

## RLC PAC Meeting Minutes- (October 9<sup>th</sup> 2025)

ATTENDEES		
Jill Kryski Chair	Chantelle McMaster	Vicki Kryski
Tiffany Hayward Co Chair	Sara Woods DPAC Rep	Mrs Gorman Principal
Diane Koehn Treasurer	Sara Daruda	
Andrea Bardeck Secetary	Kelsey Hamm	

**Location:** RLC Library 5990 Todd Rd

**Call to Order:** 6:02pm

**1. Welcome, Introduction and Guests**

**2. Minutes of previous meeting (September 11<sup>th</sup> 2025)**

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

**3. Correspondence:** none

**4. Treasurer's Report (Diane)**

➤ **Bank account balances:**

- -General chequing account: \$39631.42
- -Gaming account: \$13 123.18
- -Bike account: \$1007.36
- RLC safe: \$1838.05
- Total= \$55,600.01

- Gaming grant money arrived Oct 3<sup>rd</sup> \$8100.00

- **Outstanding expenditures:** \$112 owing to SD 73 for Sport Factor Equipment. Awaiting invoice.

- **Pending approvals:** will be discussed throughout the agenda

- **Gaming Fund deadline:** next deadline is to spend funds is November 30<sup>th</sup> 2025 and money has been allocated for that.

- **GASR Gaming account summary report:** Due 90 days after fiscal year end: Nov 20<sup>th</sup> 2025

- Motion to adopt treasures report: Jill second: Sara D vote carried by all in favour

**5. Staff requests: Recently Approved/Awaiting Approval**

- Recently Approved: None
- Awaiting Discussion: Discussed in budget

**6. Administrator's PAC Meeting Report**

- Please refer to Appendix 1 to read the full Administrator's Report from Mrs Gorman and Mrs Leggett.
- No parent teacher interviews- focus on points of progress instead
- 950 kids participated in Eagle point cross country run

**7. DPAC Update (Heidi & Sara W)**

- It was put to a vote whether to accept the trustees request to vet parent questions prior to their attendance at any DPAC meeting and meeting not be recorded when they if they were to attend. The vote was not carried.
- DPAC focused on reaching ESL families
- DPAC currently running at a small deficit
- Michael McKAY still interim superintendent
- Next DPAC meeting October 14<sup>th</sup> 6:30pm

## 8. Committee Reports

- Hot Lunch (Sonia) Hot lunch was today. Can always use volunteers if interested please reach out to PAC email RLCpanthersPAC@gmail.com. PAC will reach out for food donations for free Pancake Day.
- 2025/2026 Fundraising
  - Welcome back BBQ (September 18<sup>th</sup>) 375 meals, (270 hot dogs, 208 pulled pork, 325 chips). Donations collected \$1838 very similar to year prior donations. Expenses around \$1700.
- Coffee on the playground (October 3<sup>rd</sup>). Went well for first time, was the same day as the kindergarten pumpkin patch visit. Might be good to host at different times in the year when trying to recruit volunteers for events.
- Mitchell's Soup company (Oct 6-17<sup>th</sup>) Already have over \$500 in profits.
- Mabel's labels current profit at \$60 (September no end date). This fundraiser has no end date will be pushed when posting lost and found as well as end of the school year.
- Art Cards (November) Andrea and Chantelle. Art work to be completed by Oct 15<sup>th</sup>. Hoping to have sales open first two weeks of November. Will post be on the lookout on facebook.
- Halloween Movie night (Oct 23<sup>rd</sup>) Doors open 5:45pm show starts at 6:15pm. Sara Hyslop has volunteered to pop the pop corn, Thank you! Volunteers will be needed to help set up, clean up and run small concession.
- Craft Fair (Nov 30<sup>th</sup>) Beckah & Vicki. 24 tables sold so far.
  - Currently trying to source a photographer for Christmas photos during the fair. (Teacher Jenny Moyls had offered to fill this position)
  - Raffle basket donations from vendors to be dropped off at the school. Will need volunteers to help run raffle table. Last year 4 baskets were made. Sold \$2 a tickets and 3 for \$5, licence needs to be obtained.
  - Locker rooms need to be locked during event. Suggestion to have a coloring corner for kids. Set up tables Friday November 28<sup>th</sup> –volunteer help would be appreciated for this
  - Grade 7's will run a concession with baked goods during the craft fair. Money earned from their concession will go towards the grade 7 grad party. The Grade 7 grad committee also wished to run a 50/50 during the fair. Discussion was had as to whether this would conflict with PAC raffle basket sales and if having two concurrent ticket sale requests would negatively impact the earning potential. Since it is a PAC hosted event rational was given to have only the raffle run during this event as the profits from the 50/50 would go towards the grade 7 grad party while the PAC basket raffle profit would benefit the entire school population. It was discussed that with current economic

