

RLC PAC Meeting Minutes- (November 13th 2025)

ATTENDEES		
Jill Kryski- Chair	Heidi Stuart- Dpac	Sara Daruda
Tiffany Hayward- Co Chair	Chantelle McMaster	
Diane Koehn- Treasurer	Kelsey Hamm	Mrs Gorman-Principal
Andrea Bardeck- Secretary	Beckah Proutt	Mrs. Leggett- Vice Principal

Location: RLC Library 5990 Todd Rd

Call to Order: 6:01pm

1. Welcome, Introduction and Guests

2. Minutes of previous meeting (October, 9th 2025)

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

3. Treasurer's Report (Diane)

- Bank account balances to the end of October:
 - General chequing account: \$44,995.57
 - Gaming account: \$20,360.24
 - Bike account: \$1008.56
 - Money in RLC safe: \$1838.05 + 495.50 = \$2333.55
 - Total= \$68697.92
- **Annual amount allotted to PAC's from SD73 will be deposited tomorrow into the general chequing account in the amount of = \$300.00
- Bike Savings account is on hold I suspect from lack of use. Will phone or go in tomorrow.
- Outstanding expenditures
 - \$112 owing to SD 73 for Sport Factor Equipment. Awaiting invoice. Mrs Gorman has advised to wipe this clean as this would have been in last year's budget and that would be settled by now.
- Pending Approvals:
 - Will be discussed throughout the agenda
- Gaming Fund Deadlines: Next deadline to ensure funds have been spent is November 30, 2025 and money has been allocated for that.
- GASR Gaming Account Summary Report Due 90 days after fiscal year end = Nov 30,2025- Diane is working on completing this
 - Motion to approve treasurer's report: Jill, second: Chantelle- Vote carried by all in favour

4. Staff requests: Recently Approved/Awaiting Approval

- Recently Approved: None
- Awaiting Discussion:
- Froese: Anne of Green Gables at Sagebrush Theatre, December 2
 - Approximately 271 (263) students (Grades 3-7, possibly some Gr 2)
 - Admission \$20/student; Bussing \$3/student (approx. total: \$6,233)

- PAC gave \$3,000 total in 2024 and 2023 for theatre trips discuss was had and Pac agreed to support as this would benefit a large portion of our school population.
- Motion to approve \$3000 for 271 students to attend Anne of Green Gables: Diane, second Tiffany – vote carried by all in favour
- Schnackenberg: Rubiks Cube Club, request for funds to purchase new cubes plus a nice magnetic cube as a prize for a competition (\$150-200?)
 - She already has 6 3x3 cubes, wants to have approx. 15 students
 - Will meet once per week in Fall/Winter, may change to bi-weekly, competition in spring
 - Grades 5-7 (open to 5 first, then work up if there's room)
 - Could ask for donations but the average cube is stiff/bad, preference for 'speed' cubes off Amazon (\$15-35)
 - PAC has budgeted money for clubs – discussion had and PAC likes to sport clubs that are not just sports related.
 - Motion to approve \$200 from clubs budget to purchase Rubiks cubes for new club: Jill, second Diane – vote carried by all in favour
 - Tiffany will make a facebook post about all the clubs our school has, which is a lot and PAC contributes funds to.

5. Administrator's PAC Meeting Report

- Please refer to Appendix 1 to read the full Administrator's Report from Mrs Gorman and Mrs Leggett.
- Discussion was had on if parents are happy with the current school photographer. Many parents are wondering when photos will arrive. Administration will look at other vendors and take a poll on if there is any appetite to try someone new next year. Admin will follow up with current photographer to see when photos will arrive.

6. DPAC Update (Heidi)

- School learning plans should have been updated. (Ours is posted on the school website already. Schools goals continue to be Numeracy and belonging. See our school and district learning plans here: [RLC Learning Plan](#))
- Movie licence will expire in November, district is renewing
- PAC workshop was approved in DPAC budget date TBA
- DPAC has been questioning the school cash fees. Mrs Gorman gave some clarity on this matter. Currently school cash is charging a 4.5% service fee plus .10 per transaction. The district is trying to negotiate a lower service fee. Currently our school is rounding up to the nearest quarter with school cash transactions.

