

RLC PAC Meeting Minutes- (December 8th 2025)

ATTENDEES		
Jill Kryski – Chair	Chantelle McMaster	Mrs Gorman - Principal
Tiffany Hayward – Co Chair	Beckah Proutt	Mrs Leggett – Vice Principal
Diane Koehn- Treasurer		
Andrea Bardeck- Secretary		

Location: RLC Library 5990 Todd Rd

Call to Order 6:03pm

1. Welcome, Introduction and Guests

2. Minutes of previous meeting (insert date)

- Motion to adopt minutes as presented: Jill, second Diane: vote carried by all in favour

3. Correspondence

- PAC emailed DPAC to seek clarity on if admission for movie nights can be charged with the district movie licence. DPAC has confirmed it can be.
- A community member has offered to collect cash donations for PAC through their light display. 5424 Morris Place is all lighted up till January 1st and will collect donations for RLC PAC. Will make a Facebook post to inform parents to visit during the winter break.

4. Treasurer's Report (Diane)

- Bank account balances to the end of November:
 - -General chequing account: \$42,976.40
 - -Gaming account: \$20,358.24
 - -Bike account: \$1509.95
 - -Money in RLC safe: \$1838.05 + 495.50 + 457.00= \$2790.55
 - Total= \$67,635.14
- **We did receive our annual amount allotted to PAC's from SD73 into the general chequing account in the amount of = \$300.00
- Outstanding expenditures: None
- Pending Approvals: Will be discussed throughout the agenda
- GASR Gaming Account Summary Report has been filed
- GERR Gaming Event Revenue Report: Craft fair raffle gaming event revenue report has been filed
- Craft Fair Raffle -We had a lot of beautiful donations from vendors and people were very interested in the baskets. Definitely worthwhile doing! \$457 was made from the tickets.

- Expenses = \$29.60 (License \$10, baskets \$12.89, wrapping paper \$6.71)
- -Net raffle revenue = \$427.40
- -Craft fair table income \$815
- -\$870 + \$427 = \$1242
 - Motion to approve treasurer's report: Jill, Second Beckah: voted carried by all in favour

5. Staff requests: Recently Approved/Awaiting Approval

- Recently Approved: none
- Awaiting Discussion:
 - Jerseys: \$4,000 to purchase 100 motion to approve expenditure: Jill second Diane: vote carried by all in favour
- Request for entire school year end trip. Last year PAC contributed to bussing and lowering overall cost for parents. This year PAC will contribute again. Pac can revisit total contribution once the final cost figures are in.
 - Motion to approve \$1500 for yearend field trip: Jill second Diane: vote carried by all in favour.
- Swim club: Mrs Lam request for swim caps approximately 30 students participate. Quote was submitted last year and cost may have risen since then. 50 caps = 11.56 per cap. Pac will subsidise the cost of caps. The school will cover the remaining cost up front. Participants will pay \$5 for initial cap and full cost for any replacement.
 - Motion to approve \$350 for swim cap subsidy from club budget: Jill second Chantelle: vote carried by all in favour.

6. Administrator's PAC Meeting Report

- Please refer to Appendix 1 to read the full Administrator's Report from Mrs Gorman and Mrs Leggett.
- There are a large number of unpaid school fees which the school has the eat the cost for
- Discussion was had around the grade 7 ski trip and the expensive cost. Currently the cost for 2 days at sun peaks is around \$250 per student. Harper Mountain is more affordable and could be a possible avenue for the future.
- In the new year the school will be posting a survey around school photo vendor options
- Pizza party for volleyball players will be hosted on Monday Dec 15th
- Due to the high number of kids interested in basket ball if there are any parents interested in coaching intramurals please reach out.
- Chrome books are showing their age. PAC did purchase a new cart and 30 new chrome books last year, discussion was had on including the cost in the

2026/2027 budget as the school cannot keep up with the costs of replacement. Each chrome book is around \$300.

