

## RLC PAC Meeting Minutes – April 10, 2024

<b>ATTENDEES</b>		
Diane Koehn - Treasurer	Anne Morrison	
Tiffany Hayward – Co-Chair	Andrea Bardeck	
Jill Kryski – Secretary	Joanne Leggett	
Kelly Walker	Blake Buemann	
Jennafer Moores		

Location: RLC Library, 5990 Todd Rd.

### Call to Order – 6:04pm

#### 1. Welcome, Introductions and Guests

#### 2. Additions or Corrections to Agenda

- Motion to adopt the agenda as presented: Anne; Second: Jenn

#### 3. Minutes of Previous Meeting (March 12, 2024)

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

#### 4. Correspondence

- One award application has been received.
  - Jill K. will check with SD73 to see if they have a list of awards available on their website and will also post a reminder on the community facebook page the week before the deadline.
- PAC Suggestion Box is all set up in the PAC mailbox and ready for use.
- PAC received a letter typed in both braille and print from Michael and Mrs. Anderson letting us know that RLC's library is the first in SD73 to be braille accessible. PAC's donation of \$1,000 helped RLC start a braille book section. Michael will be hosting a small gathering in the library later this month to demonstrate how awesome it is to have braille books for him to read now as well as books for him to grow into - 20-25 people will be attending including people from SD73 and PAC.

#### 5. Treasurer's Report (Diane)

- The account balances are as follows:
  - Regular PAC Account: \$36,124.36
  - Gaming Account: \$14,091.42
- More teachers are turning in receipts and requesting assistance with field trip funding.
- Diane and Jill K. completed the gaming annual reports for 20/21 and 21/22 and they have been submitted. We have not had any feedback on the Annual Reports or the Self-Assessment Questionnaire as of yet.
- It is important that we are aware of spending deadlines on money received from Gaming Grants and Gaming Events. The money from these sources has specific timelines and guidelines as to what the money can be spent on, and how long you have to spend it. Jill K.

put together a spreadsheet to track past and future gaming funds so that we can ensure the money is spent on time.

- The deadline to spend money earned from the 2023 Raffle is this April 13 – we have successfully spent and documented those expenditures.
- The next upcoming deadline is to spend the money from the September 2021 Gaming Grant by October 15, 2024. We expect this money to be used up on the final library invoice.
  - Diane, Jenn, and Mr. Buemann to confirm if all library receipts have been submitted to PAC
- A huge contributor to the PAC's income is the annual raffle. While it has taken us a while to prepare for this year, we have received approval for our raffle license this week and we are very excited and appreciative to have the opportunity to host this event once again. Here's to fundraising for future gym improvements and awesome field trip experiences!
- Motion to approve the treasurer's report as presented: Kelly; Second: Jill K.

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

- Recently approved – PAC approved \$200 towards a field trip to Big Little Science Center for Mrs. Ngo and Mrs. Lam's classes.
- Mrs. Ngo and Mrs. Jenkins have requested \$240 to pay for bussing costs for two trips to River City Gymnastics that happened in March – PAC has requested more information on this before making a decision.
- The group discussed working on creating a form for next school year that the teachers can use to request field trip funding.

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

- Please refer to Appendix 1 to read the Administrator's Report from Mr. Buemann and Mrs. Leggett
- RLC is grateful to have received a bunch of sandbox toy donations from the community! Mrs. Leggett has also ordered some additional toys that will arrive soon.
- RLC's Track and Field Meet will be held on May 9, the school has put out a request for volunteers and so far has approximately half the amount needed.
- The March Madness Food Bank Drive dress up day will be happening on April 15!

#### **8. DPAC Update**

- No update, the next meeting will be Tuesday, April 16 at 6:30pm (in person or via zoom)

#### **9. Committee Reports**

- Spaghetti Dinner, April 25 at 5:30pm
  - Ticket sales are now live on MunchALunch. Presale prices are Adults \$14, Children (5-12) \$11, Kids <5 eat free. Early-bird pricing is open until midnight on April 19 and then will increase, or if we sell out, ticket purchasing will close on Munch.
  - Approximate max for dinner is 220.
  - Tables and chairs have been ordered from the school district via Blake.
  - Colouring contest pages have been placed in all teacher's mailboxes and can be returned to the box in the office. Winners for each grade will be announced at Spaghetti dinner.
  - Sonia has kindly offered to cook for us (with some helpers). Only one extra helper for the night of so far after our post on facebook.

