

Lake Ridge Academy - Parents Association
November 20, 2024 Meeting

ATTENDING - Jayme Ward, Julia Sertich, Jessica Deutsch, Lacey Richardson, Erin Broderick Deak, Taryn McPherson, Vicki Todd, Erin Currie, Kate Dake, Erica Can., Lauren Givan, Ashley Doolos, Dawn Wells, Niyati Sheth, Michele Monnolly, Maria Aslanidis, Sarah Lee. (No zoom attendees)

1. Call to Order/Introductions - Jayme Ward - called to order at 8:30 am
2. Minutes Review and Approval - Julia Sertich
 1. Motion to approve Erin Currie. Kate Dake second. Approved unanimously
3. Financial Report - Sarah Parker/Jayme Ward [presented by Jayme since Sarah is in another meeting]. O'Neill purchased a gift card through us so the \$15,000 is showing in our account and needs to be reconciled by business office. Will be approx \$500 profit from the sale.
 1. Lunch money came in [small amounts over semester]
 2. NEO payment \$250 from Fall Family Day
 3. Two deposits from FFD showing but we should only have one (From raffle tickets)
 4. Scholarship was paid out from last year
 5. Faculty dinner cost appears to not be showing b/c close to end of month
 6. Large # of DOS shirts ordered. PA will sell replacements for \$6 or \$7. We have ordered a few extras to keep on hand (which will come out of budget)
 7. Motion to approve Julia Sertich, Second Ashley Doolos. Approved unanimously
4. Grants - Belinda Amentas
 1. Received 3 grants of very different amounts
 2. budget is \$2500
 3. Committee will report back about final approval after some follow up questions are addressed by LRA (about long term funding, since one is something that can be ongoing)
5. ByLaws Review and Approval - Jessica Deutsch
 1. Planning on voting in JANUARY 2025 meeting
 2. Anita Lambert - current parent and lawyer - helped with the ByLaws
 3. Idea is to keep vague so we can have wiggle room but not being held accountable for specifics.
 4. They're written to protect the group just in case - if we put in specifics it may be a problem if deviated
 5. Kate Dake noticed the officer lists / descriptions are missing from current bylaws. Lack of structure in that. Right now the BOARD is listed, and so are committees and chair persons.
 6. Note that ByLaws serve as our operating guidelines (we are not our own 503b so they're not ByLaws in the same sense as they would be for a 503b standalone)

7. Section 10 may need to be fleshed out - keeping momentum of committees (for example mums)
 8. Ashley noted that we could have wording showing what we have but that it is flexible based on the needs of the organization year to year.
 9. We might need to have another document - STANDING RULES - to supplement the ByLaws.
 10. We want a usable document but not to be super detailed
 11. Kate noted there is a lot of focus on exec team so we may need to better explain roles of others
 12. Let's ask Barb to take a look since she was involved in previous versions and has been here the longest.
 13. Secondary document/ standing rule / operating manual could operate in conjunction with the ByLaws but can be updated independently from ByLaws,. Easier to amend standing rule than ByLaws. Having a second more fluid document would be helpful - can also be passed down to person taking over the committee next year. (Key steps / key points of a particular fundraiser or project)
 14. ERIN noted the fiscal year is changed in the ByLaws. But don't we have to be in line with the school's fiscal year? (Reason for that, Sarah noted, is that a lot of items come in after the FY ends it could be confusing) For business office to reconcile their finances, it might need to match up
6. TRACKING HOURS - Erin noted that LRA benefits from parents tracking and submitting volunteer hours. We need to keep track of parents helping - Jessica will add a Google form to the website so folks can submit.
1. We can also use SUG to keep track of people who help at various events
7. LS Commons Project - Jayme Ward
1. Paint walls / demo the sink area / new cooler / flooring / shelving for close / closet doors / furniture needs to be COMMERCIAL GRADE - - will also need a space for Lost and Found Items
 2. Will be about \$12,000
 1. PA will use the \$5000 from the gala
 2. \$1000 from PA budget
 3. Will need to fundraise \$6000
 4. Some companies do a match - LRA has a list of families and companies that do a match. How can we leverage that to close the gap? ERIN Will update the list and evaluate it for this year's families
 3. Furniture needs to be commercial grade— library / school / church
 4. Lacey noted Sherwin Williams is moving and her husband may be able to help. They're starting from scratch
 5. Vicki noted their Lorain location has some furniture that will need to come out before they open the restaurant
 6. Several members present have access to moving trucks and trailers. Manpower may be an issue
 7. TIMELINE - spring break in a an ideal world but TBD based on funding
 8. Will talk about this more at the next meeting

