

RLC PAC Meeting Minutes – June 12, 2024

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

Location: Tumbleweeds, 5220 Bogetti Rd.

Call to Order – 6:09pm

1. Welcome, Introductions and Guests

2. Additions or Corrections to Agenda

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

3. Minutes of Previous Meeting (May 8, 2024)

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

4. Correspondence

- Nothing new in the PAC mailbox

5. Treasurer’s Report (Diane)

- The bank account balances as at May 31:
 - Regular PAC Account: \$17,980.82
 - Gaming Account: \$11,669.33
- The account balances as of June 12, after Carnival and Raffle, are as follows:
 - Regular PAC Account: \$29,424.94
 - Gaming Account: \$30,129.33
- Aside from a small amount of cash in the safe, which will be deposited at the end of June along with any other cash received before then, all fundraising money has now been deposited.
- While the majority of the PAC initiatives have drawn to a close for the year, these numbers should be considered preliminary as the year end processing of paperwork and invoices is still in progress:
 - The deadline for spending of teachers’ funds (a budget of \$200 per teacher) was June 10th. Twelve teachers took advantage of these available funds for a preliminary total spent of \$2,095.14 – leaving approx. \$1,704 unspent.
 - Spaghetti Dinner: \$1,267.15 Total Profit
 - The dessert auction raised \$573, thank you to all the families that donated desserts!
 - The spaghetti dinner raised \$694.15 – there was also a lot of leftover food which was used for a baked spaghetti hot lunch in June that brought in approximately \$600.
 - Track Meet Concession: \$528.44 Total Profit

- Carnival: \$7,426.83 Total Profit
 - \$4,167 of this total was from the Silent Auction, thank you so much to everyone who generously donated items!
 - \$753 of the total was collected at Cake Walk, thank you to all the families that generously donated desserts!
- PAC received a notification from CIBC that bank fees will be increasing; this warrants an overall look at our fees, how PAC will be affected, and consideration of changing banks if needed. Diane will look into this further over the summer as well as setting up a sub-account to earmark money for future bike repairs and maintenance.
- Keeping in line with the PAC's desire to create a fundraising schedule early in the year, a more comprehensive budget thoroughly mapping out expenses would make for a more collaborative and inclusive decision-making process by the PAC as a whole, and ease last-minute decision-making demands on the executive.
- Motion to approve the treasurer's report as presented: Diane; Second: Jill K.

6. Staff Requests – Recently Approved/Awaiting Approval

- Recently Approved:
 - Mrs. Simpson's class field trip to Cliffside Climbing Gym and Riverside Park – PAC will contribute approximately 50% of the field trip cost (\$342.22)
 - Mrs. Strom's class field trip to Cliffside Climbing Gym – PAC will contribute approximately 50% of the field trip cost (\$328)
 - Mrs. Schnackenberg and Ms. Macdonald's classes field trip to Cliffside Climbing Gym and Freeze Athletics – PAC will contribute approximately 50% of the field trip cost (\$658)
- Awaiting Discussion:
 - Mrs. Munden's request at the May 8 meeting to roll over the annual budget for 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.
 - Motion to set up a sub-account at the bank to carry the annual budget forward: Jenn; Second: Kelly.

7. Administrator's PAC Meeting Report

- Please refer to Appendix 1 to read the full Administrator's Report from Mr. Buemann and Mrs. Leggett.
- The students are very close to having earned enough Belonging Badges for the year-end whole school field trip to the movie theatre!

8. DPAC Update

- No update

9. Committee Reports

- Hot Lunch (Sonia)
 - Thank you to Sonia and everyone who helps her on hot lunch days, it is much appreciated by parents, students, and the PAC!

- The PAC kitchen renos are fantastic – and not quite complete. The tap installed with the new sink does not have a spray attachment which will be needed for foodsafe reasons and to allow washing of the large dishes used in cooking meals for big groups.
 - Mrs. Leggett will put in a work order with SD73 requesting that they either re-install the old tap, or provide and install a new one.
 - Motion to approve funds to purchase a new kitchen tap with sprayer, if SD73 is not able to provide a tap: Sonia; Second: Tiffany
 - Motion to approve \$500 for Sonia to purchase kitchen supplies (ex/ industrial size cookware, roasting pans) to support the hot lunch program and PAC fundraisers/events: Jenn; Second: Kelly
- Year End Free Hot Dog Day (June 24)
 - Sonia and her hot lunch crew will be organizing and cooking the lunch for the entire school.
 - Sonia will send home a slip for parents to indicate any dietary restrictions next week so that they can be accommodated.
 - Raffle (Jill K.)
 - 1,846 out of 2,000 tickets were sold in 43 days.
 - \$18,460 raised; after expenses of approximately \$3,250 (prizes, license, ticket printing, pizza party) we expect a profit of over \$15,000.
 - Mrs. Sample's class won the pizza party for selling the most tickets and planning for the pizza lunch is underway.
 - Track Meet Concession
 - Approximately 1,000 items were sold in the track meet concession with a profit of \$528.44.
 - Carnival
 - 359 wristbands were sold – 196 were sold by presale on Munch which helped to greatly reduce lines on the night of.
 - Purchase of prizes came in under budget and there are approximately 200 prize bags leftover that can be used for the next carnival.
 - Collection of funds from the silent auction has taken a lot more effort and follow up contacts than usual.
 - This year PAC decided to accept e-transfers for payment at the silent auction, which many people chose to take advantage of. It does add more work to catalogue and process the payments - PAC will add a section to the payment sheet with instructions for that next year.
 - The group agreed to send a thank-you to the Dallas-Barnhartvale Church for generously bringing 4 games plus volunteers from their Voltage program to the RLC carnival. Jill B's kids will craft a thank you card that can be signed by more students as well. Motion by Andrea B. to purchase a \$100 Domino's gift card to give to the Church; Second: Jill B.

