

RLC PAC Meeting Minutes – September 18, 2024

ATTENDEES	Chantelle McMaster	Heidi
Jill Byrd - Chair	Andrea Bardeck	Joanne Leggett
Tiffany Hayward – Co-Chair	Roxane	Blake Buemann
Diane Koehn - Treasurer	Stacy	
Jill Kryski – Secretary	Jaret	
Jennafer Moores	Kelsey	

Location: RLC Library, 5990 Todd Rd.

Call to Order – 6:01pm

1. Welcome, Introductions and Guests

2. Additions or Corrections to Agenda

- Motion to adopt the agenda as presented: Jill B.; Second: Andrea B. (All in favour)

3. Minutes of Previous Meeting (June 12, 2024)

- Motion to adopt minutes as presented: Jill K.; Second: Jenn (All in favour)

4. Elections

- Executive Position: **Chair**
 - Jill B. wishes to step back from the Chair position. Diane nominated Jill K. for Chair which Jill K. accepted. With no other volunteers for the position and all in favour, Jill K. is the new Chair.
- Executive Position: **Co-Chair**
 - Tiffany accepted Jenn's nomination to remain as Co-Chair and with no other volunteers for the position and all in favour, Tiffany continues as Co-Chair.
- Executive Position: **Treasurer**
 - Diane accepted Jenn's nomination to remain as Treasurer and with no other volunteers for the position and all in favour, Diane continues as Treasurer.
- Executive Position: **Secretary**
 - Jenn nominated Andrea B. for Secretary which Andrea B. accepted. With no other volunteers for the position and all in favour, Andrea B. is the new Secretary.
- District Parent Advisory Council (DPAC) Representatives:
 - DPAC meets once a month, usually on the third Tuesday, either in person or via zoom. DPAC representatives are responsible to attend the meetings and report back any important information to the RLC PAC. Having two DPAC representatives helps ensure that at least one person can always attend the meetings.
 - Roxane and Heidi have volunteered to be our DPAC representatives this year.

5. Correspondence

- Nothing new in the PAC mailbox; email requests will be discussed in Staff Requests.

6. Treasurer's Report (Diane)

- The bank account balances as at August 31:
 - Regular PAC Account: \$25,104.04
 - Gaming Account: \$29,984.22
- Approximately \$5,000 in expenses from the 23/24 school year are still owed to RLC; Mrs. Moores will work on getting these invoices to Diane for payment.
- To stay within gaming guidelines, we need to spend \$3,952 from the Gaming Account before September 28, which should not be a problem to coordinate.
- The BC CPAC membership needs to be renewed; will defer this to the October budget meeting.
- After receiving a letter from CIBC warning of increased fees, Jill K. looked into the details of the PAC bank accounts over the summer. The gaming account has a \$5/month fee and both accounts get charged high service fees that seem to be tied to larger deposits (up to \$25-\$100 some months). CIBC let us know that the PAC accounts were opened so long ago that they are no longer relevant to CIBC's current account packages and they were not able to tell us how many transactions we have included per month. CIBC recommended that we change to "not-for-profit" accounts that are \$0.00 per month when we maintain a balance of \$5,000 or more (\$4/month if we go below), 30 transactions per month included (each additional transaction is \$1 self-service, \$1.25 full-service), and a deposit package of up to \$5,000 cash, \$500 coin, and 30 cheques per month (if we go over the charges are \$0.22 per cheque, \$2.25 per \$1,000 cash at ATM, \$2.50 per \$1,000 cash any other way, \$2.50 per \$100 in coins). We are normally under 30 transactions per month except for the very busy fundraising months when Carnival and Raffle occur. Jill reviewed other plans from CIBC and other banks as well, and the CIBC Not-for-Profit accounts appear to be the best choice.
 - *Motion to change both the Regular Account and the Gaming Account to 'not-for-profit' accounts: Jill K.; Second: Jill B. (All in favour)*
- With the elections for the year complete it is a good time to consider any changes to the signing authorities for the bank accounts.
 - *Motion to keep Jill Byrd as a co-signor and add Tiffany as a co-signor: Diane; Second: Jill K. (All in favour)*
- At the October budget meeting we will present a list of proposed expenditures for the school year for discussion.
- *Motion to approve the treasurer's report as presented: Diane; Second: Tiffany (All in favour)*

7. Staff Requests – Recently Approved/Awaiting Approval

- Recently Approved:
 - In June we approved Mrs. Munden's request to roll over the annual budget for the Outride Bike Program bike repairs so that it accumulates year after year if the full budget is not used and is available for future maintenance costs. PAC will be setting up a sub-account or savings account with CIBC for this purpose.
- Awaiting Discussion:
 - Mrs. Gibbons asked if PAC would consider supporting the Adventuring into Life workshop for her grade 4/5 class, Mrs. Simpson's grade 7 class, Mrs. Schnackenberg's grade 6 class and Mrs. Klymchuk's grade 4/5 class. The workshop is one hour per week over 4 weeks with lessons on water filtration, fire

building, shelter building, and knot tying. The cost is \$20 per student (\$5/week) for approximately 104 students, total of \$2,080.

