

RLC PAC Meeting Minutes- (Monday September 14th 2026)

ATTENDEES		
Jill Kryski Chair	Justin Donaldson	Angela Sidwell
Tiffany Hayward Co Chair	Danielle Snider	Tianta DeHamel
Diane Koehn Treasurer	Sara Daruda	Lindsey Bates
Andrea Bardeck Secretary	Victoria Cawkwell	Frances Strom
Heidi Stuart DPAC	Beckah Proutt	Mrs Mattes Acting Principal
Sonia Strickland Hot Lunch	Chantelle McMaster	Mrs Hneeda VP

Location: RLC Library 5990 Todd Rd

Call to Order: 6:02pm

1. Welcome, Introduction and Guests

2. Executive Elections: All Executive positions need to be voted in for the 2026/2027 school year.

- **Treasurer:** Heidi Stuart nominated herself for the Treasurer position. Motion by Andrea to elect Heidi Stuart as PAC Treasurer, second Lindsey: vote carried by all in favour
- **Chair:** Lindsey Bates nominated herself for the Chair position. Motion by Andrea to elect Lindsey Bates as PAC Chair, second Chantelle: vote carried by all in favour
- **Co Chair:** Jill Kryski nominated herself for the Co Chair position. Motion by Andrea to elect Jill Kryski as PAC Co Chair, second Chantelle: vote carried by all in favour
- **Secretary:** Jill nominated Andrea Bardeck for the position of secretary. Motion by Jill to elect Andrea Bardeck as PAC Secretary, second Victoria, vote carried by all in favour
- **DPAC representatives:** Sara Daruda, Beckah Proutt and Justin Donaldson all expressed interest in the position. Motion to elect Beckah Proutt and Justin Donaldson as DPAC representative with Sara Daruda as a spare when needed, second Tianta: vote carried by all in favour.
- **Member at large:** Lindsey Bates nominated Frances Strom for the Member at large position. Motion by Jill to add a member at large position as per our bylaws Section 4.2 and elect Frances Strom, second Lindsey: vote carried by all in favour.
- Sonia Strickland will continue as hot lunch coordinator for 2026/2027 and will remain a signing authority on the Beem bank accounts.

3. Bank signing Authority: with the new elected members voted in the signing authority needs to be updated. **Motion by Jill Kryski, seconded by Tiffany Hayward, to update the signing authorities for the R.L. Clemitsen Elementary School PAC bank accounts**

located at Valleyview Beem Credit Union (2101 Trans-Canada Hwy #1, Kamloops, BC V2C 4A6) to remove Tiffany Hayward and Diane Koehn, add Lindsey Bates and Heidi Stuart, and Jillian Kryski and Sonia Strickland to remain. This change will apply to all accounts (regular chequing, gaming, and savings). Vote carried by all in favour.

4. Minutes of previous meeting (June 19th 2026)

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

5. Correspondence:

- Robo think has offered to attend the school again this year but are now charging \$10 per student (\$3,490). Pac will discuss this with Mrs Gorman and consider it when making the 2026/2027 budget
- Mental Fitness for Young Athletes presentation of top 5 mental skills for academic and athletic success tour- school presenter can be discussed at a later date

6. Treasurer's Report (Diane)

- **Bank account balances to the end of August:**
- **-General chequing account: \$48,105.77**
- **-Gaming account: \$ 4,773.61**
- **-Biking savings account: \$1,525.91**
- **-Member shares: \$5.20**
- **-Money in RLC safe: none**
 - **-TOTAL: \$54,410.49**

*The "Biking Savings Account" is an account we put \$500 in annually to prepare for inevitable repairs needed to the school set of mountain bikes from the Outride bike program. It is the school's responsibility to fund the maintenance of these bikes. In years to come Mrs Munden expects repairs to the shocks and tires etc to be needed so putting a little bit away each year will help cushion this expenditure.

