Lake Ridge Academy Parents Association

Meeting Minutes

Date: Tuesday, September 15, 2026
Location: Quiet Study, CRC & Zoom

Attendees

In Person:
Erin Currie Holzaepfel, Jackie Powidel, Charlotte Lewis, Dani Porto, Brittney Alegant, Liz Teagno, Kevin Pullella, Sandy McGuire, Vanessa Delgado, Sarah Gellert, Rachel Forthofer, Julie Huck, Gradieh Wreh, Michele Monnolly, Anca Obid, Lara Marsh, Paige Lathrope, Yaninee Noipann, Ashley Clough, Chaz Gatian, Lacee Richardson, Bina Mishra, Alexis Weggeland, Katie Carden, Maria Arzuaga, Andradia Scovil, Lauren Givan, Vicki Todd, Ashley Doolos, Kate Dake

Via Zoom: Mia Chubaroua, Taryn Mcpherson, Mae LaRusch, Mary Arnold, Tiffany Smedley, Nish Navaratnariah, Leah Brockman, Niyati Sheth, Laura Vrabel, Shuntele Milan, Mary Doherty, Dawn Wells

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Call to Order, Introductions & Explanation of Roles

- President Lauren Givan called the meeting to order at 8:37 a.m.
- Introductions were made by all parents attending in person and virtually. Participants shared their names, children's grade levels, and current PA roles, if applicable.
- Lauren Givan, President, and Vicki Todd, Vice President, shared that they are both new to their respective Executive Board roles this year and will work closely together to support one another.

Minutes Review & Approval

- Minutes from the May 2026 PA meeting were reviewed. Ashley Doolos made a motion to approve the minutes. Lara Marsh seconded the motion. Motion approved.

Website & Communications

Erin Currie Holzaepfel, Secretary, provided an overview of the PA website and communication channels.

PA Website

- Volunteer Tab: Community-wide volunteer opportunities will be posted on this page. Division- or grade-specific opportunities may be communicated separately. Parents were encouraged to reach out if available volunteer shifts do not fit their schedules. Grandparents are also welcome to volunteer but must complete the school's volunteer background check requirements.
- Meetings Tab: All PA meeting dates are posted on the website. Final meeting minutes will be added after they are approved at the following meeting. Because the website is public, Zoom links are not posted there. Zoom information can be found in PA emails and the PA Facebook group.
- Scholarships: The PA awards two scholarships to graduating seniors: the Deborah O'Neil Scholarship and the Class of 2020 Resilience Scholarship. Applications become available in the spring.
- News: Current and upcoming PA activities can be found by clicking the "News" section or scrolling down the PA homepage. This section highlights information and activities that are relevant for a limited period of time. The Mumkins sale was reviewed as an example.
- Online Purchases: The PA website will be used for purchases related to programs such as the Holiday Craft Workshop, Middle School Dance, and other activities. Parents who do not receive a receipt after completing a purchase should contact the PA to confirm that the transaction was successfully processed.

PA Facebook Group

- The PA Facebook group is a private group for current LRA parents and alumni parents.
- Individuals requesting to join the group must answer the membership questions before being approved.

Email Communications

- Division Weekly Emails: Families receive weekly communications from their division director that include PA updates. Information is provided by the PA Executive Team and Division Coordinators. These weekly communications are one of the best sources for current PA information.
- PA Monthly Email: A community-wide PA email is generally sent around the first Tuesday of each month. It typically includes information about activities and events occurring during the upcoming four to six weeks. PA meeting Zoom links are also included.
- Contacting the PA: Questions can be sent to lakeridgeacademypa@gmail.com.

PA Fundraising & Year-Long Programs

Mumkins

- Vicki Todd reported that the PA earned a little over $3,000 in profit from the Mumkins sale.
- She reviewed the process for the September 16 delivery and pickup from 2:00–5:00 p.m.

FunDrive

- Taryn McPherson provided an overview of the upcoming Fall FunDrive and reviewed the types of donations that can be accepted.
- Attendees were referred to the FunDrive flyer distributed at the meeting for additional details.
- Collection dates are October 13–15, with truck loading and delivery to Savers scheduled for October 16. Volunteers are needed, and the SignUpGenius is currently open.

