

RLC PAC Meeting Minutes- (October 9th 2024)

ATTENDEES		
Jill – Chair	Chantelle M	Mr. Buemann-Principal
Tiffany - Co-chair	Roxane	Mrs. Leggett – VP
Diane – Treasurer	Kelsey	
Andrea- Secretary	Chantelle	

Location: RLC Library 5990 Todd Rd

Call to Order: 6:02 pm

1. Welcome, Introduction and Guests

- New voting process: after each motion by a show of hands all in favour, against and abstaining votes will be noted.

2. Additions or correction to Agenda

- Motion to adopt the agenda as presented: Jill; Second: Chantelle M.- vote carried by unanimous in favour

3. Minutes of previous meeting (September 18th 2024)

- Motion to adopt minutes as presented: Jill; Second: Tiffany - vote carried by unanimous in favour

4. Correspondence

- New fundraising opportunities
 - Brightraiser: focus on curated selection of BC brands, up to 25% back and direct shipping – not many vendors currently listed, similar to Joy catalogue so PAC will not be pursuing at this time
 - Ultimate Fundraising Inc: selling consumable goods like Kernels popcorn, cinnamon buns, coffee also sheets and t-shirts/spirit wear- Chantelle M will look into it as a possible fundraiser in May
 - ArtKnapp Poinsettia Fundraiser: Last meeting it was decided to move away from poinsettias with a different vendor due to

low profit margin but Chantelle M will look into price to see if it's a more viable option.

5. Treasurer's Report (Diane)

➤ **Bank Account balances as of the end of September:**

- Chequing account: \$37,653.01
- Gaming account: \$29,979.22
- Total=\$67,632.23
- We did receive our gaming grant of \$8060.00

➤ **Recent Activity:**

- Coach hoodies \$800
 - Classroom sports equipment \$1695.81
 - Adventure into life program (Gibbons, Simpson, Schnackenburg, Kylmchuk) \$10/child or \$1040
 - Happy Birthday pencils \$297.25.
- Waiting for CIBC to contact Diane so bank fees can be discussed, bike fund can be set up and signees to be updated
- Motion for Sonia our hot lunch coordinator to be added as a signee to the bank account pending her acceptance: Jill; Second Diane- vote carried by unanimous in favour
- Motion to approve treasurer report: Diane; Second Chantelle M. vote carried by unanimous in favour

6. Staff requests: Recently Approved/Awaiting Approval

- Will be discussed during budget discussion

7. Administrator's PAC Meeting Report

- Please refer to Appendix 1 to read the full Administrator's Report from Mr Buemann and Mrs Leggett.
- Approved from last meeting sizes for coaches hoodies have been collect and cost is under \$600
- In need of Monday lunch time monitors PAC will post on PAC Facebook page to help with recruitment

8. DPAC Update (Heidi/Roxane)

- No update as no meeting has been held since last meeting, next DPAC meeting is October 15th 2024

9. Committee Reports

- Hot Lunch (Sonia)- no update as Sonia was not in attendance
- Welcome Back BBQ approximately 445 servings collected \$1,766 in donations with costs PAC broke even
- 2024/2025 Fundraising Plans
 - Art Cards Andrea/Chantelle M.
 - Art to completed by Oct 16th reminder to be sent to teachers and an FYI will be posted on the PAC Facebook page
 - Joy Catalogue (November 9th last day to order)Chantelle M.
 - Reminder to be posted on PAC Facebook page
 - Craft Fair (November 30th) Jenn.
 - 20 vendors have signed on and Erin Valley Rodeo will be running a concession as a fundraiser for their program
 - Elf Sale (December 17th 2024) Jenn
 - Reminder post to PAC face book page to start saving items
 - Will need volunteers to help make this a success
 - West Coast seeds
 - Heidi has reached out to Jill B to head this fundraiser, waiting on confirmation that we have been accepted
 - Halloween Movie night: Hotel Transylvania (October 24th 2024) Tiffany and Chantelle M.
 - Organization is under way- planning to launch on munch a lunch Monday October 12th and close Monday October 21st.
 - Doors will open at 5:45pm and movie will begin at 6:15pm
 - Concession items will be available only by presale no cash will be accepted on site. Concession items: popcorn, juice box and Halloween themed candy bag
 - Costumes optional but must follow school guidelines
 - DPAC has renewed movie licence so more movie nights are a possibility
 - Will need more volunteers day of event to help execute