- Advertising for desserts needed for silent auction will need to happen next – we will request 20-25 donations of, but not limited to: cake, plate of cupcakes, cookies, or brownies. Can be bought or homemade and dropped off in the PAC room the day of the event or brought with them to the dinner that evening. Cash or cheque for winning payments.
- Talent Show signs have gone up around the school this evening, with a sign-up sheet located in the hallway outside the office in addition to facebook posts. The show will be limited to 12 kids performing for 2-3 minutes each and the deadline to apply is next Friday. Performers don't need a dinner ticket but if parents want to watch they will need a ticket.
- Track Meet Concession, May 9
  - PAC will organize a concession, volunteers to run it will be organized through the same sign-up portal as for Track and Field.
- Raffle
  - The Class B Gaming License application was submitted April 3 and approved April 9! The draw date will be Friday June 7, 2024 at 2:30pm at RLC. 200 raffle books, 10 tickets in a book, and \$10 per ticket.
- Carnival
  - Committees have been organized and supplies are being purchased and reserved. More info to come!
  - More volunteers to help with the planning and execution of carnival are still needed so if you're interested in helping out in a small or large role please reach out someone on PAC or email [rlcpantherspac@gmail.com](mailto:rlcpantherspac@gmail.com).
- Year End Free Hot Dog Day
  - Will coincide with the year-end fun day; a date has not yet been set but it will either be June 24<sup>th</sup> or 26<sup>th</sup>.
  - Juice boxes have been secured via the Grade 7's fundraising efforts.

## 10. Other

- Constitution and Bylaws
  - No progress on this since the previous meeting.
- Staff Appreciation Lunch, April 16
  - A facebook post will be made asking for 1-2 more helpers for the day off.
  - Lunch will be for approximately 37 staff lunch with the majority eating at 12:15 and some support staff not being able to eat until 1:15.

## 11. Next Meeting

- The next PAC meeting will be held on May 8, 2024 at 6:00pm

**Meeting Adjourned: 7:32pm**

# APPENDIX 1: 2024-04-10 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 ...*

This month, students will be participating in 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. This is another piece of information we use when developing lessons and supports for students school wide.

There continue to be opportunities for extra-curricular activities at RLC with Track & Field beginning for both our primary and intermediate students which will culminate in our two track & field days: May 9 for intermediates and May 10 for primaries. A big thank you goes out to Mrs Strom, Mrs Wilmot and Mrs Macdonald for all their leadership organizing and preparing for these. We appreciate the many volunteers who will give their time to help support the track events and the concession. There is still time to sign-up to volunteer. Please see the Parent Message sent on Friday for the link or click here: [Volunteers - RLC Track and Field Meets 2024](#)

We are also fortunate to be able to offer Floor Hockey at lunch on Tuesdays - Thursdays. The draft is complete and teams began play yesterday. A big thank you to Mrs Schnackenberg and Mrs. Simpson for supporting and helping to organize this. We would also like to thank Mrs Huffman and Mrs R Anderson who are busy coaching our flag football team which is practicing already and preparing for their first games next week.. Finally, a big thank you to Mrs Bozek for sponsoring the RLC cheer club as well.

Mrs Froese directed and produced an outstanding spring concert again this year. The Greatest Showman was an outstanding event with beautiful performances by the students and lots of opportunities for students to sing, dance, play instruments, build props, run lights and sound, and many of the other tasks that go on to make something like this performance possible. Thank you, Mrs. Froese, for the many ways you allow our students talent and passion to shine brightly! It was wonderful to see all the support from families as we had a great turnout for both concerts.

We would also like to extend a big thank you to all our parents and students as well as to Dallas for everyone's support of the foodbank. Together we raised the equivalent amount of food in weight to a full size pick-up truck! Next week, the Principal of Dallas Elementary will be visiting our school in RLC swag as RLC 'won' the contest, although the real winner is the Kamloops Food Bank.

Our annual Day of Suwentwecw on April 5 was a wonderful day to reflect and reconnect with the lessons to support reconciliation that happen through the year. It was an opportunity to talk with students about the important role story plays in Indigenous Cultures and many other cultures around the world. We read the Story of Salmon Boy which is a local Secwepemc story and talked about the lessons it shares. We were also fortunate to welcome Mrs Ross, one of our District Aboriginal Coordinators, to RLC as a witness to the day.

Mrs. Schnackenberg, Mrs. Huffman, Mrs. Munden, and Mrs. Simpson will be holding a Young Entrepreneur Fair with their students this year. Students will work on product-based businesses, creating a project, and the marketing finances involved. The Fair takes place on Tuesday, June 11 in the afternoon. It is the first time RLC has hosted this event and our students are excited about the opportunity.

Finally, we have continued planning for a whole school belonging activity for the end of June. We appreciate the support from PAC.

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)