climate, PAC is putting forth an effort this year in particular to be judicious and strategic about fundraising efforts and how much they are asking of the community. Motion to deny request for 50/50 sales during event: Jill second Diane, 1 opposed. Vote carried by majority in favour.

- Elf sale (Dec 16<sup>th</sup>) Chantelle, will need volunteers during the day of this event. Donations to be collected first 2 weeks of December. Chantelle will post on facebook to pre inform parents event is coming up. Suggestion to have younger kids starts buying first. Harper mountain field trip on the same day but kids will be back by lunch time.
- Pancake breakfast (Dec 18<sup>th</sup>)- will need Blackstone grills (weather depending) and griddles. Mrs Gorman suggested to stagger classrooms serving times so all pancakes do not need to be distributed at the same time.
- West coast seeds (Jan?) Heidi – still waiting on confirmation if we have been accepted.
- Carnival (May 28<sup>th</sup>) – will book Uncle Chris now. Start up funds to be voted on in the budget.

## 9. Other

- Rotary cards might be a good fundraiser for before Christmas or in the new year PAC will look into more details.
- Shade project: Diane and Jill met with administration to walk play ground and discuss possible options. Separate shade structure might be easier for the district to approve. Mrs Gorman has emailed Art with the district waiting on his response.
- Year book Chantelle and Denise have reached out to past organizer for templates have not had a response. PAC will pursue this as a fundraiser.
- PAC has been cleaning up filing cabinet and discarding un- needed items.
- PAC executive will attend staff meeting date TBA maybe Oct 20<sup>th</sup> or Nov 3<sup>rd</sup>
- PAC is considering replacing about 100 sports jerseys estimated cost \$4,000. This is a large expenditure and PAC is waiting to see if shade program will be approved.
- PAC is also interested in ordering coaches t-shirts this year estimated cost \$400.

## 10. Budget

- See Appendix 2 for detailed budget
- Harper Mountain tubing all classes are attending PAC has budgeted to cover bussing.
- 2 field trips have been submitted. Mrs. Schnackenberg/Macdonald 3 visits to freeze athletics and Cliffside climbing. PAC approved \$3 per visit per child for this trip from the field trip budget for a total of \$387. Mrs Goertzen and Mrs Sample have requested funding for swimming trip in June- Pac has allotted \$3per student for a total of \$144 from the field trip budget.
- Motion to approve operating budget of \$47,728.50 for 2025/2026 school year: Jill, Second Tiffany vote carried by all in favour
- We have had request for swim club funding \$1000 has been budgeted for clubs PAC needs some numbers to determine what amount to allot.

