

# CULTUS LAKE COMMUNITY SCHOOL PARENT ADVISORY COUNCIL (PAC) MINUTES

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11 Feb 2025 / 6:00 PM

CULTUS LAKE COMMUNITY SCHOOL LIBRARY

## **Attendance:**

Ryan L, Kate F, Lisa W, Jenelle B, Chrysta H, Tia G, Jen H, Danika, Courtney D,  
Dana D

**Regrets:** Leslie W, Sher G

## **Welcome/Call to Order/ Values**

Start 6:04pm Motion Tia Second Chrysta

## **Approval of Agenda**

Motion Kate Second Courtney

**Approval of previous minutes** dated General Meeting Nov 13 2024 and Jan 15  
2025 PAC Executive Meeting

Motion Courtney Second Tia

## **New Business**

**Staff appreciation budget.** Discussion around staff. Decision is to use the budget  
across a few small gestures, get student participation and parent donation.

Motion Ryan: Vote to move \$500 from budget for staff appreciation for lunch and  
other smaller gestures

Second Jen

Yes: 8 No: 1

**Pub Night** discussion around proposal, points made about entry ticket price being out of some people's reach. It's technically not a PAC event, it's a LBC event that we are getting partial proceeds. It's an amazing opportunity and a wonderful sounding event that we'd like to give a go.

Motion Ryan: Vote on pub night at LBC (a PAC members privately owned business)

Second: Kate

Vote: Yes: 10

## **Principals Report**

As per attached.

## **Behaviour Matrix discussion.**

### **Background**

- Matrix Document (Positive Behaviour System) is a teaching tool and not meant to be overwhelming for kids/parents.
- Each assembly we address one column, skits, debrief and teachings for the week and Friday friends' connection.
- It's brand new and taking it piece by piece so the kids understand it.
- When they don't meet expectations there is a conversation about what can be done next time
- Graphics are just samples for now, someone working on Indigenous graphics for an update.
- Max 3 or 4 points in each section

## **Code of Conduct**

- “Wonder” has been updated to ask Lisa for full sentence.
- “Open Hearted” question around “spirits and land”. Clarity around what is being taught to kids on that matter.
- Draft is still being worked on with feedback.

## **Budget Review**

Discussion to be had at next meeting. Courtney to highlight income shortcomings and areas in our expenses where we can adjust.

## **Hot Lunch Update**

- Admin needed - Danika willing to help. Post a call out via email also.
- Foodsafe Update - Jenelle – Checklist was created to keep hot lunch days on track so nothing is missed. Jessica will support with documents to post in kitchen and in binder. Standardized protocols in place and share with Staff and CLCSA when groups are using the kitchen for parties etc.

## **Grant Application Update**

Ryan - Variety is looking at our application. Waiting on quote for Lisa.

Kate - Chilliwack Foundation pending application. Late April is the date.

## **Fundraiser/Event Discussion (Spring Fling)**

Community school could support elements of it such as cake walk. Look at a partnership with Cultus Lake Park Board, look into Elite Ninja or Pinnacle Pursuits (very weather dependent). Post for Event Coordinator volunteer as otherwise no PAC member wants to take lead.

## **Volunteer Roles Needed**

Social Media Scheduler/Calendar

Event Planner

Hot Lunch Admin

## **Open Discussion:**

Q - Chrysta – Can we work on things such as Welcome back BBQ and Parent Teacher Conferences not being the same day as Mt Slesse & GW Graham.

A - Lisa- will address

Q - Jen – Conferences. Will we hear official news from teachers soon?

A – Lisa “Yes”

Q - Chrysta – What day is Cross Country

A – Lisa May 1<sup>st</sup> 2:30pm

Q – Jenelle What about a Tin Lizzy mini donut fundraiser

A- Kate – Not allowed for school as we’re not permitted to offer that good category to students, so not sure how to make it a successful fundraiser. We may be able to use them for an event (ex. Spring Fling) if we have one.

Q - Complaint about tables that were purchased for library and why money would be spent on that item.

