



# Rose Valley Elementary PAC Meeting Minutes

Oct 20, 2021

## Welcome and Introductions

**Executive Present:** Tanya Klimm - President

Paige Gillingham & Lana Rickett - Co Vice-Presidents

Nathan Waters - Treasurer

Robyn MacNeill & Alicia White Co-Secretaries

Tamara Busch- DPAC Representative

**Executive Present via Zoom:** N/A

**Additional Parents in Attendance** - 3 in person, 2 via Zoom

**1. Call to Order:** Meeting called to order by Tanya Klimm at 6:30 pm

### **2. Adoption of Previous Council Minutes**

***Motion to adopt the minutes of Sept 20, 2021 as distributed.*** Moved by Robyn MacNeill.  
Seconded by Lana Rickett. *All in favour. No opposed. Carried*

### **3. Principal's Report:** \_\_\_\_\_

#### **Four Chief's Playspace Initiative**

Summary: Tim went over the update of the Four Chief's Playspace Initiative: and next steps. Tim is aiming for the full proposal in advance of the City of West Kelowna 10 year OCP (early 2022). Slideshow of ideas and plans. Pictures from other communities - incorporating the

ideas of the Animal Tracks to tell the story. Estimated cost of the play space can be about \$250,000.

### **School Requests**

Summary: Tim outlined expense requests from the Library, and teacher specific requests. Additional library request for items (Keva Plank Blocks) to support the new exploration area for students.

***School requests approved by the Executive to use current budgeting funds. Carried.***

### **4. Presidents Report:**

#### **Hot Lunch Program**

Summary: Approved to go ahead with the hot lunch program through Lunch Queens. Parents will order directly through the Lunch Queen platform. They will distribute the lunch into teacher specific bins at the school. Request for Grade 5 students to help with distribution of hot lunches to the correct classroom.

Tim has a room for us to use for sorting, provided we give a schedule ahead of first order.

Hot lunch will start with 1 day per week on Wednesdays, and possible addition of a Friday hot dog day. Using the Lunch Queen's current flyer, we will have theme days with additional options (chicken strips, etc) for pickier eaters.

Prior to increasing hot lunch days, we will test the new program for the next few months. Tim requests that we work to ensure there is minimal disruption or interruption to school based activities.

Tamara will be the liaison between the owner of Lunch Queens and Executive.

**ACTION ITEM:** Tamara to confirm the Hot Lunch percentage we receive.

## **Website**

Summary: After discussion between Tanya and Robyn, it will take a lot longer to create an e-commerce website ahead of the Spirit Wear sale. Request to renew HotLunches website for the year, and we will build the website concurrently with the hotlunches website.

**ACTION ITEM: Robyn** to source out best options for e-commerce website for RVE PAC.

## **5. Vice President's Report:**

### **RVE Spirit Wear**

Summary: Going ahead with RVE Spirit Wear scheduled to launch the week of October 25th. Spirit wear will be all black with the retro logo. There are no items being sold this year, sweat-wicking sweaters and shirts, RVE Masks and RVE Hats. RVE Wear will be sold via the existing HotLunch site.

**ACTION ITEM: Nathan** to renew license to HotLunch site and set-up the merchandise. **Robyn** to connect with Leeann, Administrator for RVE to get updated class lists and create a handout and PDF for the email.

### **Cookie Dough Fundraiser**

Summary: Cookie Dough has been requested by several parents as part of our fundraising. This will replace Purdy's and the Wrapping Paper fundraisers. There will be 4 flavour choices to avoid too much overage. We can then raffle off or give away any leftovers. Cookie Dough will be sold for 2 weeks as of November 3rd in order to complete orders in time for Christmas.

**ACTION ITEM: Paige** to confirm paper ordering options with EFT transfer to the Cookie Dough Fundraiser website.

***Motion to approve the Cookie Dough fundraiser.*** Moved by Alicia White. Seconded by Paige Gillingham. *All in favour. No opposed. Carried.*

## **Bottle Drives**

Summary: First bottle drive is scheduled for January 2022 with second bottle drive in April 2022. We will request a reminder in the December newsletter to remind parents to keep Holiday bottles for the school fundraiser.

Request for school to possibly have a drop-off point year round.

*RVE Bottle Depot Number* - Reminder to include the RVE assigned number in all newsletters so donations can be made at Kelowna bottle depot to RVE.

**ACTION ITEM:** **Lana** to follow up with Tim regarding an outdoor drop-off point. **Robyn** to create a notification for newsletter and FB site with RVE Bottle drop off reminder.

## **6. Treasurer's Report:**

### **Budget**

Summary: Nathan Presented the proposed budget. No significant changes were presented from the 2020/2021 PAC Budget.

A submission by the school had additional requests for funding, which merited an increase to the "School Requests" budget line item by \$500.

To accommodate concurrent expenses with the HotLunches.net site and the new RVE PAC Website, the line item "Pac Expenses" was adjusted to \$900.

Line item "Fundraising Revenue" increased by \$2,000 for Cookie Dough Fundraiser and \$500 for RVE Masks.

Budget to be included as an addendum to the meeting minutes.

***Motion to approve budget.*** Moved by Lana Rickett. Seconded by Alicia White. *All in favour. No opposed. Carried.*

### **Constitution & Bylaws**

These are currently outdated, and will need a review using the current standard from BCCPAC. New Bylaws & Constitution will need to be updated and then posted 2 weeks ahead of the

next PAC meeting. New Bylaws & Constitution will be voted on at the next PAC meeting November 17, 2021.

**ACTION ITEM:** **Nathan** to update Bylaws and send them to the executive for review. Once reviewed, **Tanya** will send it to Tim for posting on the rve.sd23.bc.ca website for public viewing ahead of the next PAC meeting. Bylaws must be posted by **November 2nd**.

## **7. DPAC Representative Report:**

### **DPAC Meeting**

Summary: Tamara did not receive an invite to the last meeting and believes she may have been removed from the DPAC email list accidentally. Tamara is following up with DPAC lead to ensure she receives an invite for the next meeting.

### **Fruit & Veggie Program**

Summary: Fruit & veggie program is going ahead as planned. School is happy this program will be coming back but requests that we purchase tongs for each classroom to ensure safety.

Tamara is completing her FoodSafe Level 1 certification this weekend and will provide the PAC with the receipt for reimbursement.

**ACTION ITEM:** **Tamara** to complete FoodSafe Level 1 certification. **Unassigned** - purchase tongs for 14 classrooms.

## **8. New Business:**

### **Poinsettia Fundraiser**

Summary: Alicia presented Poinsettia sales as a possible fundraiser. Lana has a connection who is already selling Poinsettias and will follow up with the connection to find out who is their reseller.

**ACTION ITEM:** **Lana** to explore Poinsettia sales options

## **9. Termination**

There being no further business to discuss, the meeting was terminated at 8:15pm.

## **10. Next Meeting**

The next meeting is scheduled for Wednesday November 17th at 6:30pm.