**11. Next PAC Meeting:** Thursday November 13<sup>th</sup> 6:00pm in the RLC Library

**Meeting Adjourned:** 8:38pm

## **APPENDIX 1: (October 9th 2025) Administrator's PAC Meeting Report**

**October 2025**

**Administration Report**

**PAC Meeting:**

- Thank you to PAC Executive members Jill, Diane, Andrea and Tiffany for the many extra hours you spend at the school in preparing, organizing, cleaning, and planning. We appreciate your leadership and how you enrich our school community in so many ways.
- Thank you to hot lunch organizers (Sonia) and cooks for getting Munch a Lunch up and running and for the best mac and cheese lunch today.
- Thank you to PAC for their financial support for playground equipment in September. Students are enjoying having so many new items to play with during outdoor times.
- It was wonderful to meet and reconnect with our school community at the PAC BBQ. Thank you for the efforts that you did in organizing this.
- Points of Progress: 3 written formal reports are required each year, two informal reports (could be Presentation of Learning, self/teacher assessment, Portfolio sharing etc. )
- Elementary school sports are going full steam ahead. We have been enjoying our cross-country season and hosted the Cliff Weathermon Cross-Country Run at Eagle Point a couple of weeks ago. This was only possible because of the parent and staff volunteers who stepped up to make it work. Thank you to Mrs. Strom for spearheading this event. We also want to thank Eaglepoint Golf Resort for providing the space for the run. As well, thank you to St. John's Ambulance for First-Aid Support and Big Rock Construction, Yellowstone Traffic and Safety, and Cooper Equipment Rentals for dropping off and picking up cones for us to mark the route safely. Thank you to our staff coaches Mrs. Wilmot and Mrs. Schnackenburg.
- We are finished organizing our volleyball teams and will run both after school volleyball and intramural volleyball for our intermediates. Thanks to staff coaches Mrs. Dagg, Mrs. Anderson, Ms. Simpson, Mrs. Sample, and a variety of parent coaches (Erin Jensen, Darrin Dunn, Shawna and Stacey Dunn, Michael McMaster, Brittany Ferguson, and many others). Our teams would not be possible without each of you! Games begin the week of October 21 (schedule still to be determined).
- Thank you to Sara Hyslop and her team of lunch supervisors for coming every day at lunch to provide supervision for our students. Thank you to Sara as well for popping our popcorn every Friday and organizing Come Read with Me volunteers.
- 26 Grade 1 students and parents learned some wonderful reading tips and ways to support their children at home during the Come Read With Me Presentation from Fiona Clare (Literacy in Kamloops) on October 8.

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)

**APPENDIX 2: 2025/2026 Operating Budget**

RLC PAC - October 9, 2025 Budget Meeting					
	Regular	Gaming	Bike Savings		
	\$	\$	\$	\$	
<b>BANK BALANCES at SEPT 30</b>	39,631.42	13,123.18	1,007.36	<b>53,761.96</b>	
<i>*\$5,200+ in recent Munch deposits for fall hot lunch session included, Oct 3 Gaming Grant of \$8,100 not included</i>					
	Approved Oct 9	Proposed			
	<b>2025-2026</b>	<b>2025-2026</b>		<b>24/25 Budget</b>	<b>24/25 Spent</b>
<b>ADMINISTRATIVE EXPENSES</b>					
Bank Fees	\$ 100.00	\$ 100.00		\$ 300.00	\$ 354.06
MunchaLunch Fees	\$ 369.60	\$ 369.60		\$ 350.00	\$ 369.60
BCCPAC Membership	\$ -	\$ -		\$ -	\$ -
Next School Year Startup Funds	\$ 2,000.00	\$ 2,000.00		\$ -	\$ -
<b>Subtotal</b>	<b>\$ 2,469.60</b>	<b>\$ 2,469.60</b>			
<b>GENERAL SPENDING</b>					
Bike Repairs Savings Account	\$ 500.00	\$ 500.00		\$ 500.00	\$ 500.00
Division (Classroom) Funds (\$200 each)	\$ 3,600.00	\$ 3,600.00		\$ 3,800.00	\$ 2,319.67
LART	\$ 200.00	\$ 200.00		\$ 200.00	\$ -
One-to-One Reading	\$ 50.00	\$ 50.00		\$ 50.00	\$ 50.00
Come Read With Me (Sara's Program)	\$ 200.00	\$ 200.00		\$ -	\$ -
SD73 Gr1 parent/child reading program	\$ 130.00	\$ 120.00		\$ 210.00	\$ 120.00
Lunch Monitor Radios	\$ 100.00	\$ 100.00		\$ -	\$ -
Award for Grade 12 Student	\$ -	\$ -		\$ 1,000.00	\$ -
Classroom Toys & Balls	\$ 1,400.00	\$ 1,400.00		\$ 1,700.00	\$ 1,692.55
Sandbox Toys	\$ -	\$ -		\$ 500.00	\$ -
Mrs. Froese - Music program	\$ 2,000.00	\$ 2,000.00		\$ 2,800.00	\$ 1,600.00
Art Gallery Membership	\$ 172.50	\$ 172.50		\$ 150.00	\$ 172.50
Field Trips & Special Programs (Incl. Fall Theatre Trip, Salmon Release, Primary Wildlife Park)	\$ 6,500.00	\$ 6,500.00		\$ 12,000.00	\$ 10,898.00
Harper Mountain Tubing - Whole School	\$ 2,806.40	\$ 2,806.40			\$ 2,320.00