A – Kate Discussion of library/school need was brought up at the two previous meetings including the official vote. Recap: The library also needs to double as a multipurpose space for school needs, the tables we had did not fold or move/store easily, they were from 1993 and didn't fit an entire class so some students were excluded. They were not within the library/school budget so the teachers voted to move the money the PAC allocated for outdoor gazebo seating to tables. They now fold and also can be moved to fit more students, accommodate circle learning groups and all of the staff and teachers' meetings and committees

**Motion to End of Meeting 7:45**

Motion: Kate Second: Jen

**Report attachments below:**

Date 2025

**Subject: Urgent Call for Enhanced Anti-Bullying and Anti-Racism Initiatives**

Dear Trustees of the Chilliwack School District,

On behalf of the Chilliwack District Parent Advisory Council (DPAC), we are writing to express our concerns regarding the growing and pervasive issues of bullying and racism in our schools. These challenges undermine the emotional well-being, safety, and success of our students, as well as the broader school community. It is imperative that the district adopt comprehensive measures to create an inclusive, respectful, and safe learning environment for all.

We respectfully urge the Chilliwack Board of Education to prioritize the following initiatives:

- Establish an actionable, and measurable plan to combat bullying and racism. This Action Plan should be regularly reviewed with progress reported on, incorporating feedback from parents, students, and community partners.
- Develop and enforce a comprehensive standard Code of Conduct across the district. This Code of Conduct should set clear expectations for behavior, promote respect and inclusion, and provide consistent consequences for violations.
- Provide enhanced Anti-Bullying and Anti-Racism education, workshops, resources and professional development for students, parents, and staff. Teaching empathy, cultural understandings, and restorative conflict resolution to the broader school community will empower individuals to reinforce anti-bullying and anti-racism principles.

Our membership believes these steps are critical to fostering a safe and respectful school community. By working collaboratively, we can equip our students with the skills and values they need to thrive in an increasingly diverse and interconnected world. The Chilliwack DPAC is committed to supporting the district in these efforts.

Thank you for your attention to this urgent matter. We trust that the Board will act decisively to address these critical issues for the benefit of all students in the Chilliwack School District.

Sincerely,



[dpac@sd33.bc.ca](mailto:dpac@sd33.bc.ca)

SD33 School Parent Advisory Councils who have also opted to sign this letter are:

## Budget 2024/25

Updated Feb 5, 2025

NET INCOME	Budgeted	Actual	Variance	Comments
Gaming Grant and SD33 Grant	\$ 3,700.00	\$3,680.00	(\$20.00)	\$20 per student + \$100 from School District
Donations (In Lieu of Fundraiser)	\$ 2,500.00	\$2,889.54	\$389.54	\$50 per family
General Donations		\$650.00		
Hot Lunch	\$ 3,500.00	\$5,125.81	\$1,625.81	
Popcorn Days/Concessions	\$ 650.00		(\$650.00)	
Halloween Event		\$272.43		
Purdy's Holiday (Christmas and Easter)	\$ 900.00	\$722.92	(\$177.08)	
Christmas Raffle	\$ 600.00	\$197.80	(\$402.20)	
Fall Dinner/Canapes/Pub Night	\$ 1,500.00		(\$1,500.00)	
Colibri	\$ 200.00	\$164.43	(\$35.57)	Rotate w/ Mabel's Labels
Flip Give	\$ 200.00		(\$200.00)	Reactivate in September 2024
Coupon Book		\$517.00	\$517.00	
Yearbook		\$31.25		
Grants/Sponsorships/Donations	\$ 1,500.00			
	<b>\$ 15,250.00</b>	<b>\$14,219.93</b>	<b>(\$1,030.07)</b>	
EXPENSE	Budgeted	Actual	Variance	Comments
Promised in 2023/2024	\$ 10,000.00	\$2,253.44	\$7,746.56	Library Upgrade
Welcome BBQ	\$ 600.00	392.74	\$ 207.26	Refreshments & supplies (288 meals served 2023)
PAC Kitchen Supplies	\$ 340.00	\$66.60	\$ 273.40	Kitchen utensils, toaster, munch a lunch fees
Operating Costs	\$ 200.00	\$108.57	\$ 91.43	Supplies, Cheques, Small Purchases, Square Reader
Pancake Breakfast	\$ 100.00		\$ 100.00	See note in treasurer's report - Donations covered
Guest Speaker Series	\$ 2,000.00		\$ 2,000.00	3-Part Series (Mental Health/Self-Regulation)
Classroom Fund	\$ 2,400.00	\$2,400.00	\$ -	\$200 per division (10), gym & resource room
One School One Book	\$ 1,100.00		\$ 1,100.00	Requested 1 Year in Advance
Field Trips (School-wide)	\$ 6,700.00	\$2,913.00	\$ 3,787.00	Buses/Attendance Costs
Sports Day	\$ 300.00		\$ 300.00	supplies, juice, fruit
Beach Day	\$ 400.00		\$ 400.00	Lifeguards
Waterslides Inclusion	\$ 1,000.00		\$ 1,000.00	Support Kindergarten Parent Attendance
Halloween Event Supplies	\$ 200.00	\$139.02	\$ 60.98	Pumpkins, decorations and supplies
<b>Total Expenses</b>	<b>\$ 25,340.00</b>	<b>\$8,273.37</b>	<b>\$17,066.63</b>	
<b>2024/25 Summary</b>				
Opening Bank Balance	\$ 20,588.52			
Income	\$ 15,250.00			
Expense	\$ 25,340.00			
Carry Forward	\$ 10,498.52			

