

## **For All You Do...This Spud's For You! Teacher Luncheon After Action Review**

- A luncheon was held March 8, 2018 11:30-1:30 in Pride Rock for Lansing High School faculty and staff during conferences.
- The Sign-Up Genius was created 3-4 weeks before the event and used to solicit donations and volunteer help from LHS families and friends. The menu was baked potato bar, salad bar, and dessert bar fixings. The crockpots contained chili, rice, chicken curry, and other baked potato pour overs.
- Sign-Up Genius made it easy and people were both responsive and generous. Once the food and materials were secured there was nothing more to do than execute the plan.
- Being new to Lansing caused me to rely on people who are part of my life team\*, and who I count on for tasks bigger than myself.
- Parent volunteers included-  
Anne Ehram-Holland, Laurie Wilk, Diane Giefer, and Sherry Payne\*.  
Additionally, Debbie Pixley-Clark\*, and Georgia Moore\* rounded out the volunteer pool.  
The front office staff was exceptionally helpful in meeting needs for equipment and access to the room.
- The biggest hurdle was technical. More than three crockpots per wall comprised the energy load even with commercial extension cords. Ultimately, the hurdle was overcome.
- I based food requests on 100 people. In the future I'd estimate the amounts for 60-75.  
My belief is that a luncheon for the faculty and staff should be carried out with the specific intention of making them feel highly valued and sincerely appreciated.  
It was my privilege and honor to coordinate the luncheon for teachers and staff who create safe learning environments and outstanding learning experiences for the students they influence throughout the year.

**Elaine Belardo**

**Chairperson**

**Site Council Sponsored Teachers Luncheon**

### **Additional comments added by Site Council Chair:**

What Elaine did not include in her report is that multiple attendees commented that this was **the nicest luncheon ever**.

Some of the touches that made it exceedingly special: (1) handmade themed center pieces & cloth tablecloths; (2) tables arranged so the teachers could chat; (3) nice signage and labels on food, highlighting helpful info for those with food restrictions/allergies; (4) detailed SignUp Genius sent out by school to all parents via Skyward.

### **For future breakfasts or luncheons, additional observations:**

- Coffee/tea were not as popular for luncheon as they may be for a breakfast.
- Site Council must provide the crockpots/warmers and serving utensils and paperware/utensils.
- At least 4 long Extension cords & four multiplug power strips must be provided by Site Council.

**IMPORTANT NOTE:** If held in Pride Rock, at least four extension cords that can reach from the south and east walls to the north wall (where buffet set-up is easiest) are needed, so the hot food can be located in the buffet without blowing fuses (extensions cords with power strips allowed multiple crockpots to be plugged on south and east walls but located on the north wall).!