

RLC PAC Meeting Minutes- (Thursday September 11th 2025)

ATTENDEES		
Jill Kryski - Chair	Courtenay Tromp	Denise Leigh
Tiffany Hayward – Co-Chair	Sara woods	Tianta Detlamel
Diane Koehn – Treasurer	Dani Odiorne	Kelsey Hamm
Andrea Bardeck- Secretary	Keely Maxwell	Beckah Proutt
Heidi Stuart – Dpac Rep	Chantelle McMaster	Mrs Gorman-Principal
Jill Byrd	Jennafer Moores	Mrs Leggett- Vice Principal
Sara Daruda	Heidi Stuart – Dpac Rep	

Location: RLC Library 5990 Todd Rd

1. **Call to Order:** 6pm
2. **Welcome, Introduction and Guests**
 - Pac meeting had one of the largest turn outs we have seen hope this continues for the rest for the year.
3. **Minutes of previous meeting (June 19th 2025)**
 - Motion to adopt minutes as presented: Jill K. second: Chantelle vote carried by all in favour
4. **Elections of Executive**
 - **Chair:** Jill Kryski was nominated by Diane, no other members volunteered Diane motioned to elect Jill K for chair, second by Tiffany vote carried by all in favour.
 - **Co Chair:** Tiffany Hayward was nominated by Jill K, no other members volunteered Jill K motioned to elect Tiffany for co chair second by Andrea vote carried by all in favour
 - **Treasurer:** Diane Koehn was nominated by Jill K, no other member volunteered Jill K motioned to elect Diane for treasurer, second by Jenn vote carried by all in favour
 - **Secretary:** Andrea Bardeck was nominated by Diane, no other members volunteered Jill K motioned to elect Andrea for secretary, second by Jenn vote carried by all in favour
 - **DPAC (2 representatives):** Sara Woods and Heidi Stuart volunteered. Jill K motioned to elect Sara W and Heidi for DPAC, second by Tiffany vote carried by all in favour
5. **Correspondence**
 - New fundraisers to be discussed later in meeting
6. **Treasurer’s Report (Diane)**
 - Bank Account balances:**
 - Bank account balances to the end of August:

- -General chequing account: \$34 824.55
- -Gaming account: \$13 125.18
- -Bike account: \$1006.13
- Total= \$48 955.73

Comparison to last year:

- General chequing account: \$25 104.04
- Gaming account: \$29 984.22
- Bike account was not yet set up
- =Total= \$55 088.73

- ** we are awaiting the arrival of our Gaming Grant money which should arrive by mid-October at the latest barring any challenges with our application. The application was submitted before the deadline last spring and we have had a phone call with the Gaming Branch to confirm the change in our bank account from CIBC to Interior Savings (BEEM) Credit Union Last Year.
- -Last year's gaming grant was \$8060.00 or \$20 per student.
- Outstanding expenditures -\$112 owing to SD 73 for Sport Factor Equipment. Awaiting invoice.
- Pending Approvals: -Will be discussed throughout the agenda
- Gaming Fund Deadlines: Upcoming deadlines for spending previously earned and granted gaming funds are Sept 28, 2025 and Oct 5, 2025. Jill and Diane looked our finances over the summer and have transferred sufficient funds to ensure our gaming money has been spent by the deadlines.
- Next deadline to ensure funds have been spent is November 30, 2025.
- Going Forward... Within the October meeting is the Annual Budget Meeting where there will be a more detailed overview of last year, and an opportunity for you to have a voice in how we plan and allocate our funds for the 2025-26 school year.
- Motion to approve treasurer's report Jill K, second Tiffany vote carried by all in favour

7. Staff requests: Recently Approved/Awaiting Approval

- Recently Approved: none
- Awaiting Discussion:
 - Leggett: Classroom outdoor playground equipment: funds have been provided that last few years. Discussion was had on where it is worth it to buy cheaper balls from Wal-Mart vs. heavier duty ones from sports factor. Consideration was given to whether the balls are wearing out or are the just being lost down the hills. A proposal budget for requested

equipment was \$1400. Jill K motioned to approve \$1400 for new playground equipment to be purchased second by Diane, vote carried by all in favour.

