

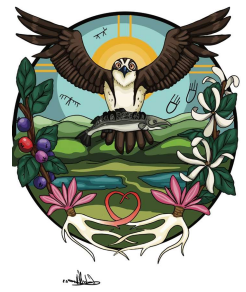


OYAMA TRADITIONAL SCHOOL PARENT ADVISORY COUNCIL

15525 Greenhow Road, Lake Country, BC V4V 2E1

otspacexec@gmail.com

www.ots.sd23.bc.ca



MEETING MINUTES – OTS PAC MONTHLY MEETING – Tuesday, November 14, 2023

Meeting start: 6:50pm

Welcome, Land Acknowledgement & Introductions: (Taylor Coelho)

We acknowledge that we live, work, and play on the traditional and unceded territory of the Syilx, Okanagan People

Attendance: Taylor Coelho, Victoria Thew, Michelle Woodsworth, Jessica Kryzanowski, Tiffaney Gamble, Corie Robson, Robbie Franklin, Dan Hart, Kristy Campbell, Brooke Jones, Kristen Tranfield, Sherrie Egerton, Kerry O'Brien (on video)

Agenda: Motion to accept the November 14, 2023, agenda as presented

Motioned by: Corie Robson **Seconded by:** Victoria Thew **All in Favor:** Motion carried

Past meeting minutes: Motion to accept the October 11, 2023, meeting minutes as circulated.

Motioned by: Michelle Woodsworth **Seconded by:** Jessica Kryzanowski **All in Favor:** Motion carried

1. Reports from Executive:

Presidents Report (Taylor Coelho):

- Victoria and I had a great brainstorming meeting with the PAC Presidents and VPs from Peter Greer and Davidson. Discussed working together to host a Grade 5 Social so our students can meet and do some fun activities together. We are planning to meet again in January.
- Last month, we were approached by the Oyama Firehall to see what the school's biggest focus this year is. Discussed the literacy program and need for more books. I receive a phone call a few days ago & have some great news...The Firehall Association will be donating \$1100 to the school to help purchase book sets for our literacy program.

Vice President's Report (Victoria Thew):

- All our class parent spots have been filled.
- Need to work on recruiting a Grade 4 parent to chair the Grade 4 committee so they can start working on ways to raise funds for their grad hoodies. Plan to make a recruitment post on parent page by next week.
- A couple months ago, Kerry mentioned bringing back the Angel Tree for the holidays. This is a wooden tree at the school that has paper angels marked for people who could use some holiday help. Folks can collect an angel, purchase a gift, wrap it, attach the angel & bring it to the school. We have a high number of families that this could help & after discussing with Robbie – the Angel Tree is coming back. More details will be sent out to the school community from Nikki.
- Communication with parents/guardians – we have a lot who do not use social media and are missing out on our posts. Send more notices home in newsletter bags. Look at system parents can grant us permission to email or text them from after school hours when we don't have access to Nikki to send out for us. Some other schools use apps like class dojo.
- creating shared folders in our PAC Executive google account that we can grant access too so that the PAC has a location to load & save documents and PAC stuff for easy filing, sharing and passing on to future PAC members along with all the PAC google email accounts that were created.

Secretary's Report (Melanie Anaka): absent

Treasurer's Report (Michelle Woodsworth): *see attached report for detailed summary.

- PAC account balance sits at \$38,252.03.
- Gaming Grant balance sits at \$359.17 (waiting for greenhouse beautification to clear this)



OYAMA TRADITIONAL SCHOOL PARENT ADVISORY COUNCIL

15525 Greenhow Road, Lake Country, BC V4V 2E1

otspacexec@gmail.com

www.ots.sd23.bc.ca



- Bottle Drive profit after expenses \$3041.69 – we will need to adjust \$\$ amount assigned to each of the grade 5 who volunteered by \$4 more. Victoria to ensure the tracking sheet is updated.
- Oktoberfest event profit after expenses is \$2754.90.
- Hot Lunch – cycle #1 profit after expenses is \$467.38.

2. Gaming Grant & Winter Basket Raffle: (Victoria)

- reviewed the list of eligible submissions for use of gaming funds for the 2023/2024 school year.
- Note: Events and Fundraising planning a movie night fundraiser at Creekside already.
- Note: Events and Fundraising will look at possibly holding a school dance
- After a great discussion and review the following decisions have been made.

Motion: OTS PAC will use the proceeds from the Winter Basket Raffle to reimburse our PAC general account for part of Gardom Lake trip to allow the PAC to use the bottle drive funds for future school activities that are not restricted under gaming grant guidelines.

