

## **RWBB PAC Minutes**

**Oct 11, 2023 @ 7:30 pm**

### **1. Call to order: 6:31 pm**

People in attendance in person: Amanda Clarke (amandakardal@hotmail.com), Debra Adamik (starship25@hotmail.com), Laura Billingham, Kelsey Dingwall (klpaul26@gmail.com), Geri Grzenda (geri\_grzenda@hotmail.com), Heather Nikkel (heather.nikkel@gmail.com), Junita Small (junitasmall@gmail.com), Mariana Medina Riquelme (marianamedina00@hotmail.com), Jaymie Deprez (jaymie.deprez@gmail.com), Angela Grandmont (angelagrandmont@hotmail.com) and Lena Sochaski

People in attendance via Zoom: Sarah Douglas (sarahdouglas19@icloud.com) and Deanna Hainstock

### **2. Adopt Minutes from June 13, 2023**

Geri Grzenda first, Laura Billingham second the adoption of the minutes.

### **3. Welcome to new and returning executives**

Welcome Heather Nikkel as Vice Chair and Amanda as returning secretary.

### **4. Business arising**

#### **a. Grant applications**

- Interlake Community Foundation provided a grant for a picnic table for \$1,200. We can fund the whole project and they will reimburse us. The table has to be within school safety regulations. The school can't accept wood tables anymore. Pat would like there to be a picnic table on the northeast side of the grounds.
- Discussion took place with respect to whether benches could be purchased rather than picnic tables. Any changes to the original request can be submitted and reviewed.
- With respect to the current picnic tables, Anthony (Head of Maintenance) has plexiglass tops for the picnic tables on the NW side but have yet to be installed. The current tables are not practical because they have holes all over them so they're not comfortable and they can't be used as writing surface. Pat would like the picnic tables moved on the NW side and would like tops installed on the tables to allow kids to use them to write on.
- Waring has been providing benches and picnic tables around town – maybe we can approach them to see if they would create something for us and perhaps they would be willing to make a donation.
- Some colonies do framing and building of outdoor furniture.
- Pat Crockatt suggests concrete is durable and recommends we use that.

#### **b. Tanya Swanson clothing**

- We agree that Tanya should start the website for Bobby Bend clothing. There is no cost to starting up the website so it makes sense to do it. A letter can be sent home letting families know.
    - Amanda Clarke made a motion to reach out to Tanya. All were in favour.
- c. Hot lunches
- Hot lunches are planned for Nov 10 (even day), Dec 15 (odd day), Jan 19 (even day), Feb 16 (odd day), Mar 15 (odd day), April 12 (even day).
  - Pat Crockatt proposed that we should make an option available to pay for all hot lunches up front; however, it was agreed that this takes away any flexibility to change plans throughout the year away.
  - Pat Crockatt and Jolie proposed providing pre-printed money collection envelopes for all events and fundraising initiatives that we collect money for. In this case, parents would receive an envelope, the money gets sent to school in a sealed envelope and provided directly to PAC to reconcile. Counting money and reconciling orders is time consuming for the teachers.
  - Pat Crockatt and team made an envelope template and got pricing to find out how much it would cost to get the envelopes printed. 2,000 envelopes would be \$217 so it would be approximately \$0.10 per envelope. Pat Crockatt offered to share the cost with PAC.
  - Kelsey Dingwall asked if PAC can accept etransfers. PAC has looked into accepting etransfers in the past and were unable to do so but will inquire again as to whether this is now an option.
  - Agree that we'll try the envelope idea for the first one or two hot lunches and see how it goes.
- d. Fundscript
- Amanda Clarke and Amanda Martens have started. The forms have gone home already. This fundraiser typically generates a good profit (usually around \$2,000) and is well received.
- e. Principal for a day
- Went well last year. Pat Crockatt and Celine Doll agree we can do it again this year. Currently it is planned for January 26.
- f. Dance/sock hop
- Proposing doing a family dance this year. This is tentatively scheduled near Valentine's Day on February 9 from 5:30-9:00. We may sell popcorn and pizza.
- g. Purdees
- We made over \$2,000 last year. We will have it before Easter this year.

