

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

01 April 2025 / 6:00 PM

CULTUS LAKE COMMUNITY SCHOOL LIBRARY

Attendance:

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

Welcome/Call to Order/ Values

Start 6:04pm Motion Ryan Second Chrysta

Housekeeping

- Devices Away
- Present and Engaged
- No Sidebar conversations/interruptions
- Ask questions related to topic

Values

- Be inclusive
- Be clear in your communication
- Do your best / assume others are too
- Don't take things personally

Ice breaker: Spring Cleaning Goals

Approval of Agenda

Motion Sher Second Courtney

Approval of previous minutes dated General Meeting February 12, 2025

Motion Ryan Second Chrysta

New Business

Fundraiser Update: Pub Night, Purdy's, Spring Fling, X country meet

Help Needed: May 1st Danika and Leslie

Budget Review: All in check and looking balanced.

Next Meeting: Nominations

Hot Lunch Update

New Vendors:

- New Subway replacing old one that isn't reliable
- Joey's (has a kids menu) also owns Str'eats'

Principals Report

As per attached.

*Request for snacks for the ADHD Parent/Guardian Meetings – Approved. Budget of \$100 for all meetings, suggestion to ask Starbucks for donated coffee/tea and snacks etc. Danika to manage.

Communication

- What happens when a teacher is not meeting expectations/having challenges.
 - Method is always direct to teacher, seek to learn more.
 - Next is speak with Principal.

 - Communication standard is “Communication home” including:
 - 3 reports of student learning (formal)
 - 2 parent teachers (informal)
 - Informal (teacher discretion)
 - Information on support staff

- TOC's (aka substitute) not known or notified unless its longer term. Difficulties based on placement and district
- EA's (support staff for students with IEP)– each classroom 2 different EA's throughout the day that rotate
- IEP (Inclusive Education Plan) 44 across the school
- Formal complaints go to Lisa, then her supervisor at the board office

➤ What happens if a student is having a challenge and there is repeated communication home

- Can there be communication home from teacher “who” is in their classroom. (example: Support staff and EA's)
- Can parents be contacted more (if kid needs more support)

Process for communication:

- Minor and major
- Major hurt physically > straight to Leann (First Aid) back to teacher > communication direct from Leann or teacher.
- Can communication home about an incident be clear? If there isn't clarity phone teacher.
- Reports are meant to be factual, to the point.
- Minor > may take more time but needs to be communicated. Keeping track of incident – frequency and intensity
- Typically, information is sent via email. If it is not clear to you or your child has a different story, make sure to call and make an appointment with teacher.

- Approach with the student is to see where they need to learn for example if they are having problem with “hands on” it’s not punishment, it’s working with them to develop skills for success. Proactive instead of reactive. Wrap around approach.
 - There is allowance for some degree of typical behaviour, repetition is key; communication home.
 - Seems to be much different than when we as children went to school
 - Code of Conduct clarity on a district level and process for violation. Communication home includes “next steps”
 - What can be done with peer-to-peer conflict, if not separation what other steps can happen? A: Add in more supports and small group work targeting the work that the students are needing. Tier one is whole class instruction, Tier two: is small group instruction (repeat lesson for kids who need further learning)
 - Why are the meetings so far out from incident? (only 2 teams based slots per week so sometimes there is a wait)
- What are the parent/student rights (do they have to attend meetings/ consent)
- Information on children’s file is available for parents to view
 - Parents are always invited; parents can choose to not come but the meeting goes on and minutes will be sent to family

- When is parent teacher communication moved to Teams based meeting.
 - What is “Team”? Parent + Teacher + Principal could be others child and youth care worker, EA, Resource, Learning Support
 - Reason can be varied: repetition, degree, communication strength
 - Follow protocol based on district guideline (attachment below)
 - Next steps if the meeting doesn’t go well? You can ask for a follow up meeting if the issue isn’t resolved

Next Meeting - May 13 - Topics Roles and EA’s

Open Discussion/ Parking Lot

18 Tickets for Pub night

Motion to End of Meeting 8:25 Leslie Second Tia

Report attachments below:

Planning
Collaboration Growth
Support Community Caring

School-Based Team Meetings

Teamwork Sharing Partners
Relationships Inclusion
Together

Helpful Information for Parents and Guardians

What is a school-based team?

A school-based team is a core group of staff within a school who meet on a regular basis to problem solve, make suggestions, and plan interventions for students who are struggling with any aspect of their education.