- Lunch monitors: Sarah has requested funds for safety equipment (Band-Aids, high vis-vests, 4 walkie-talkies) The schools has vests and band-aids available. Motion by Jill K for Sarah to purchase 4 new walkie-talkies for \$100. Second by Tiffany vote carried by all in favour. – Still in need of 1 more volunteer for each day of the week with 400 students 4 are needed per lunch hour.
- Come read with me: \$50 for district fee possible increase waiting on confirmation. District suggests \$200 as a program budget for the purchase of stickers, tutor appreciation and year end celebration for 30 kids. Motion by Jill K to approve \$200 come read with me budget, second by Chantelle vote carried by all in favour. There are currently enough volunteers to start on October 6th.

8. Administrator's PAC Meeting Report

- Please refer to Appendix 1 to read the full Administrator's Report from Mrs Gorman and Mrs Leggett.
- Mrs Gorman suggested having a workshop for parents on how kids are placed into classrooms.
- School cash now as fees when paying online, to avoid extra service fees parents can pay in cash
- The district announced a 3.7 million surplus from last year but this is largely due to the depletion of saved capital funds
- 42 new kindergartens have joined the school
- Cross country fee will increase from the original \$10 to about \$11-11.50 parents will be notified: currently 66 kids have signed up.
- Still in need of volunteers for cross country run at Eagle point contact Mrs Strom at jstrom@sd73.bc.ca
- Terry fox run will be the morning of September 26th. School is collecting Toonies for Terry.
- Volley ball try outs have begun for graded 5-7, parent coaches may be needed.
- Mrs Gorman will continue with the weekly email but is will move to Sunday delivery. Any submissions should be in by Thursdays.
- Criminal record checks are starting to be renewed. The school will notify as they expire. It is good practice to just renew each year as it just extends the expiry. PAC will post a reminder on the facebook page.

- Grade 6/7 ski trip waiting on confirmation of dates

9. DPAC Update (Heidi)

- Election meeting held next meeting is September 16th at 6:30 pm

10. Committee Reports

- **Hot Lunch** (Sonia) hoping to have first hot lunch end of September/Start of October. Sonia is always looking for volunteers to help with food prep on hot lunch days. If you are interested please reach out to PAC for more information.
 - Pac discussed in June providing another free meal for students earlier in the year. A Pancake holiday theme was discussed for December 18th. Approximate cost is estimated to be \$1350. This item will be added to the proposed operating budget for this year and will be voted on at the October meeting.
- **2025/2026 Fundraising & Events - current**
 - Welcome Back BBQ (September 18th 5:30-7:00p) Sonia has volunteered to cook, looking for more volunteers please reach out to PAC if you are able to help, plan to have food ready early for teachers
Looking for a few more volunteers to help serve food as well
Scavenger hunt needs to be revised
Motion by Jill K to approve \$20 Dollarama gift card for prize, second by Chantelle vote carried by all in favour
An Ember troop has requested to sell cookies at the welcome back BBQ, administration had no objections to it, PAC is also fine with them proceeding.

11. School Year Over view

- **Events:** Email PAC any questions about volunteer roles and opportunities. Event planning starts well before each scheduled event in efforts to keep the event organized and workload light the more helping hands the less work it is for everyone.
 - Halloween Event- PAC will pursue a movie night
 - Movie Nights – spring?
 - Craft Fair: in need of a new leader(s) A few people might be interested. Usually hosted on Saturday at the end of November/start of December
 - Elf Sale- Chantelle Dec 16th Donations to be collected Dec 1st
 - Dance (January-Snowball/winter wonderland)- no current volunteers
 - Staff Appreciation Luncheon
 - Spaghetti Dinner/Dessert Auction/Talent Show- no current volunteers
 - Carnival: Heidi and Tiffany to start silent auction collection now. Food trucks also need to be organized –looking for someone to organize this. Jill K will lead overall planning of event but would like 1 or 2 partners to share the work load.
- **Fundraisers & Misc:**
 - Mitchell's Soup Company (Jill K and Tianta – October 6th-17th)