-August 31st is our fiscal year end. Jill and I are working on the year end Gaming report that is due 90 days from the end of the fiscal year = November 30th, 2026.

-Every spring the treasurer submits an application to receive a grant from the government which is calculated based on the previous year's enrolment numbers x \$20/student. The annual gaming grant application was put in April 3rd, 2026 so we should be hearing within the next month if we will receive our gaming grant money which is approximately \$8,000.00.

-When we earn money from a gaming event, and receive money annually from our Gaming Grant there are specific deadlines and regulations as to how you can spend

the money, and how long you have to do so. The next gaming spending deadlines are coming soon October 2nd and November 30th, 2026, money has been allocated to these deadlines.

-The gaming event license application process has been changed last April, and it is now regulated by the IGCO- Independent Gambling Control Office. All gaming event summary reports from the previous school year have been submitted.

-Munchalunch has an entirely new website. All recommended documents were downloaded at the end of June and are kept with PAC files if they are required as reference material.

-Jill devised a spreadsheet almost 3 years ago to track PAC expenses. Jill has an up to date version of this so we have thorough records of all account activity should we ever face an audit. All paper invoices for every PAC expense are kept in binders by fiscal year, these will be turned over to the PAC executive.

-I want to extend a huge and heartfelt THANK YOU to all those that have contributed to what has been a wonderful PAC experience through the years. I feel fortunate to have been surrounded by innumerable people working together and giving what they can to grow the RLC community into a welcoming and enjoyable place for students and families to learn, grow and connect. It has been a pleasure to be a part of this committee and community and I wish you all continued success in the years ahead!!

- **Motion** to approve treasurer's report Jill, Second Chantelle vote carried by all in favour.

7. Staff requests: Recently Approved/Awaiting Approval

➤ Awaiting Discussion:

- Gibbons: Art club \$250 for planned projects. 47 students in grade 1/2/3.
Motion to approve \$250 for art club Jill, Second Tianta carried by all in favour.
- Gibbons/Sample \$200 for 5-6 board games to share, other classes will have access as will. **Motion** to approve \$200 for the purchase of classroom board games Tiffany, Second Jill vote carried by all in favour
- Gibbons \$320 for 2 Yoto minis and 2 adventure jacket protectors.
Discussion on if PAC should look into purchasing Yoto players for all classes. Will be discussed with Mrs Gorman and at the budgeting meeting. PAC purchased a Yoto player last year for Gibbons class and with the potential of PAC pursuing this for the entire school PAC will

purchase 1 at this time Yoto mini and protector. **Motion** to amend request to \$160 for the purchase of 1 Yoto mini paler with protective case. Sonia, Second Andrea vote carried by all in favour.

8. Administrator's PAC Meeting Report

- Please refer to Appendix 1 to read the full Administrator's Report from Mrs Gorman, Mrs Mattes and Mrs Hneeda
- Weekly emails are shifting to bi weekly and will be sent Fridays or Sundays. PAC information needs to be in by Thursday end of day.
- 48 new kindergarteners are joining our school community.

9. DPAC Update (Heidi)

- First meeting of the year is Tuesday September 15th 6:30pm via zoom
- Any parent is welcome to attend

10. Committee Reports

- **Hot Lunch (Sonia):** She is looking for a successor for the 2027/2028 school year as this is her last year in the school. She is also looking for volunteers to help with meal prep. Hot lunch schedule up to December is just about completed and ready for munch a lunch. Sonia is also interested in hosting the free pancake lunch for all students at the beginning of December (Possibly Dec 3rd) volunteers needed.
- Chantelle has volunteered for Friday Milk deliveries.