7. Committee Reports

- Hot Lunch (Sonia)- no updates
- 2025/2026 Fundraising/Events
- Mitchell's Soup Company (Oct 6-17 - Jill)
 - Sales: 63 orders, 311 individual products, \$3,697.89 total value
 - Profit for PAC: \$1,195.26 (35% of sales)

- Distribution: sent home November 3
- Halloween Movie Night (October 23)
 - Estimated Profit: \$655.43
 - 89 Combos, 26 Tickets (\$600-\$20.85 stripe fees-\$54 popcorn = \$525.15)
 - Concession plus some onsite tickets (\$179.00 less \$48.72 = \$130.28)
 - Donations from Market Fresh, plus BBQ leftovers helped with costs
 - Popcorn made by Sara, reimbursed RLC for supplies
 - Discussion was had on if we will host another Halloween movie night next year will re visit in the new year.
- Art Cards (Andrea and Chantelle)
 - Ordering closed Nov 4 (extended to Nov 7)
 - Over 2,160 cards sold, orders were delivered to teachers will be sent home today or tomorrow.
 - Profit: \$2098 plus \$36 from teacher orders = \$2134 -\$50 Westwold purchases = \$2084 (2024: \$2,092.46)
 - Motion to write a cheque to Westwold PAC for their school orders of 50 items for \$50: Jill, Second Diane – motion carried by all in favour.
- Craft Fair (November 30, Beckah & Vicki)
 - 29 Vendors - \$785 in fess for tables, also 16 student vendors
 - Setup Friday Nov 28th after school- grade 7s will help. Vendors can enter at 8:30 Nov 30th to set up and fair will start 9:30am – 2:00pm
 - Grade 7 will run a concession of cookies, hot chocolate and coffee
 - Advertising – online plus sandwich boards
 - Raffle Baskets –still waiting on gaming licence volunteers for raffle table : Tiffany, Diane and Sara can help will post on facebook to see if we can get a few other parents to help
 - Photographer: Mrs Moyls will be doing holiday photos with a festive background. 3 photos for \$15, 5 for \$20.This money will go to Mrs Moyls as PAC is using this to drive traffic to the fair. Diane will confirm if this will be cash only.
- Elf Sale (December 16, Chantelle)
 - Communications & advertising collection starting first week of December 2 to December 15th
 - Teacher sign ups has gone out
 - Volunteers needed for set up December 15th right after school – grade 7s will help. Volunteers also needed day of all day event. 4 shifts morning to recess, recess to lunch, lunch to end of day, after school to sell and clean up. Looking for 5 people per shift
- Free Pancake Lunch (December 18)
 - Ideas for bulk pancake making- sheet pan baking them was suggested
 - Volunteers needed to help cook, clean up, package and run food to class rooms. The entire Pac executive is available.
 - Will send out flyers as not all people go on munch a lunch. Will add a call for volunteers as well.
- Staff Appreciation Luncheon –Date will be Wednesday January 28th

- West Coast Seeds Heidi– still waiting on confirmation of acceptance
- Raffle
 - RaffleBox: \$100 setup fee plus 7%, Stripe 2.9% plus \$0.10 per transaction
 - Discussion was had if we want to pursue raffle this year. Pros and cons were weighed. PAC is still trying to land on a big project to go after as most things need district approval.
 - PAC will do more pop ups sales where cash can be take if we remain online this year. EG at the intermediate music concert, market fresh etc.
- Carnival (May 28)
 - Food – Food trucks and possibly PAC cooking or selling concession like items: will be discussed more in December. Food trucks will need to be booked soon.
 - PAC will explore Cadets/Girl Guides as a source for volunteers to run games.
 - Prize bags- Chantelle would like to purchase items to capitalize on holiday sales
 - Motion to approve from carnival budget \$800 for the purchase of items for 350 prize bags: Jill, second Diane – vote carried by all in favour

