Read Month – activities around literacy are being planned as well as some guest readers, such as Wab Kinew.
- Grade 6 camp, one day on February 17th and one day on June 16<sup>th</sup> at Camp Manitou. Two full days, total cost of \$2,100 each day (\$4, 200 total). Funds for the camp are being met through fundraising, school budget, families will be charged, and parent council was asked as well to support the cost.
- AAC/Neurodiversity awareness day will be in a month. Kids will be able to participate in a variety of activities to help educate them on this awareness. Run by the occupational/physical and speech language therapists.
- Speed Skating races are resuming this year for grades 4-6. Practice will be held at Sam Southern Arena. Info to come soon to families.

- School Budget: supplies, books, bus for field trips, etc. have been set for next year by the division.
- Tentative date for Spring Concert for grades 4-6 would be April 13<sup>th</sup>, 2023. Still in discussion.

## Reports from Representatives from Other Organizations

(Trustee, School Board Member)

- Kim sent an email out to parents about lunch – referencing not enough food in kid's lunches. She has a "sharing is caring" bucket that kids are allowed to donate, if they so choose, to provide other kids with food/snacks.
- Currently 110 kids in lunch program.
- Kim put out a call to bring on new staff members for the lunch program. She ended up having two new family members join.
- Everything is running smoothly.

## New Business

- Proposed changes to parent council constitution and by-laws:
  - *Section 5.2 The Role of the Vice Chair - "shall assume the position of Chair in the event of the resignation of the Chair on an interim basis not to exceed three months"*
  - *Amendment: "shall assume the position of Chair in the event of the resignation of the Chair on an interim basis for the remainder of the current school year if a new chair cannot be obtained through a special meeting to vote in a new chair"*
  - *Section 6 Elections – "the election of members to the Executive shall take place at the Annual General Meeting which is held the second Tuesday of September each school year"*
  - *Amendment: "the election of members to the Executive shall take place at the Annual General Meeting which is held within the month of September each school year – notice of date and time will be communicated at least one week in advance"*
  - *Section 6 Elections - "notice of an election and vacant positions shall be sent out in April of each school year"*
  - *Amendment: "notice of an election and vacant positions shall be sent out within the month of June of each school year"*
  - *Section 6 Elections - New addition: "if at any time an executive member is unable to continue their duties midterm, and they have given the required minimum 2 weeks' notice in writing, a meeting may be called at any point during the school year to hold a vote to replace an executive member"*
  - *Section 9 – Regular Meetings – "the Parent Council will strive to hold regular monthly meetings with a minimum of seven meetings held within the school year"*
  - *Amendment: "the Parent Council will strive to hold regular meetings every second month beginning with the AGM in September (Sept., Nov., Jan., March, May) with a minimum of four (4) meetings held within the school year, counting the AGM"*
  - *Section 18 – Financial Authority and Accountability – "signing authority for cheques shall be the Chair, Vice-Chair and Treasurer and school administrator in an emergency"*
  - *Amendment: "signing authority for cheques shall be the Chair, Vice-Chair, Secretary, Treasurer and Lunch Program Coordinator or school administrator in an emergency"*
- Heather motioned to approve these changes. Carried

- Parent Council fundraising ideas: school dances, sock hop.

## Unfinished Business for Decision and Action

- Action Pac balance for field trips from last minutes? Dana will check with Tammy about this and confirm if donation occurred to the school or is needed at this time.

## Compliments and Concerns

- Sam complimented the council for online schooling during covid as well as virtual parent council meetings.
- Katie complimented Kim for all her hard work with running the Lunch Program.
- Katie complimented Melissa Spears (school clerk) for all her hard work, patience, friendliness, calmness, and help with all the students and parents.
- Katie complimented Mr. Alexander great work since joining the Lord Roberts School.
- Kim and Leanne thanked everyone for coming out to tonight to the meeting.

## Next Meeting Date, Snack, and Adjournment

- Next meeting Thursday March 23rd, 2023, at 6pm.
  - In person meeting held in the library.
- Meeting adjourned at **7:18PM**.



## Treasurer's Report – January 26, 2023

### General PAC

RBC Account Balance as of October 31, 2022: **\$3,119.46**

**Expenses:**

Bank Fees: \$8.00

RBC Account Balance as of December 31, 2022: **\$3,111.46**

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**Action Pac: Remaining Balance \$350.00 to be used towards field trips grades N – 6**

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### Lunch Program

RBC Account balance as of October 31, 2022: **\$21,941.52**

**Actual Acct Balance October 31, 2022: \$21,941.52**

**Revenue:**

Parent Dues & Milk Dues 2022-2023: \$1,590.25  
Fee Refunds 2022-2023:

**Expense:**

Payroll: \$4,494.97  
Banking Fees: \$25.25  
Milk: \$144.00  
NSF Checks and Fees: \$0.00

RBC Account balance as of December 31, 2022: **\$18,794.55**

**Actual Acct Balance December 31, 2022: \$18,794.55**