

## RLC PAC Meeting Minutes- (November 13g)

ATTENDEES		
Jill-President	Kelsey	Mr Buemann-Principal
Diane-Treasurer	Heidi-DPAC	Mrs. Legget - VP
Andrea-Secretary	Stacey	
Chantelle	Elysha	

**Location:** RLC Library 5990 Todd Rd

**Call to Order: 6:04pm**

### 1. Welcome, Introduction and Guests

- Meeting minutes will no longer be printed for each meeting attendee they will be emailed to save paper

### 2. Additions or correction to Agenda

- Motion to adopt the agenda as presented: Jill; second: Diane - vote carried by unanimous in favour.

### 3. Minutes of previous meeting (October 9<sup>th</sup> 2024)

- Motion to adopt minutes as presented: Jill; second: Chantelle - vote carried by unanimous in favour.

### 4. Correspondence

- New fundraising opportunities
  - Skippy's Kettle Korn (flavoured popcorns, seasonings, buttered 40g bag \$1.20, 30-40% markup) local to Kamloops – tabled for now as we have the full calendar
  - Letter from SD73 Director of Finance: movie license renewed; funds available for PAC professional learning opportunities

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

- Bank account balances as of the end of November 13<sup>th</sup> 2024
  - **-Chequing account: \$35 059.82**
  - **-Gaming account: \$36 642.31**
  - **Total=\$71,702.13**
  - We did receive our gaming grant of \$8060.00
- We are grateful the school received the required information to catch up with budgeting and delivering PAC invoices from the previous school year. The PAC has now reimbursed RLC for all outstanding expenses from last year.
- Teachers are already submitting invoices for reimbursement of their teacher funds expenditures.
- Recent expenditures and upcoming funding requests will not be outlined here as they will be discussed throughout this meeting's agenda.
- Progress is being made with the change in bank accounts from CIBC to Interior Savings.
  - Application paperwork has been processed and signed by all four account co- signers
  - Paperwork has been delivered to Interior Savings.
  - We are now waiting on the paperwork to be approved by our local branch, then sent off to the main office for approval.

- Motion to approve treasurer's report: Diane; second Jill -vote carried by unanimous in favour.

## 6. Staff requests: Recently Approved/Awaiting Approval

### ➤ Recently Approved:

- Froese: 201 intermediate students attending Beauty and the Beast production at the Sagebrush Theatre. Cost is \$20 per ticket plus bussing. PAC contributing \$3,000 total.- due to time constraints approved by executive vote
- Macdonald/Schnackenberg: 49 students going to Freeze Athletics & Cliffside Climbing Gym three times throughout the year at a cost of approx. \$28 per trip. PAC approved \$12 per student (\$588 total) which will be spread over the 3 trips. –due to time constraints approved by executive vote

### ➤ Awaiting Discussion:

- Gibbons' request for funding support for Harper Mountain Tubing field trip scheduled for December 18th, 19th, and 20th. Cost is approximately \$20 per student (\$18 plus bus quote \$414.74). 232 students (Wilmot, Taylor, Bozek, MacDonald, Goertzen, Sample, Gibbons, Klymchuk, Huffman, Munden).
  - Most of these classes are not participating in the Beauty and the Beast field trip
  - These are not grade 7 classes who also do a ski trip
  - Motion to cover \$2320 for Harper mountain trip: Jill, second Andrea - vote carried by unanimous in favour.
- Burns & Wilmot: Kamloops Gymnastics & Trampoline field trips for 42 students. Total cost of \$1,388.76 for three trips, or \$33.07 per student. Requesting PAC to cover \$506.76 to lower the cost to \$21 per student. Trips will take place in February/March 2025.
  - During last executive meeting the logic of \$12 per student per field was discussed to bring continuity to decision making, a spread sheet to track field trips by class has also been made.
  - Motion to approve \$506.76 for Mrs Burns/Wilmot filed trip: Jill; second Diane - vote carried by unanimous in favour.
- Beattie: sent us some classroom wish list items, Drying Rack \$482 +tax/shipping (or cheaper Amazon alternative); White Board/Reading Centre \$637 +tax/shipping
  - Pac discussed cost of items and if cheaper ones could be resourced, the drying rack is more affordable – Heidi will do some research
  - Motion to approve \$250 to purchase a drying rack for Mrs Beattie's Kindergarten class – drying rack to remain the property of the school: Jill; Second Heidi -vote carried by unanimous in favour.
- Gibbons: Primary Art Club on Wednesdays at Lunch from November through March. Grade 1 & 2, 15 students from Beattie/Wilmot/Taylor/Burns/Bozek. Grade 3, 15 students from Bozek/MacDonald/Goertzen. Requesting a budget of \$443.
  - From those who are interested 3 students from each class will randomly selected
  - PAC has funded an intermediate art club
  - Motion to spend \$450 for primary art club: Chantelle; second Jill - vote carried by unanimous in favour.
  - Mrs Gibbons to supply receipts for reimbursement

## 7. Administrator's PAC Meeting Report

- Please refer to Appendix 1 to read the full Administrator's Report from Mr Buemann and Mrs Leggett.
- From last meeting it was approved to replace microphones: they may be fixable so cost to replace may not be needed
- Book fair is still needing volunteers: PAC to post on PAC face book page

## 8. DPAC Update (Heidi/Roxanne)

- Provincial election was discussed
- 2 new academy schools have started this year: Outdoor and Health & Science
- 3 unused school properties looking to be sold
- Advised not to pay fees for BCCPAC
- DPAC is hosting a workshop on November 14<sup>th</sup> Jill, Diane, Andrea and Heidi will be attending