Discussion took place regarding volunteer paperwork that is required in order to volunteer at the school and a reminder for parents to submit paperwork in advance of the event you would like to volunteer for as the submission may take up to 8 weeks to get approved.

## 5. **Treasurer Report**

- Jaymie Deprez presented the Treasurer's Report on behalf of Andrea Keeping at the AGM that took place in advance of the meeting. There was nothing new to present at the meeting.

## 6. **Safety**

- Angela Grandmont had nothing new to add at this time.

## 7. **Facebook page**

- Angela Grandmont had nothing new to add at this time.

## 8. **Google account/drive**

- PAC is adding all PAC documents to the google drive. All executives have access to the drive. Bylaws, minutes, etc.

## 9. **Hike or bike**

- Hike or Bike will run from April 9 - June 25. Pat Crockatt to confirm if June 25 works as an end date. Debra Adamik has agreed to help again this year with Amanda Clarke.

## 10. **Staff appreciation**

- Mariana Medina Riquelme has agreed to run staff appreciation

## 11. **Yearbook**

- Kelsey Dingwall met with yearbook company who advised that the easiest way to collect money is online. They suggested adding an option to order your yearbook at the time you order your kid's picture. Agree not to offer this option to order along with pictures to remove confusion and the risk of anyone ordering twice (with pictures and end of year). Yearbooks are going up in cost to \$28 this year. We should keep this in mind for future years – if it gets cost prohibitive people won't buy it and we won't be able to justify doing one. The pricing has been agreed upon this year but to be considered for future years. Lots of people still order the yearbooks so we would like to continue to offer them.

## 12. **Playground Committee**

- The Playground Committee did not have any updates to provide at this time.

## 13. **Principals Report (Pat Crockatt and Celine Doll)**

- Biggest change this year has been bus dismissal and drop off procedures. So far it has been working well. We expect some challenges when winter comes. Most of the issues faced were at pick up. Celine Doll was able to help manage any issues that arose. Ie encouraging parents to park on the school side of the road so the kids don't have to cross the road, making sure no driveways are blocked. The process overall has been efficient. It takes about 4 minutes. The town has committed to snow removal in the winter that will ensure safe walking path and a smooth exit for the kids.
- There is talk regarding long terms plans to expand the bus loop but it would result in losing playground space (from near the storage shed approximately up to the walking track). It will be a division decision. We will have more information at a later date. Until

about 4 or 5 years ago all of the kids had recess at the same time but now they go for recess at different times so there is currently not a shortage of space for the kids.

- The school would welcome feedback regarding the pick up and drop off process.
- Hired a new French language monitor supporting French Immersion classrooms with language development and culture. He also took a 3-hour support staff job that had previously been unfilled.
- Progress conversations are scheduled for October 23-27. The staff were given some flexibility in dates but parents will be notified. Kindergarten progress conversations will happen in December.
- French Immersion info night is next week in the library. Request to advertise on the PAC page. Angela Grandmont agreed to do so.
- Volunteer forms – 13 people have submitted paperwork and 2 have been accepted. Parents can enter the school to see their children’s concerts and performances, but cannot volunteer to help with field days, beach days, field trips, hot lunches, etc. without submitting the necessary paperwork and receiving approval.
- Reminder - this year the Grade 2s will have a Christmas concert and Grade 4s will have a Spring concert.
- Next meeting Pat Crockatt will review school goals for the year and well-being goals in particular.
- Wish list – finish the playground, purchase and install an LED reader board in front of the school. Preferable ground mounted and one that can be seen from both ways. Email isn’t always the most effective way to communicate (based on results from who has blocked, opened and read school emails). This would be used for inservice reminders, Christmas concert dates, parent conference dates. Approximate cost is approx. \$25,000.

Next meeting: November 14, 2023

Location: RWBB School Library

Minutes recorded by Heather Nikkel

Meeting Adjourned at 8:57 pm

Minutes reviewed and approved by:

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Amanda Clarke, PAC Executive Chair

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Amanda Martens, PAC Secretary