

## RLC PAC Meeting Minutes – February 21, 2024

ATTENDEES		
Jill Byrd - Chair	Sonia Strickland	
Tiffany Hayward – Co-Chair	Jennafer Moores	
Diane Koehn – Treasurer	Andrea Bardeck	
Jill Kryski – Secretary	Blake Buemann	
Anne Morrison	Joanne Leggett	

Location: RLC Library, 5990 Todd Rd.

### Call to Order – 6:05pm

#### 1. Welcome, Introductions and Guests

#### 2. Additions or Corrections to Agenda

- Motion to adopt the agenda as presented: Jill B.; Second: Tiffany

#### 3. Minutes of Previous Meeting (January 10, 2024)

- Motion to adopt minutes as presented: Jill K.; Second: Anne

#### 4. Correspondence

- No new correspondence in the PAC mailbox

#### 5. Treasurer’s Report (Diane)

- The account balances at January 31, 2024 are as follows:
  - Regular PAC Account: \$43,219.98
  - Gaming Account: \$14,101.42
- The PAC executive will attend the February 26 RLC staff meeting to introduce themselves and encourage teachers to get their requests in for classroom allowance reimbursement.
- Recent funding approvals have included helping with the cost for 4 classes to go to Stake Lake for snow shoeing and cross-country skiing, a spelling bee trophy, and new bins for the hot lunch program.
- Fundraising profits:
  - Welcome Back BBQ - \$224.89 (\$1,264.25 in donations & \$1,039.36 expenses)
  - Craft Fair - \$805.00
  - Elf Sale - \$1,431.55
  - Poinsettias/Plants - \$358.27
  - Art Cards - \$1,601.78
  - Joy Wish Catalogue - \$731.98
  - West Coast Seeds - \$1,008.41
  - Total 2023/2024 Fundraising Profit so far, including Hot Lunches: \$17,204.71
- The PAC banks accounts have been reconciled to the end of January 2024; cash from some fall events that was stored in the school safe has been deposited and a small cash float of approximately \$70 has been kept in the safe for future events.

- Gaming money that comes from gaming events, like Raffle and our annual Gaming Grant, have specific deadlines as to when and how money needs to be spent. Jill K has created a spreadsheet specific to the gaming account to track income and expenditures, and due dates for spending the different income sources.
- The Gov't of BC Gaming Account Self-Assessment Questionnaire has been submitted; no feedback on this yet aside from the need to complete our annual fiscal reports for 2021/2022 and 2022/2023 which are currently in process. Application for our annual raffle license is pending the completion of these reports.
- The group discussed the current process for approving funds for class field trips – in the future, PAC members will CC Mrs. Moores, Mr. Buemann, and Mrs. Leggett when funds are approved so that everyone is aware.
  - Mrs. Leggett will send PAC a form she has used for this purpose in the past
- Motion to approve the Treasurer's report as presented: Diane; Second: Jenn

## **6. Teacher Requests – Recently Approved/Awaiting Approval**

- Mrs. Munden & Mrs. Simpson – Stake Lake Field Trip request
  - \$650.00 Approved (50 students, \$13 per student)
- Mr. Kellam & Mrs. Bozek – Spelling Bee Trophy request, \$75 approved
- Mrs. Schnackenberg – Requested funds for art supplies to support an Art Program at RLC for Grades 4/5, no amount specified.
  - Mrs. Schnackenberg has already started this Art Program and it is running every Wednesday during lunch with approximately 30-40 students attending. The group agreed that this is a great use of PAC funds and proposed approving \$350 now, and to discuss again at a future meeting.
  - Motion to approve \$350.00 for the Art Program: Diane; Second: Anne.
- The primary sandbox is in need of new sandbox toys - \$500 was approved in the October 2023 budget for sandbox toys so Mrs. Leggett will ask for donations from the community first and then shop for new sandbox toys if needed.
- Mrs. Leggett requests a budget of \$200 for purchase of track and field supplies (spray paint, ribbon, etc...). Motion to approve this: Jill B.; Second: Jill K.