**Cultus Lake Community School Parent Advisory Council  
Treasurer's Report July 1, 2024 - January 14, 2025**

	General	Gaming	Breakfast	All Accounts
<b>Bank Balance - July 1, 2024</b>	<b>\$20,588.52</b>	<b>\$34.24</b>	<b>\$222.79</b>	<b>\$20,845.55</b>
<b>Revenue</b>				
Coupon Book	\$1,034.50			\$1,034.50
Colibri	\$141.00			\$141.00
Mabel's Labels	\$23.43			\$23.43
In Lieu of Fundraiser Donations	\$2,889.54			\$2,889.54
Popcorn/Treat Days/Cross-Country Concession				
Halloween Event	\$761.19			\$761.19
Natasha's Pies				
Neufeld Farms				
Pointsettias				
Spirit Wear T-Shirts				
Windward Lavendar				
Christmas Concert Raffle	\$197.80			\$197.80
River Valley Soap				
Government Grant	\$100.00	\$3,580.00		\$3,680.00
Silent Auction and Dinner with 50/50				
Spring Fling w/ Raffle Draw				
Spring Plant Sale				
Grade 5 Lunch Donations				
Donations	\$650.00			\$650.00
West Coast Seeds				
Yearbook	\$31.25			\$31.25
Interest Income			\$1.01	\$1.01
Purdy's Chocolates				
Hot Lunch	\$8,705.64			\$8,705.64
Flip Give				
<b>Total Revenue</b>				<b>\$18,115.36</b>
<b>Expenses</b>				
Kinderfair Food				
Welcome Events (Kindergarten and BBQ)	\$392.74			\$392.74
Terry Fox Run				
Halloween Event	\$627.78			\$627.78
Coupon Book	\$517.50			\$517.50
Readathon				
Teacher/Admin/PAC Gifts				
Hot Lunch	\$5,718.45			\$5,718.45
Emergency Supplies - Water				
Classroom Supplies (Teacher Fund)	\$2,400.00			\$2,400.00
Sports Day				
Bank Charges	\$108.57			\$108.57
Christmas Concert				
Trophies/Medals				
Beach Day				
School Hikes				
Library Upgrade	\$2,253.44			\$2,253.44
Field Trips		\$2,913.00		\$2,913.00
Breakfast Program				
Grade 5 Lunch				
PAC Kitchen	\$66.60			\$66.60
Meeting Childcare				
Pancake Breakfast				
Colibri/Mabels	\$65.42			\$65.42
Cross Country				
<b>Total Expenses</b>				<b>\$15,063.50</b>
<b>Net Increase/(Decrease) in Funds</b>	<b>\$2,383.85</b>	<b>\$667.00</b>	<b>\$1.01</b>	<b>\$3,051.86</b>
<b>Bank Balance - January 14, 2025</b>	<b>\$22,972.37</b>	<b>\$701.24</b>	<b>\$223.80</b>	<b>\$23,897.41</b>



**CLCSA Community School Board Meeting:**

Fire Evac from last week – was a bit chaotic due to it being at the end of the day, but allowed for reflection and things to be improved on. They identified that they need to hold and release the kids rather than some teachers just letting some kids go with their parents who were already on site. They need to account for all kids before release. I'm sure Lisa will give more details about this at next PAC meeting.