Motioned by: Michelle Woodsworth **Seconded by:** Corie Robson **All in favor:** Motion carried

Motion: OTS PAC will use the 2023/2024 Community Gaming grant funds that we receive (approx. \$3280) to go towards the following:

- ❖ Bussing for school field trips & transportation needs (\$2000)
- ❖ Official Sports Jerseys for school extra curriculars that have our school crest & osprey (\$826 community gaming + \$274 profit from 50/50 Oktoberfest),
- ❖ PAC Banking fees \$80

Motioned by: Victoria Thew **Seconded by:** Michelle Woodsworth **All in favor:** Motion carried

3. Budget Review – (Michelle) Review & Approval of amended 2023/2024 Budget

- Reviewed the amended budget for events and fundraising. Decreased year end carnival from \$1000 to \$500 as the team look at partnering with the Oyama Hall to have a kids station at Oyama Fun Days instead of own carnival.
- Discussed the Turner Fund for supplying vulnerable students with uniform shirts. This year we are seeing a higher number of students needing access to this fund and it is depleting, can PAC contribute a slush fund to cover in the event the Turner Fund runs out.
- Hot Lunch donations being made through hot lunch orders – discuss how we determine the use and management of those funds. We currently have 12 students we could help. To ensure that all these students get covered the PAC will use the donations and extra PAC funds to cover pizza lunch for those students twice a month for the remainder of the school year (cost \$2 per student for pizza lunch vs approx. \$5-\$10 per hot lunch meal) PAC will ensure the extra pizza is ordered each pizza day and delivered to Robbie to hand out to those students.

Motion: Add a budget line item for “Turner Fund (Uniforms)” of \$300 to assist if Turner fund is depleted.

Motioned by: Victoria Thew **Seconded by:** Jessica Kryzanowski **All in favor:** Motion carried

Motion: Add a budget line for “Pizza Day donated slices” for \$120 to allow the PAC to supply vulnerable students with a pizza lunch twice a month starting November 23 until end of school year using the hot lunch donations & PAC funds.

Motioned by: Tiffaney Gamble **Seconded by:** Victoria Thew **All in favor:** Motion carried

Motion: OTS PAC accepts the amended 2023/2024 Budget with changes noted.

Motioned by: Jessica Kryzanowski **Seconded by:** Sherry Ergerton **All in favor:** Motion carried

4. Principal Report (10 min): (Mr. Robbie Franklin):

- We had a great Remembrance Day assembly. The students did a really good job.



OYAMA TRADITIONAL SCHOOL PARENT ADVISORY COUNCIL

15525 Greenhow Road, Lake Country, BC V4V 2E1

otspacexec@gmail.com

www.ots.sd23.bc.ca



- Since implementing our new literacy program 3 months ago with U Fly we have seen a significant improvement in our students reading.
- Food cart has been a huge success in the mornings. Our CEAs are really enjoying helping with this.
- In December, BC Snowboard is coming to do dry lessons with our K-3 students. The students will also receive a voucher for one free lift ticket and 1 equipment rental.
- In December, our 4-5 students will be receiving Ski Pass lift vouchers that will allow them to access numerous hills 2 times each. More details to come.

5. Standing Committee Reports (5 min each):

COPAC (Victoria Thew):

- COPAC is covering PACs fees to register for BCCPAC this year. Great opportunity for us to see if it is beneficial to have membership in future years.
- Partners for Inclusive Education (PIE) – guardians of children with individual education plans, designations, gifts, disabilities, diverse abilities, and other unique needs. Team meets via zoom every few months and would like to get more parent involvement. Next meeting is in January – topic Transitions into adulthood.
- Jordan Kleckner gave a brief update around student reporting and upcoming report cards. Feedback opportunities for parents in December/January in form of survey.

Events & Fundraising (Tiffany Gamble and Jessica Kryzanowski)

- Pizza Days – need to start keeping an eye on gluten free orders as they are costing us money, we haven't been getting enough GF orders for the whole pizza we have to purchase. We have been getting some extra cash from students bringing in \$2 for any leftover slices.
- Art Cards – cards have been shipped to supplier to start working on orders, profits are approx. \$1000 which is great when compared to larger schools who have done this. Orders are estimated to be here between December 4-8, we will need some help sorting to send home.
- Movie Night – currently working on quotes to run a movie night at Creekside in the new year. More details to come.
- Oktoberfest was a success. First year running this one – some minor changes to make if we do it again next year.
- Sip and Shop is coming up next week – need to continue to spread the word, still have quite a few vendors who need to pay, will need some help with setting up & taking down. We can also use the upper room for a kids zone if an adult is present.
- Flip Give – discussed adding to our ongoing fundraiser list. Will relook at in the future when more time to review it, potentially not sign up till new school year as we have lots on the go right now.