## **7. Administrator's PAC Meeting Report**

- Please refer to Appendix 1 to read the Administrator's Report from Mr. Buemann and Mrs. Leggett
- A list of anticipated fees for the 2024/2025 school year is also attached – this is will be sent to the school board for approval and is required for transparency.
- Mrs. Leggett asked PAC if they will run a concession at the track meet again – yes, PAC will do this. Ice cream and chips were the best sellers last year; bear paws and cookies were less popular. Both the concession and track meet will require parent volunteers.
- March Madness Food Drive– Tiffany will make some graphics for promotion.
- After 3 years, the library project is complete – what should we do to commemorate? Ideas include adding some informational posters to draw attention to the project and inviting people to walk through and check it out during spaghetti dinner and/or spring concert.
- Sense of Belonging is one of RLC's school goals and the school has done a lot of groundwork this year with students, encouraging them to be connected, safe, and

active participants in their own sense of belonging. Mr. Buemann and Mrs. Leggett are considering a year-end celebration of belonging for the entire school and ask that the PAC consider setting aside some funds for this. Mrs. Leggett will look at costs for an offsite celebration (ex/ movie trip) and ideas for onsite celebrations (ex/ a movie in the gym, or something outdoors). PAC will consider how much money can be contributed for this.

## 8. DPAC Update

- Pineview Elementary will open in September 2026 and SD73 is inviting the community to make suggestions for naming the new school
- DPAC is offering funding for FoodSafe training – two more slots are available. Jill B will send the information to Tiffany.
- DPAC is advocating for all playgrounds to be accessible for all kids.
- Two new secondary academies are opening – Health Sciences in Brock and Outdoor Education in Sahali. These academies are open to all students to apply and potentially attend for one semester.
- SD73 is reviewing the cell phone procedure policy with possible updates and changes to come.
- Upcoming parent engagement night - February 27 at 6pm “Farm to School”
- DPAC is hosting an event March 7 at 6:30pm –Retention, Recruitment, and Wrap Up! The 3 R’s of PAC Succession Planning

## 9. Committee Reports

- New Fundraising
  - Discussion of whether PAC will run the Mother’s Day plant fundraiser through Growing Smiles – Jill B. will follow up with Chantelle.
  - A local soap maker approached Jenn with a fundraising idea to offer custom soaps for sale, Jenn will ask her for more information.
- Current & Upcoming Fundraising
  - West Coast Seeds - went well, 36 total orders, profit of \$1,008.41
- Raffle
  - The gaming license application will be submitted once the reporting requirements from prior years are fulfilled.
  - Due to the delay in starting, the group agreed that the raffle draw will happen at Carnival this year.
  - Hope to have tickets ready for dispersal soon after spring break.
  - Jill K. and Jenn have offered to help with Raffle work this year.
  - The group agreed to stick with a quantity of 2,000 \$10 tickets this year and five \$500 prizes. Additional expenses will include ticket printing (approximately \$400) and the gaming license (approximately \$25).
  - Motion to approve \$3,000 in expenses for Raffle: Jill B.; Second: Jenn
- Hot Lunch Update (Sonia)
  - Hot Lunch is going well and has on average 250 orders per lunch day.
  - Volunteer support for hot lunch is pretty good.
  - The new bins purchased for organizing and delivering hot lunches to the classrooms have been working very well.

- Sonia will use the remainder of her \$500 spending budget to buy some new utensils at a restaurant supply store.
- Mr. Buemann was able to get the PAC oven burner working again. Carpenters from SD73 inspected the PAC kitchen and identified some improvements that should be made. A request has been submitted to SD73 for some new appliances, venting, and a larger sink.
- Carnival
  - Date: May 30, 2024
  - The first carnival planning meeting to be held following this meeting.