Katie Bartel - Lisa confirmed with superintendent that she is not permitted to attend a PAC meeting until she is elected to the board of trustees.

The community school is no longer running a deficit and has been in good financial standing for quite a few months now since the beginning of the school year; however, afterschool program enrollment that was at one time last year very popular now struggles to get kids in the door. However, dropins, birthday party rentals and other new community programs such as yoga are doing well.

**Item for discussion at next meeting or whenever we talk about Spring Fling** – although the community school has previously expressed that they are stepping away from fundraising and does not want involvement in the Spring Fling – they are in need of some more snowsuits for the daycare kiddos and so would be open to helping with Spring Fling to reap some profits. However, they are ok to run other fundraisers if Spring Fling is off the table.



**PAC Principal's Report**  
**February 2024**

**Staffing**

1. Mr. Allen returned Jan 6
2. Ms. Tester is on leave until March 14

**Swilcha Update**

1. Positive Behaviour System (PBS) Matrix (round table discussion)
  - a. Whole school – teaching one block of the matrix at a time each Monday during assembly
  - b. Classroom – teachers are reinforcing throughout the week
  - c. Friday Friends – activities revolve around the learning from the week
  - d. Using Cedar Stars to reinforce expected behaviour

**Emergency Evacuations**

1. Working on off-site muster station

**Movie Night Debrief**

1. We will work on a process to ensure students know the expected behaviour at after hours events like this

**Events**

1. School Wide Movie – Feb 11
2. Jump Rope for Heart – Feb 12
3. Random Acts of Kindness Day – Feb 13
4. Professional Development Day – Feb 14
5. Early Learning Coordinator – Feb 18
6. Family Conferences – Feb 19 (3-6 pm)
7. Pink Shirt Day – Feb 26
8. Early Dismissal – Feb 28

**School Wide Field Trips**

1. School Wide Movie – Feb 11

**Coming up...**

Grade 5 Celebration Parent/Guardian Meeting – Mar 7 at 1:15  
Ready, Set, Explore – April 16<sup>th</sup> at 12:45 at Soowahlie Band Hall

## PAC YEARBOOK CLUB REPORT

January 2025

### YEARBOOK CLUB MEETING #3: January 20, 2025

- Discussed Yearbook Cover Contest
  - The 18 students broke into groups to document students' theme ideas.
  - Some students drew ideas, so I reminded them they can also submit a cover [design](#).
  - ACTION ITEM: Students want to vote on the designs. I said I would inquire since in the past only staff/teachers/PAC were voters. Will request to add to PAC Agenda.
- Trained photographers on the Yearbook DSLR Camera.
  - Photographers practiced using the camera, taking photos, and we took a group photo.
  - ACTION ITEM: Advised photographers take turns alphabetical by first name to photograph school events, assemblies, etc. School staff can announce on the loudspeaker. Emailed the Principal on this matter; need to follow up.

### YEARBOOK COVER CONTENT: Deadline February 26, 2025

- Themes/Ideas determined by Yearbook Club students, plus a few ideas kept from last year
- Sent Draft Flyer sent to Principal January 22, 2025. Final Draft approved January 29, 2025.
- ACTION ITEM: Emailed the Principal regarding printing/distributing January 31. TBD.

### YEARBOOK DRAFT: Deadline May 2025

- Created Draft in wrong Canva account. Was shown there's a CLCS and a SDR33 account in Canva after January Executive PAC Meeting. It appears only SDR33 account has premier access.
- SDR has paid premium [access](#) so I need to figure out how to get Yearbook Draft in that account
- Added basic pages and some photos I have from [events](#)
- Will add Yearbook Cover Contest elements in March 2025
- Link to Yearbook Photo Album: <https://photos.app.goo.gl/XBRjEBnHvGY9obsV6>

### YEARBOOK MEETINGS: Next Meeting is Monday, February 3, 2025

- October 18 - 18 students [attended](#)
- November 4 -attended, 1 student [\\_](#), November 18 (canceled - students had lunch monitoring/~~christmas~~ concert/soccer, etc)
- December 2, 16 (canceled - students had lunch monitoring/~~christmas~~ concert/soccer, etc)
- January 6 (canceled - 1st day back from break), January 20
- February 3 (canceled-sick), February 24
- March 3, 31
- April 14, 28
- May 5, 26
- June 9, 23.