- Christmas dance/snow ball
 - Stacy brought the idea up at the last meeting but was not in attendance to discuss.
 - PAC is open to hosting this event but only date available will be in the last week before winter break
 - Details and manpower will need to be confirmed before committing 100% to the execution of this event

10.Other

- Constitution and Bylaw committee Diane and Jill
 - Current bylaws are out of date, estimated deadline to complete new amendments is January 2025
- RLC PAC \$1000 Award committee – need to form committee by December 2024- approximately 3 people
- PAC executive will attend October 21st staff meeting to promote usage of teacher funds and encourage field trip/other requests
- SD 73 \$2.2M budget shortfall
 - Budget reduction plan is to cut spending by 15-20%, administration is actively working to mitigate the impact to our students
 - Bussing cost to increase from \$0.35 to \$0.54 per KM- PAC is allocating more funds in anticipation of the increased costs to field trips and the likely hood of more teacher requests

11. Next PAC Meeting: Budget meeting to follow immediately after adjournment.

12.Meeting Adjourned: 7:04 PM

RLC PAC Budget Meeting Minutes- (October 9th 2024)

ATTENDEES		
Jill – Chair	Chantelle M	Mr. Buemann-Principal
Tiffany - Co-chair	Chantelle	
Diane – Treasurer	Kelsey	
Andrea- Secretary		

Call to order: 7:06 pm

1. Account Total:

- Regular account: \$37, 653.01
- Gaming account: \$21,919.22
- Gaming grant: \$8060.00
- Gaming money upcoming deadlines- All must be spent within one year:
 - \$18,460.00 spend by Jun 7th 2025
 - \$3664.22 spend by September 28th 2025
 - \$7860.00 spend by October 5th 2025

2. 2024-2025 Budget and actual funds spent for reference

- See appendix 2 for budget break down
- **Budget discussion:**
 - Classroom funds will be allocated per division. Each division will receive \$200 to be used by June 2025- not all divisions used their funds last year
 - Field trips & special program budget will increase to \$12,000 due in anticipated increase in bussing costs
 - Come read with me will be allocated \$210 based on 42 students.
 - PAC Kitchen Supplies \$500 – suggested to restock cooking/serving utensils and trays for bakers rack.
 - Extra food for students: the school has received other funding so PAC no longer needs to support at this time.
 - Bike repairs \$500–Unused bike funds will remain in new sub account to be set up to start saving for future more costly repairs.
 - It was decided to not renew the BC PAC membership at this time the cost has risen to \$100 and currently not sure of the value received from membership. Membership can be paid later in the year so it is open for discussion if value determination changes.

- GYM Projector \$8,000: The gym was decided to be a focus for 2024/2025: Mr. Buemann to purchase projector and have it mounted to the roof of the gym with cage to protect it – will be used of assemblies, performances and movie nights
- GYM Audio \$3000: Mr. Buemann to purchase new sound board then test mic system. If mics do not work after sound board replacement 4 new ones will need to be purchased. Used for gym classes, assemblies, music, performances and dances
- Knitting needles \$100.00: New lunch time club for grade 4 students. 9 needle sets have been purchased
- Mrs Schnackenberg – art club \$350:Lunch time club for grade 4 students
- Mrs. Burns art gallery \$150: this membership can be used by all teachers if they so choose to.
- Braille Books, Library Improvements and Laminator were big expenses for 2023/2024 but are not needed for the 2024/2025 budget
- Total Budget for 2024/2025 = \$39,410.00

➤ Motion to approve 2024/2025 operating budget: Jill; Second Tiffany – vote carried by unanimous in favour.

3. **Next PAC Meeting:** November 13th 2024 at 6pm RLC Library

Meeting Adjourned: 8:07pm

APPENDIX 1: 2024-10-9 Administrator's PAC Meeting Report

2024-10-09 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 enjoyed a full day of numeracy focused professional development. As part of the process, we are identifying areas of growth for us to focus. Two areas of growth that really stand out are : mental math and number fluency or automaticity. In the coming months, we will develop some strategies to focus on these concepts and may ask for parent support.