8. Recap

1. Book Fair - more money raised this year than last. Can redeem Scholastic dollars or cash money
 1. Volunteer was mixed - could use more hands on deck to set up and take down.
 2. Will announce earlier so people have advance notice to help sign up [via grade parents and PA email leading up to it]
 3. Try to make teachers fill their wish bins BEFORE book fair starts
2. Halloween Pie-ing
 1. Mitch loved it, wants to do it again
 2. Possibly offer people the change to donate a set amount and do a pie no matter
 3. Maybe do something in the spring too since people were into it and it raised money for us!
3. MS Movie Night - WILD ROBOT
 1. Success! Kids and parents had fun. 25 kids showed up
 2. Mona Thompson organized it, Tim Unger chaperoned the kids

9. Upcoming Events

1. HCWS - Jessica Deutsch
 1. We have so many volunteers! But can still sign up on SUG if you're interested - link on LRA PA website
 2. Crafts are selling (about 1/3 of the kids have signed up so far) til 11/26 on the website.
 3. Service project and sensory bins will be available for kids who aren't crafting or finish early
 4. SET UP is 12/16, WORKSHOP is 12/17
2. Cookie Boxes - Julia Sertich - 12/18
 1. Assemble slots are filled!
 2. Still need cookies! Sign up online
3. Gala
 1. about 250 people are coming! Largest # since before Covid
 2. dinner w / a show - will be very entertaining!

10. Division Updates: Kate Dake (US), Belinda Amentas (MS) , Erin Currie (LS)

US - coordinating a Thanksgiving lunch for Tuesday via houses. Will do support for exams (snacks etc).

Senior luncheon committee is maybe going w Lakewood country club for this year.

MS - Belinda not here, Jayme reported on movie night. Ashley noted dance will be in spring.

Ashley mentioned holiday project, it's school wide with different divisions collecting money / canned foods / clothing

LS - Teacher favorite sheets are out (for holiday gift options). Not doing group gifts this year. Core teachers and specials / admin folks are on the Google drive too. Grade parents are pinging folks about the gala this week also. Reminder that a lot happens in holiday weeks so

keep your eyes open for your grade. If a grade is slow to sign up for HCW crafts, we can ping them specifically also.

Royals resources / bulletin board group meeting after the PA meeting this morning

Story book trail - teacher committee will decide on the book and schedule

Thinking about LS Move up picnic and getting ducks in a row. Regan has a few change requests. Will plan via zoom after new year [talk to Erin if you are interested]

Erin Deak is managing lost and found- will be emptied 5x per year based on long breaks / conferences / etc. Bins are holding specific items, hooks will be installed for snow pants. Kids are using these items if they don't have the proper winter gear so it makes sense to keep organized for that and easier identification if someone does lose something. Ashley will reach out to Maura for back up clothes in nurse's space also.

11. New Business

1. Next Meeting: January 14, 2025 (No December meeting)
2. Zoom link to be posted prior to meeting on social media and in the January PA email

12. Important Dates

- 11/20: MS Choir + Strings Concert
- 11/23: Gala
- 11/26: Deadline to order crafts
- 11/27-11/29: Thanksgiving Break
- 12/06: LS Showcase
- 12/17: Holiday Craft Workshop
- 12/18: Cookie Boxes
- 12/20: Noon dismissal - Winter Break

Adjourned - 9:44 am