Yearbook (Corie Robson):

- Planning to send out parent survey in January to get feedback regarding new school photos.
- Need to get class parents to help with sorting photos for the yearbook. Have folks start sending photos to yearbook email.

6. Old and New Business (10 min):

- Winter Concert (Tiffany): setting up decoration team to make some décor & do setup, may sell popcorn, Victoria to help arrange volunteer list for evening show, stage set up Dec 6, dress rehearsal & evening show Dec 7.
- Winter Basket Raffle Fundraiser (Victoria): collections bins are with classes now, going to start advertising weekly – very low donations so far, sending another letter home next week, class parents are helping too. Michelle to work on getting us gaming license for the raffle.
- Community Food Drive in December (idea mentioned) – PAC & School have a lot on the go right now; pass on doing a community one but let's ask folks to bring non-perishables to the winter concert and coordinate with community fridge.



OYAMA TRADITIONAL SCHOOL PARENT ADVISORY COUNCIL

15525 Greenhow Road, Lake Country, BC V4V 2E1

otspacexec@gmail.com

www.ots.sd23.bc.ca



- House Team shirts (Victoria): price will be approx. \$22 a shirt. Bumping this to the new year for further review.

7. Round Table (5 min):

- (Corie/All) Discuss changing day of the PAC Meetings: Do Tuesdays still work for the majority. We have quite a few members that Tuesdays are difficult & would prefer another day. Some members bring their children, would like to see meetings end sooner. proposed moving PAC meetings & start time to Mondays with a 6pm start as that is the day that worked for most
 - **All in favor:** Moving to Mondays (will reassess if needed, may have the odd one we need to move due to holidays)
- December PAC Meeting – moving to December 4 at 6pm to meet prior to the winter concert, we have a few members & Robbie that have conflicts for December 12.
- (Tiffany Gamble) In the future, can we look at hosting a parent information session on the U Fly program and how it works so that parents can use similar tools to help with home reading.

8. Future Agenda Items:

- (Victoria) Last day before winter break – PAC sponsors movie & popcorn snack
- (Events) Volunteers lined up to run the January 2 Bottle Drop, proposed to setup at Winfield Bottle depot to offload right away rather than storing till Spring.

9. Meeting Adjourned: 8:45 pm.

***Note: Budget Summary & Report attached below**

Future meeting date:

Monday, December 4, 2023, at 6:00pm in the library

Reminder of Ongoing Fundraisers:

- **Winfield Return-It Centre** – Return your empties all year long under the OTS account #54
- **Save-On Foods** – Purchase gift card & use for groceries. 3% back to the PAC.
- **Nature's Fare** – Bring in receipts to Nikki & PAC gets portion of total.
- **Oliver's Labels** – Use OTS Code & portion of purchase goes back to the PAC.



OYAMA TRADITIONAL SCHOOL PARENT ADVISORY COUNCIL

15525 Greenhow Road, Lake Country, BC V4V 2E1

otspacexec@gmail.com

www.ots.sd23.bc.ca



Oyama Traditional School PAC Meeting

TREASURER'S REPORT

November 14, 2023

- **REGULAR PAC ACCOUNT:**

At November 14, 2023 the Regular PAC Account balance sits at \$38,252.03

- **GAMING ACCOUNT:**

At September 30, 2023 the Gaming Account balance sits at \$359.17

- **SEPTEMBER BOTTLE DRIVE**

Winfield Depot - Drop account	\$130.50
Regional District Donation	\$35.40
Milk Bottles	\$6.00
Interior Freight Returns	\$3,067.10
Total Revenue:	\$3,239.00
Less Expenses:	\$197.31
TOTAL PROFIT:	\$3,041.69

- **HOT LUNCH - CYCLE #1**

Revenue	\$1,769.60
Expenses	-\$1,302.22
Profit Earned:	\$467.38
Gross Markup	36%
Profit Margin	26%

- **HOT LUNCH - CYCLE #2**

E-transfers	\$1,159.70
Bambora*	\$3,123.46
Total Revenue:	*\$4,283.16

** Numbers are close estimate only. Will further report on the entire cycle in December, once all expenses and payments are complete*