Whole School Year-End Event	\$ -	\$ -		\$ 1,000.00	\$ 1,432.22
Eagle Bay Bus Cost	\$ 600.00	\$ 600.00		\$ 600.00	\$ 600.00
KISSM Scholarship	\$ 400.00	\$ 400.00		\$ -	\$ 400.00
Track & Field Days	\$ 500.00	\$ 500.00		\$ -	\$ 532.26
Kamloops Track & Field Club	\$ 200.00	\$ 200.00		\$ 200.00	\$ 200.00
Clubs	\$ 1,000.00	\$ 1,000.00		\$ 450.00	
Primary Art Club	\$ 250.00	\$ 250.00			
PAC Kitchen Supplies	\$ 500.00	\$ 500.00		\$ 500.00	
Happy Birthday Pencils	\$ 300.00	\$ 300.00		\$ -	\$ 297.25
Numeracy Night	\$ -	\$ -			\$ 178.30
Set Aside for Shade Project (or other)	10,000.00	10,000.00			
Gym Projector & Sound Board	\$ -	\$ -		\$ 11,000.00	
T-Shirts for Coach Volunteers/Staff	\$ 400.00	\$ -			
<b>Subtotal</b>	<b>\$ 32,339.90</b>	<b>\$ 32,118.90</b>			
<b>FUNDRAISING &amp; EVENT EXPENSES</b>					
Movie Nights - \$250 each	\$ 500.00	\$ 500.00			
Craft Fair	\$ 100.00	\$ 100.00		\$ 64.00	
Elf Sale	\$ 50.00	\$ 50.00		\$ -	
Free Pancake Lunch & Hot Dog Lunch	\$ 2,800.00	\$ 2,800.00			
Staff Appreciation Lunch	\$ 800.00	\$ 800.00		\$ 800.00	\$ 500.00
Raffle	\$ 3,500.00	\$ 3,500.00			
Track & Field Concession	\$ 600.00	\$ 600.00			
Carnival	\$ 3,500.00	\$ 3,500.00			
Next School Year Welcome Back BBQ	\$ 1,600.00	\$ 1,600.00			
<b>Subtotal</b>	<b>\$ 13,450.00</b>	<b>\$ 13,450.00</b>			
<b>TOTAL</b>	<b>\$ 47,280.50</b>	<b>\$ 47,318.50</b>		<b>\$ 38,174.00</b>	<b>\$ 24,536.41</b>
<i>Hot Lunch is being left out of our budget since the expenses are directly related to how many students order lunch</i>					
<i>For the 2024-2025 school year, hot lunch revenue was approximately \$41,880 and expenses \$35,140</i>					