10. Other

- Constitution and Bylaws
 - No progress on this since the previous meeting.
- SPARK Session, May 15
 - Chantelle, Andrea B., and Jill K. attended the 2 SPARK sessions to speak to parents about what the PAC does for the school and to encourage new families to get involved next year.
- RLC PAC \$1,000 Award (Jill K., Anne, Andrea V.)
 - The 2024 recipient was selected and a letter was sent to her June 12 to set up a time for her to receive the cheque at the school.
 - The chosen recipient is Amy Crocker who showed great involvement in both her school community and the greater community of Kamloops in addition to dedication to her studies. This year's award committee has developed an assessment sheet and job description for use in future years.
- PAC Kitchen Update
 - The PAC is very grateful to SD73 and Feeding Futures for funding a renovation to the PAC kitchen! These updates are appreciated as the kitchen is a major hub of activity for whole-school events, PAC fundraising events and the hot lunch program.

11. Looking Ahead!

- PAC will host the annual Welcome Back BBQ in the fall, the date is tentatively set for September 19
- PAC elections for executive positions will be held at the first PAC meeting in September, followed by a budget meeting in October
- Art Cards is one of the first fall fundraisers and PAC is hoping to find someone new to help run this popular program

12. Next Meeting

- The next PAC meeting will be held on September 18, 2024 at 6:00pm in the RLC Library.

Meeting Adjourned: 7:33pm

APPENDIX 1: 2024-06-12 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 reviewed data collected via the School District Engagement, Well-Being and Resiliency Survey (DEWRS). We also implemented a Primary DEWRS survey to allow our younger students an opportunity to share their feelings on belonging and safety within our school community. Over the past month, we looked at the data to identify areas for improvement and areas where we are being successful. This included meeting with students and discussions with staff.

On the May Professional Development Day, we had a former District Numeracy coordinator lead our staff through various numeracy strategies and started the planning for a K-7 numeracy scope and sequence. We will continue this great work with all staff during a workshop on numeracy on the September Professional Development Day.

Our Grade 4 students and Aboriginal students attended an Aboriginal Cultural Day hosted by Dallas Elementary on June 7. Students had the opportunity to participate in various Aboriginal activities and enjoyed a complimentary lunch. Our Grade 5 students will be attending the District Powwow tomorrow (June 13), along with all other Grade 5 students in the District. It will be a great experience to celebrate and honour the Aboriginal ways of knowing and being.

We were so impressed with the amazing products created by our Grade 5 and 6 students in preparation for the Young Entrepreneurs Fair on June 11. The planning, preparation, salesmanship, and creativity involved was impressive. Thank you to our teachers (Ms. Simpson, Mrs. Munden, Mrs. Schnackenberg, and Mrs. Huffman) for providing this opportunity for our students. We appreciate the support from our parents and larger community in making the Fair so successful.

We are looking forward to our year-end fun day on June 24 which is being organized by Student Leadership with the support of Mrs. Strom, Mrs. Dagg, and Mrs. Wojak. Events will begin after recess and run until the end of the day. Thank you to our PAC for providing a free hot dog lunch to all students on Fun Day.

Our students are very close to earning the year-end whole school field trip to Cineplex Movie theatre on Tuesday, June 25. They are earning Belonging Badges for showing acts of courage and bravery like bear. Thank you to PAC for covering busing costs for this field trip.

New this year, we will be spreading our year-end student assemblies over two days. On Wednesday, June 26, we will be having the Grade 7 Leaving Celebration and Awards Assembly at 1:15 PM. On Thursday, June 27, we will be hosting our final assembly for the school year at 11:00 AM which will include a slideshow and presentation by the Cheer Squad. Due to the capacity of our gym and fire regulations, we are not able to invite parents to join us unless specifically invited. Students will be dismissed at 12:41 PM on June 27.

We would like to take this opportunity to thank our incredible PAC executive and parent group for the many wonderful activities and fundraisers you led over the past school year. We appreciate the financial support provided by PAC to promote enhanced experiences for our students, such as field trips, guest speakers, playground equipment, library furniture, materials for our clubs and sports programs, and so much more. The

great work you do behind the scenes to plan and host school events such as the Welcome Back BBQ, Elf Sale, spaghetti dinner and talent show, track and field concession, RLC PAC Carnival, hot lunch program, school-wide hot dog lunch, and so much more, helps to foster an even stronger sense of belonging and community. Thank you for all you do!

We would like to invite RLC PAC members to join us for the Volunteer Tea on Thursday, June 20 at 1:15 PM in the RLC Library. Please note that the Primary Music Concert is happening at 2:00 PM on June 20. Doors to the concert open at 1:45 PM. To assist with our preparations, please RSVP by June Friday, June 14 so we know how many people to expect by clicking on this link: <https://forms.gle/tpyfgP9PBd2gaXDV9>

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 in the coming school year,

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