- Art cards (Andrea and Chantelle – first two weeks of November, art work being completed now)
- Christmas fundraiser (cookie dough? PAC will look into Mom's Pantry from Ultimate fundraising)
- West coast seeds (Heidi – we are currently registered on the waitlist)
- Raffle: looking for large project to fund
- Spring/Mother's day fundraiser
- Track and field day concession
- Free hot dog day (on fun day)
- Newsletter – no volunteer this will not continue this year
- Year book (Chantelle and Denise: process was set up last year PAC will take over this project)
- Award committee: will leave to October if no volunteers funds can be allocated elsewhere

12. Large Projects

- Shade for the K/Primary Playground: during the summer a quote was sourced. The District would need to approve any proposed projects. Mrs Gorman will set up a meeting with the district so the executive can see if this is a viable option for PAC to pursue. Shade sails range from \$7,500 to \$65,000+, but there are good sized options \$20-30k.
- Discussion was had if it was better to plant large trees if the sprinkler system is operational. Sara W. Will look if there are any grants available that we could use towards this project. The district provides a legacy grant as well deadline is May 31st.
- As our athletics programs continue to grow in numbers new jersey's would be beneficial
- Another idea is orange shirts for all kids (a legacy grant could fund this)
- Sara W. will explore if there are other grants available

13. Next PAC Meeting: Annual Budget: Thursday October 9th 6:00pm in the RLC Library

14. Meeting Adjourned: 7:57pm

APPENDIX 1: (September 11th 2025) Administrator's PAC Meeting Report

Principals' Report: Catherine Gorman

September 2025

- Thank you to the RLC staff for helping ensure such a smooth start-up this year. Students took part in school wide rotations focused on school expectations and pro-social behaviours which set a positive tone for the year. A special thank you to Mrs. Leggett and Mr Buemann for their excellent organization and leadership in preparing for the start-up.
- We are extremely tight in terms of student numbers this year, with very little flexibility in class placements due to class size and composition requirements. We are grateful that we did not need to create another division or reconfigure existing classes.
- At an upcoming PAC meeting, I will share how class sizes are calculated and explain why we have many split classes. I will also highlight the benefits of split classes and how they support student learning opportunities.
- Welcome to the new staff, Mrs. Sharp, Mrs. Jaccard, Ms. Norton, Mrs. Lacroix, Mrs. Moys (temporary)
- Thank you to the parent/grandparent/volunteers who have come to supervise students at lunch. We are still short some shifts weekly. Please reach out to the office if you are available to help with this.
- Explanation of School Cash change (if PAC believes that this is relevant/needed).
- Thank you to families, students, and staff for the warm welcome to RLC. I am excited to be here and look forward to getting to know all of you.

Vice Principal Report: Joanne Leggett

- We were excited to welcome 42 students to their first full day of Kindergarten yesterday. We appreciate the flexibility and support of our parents with the gradual entry schedule. Special thanks to our K teachers (Mrs. Beattie, Mrs. Lam, Mrs. Ngo) for their extra care and coordination they gave in making the entry such a positive experience.

- Extracurricular activities have already begun with cross country running starting up this week. We have over 66 students in Grades 3-7 signed up to run this year. Thank you to staff coaches Mrs. Wilmot and Mrs. Schnackenberg.
- RLC is hosting the Cliff Weathermon RLC Run on Wednesday, September 18 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 26 in the morning, 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” in the week leading up to our school run. 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.
- We appreciate PACs support with new playground equipment for classrooms each year. Our students greatly appreciate these items and they are well-used. 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)