

RLC PAC Meeting Minutes – May 8, 2024

ATTENDEES		
Jill Byrd - Chair	Nicole St. Godard	
Tiffany Hayward – Co-Chair	Andrea Bardeck	
Diane Koehn - Treasurer	Joanne Leggett	
Jill Kryski – Secretary	Blake Buemann	
Chantelle McMaster		

Location: RLC Library, 5990 Todd Rd.

Call to Order – 6:02pm

1. Welcome, Introductions and Guests

2. Special Guest – Mrs. Munden, Outride Bike Program

- Mrs. Munden teaches Grades 5/6 and the Outride Bike Program at RLC. On a recent Pro D day, she attended an Outride program where teachers from various schools discussed maintenance plans for the bikes. The Outride Bike Program does not provide funding for bike maintenance.
- More RLC teachers will be getting trained by the Outride Bike Program in the near future so that more classes can take advantage of the school bikes.
- This is the third year that the bikes have been in use at RLC and it is a good time to start planning for future maintenance costs. The tires will need to be replaced in approximately 3 years at an estimated cost of \$1,680 (28 bikes, \$30 per tire). Eventually the shocks will also need to be replaced at an estimated cost of \$5,600 (28 bikes, \$200 per bike). These expenses won't necessarily all happen at once, but hopefully the school would be able to get a bulk discount on some of the costs.
- The PAC has been approving an annual budget of \$500 for bike repairs which doesn't always get used up. Mrs. Munden is asking if the annual budget can be rolled over and accumulated year after year so that there is money saved up for these future maintenance costs.
- PAC is supportive of this idea but wants to do further research on the logistics of saving fundraising funds over a longer time period and whether future PAC executives would be bound by decisions made by the current executive. This will be discussed again and voted on at the June PAC meeting.

3. Additions or Corrections to Agenda

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

4. Minutes of Previous Meeting (April 10, 2024)

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

5. Correspondence

- There is a Blackwell invoice in the PAC Mailbox
- Lots of emails recently, which will be discussed later in staff requests

6. Treasurer's Report (Diane)

- The account balances are as follows:
 - Regular PAC Account: \$23,480.17 (some larger cheques written but not cashed have been deducted to more accurately reflect actual funds available)
 - Gaming Account: \$11,662.55
- Many teachers still haven't spent their allocated funds for the year. Mr. Buemann suggests to send an email to the teachers with a reminder and a firm deadline for submission.
- An email was sent out to teachers clarifying the process to request funding assistance for field trips.
- West Coast Seeds has not yet sent a cheque for the seed fundraiser proceeds – Jill B will contact them.
- Spaghetti Dinner – Revenue of \$2,101 plus \$573 for the dessert auction. Not all expenses have been submitted at this time.
- The library improvement expenses for this school year have all been reimbursed to RLC.
- Diane attended a zoom meeting hosted by BCCPAC and the Manager of Gov't of BC Policy and Outreach regarding Gaming Grant applications. The biggest takeaway was that, while there are some rules that must be followed, the main objective is to get funds to the kids. There is a \$135 million budget that 1,900 schools could access if they applied. Late applications more than ever are unlikely to be approved.
- The audit branch that sends out the Self-Assessment Questionnaire is not attached to the Gaming Grant team. This form is intended for educational purposes for PACs, and unless there is something grossly amiss, it should not affect your grant application.
- Planning for next school year – PAC should take note of regular expenses and allocate them in the budget at the beginning of the year so that there are fewer items needing to be voted on throughout the year.
- Motion to approve the treasurer's report as presented: Kelly; Second: Jill K.

7. Staff Requests – Recently Approved/Awaiting Approval

- Recently Approved:
 - Mrs. Leggett: \$200.00 for Kamloops Track & Field Club training with grade 6 and 7 students
 - Mrs. Leggett: \$314.03 to support the Primary and Intermediate Track & Field Meets (spray paint, bubble wands, chalk, airhorn, 3 boxes of freezies for Primaries)
 - Mrs. Bozek: \$143.31 to purchase gold pompoms for the Cheer Squad (42 students in grades 1 through 5)
 - Primary Classes: PAC agreed to assist with the cost of the Wildlife Park field trip on June 12 attended by 173 primary students (9 classes). PAC will pay either exactly half of the cost (\$1,383) or the total needed so that parents can pay an even \$8 per student.
 - Mrs. MacDonald & Ms. Wilmot: \$79.99 for ribbons for the Primary track meet.
 - Mrs. Goertzen & Ms. Huffman: \$264.59 for the bussing cost to release Salmon.
 - Mrs. Ngo & Mrs. Jenkins: \$80 for the remaining field trip cost to River City Gymnastics in March

- Awaiting Discussion:
 - Mrs. Dagg has asked if PAC will pay the bussing cost for the Grade 7 Eagle Bay Field Trip. The estimate is \$600 for 53 students (\$11.30 per student). Parents are already paying \$200 per student for this trip (less any amount they personally raised from the Purdy's fundraiser, which is child specific).
 - The group is in favour, motion to approve \$600 for bussing to Eagle Bay: Diane; Second: Nicole.