Who attends a school-based team meeting?

In general, the following people attend school-based team meetings:

- Principal and/or vice principal
- Learning assistance teacher and/or resource teacher
- Classroom teacher(s)
- School counsellor
- Student's parents or guardians
- Student (in consultation with the student's parent or guardian)

Parents and guardians may choose to invite a student/family support person or advocate to the meeting. If you are attending your first school-based team meeting, having a supportive friend or family member with you may help you feel more comfortable.

Schools may also invite additional school or district staff members to the meeting to help create a plan to support the student.

How is a student referred for a school-based team meeting?

A school-based team meeting can be requested by a teacher, school counsellor, principal or vice principal, or a student's parent or guardian.

After a meeting has been requested, a member of the school-based team will contact the student's parent or guardian to schedule a time and date for the meeting. Parents and guardians will always be informed if their child is referred for a school-based team meeting.

If you would like to request a school-based team meeting for your child, please contact the school principal or your child's school case manager.

What will happen during a school-based team meeting?

During a school-based team meeting, team members will discuss a student's progress at school. A student's struggles/stretches and strengths will be reviewed.

When areas where a student may be having difficulty have been identified, the team will brainstorm, problem-solve, and recommend strategies and interventions.

What will happen after a school-based team meeting?

After a school-based team meeting, one of the team members will file and distribute the meeting minutes. These minutes will summarize the main points that were discussed during the meeting and will include a plan to support the student.

Parents and guardians, as well as school staff members that work with the student, will receive a copy of the school-based team meeting minutes.

The strategies and interventions that are recommended by the school-based team will be implemented and monitored.

My next school-based team meeting is...

Date: _____

Time: _____

Location: _____

What should I bring/prepare?

Who can I contact at the school if I have more questions?

How can I prepare for a school-based team meeting for my child?

- Talk to your child. Ask them what is working, what is not working, and what they believe could improve for them at school. Ask them what supports they feel they need.
- Think about your child in your home and community setting. What are their strengths, interests and areas of difficulty, outside of the school environment?
- Gather information about any supports that your child may be receiving outside of the school environment (counselling, behaviour/academic support, doctor's advice, prescriptions, etc.). School-based teams strive to coordinate their school services with services provided through our community.
- Write down questions that you may have for the school-based team to help you remember. How is your child doing in class? What are the strengths and struggles/stretching that the school has identified? What supports can the school provide to help your child become even more successful?

Where can I find more information about school-based teams?

**Chilliwack School District,
Student Services Department**

<https://learningservices.sd33.bc.ca/about-ssc>



Cultus Lake Community School Parent Advisory Council					
Treasurer's Report July 1, 2024 - March 26, 2025					
	General	Gaming	Breakfast	Undeposited/ Uncleared Funds	All Accounts
Bank Balance - July 1, 2024	\$20,588.52	\$34.24	\$222.79	\$0.00	\$20,845.55
Revenue					
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	\$250.00			\$19.00	\$269.00
Halloween Event	\$761.19				\$761.19
Natasha's Pies					
Newfield 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 (Triathlon/Pancake breakfast)	\$650.00				\$650.00
West Coast Seeds					
Yearbook	\$31.25				\$31.25
Interest Income			\$1.12		\$1.12
Purdy's Chocolates	\$722.92				\$722.92
Hot Lunch	\$14,634.80				\$14,634.80
Flip Give					
Movie Night	\$53.71			\$306.50	\$360.21
Total Revenue				\$325.50	\$25,396.76
Expenses					
Kindergarten 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	\$48.81				\$48.81
Hot Lunch	\$10,357.74				\$10,357.74
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			\$1,979.04	\$4,232.48
Field Trips		\$2,913.00		\$3,411.28	\$6,324.28
Breakfast Program					
Grade 5 Lunch					
PAC Kitchen	\$66.60				\$66.60
Meeting Childcare					
Pancake Breakfast					
Colibri/Mabels	\$65.42				\$65.42
Cross Country					
Popcorn Day	\$51.50			\$51.14	\$102.64
Total Expenses				\$5,441.46	\$25,244.56
Net Increase/(Decrease) in Funds	\$4,600.04	\$667.00	\$1.12	-\$5,115.96	\$152.20
Balance - March 26, 2025	\$25,188.56	\$701.24	\$223.91	-\$5,115.96	\$20,997.75
Uncleared cheques					
Kate Fitzner \$51.14					
Cultus Lake School \$5390.32					

Budget Review Statement - March 26, 2025

We are hopeful the upcoming Pub Night, Cross Country Concession and Popcorn Day fundraisers will allow us to reach our annual target. Currently there is a \$1609.82 shortfall.