OYAMA TRADITIONAL SCHOOL PARENT ADVISORY COUNCIL

15525 Greenhow Road, Lake Country, BC V4V 2E1

otspacexec@gmail.com

www.ots.sd23.bc.ca



Oyama Traditional School PAC Meeting

TREASURER'S REPORT

November 14, 2023

- **OKTOBERFEST - WOODY'S BURGER N' BEER**

Food Sales Revenue:

Pre-Sold Meal Ticket Revenue	\$485.00
Meal Ticket @ event Revenue	\$1,720.00
Expenses	-\$1,310.50
Total Burger N' Beer Profit earned:	\$894.50

Other Revenue:

Toonie Toss Revenue	\$66.00
Cash Donations	\$82.40
Silent Auction Revenue	\$1,450.00
Total Profit earned:	\$1,598.40

Gaming Revenue:

50/50 1st draw Revenue	\$272.00
50/50 2nd draw Revenue	\$0.00
Expenses	-\$10.00
Total Profit earned:	\$262.00

Total Event Revenue:	\$4,075.40
Total Expenses:	-\$1,320.50
TOTAL EVENT PROFIT:	\$2,754.90



OYAMA TRADITIONAL SCHOOL PARENT ADVISORY COUNCIL

15525 Greenhow Road, Lake Country, BC V4V 2E1

otspacexec@gmail.com

www.ots.sd23.bc.ca



0070C0Oyama Traditional School PAC

Sep, 2021 - Jun, 2022 PAC Account Budge

OTS PAC BUDGET: September. 2022 - June. 2023

PAC Account:	Budgeted Expenses	Actual Expenses	Over (Under) Budget	Revenue Earned
Opening Balance \$28,830.68 @ Sep 12/23				
Staff Appreciation Gifts 2023-24 (approx \$25/gift)	150.00		(150.00)	-
Teacher/Admin Departure Gifts (approx \$100/gift)	200.00	140.12	(59.88)	-
Year End Teachers Lunch 2023-24	500.00		(500.00)	-
Teacher Support/Classroom Related Materials (\$250/classroom)	2,500.00		(2,500.00)	-
Classroom Recycling Bins	50.00	16.80	(33.20)	
Classroom Levelled Readers	900.00		(900.00)	
Bursary (COBSS)	1,025.00	1,025.00	0.00	-
Grade 5 Celebration	600.00	-	(600.00)	-
Grade 5 Gardom Lake Camp June 2024	4,500.00		(4,500.00)	
Back to School BBQ	600.00	314.15	(285.85)	
Indigenous Activities	1,000.00		(1,000.00)	
Hot Lunch Kitchen Items	250.00		(250.00)	
School Picture	100.00		(100.00)	
Admin	250.00	33.00	(217.00)	
Turner Fund (Uniforms)	300.00		(300.00)	
Pizza Day Donated Slices	120.00		(120.00)	
Events and Fundraising (\$3,900.00):				
Welcome Back to school	100.00		(100.00)	
Bottle Drives	400.00	197.31	(202.69)	
Oktoberfest	150.00		(150.00)	
Sip N' Shop	1,000.00	716.84	(283.16)	
Winter Concert	300.00		(300.00)	
Winter Concert Baskets	150.00	134.31	(15.69)	
Movie Night @ Creekside	1,000.00		(1,000.00)	
Oyama Days Parade Float	300.00		(300.00)	-
Year End Community Carnival w' PG & Davidson	500.00		(500.00)	
SUB TOTAL:	16,945.00	2,577.53	(14,367.47)	-
Less Revenue				
NET COSTS:		(2,577.53)		

CHQ#942: Victoria Thew - Card (\$8.96)
CHQ#942: Victoria Thew - Recycle Bins (\$16.80)
CHQ#941: Victoria Thew - BBQ Expenses (\$221.72)
CHQ#940: Taylor Coelho - BBQ Expenses (\$92.43)
CHQ#946: Rebecca Leboe - Intrigue Wines (\$131.16)
CHQ#948: COBSS - Bursary Award + admin fee (\$1,025.00)
CHQ#949: Victoria Thew - Indigenous Art Stickers (\$43.96)
CHQ#949: Victoria Thew - Sip N' Shop Liquor License (\$211.59)
CHQ#953: Victoria Thew - Cash Lock Box (\$26.28)
CHQ#960: Victoria Thew - Money Pouches (\$6.72)
CHQ#960: Victoria Thew - Sip N' Shop Insurance (\$305.25), Hall Rental (\$200)
CHQ#959: Victoria Thew - Winter Concert Baskets (\$134.31)
CHQ#943: Dan Hart - Pizza (\$197.31)