Motion to pay for \$10 per student (total: \$1,040) to reduce the cost for parents: Roxane; Second: Jaret (All in favour)

- Mrs. Leggett requested the PAC's support to purchase new playground equipment for most classrooms (14 of 18) at a cost of \$1,695.81. This equipment is very popular with the students at recess and lunch and gets used a lot.

Motion to pay \$1,695.81 for new playground equipment for 14 classes: Jill K.; Second: Diane (All in favour)

Mrs. Leggett asked the PAC to support the purchase of Happy Birthday Pencils for \$297.25. Each student will receive one within the school year by going to the office on their birthday, or the closest school day (summer birthdays get theirs in June).

Motion to pay \$297.25 for birthday pencils for the entire school: Chantelle; Second: Tiffany (All in favour)

- Mrs. Leggett asked PAC to consider supporting the purchase of Coaches Hoodies for both staff and parent volunteer athletics coaches – approximately \$800 for 20 hoodies (could be higher or lower depending on final number of coaches). Teachers and parents volunteer a lot of time to coach sports teams and ensure that students have access to play sports and RLC would like to show appreciation for this. The group discussed other pros to coaches' hoodies such as school spirit, visibility/recognition while at other schools; the time spent by volunteers to do coach training and concussion training; and whether there should be a difference between staff and parent volunteer coaches.

Motion to approve a budget of up to \$800.00 for coaches' hoodies for volunteer coaches: Jill B.; Second: Chantelle (All in favour)

8. Administrator's PAC Meeting Report

- Please refer to Appendix 1 to read the full Administrator's Report from Mr. Buemann and Mrs. Leggett.
- Trees have finally been planted around the picnic tables that were purchased by PAC for the upper school field several years ago!
- The Cliff Weatherman Run hosted by RLC at Eaglepoint golf course is coming up on September 25 and more volunteers are needed. Please reach out to Mrs. Strom if you can help.
- The school's recycling day is Thursday and conflicts with hot lunch; hot lunch volunteers won't be able to park outside the PAC room on Thursdays.

9. DPAC Update

- No update

10. Committee Reports

- Hot Lunch
 - Hot Lunch ordering is open for the entire fall session. Ordering for each lunch will close one week before the lunch date.
 - If anyone would like to volunteer to help with hot lunches please reach out to PAC or directly to Sonia!

- 2024/2025 Fundraising Plans
 - Welcome Back BBQ – September 19 5:30 to 7:00pm at RLC! Dinner by Donation
 - Everything is purchased and volunteers are lined up for tomorrow.
 - Art Cards (Starts now so that cards will be delivered in time for xmas card season)
 - Jill B. would like to pass this fundraiser along to someone new. Chantelle and Andrea volunteered to take this on.
 - West Coast Seeds (registration needed asap for sales in January)
 - The group is in favour of doing this fundraiser again so Jill B. will register RLC now so that we can sell the seeds starting in January.
 - Poinsettias (November)
 - The profit on this fundraiser has been lower (approx. \$360 last year) and it can be difficult to coordinate pick up of the plants in a timely manner. Poinsettias have to be purchased by the PAC in groups of 6 and a \$50 delivery fee applies for orders under \$800.
 - For these reasons the group has decided not to run this fundraiser this year and instead Chantelle will focus her efforts on movie nights and other fundraisers.
 - Joy Catalogue (November)
 - Jenn will be teaching Chantelle how to run this fundraiser this year.
 - Craft Fair (November or December)
 - Jenn would run this fundraiser again if the group is in support but would like to find someone to train to take it over for future years.
 - The date is typically chosen by reviewing the dates of other large/popular craft fairs to prevent a conflict.
 - Elf Sale (December)
 - Raffle (December/January)
 - Spaghetti Dinner (February/March/April?)
 - Track Meet Concession Sales (May)
 - Carnival (June)
 - Movie Nights (TBD)
 - The group is in favour of doing more movie nights this year and discussed the possibility of doing an October Halloween themed night.
 - Any new and Exciting Ideas to add or input to change?
 - Stacy told us about two fun and popular events from her previous school. One is the Halloween Haunted House where the school is decorated and groups of kids are toured through to different classrooms. The other is a Snow Ball/Family Dance/Formal around Christmas time where the PAC also coordinates a sale/swap of gently used formal wear.
- 2024/2025 Fundraising Goals
 - What should PAC fundraise for this year?
 - For the 2023/2024 Raffle one of the goals was to raise money for new gym equipment like a projector. Mr. Buemann will bring more information on the cost of this to the October budget meeting.

