

# LMS Parent Council

## Meeting #4 | Minutes

January 23, 2020

6:00PM

Meeting called by: Shannon Hayward & Brea Williams

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Present: Brea Williams (Co-president), Shannon Hayward (Co-president), Marian Henry (Treasurer), Patrick Betz (Principal, Lincoln Middle School), Regine Nuytten (Vice-Principal, Lincoln Middle School), Corrie Friesen (Parent), Kim Franklin (Parent)

Absent: Trevor Klym (Vice-president), Diane Keefe (Secretary)

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| Item # | Item                | Details   |
|--------|---------------------|---|
| 1      | Call to order       | Meeting called to order at 6:01PM<br><i>(moved by MH, seconded by SH)</i>   |
| 2      | Past minutes        | <b>CF moved, and it was seconded by MH, to accept last meeting's minutes with amendments.</b><br><i>Motion passed.</i>  |
| 3      | Toonie Draw summary | Toonie Draw information [winner names, sample ticket, winning ticket stubs] passed to MH for record.<br><br>MH reported that Toonie Draw proceeds are \$2,347.75 (\$5060 received, minus expenses of \$602.56 [ticket printing], \$9.69 [ticket inserts], \$2,000 [draw prizes], and \$100 [student seller prizes])<br><br>Top student sellers will be rewarded with \$25 gift cards (top seller overall, top seller in each grade).<br><br><b>ACTION: MH to prepare Raffle Report for PAC records</b><br><b>ACTION: SH to review ticket sales and identify top sellers</b> |
| 4      | Pizza Day           | CF reported that pizza sales are going well. CF submitted receipts for cost of plates.<br><br>MH asked that hardcopy of receipts be kept from each week's delivery.   |
| 5      | Treasurer's Report  | Refer to MH's Financial Report. <b>BW moved, and it was seconded by SH, to accept the latest report.</b><br><i>Motion passed</i>  |

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| 6 | Fundsrip Spring campaign             | <p>Potential timeline for a Spring Fundsrip campaign were discussed. The aim is to run the campaign to ensure gift cards are sent out to families by Spring Break.</p> <p><b>MH moved, and it was seconded by SH, to run a Spring Fundsrip campaign with information going out to families by February 21, orders in by March 13, and gift cards delivered by March 27.</b></p> <p><i>Motion passed.</i></p>   |
| 7 | Review Board Audit feedback          | <p>MH received 2018-2019 audit feedback for PAC records submitted to the Board. Some Board recommendations include:</p> <ul style="list-style-type: none"><li>i. Keeping AGM minutes (PAC will comply)</li><li>ii. Providing copies of cancelled cheques</li><li>iii. Reconciling financial records each month as opposed to each council meeting</li><li>iv. Providing supplementary documentation of deposits</li><li>v. Writing up cheque requisitions prior to issuing cheques, and signing requisitions (two signatures).</li></ul> <p>PAC response: current processes meet all criteria and best practices for a parent council. MH followed up with a CPA, a CMA and bank manager to confirm that our PAC processes are sufficient.</p> <p><b>ACTION: PB to follow-up on audit feedback with Board.</b></p> |
| 9 | Parent Council Staffing Input survey | <p>School Board is asking for input on Administrative Staffing by March 13, 2020.</p> <p><b>ACTION: MH to email survey questions to PAC for input. These comments will be reviewed along with last year's submission, and amended accordingly.</b></p>   |

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|    |                       | <p>(follow-up) PB indicated that the school board will not allow the school to use Cash online to collect money for Fundscrip campaigns. Itemized entries are too labour intensive, and lump sum entries are not accepted by the division.</p> <p>(ongoing) PB is looking into the process required to add another bench to the outdoor classroom.<br/><b>ACTION: PB to follow-up with Carrie Melville</b></p> <p>(info) A group of 8 LMS students (all grades), under the supervision of Mr. Briggs, submitted a video project for a Unesco competition addressing themes including human rights and sustainability. The students have been asked to present at a daylong workshop to be held at the Human Rights Museum.</p>  |
| 10 | Administration Report | <p>(request) Mr. Kehler and Ms. Laing have arranged for music specialists to work with Grade 8 band students on February 7. They would like to provide students with pizza and snacks that day. They are asking for a maximum of \$400 to pay for the pizza/snacks.</p> <p>(request) This year's LMS musical is the Little Mermaid. Staff are asking for \$500 to \$750 to subsidize sound, lights, licencing and costumes.</p> <p>(request) Ms. Swereda would like to take both dance troupes to the Canadian National Dance Championships. Entry cost is \$1700. Any amount of financial assistance is appreciated.</p> <p>(request) The Physical Education department will host a three day workshop on African dance at a total cost of \$1500. Any amount of financial assistance is appreciated.</p> <p><b>MH moved, and it was seconded by SH, to provide up to \$400 to the band program (pending receipts), \$500 to the musical, \$500 to the dance teams, and \$500 to the PE department.</b><br/><i>Motion passed</i></p> |
| 11 | New Business          | <p>Staff Appreciation dates are set for April 15 (grade 8), April 22 (grade 7) and April 29 (grade 6).</p> <p><b>ACTION: BW to forward dates and reminders to the office starting in March for inclusion in Friday Notes. BW will also prepare posters to remind students of the event.</b></p>   |
| 12 | Next Meeting          | Next meeting set for Wednesday, March 4 at 6PM.   |
| 13 | Adjournment           | Meeting adjourned at 7:19PM.  |

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