8. Administrator's PAC Meeting Report

- Please refer to Appendix 1 to read the full Administrator's Report from Mr. Buemann and Mrs. Leggett
- RLC's goal of fostering a sense of belonging is going well and responses to the student survey are coming in positively. RLC Staff are handing out 'Belonging Badges' to continue building connections and as part of the journey to earn a whole school reward in June.
- The schools goal focus will start shifting to numeracy now, with teachers planning to attend numeracy workshops in May and September.
- The PAC kitchen is being renovated from May 21 to 24! PAC will empty the bottom cabinets in preparation for this. Hot lunch during the renovation week is coming from a restaurant and Mr. Buemann will help find another area to organize and disperse the food from.

9. DPAC Update

- The next DPAC meeting is May 21 at 6:30pm at the Henry Grube Centre or via Zoom.
- Bonnie McBride, the current DPAC chair, has recently been elected to BCCPAC chair.
- The second in-school childcare facility has opened (Happyvale Childcare) and has 72 childcare spots. Will be interesting to see this program hopefully expand to other schools.
- \$20 million dollars has been added to the provincial student and family affordability fund - \$534,000 for SD 73.
- The DPAC treasurer has received feedback on their Gaming Self Assessment Questionnaire – we still have not received feedback on our submission. The section of government that this questionnaire is submitted to is different that the one that approves gaming grants. The results of the self assessment are meant to be informative and not punitive.
- On May 22 there will be a clinic on Active Transportation at Henry Grube.
- The BC School Trustees raised concerns at the AGM in April about the maintenance cost of portables drawing on education funds. This will be looked at more in the future.

10. Committee Reports

- Spaghetti Dinner
 - Spaghetti Dinner was a success; not all expenses have been submitted so a total profit amount is not yet available.
- Track Meet Concession, May 9
 - PAC has purchased frozen treats and chips to sell at the concession tomorrow. Mrs. Leggett has organized volunteers but one has dropped out so there are 4 people for the morning and 2 for the afternoon. Tiffany will post on the PAC facebook page asking for more help.

- Raffle (Jill K.)
 - 134 books have been signed out so far and 2 sold books have been returned.
 - The number of daily requests to sign out books has slowed down now.
 - Motion to approve a budget of up to \$400 for a pizza party for the class that sells the most books: Jill B.; Second: Tiffany.
 - The pizza party will be advertised now to encourage more sales, Jill K. will calculate the class standings for Jill B. to include in the ad.
 - Closer to the end of the sales period we will advertise ticket sales on the Barnhartvale Community Facebook page.
- Carnival
 - Silent auction items are being collected
 - Classroom themed baskets for silent auction have been assigned
 - Promotional posters and flyers will be dispersed to answer FAQ
 - Wristbands will be offered for pre-sale starting on Friday
 - Volunteer sign up will go live next week
- Year End Free Hot Dog Day
 - Is scheduled for Monday June 24. Jill B. will confirm that this date works for Sonia.

11. Other

- Constitution and Bylaws
 - No progress on this since the previous meeting.
- RLC PAC \$1,000 Award
 - Four applications were received. Jill K., Andrea, and Anne are meeting May 15 to discuss the applications with a goal of choosing a recipient by May 31.
- Staff Appreciation Lunch, April 16
 - Thank you to everyone who helped host this luncheon, it was a success!
- SPARK Session, May 15
 - Typically a PAC member attends these sessions to speak to the incoming Kindergarten parents and provide a one-page handout.
 - The session will be split into two groups so a PAC member could speak at 9:10 and 10:40.
 - Chantelle has offered to attend the sessions and speak on behalf of PAC; Jill B. will send her the one-page info sheet that was distributed during Kindergarten registration time.
- Future Projector Cost
 - Mr. Buemann has provided PAC with an estimate for the cost of a new projector, including the mounting, cage, and cabling, of \$7,000-\$8,000. This would fall under the gym improvements fundraising goal for Raffle funds.

12. Next Meeting

- The next PAC meeting will be held on June 12, 2024 at 6:00pm at **Tumbleweeds**.

Meeting Adjourned: 8:11pm

APPENDIX 1: 2024-05-08 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..*

We have completed the School District Engagement, Well-Being and Resiliency Survey which allows students to share their feedback anonymously on their experiences at school, on the school environment and on school improvement programs. Over the next month, we will be looking at the data to identify areas for improvement and areas where we are being successful. We have also begun to plan our learning for next year when we will begin focusing more on numeracy as our sense of belonging has come a long way. As part of the planning and preparation, some staff will be attending a workshop on numeracy in May and all staff will be participating in a workshop on numeracy in September.

We are excited for our intermediate and first ever primary track & field days this week. Please help us remind parents to send students with water, hats, sunscreen and lots of food! A big thank you goes out to all our volunteers. Without them, we could not make these work.

We are very happy to be able to welcome our September 2024 Kindergarten students who will visit the school twice before the end of the year as part of the SPARKS program. This is meant to ease the transition for parents and students into their first school. Thank you PAC for coming out to share what you do with parents.

Thank you PAC for an awesome spaghetti dinner. This is a fun event and a great way to mingle with families and we appreciate the opportunity to be a part of this.

Flag football is fun and the students are playing hard. We would like to thank Mrs Huffman and Mrs R Anderson who are busy coaching our flag football team.

We have begun our journey to earn a whole school reward in June and are handing out "Courage Bear Badges" to students who show courage in their learning. We chose the bear as this animal is part of the 7 Grandfather Teachings we have been using to share values that are important to us all. Thank you again to PAC for helping us make this happen.

I am pleased to share that the PAC kitchen will be renovated at the end of May. We will be getting two new microwaves, a new stove, a new dishwasher, a new sink, and other improvements.

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)