## 10. Other

- Constitution and Bylaws
  - Jill K. has typed up a working document based on the suggested Constitution and Bylaws from the BC CPAC Leadership Manual.
  - The executive will review and make suggestions for updating the current RLC PAC Constitution and Bylaws. These suggestions will be brought to a future PAC meeting for discussion and voting.
- Scholarship/Award – Valleyview Secondary School (Andrea V, Anne, Jill K)
  - No update on this, Jill K. will look into it.
- Staff Luncheon
  - Date: April 16, 2024
  - Details to be discussed at the March PAC meeting.
- Spaghetti Dinner
  - Date: April 25, 2024
  - Details to be discussed at the March PAC meeting.
- February Staff Meeting
  - The PAC executive will briefly attend the February 26 RLC staff meeting at 3:00pm to introduce themselves and discuss funding requests with the teachers and staff.
- Westwold Elementary Art Cards
  - The Westwold Elementary teacher has ordered art cards for the past 3 years. Jill B. was able to determine their portion of the art cards profit and motions to pay the \$299.00 to Westwold Elementary; Second: Jennafer.
- Future Fundraising Ideas
  - With the library improvements being finished, PAC will be looking to set new fundraising goals. One idea is to focus on gym improvements including repairs to the scoreboard and a new projector. This will be discussed more in future meetings.

## 11. Next Meeting

- Motion to hold the next PAC meeting on March 12 at 6:00pm: Jill B; Second: Jill K. (*Note: this meeting falls on a Tuesday, as Wednesday March 13 is the night of the spring concert*)

**Meeting Adjourned: 8:00pm**

# APPENDIX 1: 2024-02-21 Administrator's PAC Meeting Report

## School Goals

- *Numeracy - All students will meet or exceed numeracy expectations for each level*
- *Students will feel a sense of belonging and a positive connection with the adults in the building..*

After speaking with students and staff, we have identified 3 big ideas when we talk about belonging at RLC: Connected, Safe, Active Participation. Our next steps will be to work with students and staff to learn what this feels like, looks like and sounds like when learning at RLC. To that end, staff have been talking with all students about belonging and what it means for learning at RLC and will share this information at the next staff meeting. We are currently considering a year end celebration on belonging too.

Basketball will be wrapping up soon with playoffs for our competitive team starting next week.

After Spring Break, we will begin getting ready for Grade 7 Flag Football. The Intermediate Track and Field Meet is tentatively scheduled for Thursday, May 9. We have appreciated PACs support with organizing the concession stand in past years for our school track meet! In addition, our primary teachers are looking into organizing a track and field event for our K-3 students. More details are still forthcoming.

This is most definitely no longer hush hush. Our leadership team is organizing a March Madness Food Drive for the Foodbank again but this year, there is a twist. We are challenging Dallas Elementary to a friendly competition to see which school can collect the most food by weight. The winning school gets to deliver some swag that the other school Principal must wear for a day. The competition will run from March 1 - 14!!

Students continue to be able to access great opportunities in the school. We were very fortunate to be able to provide students with access to two after school programs that run one day a week for eight weeks each. The first was a theater program and the second is an Art program. We have 46 students participating in these programs. Students are also submitting work for other opportunities like Young Authors (organized by Mrs. Schnackenberg) and Young Artists (organized by Mrs. Wilmot). The Kamloops Blazers visited the school earlier this month where some students had the opportunity to play a floor hockey game. In addition, the Blazers organization generously donated 60 game tickets to our school community. We have a new spelling bee (organized by Mr. Kellam and Mrs. Bozek) which will conclude before Spring break and a chess club that one of our regular TTOCs (Mrs. B Moores) runs when they are in the building. Finally, we have a few upcoming performances for students to enjoy including a band performance from the Valleyview Secondary program, and two ArtStarts performances. These are but some of few the things that students can enjoy at RLC!

