



Rocky Mountain Elementary
Parent Advisory Council
Regular Meeting Minutes
September 17, 2024
DRAFT

1. **Meeting Called to Order:** 6:06pm

2. **Attendance/Introductions**

In Person: Denise Reker, Cindy Munn, Summer Breeze-Kent, Jenn Attorp, Jen Adams, Jazmin Taylor, Charlene & Hendrik Heydenrych, Lisa Klix, Renee MacCormack, Danika Reid, Kenzie Karwandy, Steph Walkley, Amanda Brewer, Kayty Thiel.

Online via TEAMS: Montana Roycroft, Sarrah Keays, Michelle Lewis, Alana Owens

3. **Additions, Revisions and Approval of the Agenda**

Motion made by Kayty to approve the agenda with additions. Seconded by Lisa. Motion carried.

4. **Revisions and Approval of Previous Month's Minutes**

Motion made by Lisa to approve previous meeting minutes.

Seconded by Summer.

Motion carried.

5. **Report**

a. **Chair Report – Denise Reker**

PAC gave out 22 Kindergarten shirts, 9 New student and 9 new staff shirts.

PAC made a donation to the Ghost Rider camp to help a student get to camp for the summer. At least 5 of our RMES students were able to go this year.

Working on setting up a "FoodSafe" course to get a few PAC members certified. Anyone doing this course with PAC will have to complete the exam on Oct 4th. PAC has \$500 in funds to help offset the cost for 10 parents.

b. **Trustee Report – Sarah Madsen – Not present**

c. **Principal's Report – Jennifer Adams**

Enrolment – We are currently sitting at 238 students which is about 30 less than we had last year. We are very lucky that we were able to keep our 12th classroom and not go back to 11. We are expecting another group of students from South Africa at the end of October, and a smaller group in January.

Staffing – We are fully staffed except for our Grade 5/6 position. The posting closes on the 18th and we are hopeful that we will have it filled it soon. We have 6 Education Assistants this year, down from the 7 we had last year, and this is due to the number of students with ministry designations currently enrolled in our school.

Back to School BBQ – Thank you both PACs for the BBQ! It was a great event.

Handi-Bus – We have received a new bus in the Elk Valley that is a proper handicap bus which is fantastic. Before we shared the one with Cranbrook and it was hard to get a hold of which left us struggling for transportation for our students with diverse abilities.

Soccer teams are up and running thanks to our volunteer coaches. The district tournament is in Fernie on October 18th

National Day of Truth and Reconciliation – We will wear orange shirts on Friday, Sept 27th and do a community walk in honor of this day.

Terry Fox Run – This will occur on the 27th as well, at 12:30 in the afternoon.

Foundation Skills Assessments (FSA) – will be administered to our grade 4 students starting in October. This is a Ministry of Education assessment. Parents will get the results in December/January sometime.

Requests:

Victoria Vanderschee and Katherine Russel have put in a grant application for a whole school art project that will involve glass tiles. The grant is for just over \$6000, we are still needing to boost this by about \$2500. They will approach the thrift store in Sparwood for a donation of \$1500, and were wondering if PAC were able to fund the rest?

Motion to approve \$1000 (possibly from the gaming grant) for school wide Tile art project. Motion made by Kenzie. Seconded by Jazmin. Motion carried.

School Growth Plan

We are going to be focussing on two goals this year:

Goal #1: To improve our students literacy scores and overall literacy success as they move through the school.

Action Plan: We will work towards this goal in the following ways:

-University of Florida Literacy Institute (UFLI) literacy program which is a “systematic and explicit program that teaches students the foundational skills necessary for proficient reading.” <https://ufli.education.ufl.edu/foundations/> All of our primary teachers and some of our intermediate teachers have been or will be trained with UFLI. We have support from our District Literacy Support teacher Erin Jones to help us on this journey.

-Targeted small group and individual support from Jennifer Attorp (Learning Support Teacher), Miranda Akkerman (Librarian and Literacy Support Teacher) and Maddie Porter (Prep and Literacy Support Teacher).

-Acadiance Reading Assessment which helps us break down the skills in our students and understand which areas they are doing well in and where they require more instruction.

Goal #2: To help our students work towards the characteristics we have set out with our RMES Graduate profile. (See graphic below).