## 9. Committee Reports

- Hot Lunch (Sonia): no updates
- Halloween movie night – Chantelle
  - Thank you Chantelle for spear heading the PAC's first movie night
  - Profit \$617
  - Discussion on how to mitigate the more rambunctious behaviour so not to disturb others from watching the movie: maybe have an intermission in future and concession
  - May host another movie night towards year end
- Art Cards (Andrea/Chantelle): extended to Nov 15<sup>th</sup> midnight.
  - So far 2356 cards and 114 gifts ordered. Estimated profit \$2400.
- Joy Catalogue (November 9<sup>th</sup> last day to order) Chantelle: Waiting on orders to arrive
  - Large items that children are not able to carry home on their own will be picked up; the date will be communicated out should there be a need for it.
- Craft Fair November 30<sup>th</sup> (Jenn). Several vendors have been signed up and this year there will be Photos with Santa.
  - Jenn is looking for someone else to take over this fundraiser in the future: Will post on the PAC facebook page to see if anyone is interested.
  - Discussion on using more sandwich boards to advertise
- Elf Sale December 17<sup>th</sup> (Jenn): Donations will begin to be collected starting in December.
  - Volunteers will be need during the day for this event.
- West coast seeds January 8<sup>th</sup> - 22nd (Heidi)
  - We are registered and have been accepted, advertising to begin later in December

## 10. Approved Future events/fundraising

- Teacher appreciation lunch (January date TBD)
  - Will need to decide if PAC is making the lunch or ordering in
  - 36 staff members Thursdays are the best day-need to confirm with Sonia date won't conflict with hot lunch
- Raffle (February 1st- draw tentative April 10th) Jill
  - Look into online Raffle Box

- Discussion on what to use raised funds for – replacement of chrome books are needed unfortunately we cannot use gaming funds for this but we may have other funds that can be discussed in future meeting.
- Possible renovations of school office/staff if gaming funds can be used
- Spaghetti Dinner (tentative: April 10th 5:30pm) need to check with Sonia there is no overlap with hot lunch- raffle will be drawn
- May potential for an Art Kanpp plant fundraiser- Chantelle will look into this
- Track Meet Concession Sales (tentative: May 8th)
- Carnival May 29<sup>th</sup>- Chantelle to look into Uncle Chris the Clown as he books up fast

#### **11. New events:**

- Snowball Dane- January 23<sup>rd</sup> 2025
  - PAC will host our first family dance, in a snowball theme
  - 6pm-7:30pm
  - Stacey suggested “fairy godmother closet” to help encourage kids to dress up – will need volunteers to execute
  - Hiring a DJ was discussed but decided to go with Spotify playlist
  - Planning committee formed

#### **12. Other**

- Members on of the executive attended the Oct 21<sup>st</sup> staff meeting
  - Mrs Burns suggested we provide an extra Joy catalogue for each class
  - Mrs Ngo informed Kindergarten parents are asking about fundraising and event schedules: discussion was had on how better to get this information out to new parents.
    - Special “year at glance” memo and better communication of the time commit of volunteering
    - Try to host special events the same week every year

**13. Next PAC Meeting:** December 11<sup>th</sup> 6:00pm in the RLC Library

**Meeting Adjourned:** 8:27 pm

## APPENDIX 1: November 13<sup>th</sup> 2024 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 continue to focus our professional development and resource purchases on numeracy at RLC. Most recently, we have looked at some resources together during a staff meeting and are currently planning some more work on numeracy for the December 2 Professional Development day.

Thank you, as always, for all you do to support students at RLC. Our students have enjoyed many opportunities this month thanks to your support including the movie night, knitting club, outdoor education classes, a trip to Freeze Athletics & Cliffside, to name a few. We also look forward to the upcoming performance of Beauty & the Beast thanks to your support.

Volleyball season is well underway at RLC. Our students are really enjoying having the opportunity to play both within the school (intramurals) and extracurricular (against other schools). Thank you to all staff members and parents who are helping with coaching and driving students to away games. League games wrap up at the end of November, with our two competitive teams continuing on with playoffs. Volleyball will conclude by the first week of December. Basketball tryouts will take place prior to winter break.

Mrs Froese led us in a beautiful Remembrance Day Assembly last Friday. It included singing, artistic movement, poetry, narration, various instrumental pieces, and a live art painting by Mrs Schnackenberg. The RLC Choir shared their wonderful voices through song as well. Many indigenous themes were woven through each presentation to honour National Indigenous Veterans Day. We appreciate how Mrs. Froese empowers students to share their talents and passions in such creative ways. It is unfortunate that our gym capacity will not allow parents to join us for these school assemblies.

Mrs Kuan and Mrs Sutherland are busy preparing for the upcoming Scholastic Book Fair to take place next week at RLC. Parent helpers are still needed. Please reach out to the school if you are able to volunteer a few hours. All monies raised go back directly to support new books for our library.

Unbelievably, the Elf Sale is just around the corner as it will take place on Dec. 17 during the school day. We will begin sending information home this week. Thank you to Jennafer Moores for coordinating and PAC members for all of their support with this community-building event. We will work with Jenn on messaging. If there is anything you would like included too, please let us know.

Finally, grab your Kleenex boxes, blow your noses, hug a friend, practice your deep breathing and remember this is not about us and that we are happy for Mrs Leggett. Congratulations to Mrs Leggett who was offered and has accepted an interim Principal position at Savona Elementary for 2 months beginning November 21. Mrs. Leggett will do outstanding work in Savona and we are happy to see her get this opportunity. We are excited to welcome Mrs. Sheila Brown to the role of interim Vice Principal.

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)