This year's Spring performance is : The Greatest Showman! Thank you to Mrs. Froese for her tremendous leadership of what we know will be an incredible show!

We are excited to invite you to ONE of two live Intermediate Spring Performances on Wednesday March 13 in the school gym - 1:15pm or 6:30pm. The concert will not be recorded this year. We ask that all student performers please return to the school for the evening concert in order to ensure the overall success of the performance.

PLEASE NOTE, we do have limited space in the gym especially for the evening concert and ask for everyone's assistance in ensuring a positive experience for all. If you are able to attend the afternoon performance at 1:15, it would be most welcome so we can ensure enough space for the evening performance attendees. Please only attend one of the performances.

The concert will feature Mrs Goertzen's, Mrs Sample's, Mrs Schnackenberg's, Mrs. Huffman's, Mrs. Simpson's, Mrs. Munden's, Mrs Dagg's, Mrs Strom's and Mrs Wojak's classes and is for parents, grandparents and other family members. All students will have the opportunity to view the afternoon dress rehearsal of the concert on March 12. The dress rehearsal is not open to family members due to capacity restrictions in the gym.

We would like to thank Family Glass and Kelly Walker for organizing and purchasing RLC lanyards for all students and staff.

THANK YOU PAC! All of our library purchases have arrived. Our library project is complete. We would like to celebrate this accomplishment. Do you have any ideas?

Finally, we would like to make a couple of inquiries about funding support for a year end belonging activity for the school, sandbox toys, and track & field.

We would encourage you to continue to check the website, read our weekly posts or contact us should you have questions about the school.

We look forward to working with the PAC to support the students of RLC.

BLAKE BUEMANN (Principal)  
JOANNE LEGGETT (Vice-Principal)  
RLC / Westwold Elementary  
School District No. 73 (Kamloops-Thompson)

## RL-Clemilton School Fees 2024-2025

This is a list of fees we anticipate for the 2024-2025 school year.

Enhancement / Activity Description	Fee Amount (per student)	Notes (if explanation required)
Agendas	\$8.00	Will be done class by class rather than as a whole school as in the past
Art Gallery	\$8.00	Admission Fee (bus on city transit or school bus)
ArtStarts Program	\$15.00	
Basketball	\$20.00	Referee Fees & Busing
Big Little Science Center	\$12.00	Admission & busing
Cross Country	\$10.00	Busing
Flag Football	\$20.00	Referee Fees & Busing
Gymnastics x 4 (KGTC)	\$27.00 K-4	Admission
Isobel Lake	\$10.00	Only if busing not covered by district
Kamloops Canoe and Kayak Club (year end trip)	\$30 Gr. 5/6	1 day session + bus
Kamloops Museum tour K-3 (3 Classes)	\$5.00	Admission
Parkour @ Rivercity Gymnastics	\$27 Gr 3-7	3 sessions & bus
Pete's Pumpkin Patch (2 classes)	\$8.00	Admission and pumpkin
Purchase of Recorders - Grade 4's	\$10.00	
Salmon release K-5 (4 classes)	\$10.00	Bus cost to Pine Park
Skating x3 K-7 Classes	\$10.00	Transportation Cost
Skating at Inks Lake	\$5.00	Transportation Cost
Sun Peaks 2 days of skiing/snowboarding	\$240.00	Grade 6/7 - 2 days of skiing with lessons & bus
Swimming at TCC	\$5.00	1 session & bus
Volleyball	\$20.00	Referee Fees & Busing
Year End Gr. 7 Field Trip to Eagle Bay	\$210.00	3 days/2 nights stay

Young Artists	\$10.00	Offset cost of participation
Young Authors	\$10.00	Offset cost of participation

**Please Note:**

- This form supports [AP 505 – Fees, Deposits and Collection](#)
- School supplies are **not** fees.
- Fees cannot be charged for cooking, art supplies, etc.
- The maximum band instrument rental fee, set by the District, is **\$90.00**.



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Blake Buemann, Principal