Action Plan: We will work towards this goal through consistency and collaboration between staff, students and the community to help our students grow into these individuals. More information to come as it unfolds.



d. DPAC Report – Danika Reid

Meetings are the 3rd Wednesday of the month this year. The chair sent an email stating that they need more support or they will need to dissolve the DPAC executive.

As the DPAC meetings are the day after our meetings, we will wait for a DPAC report from the monthly meeting to include in our own monthly minutes before releasing these minutes from month to month.

Sept 18th report:

Lies Salvador - DPAC chair and secretary

From Viveka

Amy Woodland fire and relocation - lots of work to get all students to alternate schools for the beginning of September. Afterschool care moved to Highlands from Amy Woodlands, and strong start program moved to Steeples

Port Coquitlam school that burned down last year is still empty, not sure what will be done.

Not sure what will be done with Amy Woodland at this point - new school or what?

Smooth start to the year, things going well. Terry fox coming up

Frame work for enhancing student learning in fourth year, mandated by ministry, wholesome report of what's going on in the district. Priority groups being indigenous, youth in care and diverse abilities students

Lost many SD5 elementary band instruments in fire - 85k worth arrived today for replacement. Thankfully Larry Dureski had moved 80% of them to another storage space for the summer.

From Larry Dureski, teacher rep

New resources for teachers for almost every activity and lesson

New legislation - "bubble zone" to keep protesters away from school buildings

Kootenay Orchard PAC is looking into hiring the White Hatter for a cyber safety presentation and were wondering if any other schools would be interested in potentially joining and splitting the cost. *If anyone is interested, please email us at kootenayorchardspac@gmail.com for more information.*

From Sally at Highlands Elementary - how can parents best receive information and help from district with this interesting time having 30% more students, from Amy Woodlannd.
From Lisa/Pamela at Amy - can we have FAQ made for parents updated as other parents ask questions

Reminder to PACs not to pay their BCCPAC registration as this is taken care of by DPAC

Call for nominations for DPAC Executive for Oct. 2024

Oct. 9, 2024- 6pm start for AGM then general meeting at 6:30 - all welcome

e. **Teacher's Representative Report – Renee MacCormack**

Collaborating together with teachers to do different activities with kids in other classes (K, K1 and 1 classes)

Question on whether or not PAC has an amount in the budget to give each teacher a discretionary fund. Will talk to the teachers to see if this is something that is needed and how this would be used, then come back to PAC if there is a request.

f. **Financial Report – Alexis Bingle**

General Account: \$19,044

\$1500 will come out for the hot lunch

Welcome back BBQ cheques need to be cashed still from general and gaming account.

Gaming Grant: \$6,479

g. **Fundraising Report – Jazmin Taylor**

From Kenzie: The rafflebox total in June was \$2580 minus fees, so we ended up with a total of \$2056.92. Thank you to Terry Vandale who helped us pay less fees with the knowledge of individual credit card fees and how to take alternate payment and enter purchases. The winner of the raffle donated a portion back for our playground fundraising campaign.

Cole Pettifor requests that the grade 6 raised funds will go towards the grade 6 blue lake trip.

Motion made by Kenzie. Seconded by Summer. Motion carried.

From Jazmin: Starting a soup order fundraiser. 35% of the proceeds will be donated back to RMES PAC. Would like to do some 50/50 raffles – it might be a good idea to do one going soon before many other organizations are doing them.

We are applying for grants to build a new playground. For those, we need to show that we are serious about doing our own fundraising for the playground. Discussion to put a specific % of 2024-2025 funds raised towards the playground capital campaign, or to keep the fundraising separate and do specific fundraisers for the Playground. On our fundraising ads we can state that our fundraising goes towards all PAC activities including the building of a new playground.

Glencore may be willing to make a donation for a capital playground campaign as part of supporting the community.

h. **3-for-me Report – Summer Breeze-Kent**

We have 17 people who have filled in the 3-for-me form.

We will send the 3-for-me form by email to Jen Adams, so she can send it out to all the parents.

We had 21 hours of volunteer hours that were done by RMES parents for the Welcome Back BBQ. Thank you to all the parents who volunteered.

i. **Field Improvement Committee Report – Jazmin Taylor**

Getting a shade sail and a climbing piece from SD5.

The company who put in the Sparwood School playground has been applying for grants and has been showing that we have grant money in our account to demonstrate that we are fundraising.