We would like to say thank you to Sonia and all the parent volunteers for organizing the hot lunches. We know the students enjoy them. Blake certainly enjoys the meals

Thank you to PAC for the generous financial support to purchase classroom playground equipment. The students are really enjoying having these items to play with outside.

And another thank you to PAC for organizing the back to school BBQ! It is always a great evening. It is a wonderful way to start the school year and meet our families, new and familiar.

We have had a few questions come to us about Parent/Teacher Interviews. There is no longer an early closure day for interviews. This opens the door for teachers to look at different ways of sharing an informal learning update in October. Teachers will reach out to families in the coming weeks to let you know what this may look like. We would also like to remind parents that you can reach out to the classroom teacher too whenever you have any questions.

Elementary school sports are going full steam ahead. We have been enjoying our cross-country season and hosted the Cliff Weathermon Cross-Country Run at Eagle Point a couple of weeks ago.. From all accounts, it was very well received and we look forward to running it again next year. This was only possible because of the parent and staff volunteers who stepped up to make it work. We also want to thank Eaglepoint Golf Resort for providing the beautiful space, St. John's Ambulance, ATS Traffic and United Rentals. Thank you to our staff coaches Mrs. Wilmot and Mrs Bozek.

We are finished organizing our volleyball teams and will run both after school volleyball and intramural volleyball for our intermediates. Thanks to staff coaches Mrs. Dagg, Mrs. Anderson, Ms. Simpson, and parent coaches Mr McMaster, Mr Roy and Mrs Bett for volunteering their time to make volleyball a reality this year for four extracurricular teams. Thank you to Mrs. Sample, Mrs Dagg and Mrs. Anderson for running intramurals on Thursdays and Fridays at lunch.

Thank you PAC for all your support with recognizing our coaches through the purchase of coach's hoodies. This is not only a nice gesture for our coaches but increases their visibility when they are visiting other schools for games.

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)

APPENDIX 2: 2024/2025 RLC PAC Budget-approved October 9th
2024RLC PAC - October 9, 2024 Budget Meeting

	Approved Oct 9	Proposed		
	2024-2025	2024-2025	23/24 Budget	23/24 Spent
Classroom Funds (\$200 each)	yes	\$3,800.00	\$3,800.00	\$2,638.73
LART	yes	\$200.00	\$200.00	\$200.00
Field Trips & Special Programs	yes	\$12,000.00	\$2,500.00	\$9,310.00
One-to-One Reading	yes	\$50.00	\$300.00	\$50.00
Come Read With Me	yes	\$210.00	\$150.00	\$125.00
Award for Grade 12 Student	yes	\$1,000.00	\$1,000.00	\$1,000.00
MunchaLunch Fees	yes	\$350.00	\$350.00	\$336.00
PAC Kitchen Supplies	yes	\$500.00	\$500.00	\$426.75
Extra Food for Students	n/a		\$1,000.00	\$ -
Classroom Toys	yes	\$1,700.00	\$2,500.00	\$2,567.04
Sandbox Toys	yes	\$500.00	\$500.00	\$205.83
Mrs. Froese - Music program	yes	\$2,800.00	\$2,900.00	\$1,001.89
Bike Repairs	yes	\$500.00	\$500.00	\$ -
Staff Appreciation Luncheon	yes	\$800.00	\$800.00	\$505.13
BCCPAC	n/a	\$ -		\$75
Gym Projector	yes	\$8,000.00		
Gym Audio (sound board and mics)	yes	\$3,000.00		
Knitting Needles	yes	\$100.00		
Bank Fees	yes	\$300.00		\$319.33
Whole School Year-End Event	yes	\$1,000.00		\$1,010.00
Year End Primary Wildlife Park Trip	yes	\$1,500.00		\$1,382.00
Eagle Bay bus cost grade 7s	yes	\$600.00		\$600.00
Mrs. Burns (Art Gallery/Program)	yes	\$150.00	\$500.00	\$563.71
Mrs Schackenberg - art club	yes	\$350.00		\$318.40
Braille Books	n/a	\$ -	\$1,000.00	\$1,000.00

Library Improvements	n/a	\$ -		\$20,000.00	\$15,378.97
Laminator	n/a	\$ -		\$2,824.00	\$3,162.88
		\$39,410.00		\$41,324.00	\$42,176.66