8. Other

- Large Project:
 - Shade for the K/Primary Playground- PAC needs to have meeting with District to possibly find a viable option. Likely won't happen till the New Year.
 1. School District rejected shade sails and the standalone structure made of cedar/metal roof. Suggested metal structure (20x20 = \$70,000 in 2021
 2. Trees (would they be supported? does the irrigation work?)
 - a. PAC will keep records of temps in May/June to support justification of need for shade
 - Playground upgrades were discussed as possible big project. Brining in a new structure with shade already incorporated may be easier to get approved.
 - Sensory hall likely won't be approved by district Pac was wondering if something could be done outside and potentially included in a playground upgrade – again dependant on district approval
 - Sports Jerseys: 100 jerseys approx. \$4,000 (life span 8-10 years)-Currently do not have enough jersey for all events. Some are at the end of their lifespan. Question was asked on if we could have a sponsor donate money for jerseys. Mrs Gorman will follow up as there are some restrictions with company donations. Pac has the funds to purchase new jerseys. PAC will vote on jersey expenditure at December meeting.
- Yearbook- still trying to source the template for last year.

9. **Next PAC Meeting:** Monday Dec 8th 2025 6:00pm in the RLC Library

Meeting Adjourned: 8:50pm

APPENDIX 1: (November, 13th 2025) Administrator's PAC Meeting Report

Thank you, as always, for everything you do to support our students at RLC. Throughout October, our students enjoyed a wide range of opportunities made possible by your ongoing support — including the PAC Movie Night, Art Club, field trips, PAC Hot Lunches, and Popcorn Fridays, to name just a few.

We're also looking forward to the upcoming performance of *Anne of Green Gables* and greatly appreciate any support you're able to provide in making this event a success.

A big thank you to PAC for supplying playground equipment for classroom use. Each day at recess and lunch, many students are making great use of these items, engaging in meaningful, positive play and connection with others.

We also want to express our gratitude for your support in purchasing RLC t-shirts for our volunteer coaches. To date, 17 shirts have been distributed to staff and parent volunteers who generously give their time before school, at lunch, and after school to lead a variety of programs including Cheer Squad, Swim Club, Cross Country Running, Volleyball, Basketball, Floor Hockey, Flag Football, and Parloffs. The shirts, labelled "RLC Panthers" and "Coach," help identify and celebrate these dedicated volunteers.

Volleyball season is well underway at RLC! Students have been enjoying both intramural play and games against other schools. Thank you to all staff members and parents who are helping with coaching and transportation to away games. League play will wrap up at the end of November, with our two competitive teams continuing into playoffs. The season will conclude by the first week of December, with basketball tryouts taking place before winter break. Please check the Weekly Updates for tryout dates and details.

This week, Mrs. Froese led us in a beautiful Remembrance Day Assembly that featured singing, artistic movement, poetry, narration, and instrumental performances. The RLC Choir shared their wonderful voices, and our two Kindergarten classes touched everyone's hearts with their songs. We are so grateful to Mrs. Froese for empowering students to share their talents and creativity in such meaningful ways. We wish we could invite families to attend, but unfortunately, our gym capacity does not allow for it.

The **Scholastic Book Fair** has been rescheduled to **March 2–6, 2026** (originally planned for November 2025). Mrs. Kuan will be coordinating the event, and parent volunteers will be needed — please consider helping out if you're able. More information will be shared in future Weekly Updates.

It's hard to believe, but the **Elf Sale** is just around the corner! It will take place on **December 16** during the school day. Thank you to Chantelle McMaster and the PAC for coordinating this much-loved community event, and to Miss Jenn in the office for her behind-the-scenes support. The Elf Sale is always a highlight of the year for our students!

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)