She was shown various designs for inclusive swings. One could replace one of our current swings. Another is more of a sling that requires its own frame, but multiple kids could sit in it and play together. We have lots of letters of support from the community, the MLA, SD5, the daycare, etc. It will likely be at least a 2-year project.

6. Old Business – Updates

a. **Welcome Back BBQ**

This was a great success. Thank you to ESS for hosting it. The space usage and the games were a big hit. We had 114 RMES students, 80 ESS students, 90 parents with 25 siblings under 5, 14 RMES staff and 10 ESS staff – a total of 333.

Our total cost was \$1523.39, but we were able to get some of the money back from unused items. We had a budget of \$1000, so we split the cost at two-thirds RMES PAC and one-third ESS PAC.

The corn was great, but it would be really difficult to make at RMES when we host and we had half of it left over – we started with 7 bags (we bought 6 and Harvey generously donated 1)

b. **Pancake Hot Lunch**

We talked about doing a Pancake Hot Lunch in September, but Denise would like to do this in December instead of the hot chocolate and candy canes. In the past many classes have been having parties when we do the hot chocolate and candy canes and kids are getting a lot of sugar. General consensus that early December would be a great time to do this event with a PJ day.

7. New Business

a. **Signing Authority- banking**

Motion made by Cindy to remove Alison Seward from the Banking signing authority and add Kenzie Karwandy and Summer Breeze-Kent. Seconded Kayty. Motion carried.

b. **Hot lunches (Subway, McDonalds, Pizza, Pancake)**

Subway is our first hot lunch – next Thursday.

McDonalds does Happy Meals without toys – adding in fruit and a cookie. We want to try this for October

Kapp's pizza will be November

Pancakes will be a FREE hot lunch in December

Comment: it would be great to have some hot lunches that are less than \$10 per lunch.

If anyone knows of families in need, who would miss out on hot lunch because of the financial burden, please let them know that we want to provide them their lunches.

Suggestion: add an option on the order form that parents can check that they want to donate towards an extra lunch.

Also, a check box option to accept a donated hot lunch.

c. **Clothing order**

Would the new Kindergarten parents and teachers like an order done soon – Yes. Can we send out the order forms for the new South African families arriving in October and pre-pay for them. *Motion made by Amanda to pre-pay for these orders and allow the new families to pay when they arrive. Seconded by Kenzie. Motion carried.*

d. **Passwords-Access**

Jazmin and Summer would like access to the Facebook Account.

e. **Budget**

Motion made by Jazmin to approve the budget as presented. Seconded by Lisa. Motion carried.

f. **Dates-** (Terry Fox, Pumpkins, Remembrance day, Swim/Skate, etc.)

Terry Fox Run & Orange shirt day is Oct 27 – we'll get oranges and granola bars. We will need some volunteers to hand them out.

Steph can go get the pumpkins from Kootenay Market. Will need about 40-45 pumpkins – October 30th will be the carving day.

Remembrance day ceremony – Kayty and Jazmin can lay the wreath at the cenotaph.

g. **School Supplies** – Is there a way that PAC can support teachers to get school supplies instead of every parent getting over \$100 of supplies per kid for supplies that sometimes goes unused. We can have an ongoing conversation on this subject and see if we come up with a good solution for the Spring.

8. Additions to the Agenda

9. Date for the Next Meeting: October 15th at 6pm

10. Meeting Adjourned: 8:00pm

ACTION ITEMS

Denise: Set up FoodSafe course. Solidify Hot lunch dates. Get new signatories authorized at the bank. Look at getting the clothing order started. Get oranges and granola bars. Order Remembrance Day wreath. Let the appropriate committee know that Kayty and Jazmin will be at the ceremony to lay the wreath

Alexis: Make note that \$1000 outside of the budget was approved for Tile project

Jazmin: Get fundraiser print out to students to take home. Get set up for a 50/50 raffle. Continue working on getting new playground equipment. Get in touch with Glencore to apply for a grant.

Summer: Ask for volunteers for upcoming events – Terry Fox run, Hot lunches, Pumpkin carving

Cindy: Update Calendar. Send 3-for-me email to Jennifer Adams. Add fundraiser link to linktree. Get passwords to Jazmin and Summer.

Steph: Get pumpkins for pumpkin carving