11. Other

- Newsletter
 - Tiffany discussed the idea of doing a monthly PAC digital newsletter to hopefully reach more parents and keep the school community more informed about what the PAC is doing. Mrs. Leggett would support PAC in distributing a newsletter to the school caregiver community.

- Constitution and Bylaws
 - No progress on this since the previous meeting.
 - The executive suggests that we form a committee dedicated to updating the constitution and bylaws.

- PAC Kitchen Update
 - The PAC is very grateful to SD73 and Feeding Futures for funding a renovation to the PAC kitchen! The updates are now complete, we should post a photo on the Facebook page letting parents know and clarifying where the funding came from.

- RLC PAC \$1,000 Award
 - A committee will be need to be formed for the 2025 Award.

12. Next Meeting

- The next PAC meeting will be held on October 9, 2024 at 6:00pm in the RLC Library. This will be both a regular PAC meeting and a budget meeting.

Meeting Adjourned: 7:38pm

APPENDIX 1: 2024-09-18 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 are getting an early start this year. We will be focusing more of our attention on our numeracy goal this year beginning with a whole school Professional Development day on number sense next week. We look forward to sharing our progress with you in the coming months.

We have had another very positive beginning to the school year with students and staff. For our first week, students rotated in last year's classes from station to station to meet staff, do a fun activity, and explicitly review expected behaviours in every area of the school. We chose this way to start the school year based on the Positive Behaviour Interventions (PBIS) model which outlines the importance of taking the time to teach the behaviours you want to see.

We have seen some fluctuation in our numbers over the last couple of weeks with families moving into and out of the neighbourhood. In September, we had to adjust our class planning due to increased enrollment in our upper intermediate grades.

Our current student population sits at 403 students, one more than we started with last year. Although we were sad to say goodbye to some of our staff in June with the retirements of Ms. Young and Mrs. Kirchner, as well as Mrs. Power, Mrs. Thorburn, Ms. Neville, and Mrs. Wojak, we are very fortunate to have some very talented members join our team this year: Mrs. Jenkins (LART), Mrs. Taylor (Gr. 1/2), Mrs. Klymchuk (Gr. 4/5), Mrs. Gibbons (Gr. 4/5), and Mrs. McCarthy (Tues/Thurs PE Prep).

There are two CEA positions that will be filled for the year in October. Congratulations to Mrs. Biefeld (CEA) on her Retirement - her last day will be this Friday. And Ms. C. Anderson has moved away, after spending last year at RLC. We wish them both the very best!

We would like to extend a big thank you to all the new and returning parents and grandparents who volunteer every lunch hour to help supervise the students. They fix owies, solve conflicts, entertain kids and anything else that is needed. Thank you.

We were excited to see the three new trees planted this week by the picnic tables on our upper field. These trees were planned for by PAC a number of years ago.

Extra-curricular activities have already begun with x-country starting up this week. We have over 79 students signed up to run this year. Thank you to staff coaches Mrs. Wilmot and Mrs. Bozek. We are once again hosting the Cliff Weathermon RLC Run which will be held at Eaglepoint Golf Resort, who are generously donating their space for us to use. Thank you to staff coordinator Mrs. Strom. We are looking for volunteers to help out with the RLC Run at Eagle Point. If you know of anyone that can help, please have them contact Mrs. Strom at jstrom@sd73.bc.ca

September 20 is our school Terry Fox run which we will be running in the community. We will also be collecting a “Twoonie for Terry” in the week leading up to our school run. Thank you to Mrs. Munden for coordinating the school run.

Volleyball tryouts are well underway this year, under the guidance of Mrs. Dagg and Mrs. Anderson. Due to the high number of students interested in playing, we are looking at offering an intramural program for those who do not earn a spot on one of the teams.

We formally thanked Ms. Brenda Vos at our first day of school Assembly for over 15 years of service as a volunteer popcorn maker every Friday at RLC. We are very grateful to her dedication and commitment to bringing happiness and tasty popcorn to our school each week! We are fortunate to have Sara Hyslop offer to take on this role for the school year. The first popcorn day will be this Friday, Sept 20.

The entire school district will continue to use the online cash payment system, School Cash Online, for parents to use in place of sending cash to school. All parents will be required to use the system. The only exception to this rule is our Friday popcorn days. If there are any questions, please encourage parents to contact the school.

Our first evacuation drills take place this week (one happened today, and another one on Friday). We announce ahead of time when the drills will happen so there are no surprises. It is a requirement that we have six evacuation (fire) drills, 2 lockdown drills, 1 hold and secure drill, and 1 earthquake drill each year. We are sure the drills will go well and everyone will be accounted for. Your children are safe with us.

We now have a large recycling dumpster in place near the garbage dumpster outside of the PAC room. We have been asked by City staff to ensure that no one parks in front of these bins as it could impede pick-up. Recycling gets picked up on Thursdays (no set time unfortunately), so we may need our amazing hot lunch volunteers to park elsewhere (until pick-up is complete at least). Thank you for your understanding.

We 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)