11. Events:

- **Welcome back BBQ September 24th 5:30 to 7:00pm:** PAC will send a form to staff to confirm whether they are able to attend before deciding whether to proceed. Sonia is away on Sept 24th but willing to prepare most of the food the day before if somebody can commit to final preparations and serving on the day-of. No further details planned since there is some uncertainty about whether the BBQ will happen – goal to make a decision within the next day.
- **Halloween event:** in the past PAC has hosted a Halloween Movie night at this time there is no one willing to take on the planning for this event so nothing is scheduled PAC discussed doing a possible treat day for Halloween instead.
- **Craft Fair:** the potential date for the craft fair was booked for Nov 28th, at this time Beckah is willing to help organize but she will not be available the day before for setup or the day of. At this time nobody has committed to running the event on the day-of so the Craft Fair may not go ahead. Booking of vendors would need to start ASAP.
- Discussion about a possible January event like a snowball dance if there are volunteers to organize.

12. 2026/2027 Fundraising

- Mitchell's Soup Company (Jill) Thursday September 24th to Monday October 5th. Tiffany will help hand out upon arrival.
- Art Cards (Andrea and Chantelle) new vendor Created by kids will run Oct 5th and arrive Nov 16-20th
- Elf Sale possible date Dec 15th Chantelle will organize again this year.
- West Coast Seeds Heidi has signed up for January 11th but still waiting on confirmation if we are accepted.
- Book sale: Lindsey will organize a book sale similar to the elf sale to go with literacy week at the end of January. PAC will ask for book donations and all will be sold for a dollar for students to take home new books and encourage the love of reading.

13. Other

- **Staff meeting:** Executive members will attend the Oct 19th meeting
- **Yearbook:** Denise and Chantelle have both expressed in working on the yearbook this year. PAC would like to have the class photo pages done early as proof reading is time consuming. Discussion on PAC purchasing their own canva account.
- **Freezies:** PAC has purchased freezies while they were on sale during the summer which they may sell at the welcome back BBQ or save for warmer months for a treat day.

14. Next PAC Meeting: Budget meeting- Thursday Oct 15th 5:30pm in the RLC Library

Meeting Adjourned: 8:11 pm

APPENDIX 1: (September 14th 2026) Administrator's PAC Meeting Report

Principals' Report: Michelle Mattes

- A huge thank you to the RLC staff for their work in making the start of the school year such a positive and smooth one. As always, class organization requires careful consideration of enrollment, class size, composition, and the individual needs of our students. This year, our numbers remain very tight, leaving limited flexibility for changes to class placements.
- Welcome to the new staff, Mrs. Mattes (Acting Principal), Mrs. Hneeda (Vice Principal), Mrs. Adolph (Indigenous Education Worker), Mrs. Lopes (covering for Mrs. Kuan), Mrs. Ryan (Primary), Ms. Bruvold (Covering for Mrs. McCarthy), Mrs. Lapierre (Custodian), Mr. Lamb (Custodian)
- Thank you to Lindsay Bates for organizing the parent/grandparent/volunteers who have come to supervise students at lunch.
- We look forward to welcoming our 48 new Kindergarten students and their families to the RLC Community. Kindergarten students will have their first full day of school on September 16.

Vice Principal Report: Linda Hneeda

- Extracurricular activities have already begun with cross country running starting up this week. We have over 50 students in Grades 3-7 signed up to run this year.
- RLC is hosting the Cliff Weathermon RLC Run on October 7 beginning at 3pm. Eaglepoint Golf Resort is once again generously donating their space for us to use. Thank you to staff coordinator Mrs. Strom. We are looking for volunteers to help out with the RLC Run at Eagle Point. If you know of anyone that can help, please have them contact Mrs. Strom at jstrom@sd73.bc.ca
- The Terry Fox Run takes place on September 18 in the afternoon, with younger grades running on the school field, and older grades running on streets within the school neighbourhood. We will also be collecting a "Twoonie for Terry". Thank you to Mrs. Munden for coordinating the school run.
- Volleyball tryouts are well underway this year, under the guidance of Mrs. Dagg and Mrs. Anderson. Due to the high number of students interested in playing, we are looking at offering an intramural program for those who do not earn a spot on one of the teams.