RaiseRight

- Kate Dake reviewed the PA's passive fundraising program through RaiseRight.
- Families can purchase gift cards for everyday shopping, with a portion of each eligible purchase benefiting the school.
- Digital gift cards are recommended when available because shipping costs associated with physical gift cards can reduce fundraising proceeds.
- The program includes a variety of retailers, including Giant Eagle and Target, providing families with convenient ways to support the PA through purchases they already make.

LunchLink & Pizza Friday

- Liz Teagno reviewed the LunchLink program, which offers meals from a variety of vendors, including Jimmy John's and Red Robin, throughout the week.
- Orders must be placed by 1:00 p.m. the day before service. Cancellations may be made by 8:00 a.m. on the day of an absence.

Upcoming Events & Programs

Parent Day of Service

- Kate Dake announced that the Parent Day of Service will take place on October 2.
- Parents will assist with campus projects such as gardening, painting, and other beautification efforts.
- Volunteer opportunities will include morning, afternoon, and full-day shifts once specific projects are coordinated with school administration.

- This event is separate from student service activities. Parents will work on projects on the LRA campus while students may participate in service activities elsewhere in the community.

Fall Conference Meal

- Lauren Givan and Vicki Todd discussed the upcoming Fall Conference teacher meal.
- Two parent volunteers are being sought to assist with food ordering and coordination for the Thursday teacher dinner.

Gala

- Kate Dake introduced this year's Venetian Masquerade-themed Gala, which will be held at Hotel Cleveland on November 14.
- The Gala is the school's largest annual fundraiser.
- The event also includes the school's Gift from the Heart initiative. Past Gift from the Heart projects have included new playground equipment, Aspiration Acres, and new windows.
- Parents can support the Gala through corporate sponsorships, donations of silent auction items using procurement forms, and attendance at the event.

Lower School Holiday Craft Workshop

- Lauren Givan provided an overview of the annual Lower School Holiday Craft Workshop, scheduled for December 15.
- Photos from previous Holiday Craft Workshops were shared, followed by a brief discussion about the event and volunteer opportunities.
- A volunteer kickoff meeting will be held on Thursday, October 1, at the Dake Advancement Center.

Grants

- Vanessa Delgado, Grants Chair, provided an overview of the PA Grants Program.
- Through the program, LRA educators may apply for funding to purchase specific supplies, materials, or equipment that are not covered by standard school budgets.
- Two additional volunteers joined the Grants Committee Sarah Gellert & Andradia Scovil

Financial Report & Budget Approval

- Treasurer Rachel Forfthofer presented the proposed PA budget for approval and passed out copies.
- The budget is based on anticipated fundraising proceeds from activities such as Pizza Friday and the Mumkins sale, using prior-year results as a reference.

- Budgeted expenditures include programs and initiatives such as community-building activities, the Lower School Picnic, scholarships, and teacher grants.
- Julie Huck made a motion to approve the proposed budget. Ashley Doolos seconded the motion. Motion approved.
- The budget includes an unallocated line item that may be used to address additional needs throughout the year. Funding from this line will be considered and voted on as needs arise.

Division Coordinator Introductions & Updates

Upper School

- Nyree Skimin was unable to attend the meeting.

Middle School

- Julie Huck reported on a successful Middle School Community Building Days event.
- She noted that many Middle School PA activities and volunteer opportunities involve providing food and refreshments for students.

Lower School

- Kevin Pullella, Grades 3–5 Coordinator, and Laura Vrabel, JK–2 Coordinator, provided an update on the selection of grade parents and recurring Lower School volunteer roles.
- All recurring Lower School roles have been filled for the current school year.

New Business

- A brief discussion was held regarding parent social activities historically coordinated by the PA and potential opportunities for future parent engagement.
- Tim Unger stopped in and introduced himself, thanking the PA for all they do each year.

Adjournment

The meeting was adjourned at 9:55 a.m.