7. DPAC Update (Heidi)

- RLC was not present for the meeting, meeting minutes were reviewed:
- Discussion was had on Climate ready schools and playgrounds project – Pac will follow up to find out more details around this project
- National food program around 7 million is allotted for schools each year and much of it goes unclaimed due to Admin not applying for it. RLC just received a grant and will now have snack boxes in each class to help address food needs this will eliminate the need for students having to go to the office and ask for food.
- The district is launching a new in house training program for CEAs this will hopefully help increase the numbers being trained so the needs can be met.
- Next meeting is January 20th 6:30pm

8. Committee Reports

- Hot Lunch (Sonia) – new utensils were purchased for upcoming pancake day

2025/2026 Fundraising:

- Craft fair (November 30th Beckah & Vicki) Total profits were just over \$1200. All feedback has been positive and didn't scare off any volunteers.
- Elf sale (December 16th Chantelle): Donations have started to roll in the hope is to have enough items for kids to be able to purchase 2 items. Sales will continue after school while supplies last. Volunteer sign up is also most complete but there are a few spots left, will use the @everyone tag to promote donations and last few spot to be filled. Set up will take place on Dec 15th after school.
- Free pancake lunch (December 18th) several volunteers have already signed up and we are in good shape. Costco has sausages on sale now so PAC will take advantage of the lower price point. Superstore donated \$100 gift card that will be used for this event. The execution plan is still formulating but we are in good shape and mind set to have lunch for all 400 students on time. Younger students will have individual packaged meals older students will be served buffet style.
- Raffle – discussion was had on if we should switch to 50/50 format earning potential could be less if there is not a complete sell out.
- Carnival (May 28th): Facebook poll 55 votes in total 56% voted for food trucks, 34% for both, 9% for PAC only, 1% neither: Since there are volunteers wanting to cook at carnival PAC will likely offer pre order option that will also be more affordable. Food trucks will need to be booked in January the goal would be to have 4 food trucks as well as 3 treat vendors (mini donuts, cotton candy and ice

cream). Last year's vendors were Lobster Pot, My Big Fat Greek, BugaBeez, Sugarbees, Dave's fluffy Treats, Lakeside concession & mini donuts.

- West coast seeds: RLC was not accepted new fundraiser will need to be decided at January meeting. Discussion was had on potential meat sales with Penguin meats, cookie dough sales, rotary club golf passes or trying to source another seed vendor.

9. Other

- Staff Appreciation luncheon January 28th Pac will be cooking a meal for all staff. Volunteers will be needed.
- Year Book (Denise & Chantelle) Planning is under way. Will have a meeting with Admin to go over details
- Rubik's cube club: PAC will post on facebook to ask for community donations

10. Next PAC Meeting: Wednesday January 14th 6:00pm in the RLC Library

Meeting Adjourned: 8:06pm

APPENDIX 1: (December 8th 2025) Administrator's PAC Meeting Report

December 2025

Winter Performance

Thank you to PAC for all their support of the Winter Concert yet again this year. Mrs Froese with the support of all staff will be sharing the story of *A Pirate's Christmas*. As a reminder, there will be two performances of the primary winter concert on Thursday (1:30 and 6:00pm). We invite families to attend the afternoon performance if at all possible to free up space for the evening performance for those families who work during the school day. Please only attend one of the performances.

Sports

Our volleyball season has now wrapped up after some exciting games in the playoffs for our Competitive Boys and Girls teams. Thank you to Mrs. Dagg and Ms. Anderson for all of their support with organizing our sports programs, and to all staff and parent volunteers who helped out with coaching this year!

Basketball evaluations were held over the past two weeks for interested students in Grades 5-7. We had a huge turn-out, and are working to find a spot for all players. Thank you to the many staff members who helped out with evaluations. We will be hosting four teams this season - Boys Rec, Girls Rec, Boys Comp, and Girls Comp. All other players will be offered placement in the intramural program. If there are any parents who would like to help out with lunchtime intramurals, please contact Mrs. Leggett or Mrs. Dagg

Student Leadership

Thank you to Mrs. Strom, Mrs. Dagg and Mrs. Simpson's Grade 7 group for supporting the Cookies and Cocoa activity (students made cards for seniors in our community), as well as the fun dress up days we have been having these last few weeks.

Field trips

Students are really excited for the upcoming tubing days at Harper Mountain next week. Thank you to PAC for the financial support to help reduce costs for families. Special thanks to Mrs. Gibbons for coordinating this for all classes. Helmets are required for all students who will be tubing.

Munch a Lunch

Thank you to Sonia and her team of amazing volunteers who have provided hot lunches to students for the first part of the year. Our students, staff and parents appreciate a day off without having to make lunches! The extra hours and effort that goes into making hot lunches happen at RLC doesn't go unnoticed.

Winter Break

The last day of school before winter break is Friday, December 19. We hope everyone has a wonderful holiday season with their loved ones, and look forward to welcoming students back on Monday, January 5, 2026.

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.

CATHERINE GORMAN (Principal)

JOANNE LEGGETT (Vice-Principal)

RLC / Westwold Elementary

School District No. 73 (Kamloops-Thompson)