Expected to finish the year within the budgeted expense targets.

Budget 2024/25

Updated March 26, 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
Grants/Sponsorships/Donations	\$ 1,500.00	\$650.00	(\$850.00)	Triathlon Volunteer Donation, Pancake Breakfast Donations
Hot Lunch	\$ 3,500.00	\$4,277.06	\$777.06	
Popcorn Days/Concessions	\$ 650.00	\$269.00	(\$381.00)	Includes Cross Country
Halloween Event		\$272.43		
Purdy's Holiday (Christmas and Easter)	\$ 900.00	\$722.92	(\$177.08)	
Christmas Raffle	\$ 600.00	\$197.80	(\$402.20)	VIP Parking & Seating
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)	Did not complete. Need volunteer to manage.
Coupon Book		\$517.00	\$517.00	
	\$ 15,250.00	\$13,640.18	(\$1,609.82)	
EXPENSE	Budgeted	Actual	Variance	Comments
Promised in 2023/2024	\$ 10,000.00	\$4,232.48	\$5,767.52	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
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	\$6,324.28	\$ 375.72	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
Total Expenses	\$ 25,340.00	\$13,663.69	\$11,676.31	
2024/25 Summary				
Opening Bank Balance	\$ 20,588.52	\$ 20,588.52		
Income	\$ 15,250.00	\$ 13,640.18		
Expense	\$ 25,340.00	\$ 13,663.69		
Carry Forward	\$ 10,498.52	\$ 20,565.01		
Carry Forward Must be Minimum	\$6,000			

CULTUS LAKE SWILHCHA COMMUNITY SCHOOL
PAC YEARBOOK CLUB REPORT
April 2025

YEARBOOK CLUB MEETING #4: February 24, 2025

- Discussed Yearbook Cover Contest
 - Most students broke into groups to discuss yearbook ideas, what it should look like
 - Some students worked on their own cover designs
 - **ACTION ITEM:** Students wanted to vote on the designs, so Lisa agreed to give all students an opportunity to select their top choice.
- **ACTION ITEM:** Reminded the photographers to take turns alphabetical by first name to photograph school events, assemblies, etc. Talked to Lisa and suggested school staff could announce on the loudspeaker to remind them to check out the camera.

YEARBOOK COVER CONTENT: Deadline was February 28, 2025

- 15 student submissions were voted on in early March
 - School vote: Results are not yet known
 - Parent votes (via PAC March 15): Results were shared with Lisa
- **ACTION ITEM:** Announce Winner of Yearbook Cover Contest. Requested to announce during March 7 at Yearbook Club

YEARBOOK DRAFT: Deadline May 2025 - updated to mid-April

- March 26 - It was requested yearbook sales open soon
- To open yearbooks sales, first we need;
 - A quote from MinuteMan Press.
Last years quote was \$1777.28 for 105 yearbooks dated June 17
 - To know how many pages before getting a quote
Last year was 43 pages front and back
 - Access to photos to know if pages should be added
Cannot access photos without sdr33 email address, but even with an sdr33 email the folder appeared to be blank/empty
 - To know how many students are in each class.
If more than 20, we will need to add a page.
- **ACTION ITEM:** Sher waiting to hear back how many students are in each class
- **ACTION ITEM:** We will add Yearbook Cover Contest elements, and photos from the school once available
- Link to my google Yearbook Photo Album: <https://photos.app.goo.gl/XBRjEBnHvGY9obsV6>

YEARBOOK MEETINGS: Next Meeting is Monday, April 7, 2025

- April 7, 28
- May 5, 26
- June 9, 23



PAC Principal's Report April 2025

Staffing

1. Ms. Tester is on gradual return to work for the next 4 weeks
2. Lili Ma is the new Strong Start Coordinator for the remainder of this year

Swilhcha Update

1. Autism Awareness Assembly tomorrow – all families invited
2. ADHD Parent/Guardian Series starting April 8 – (PAC to supply food or resources) ?
3. Grade 5 hoodies should be arriving in a couple of weeks
4. Portable mural – community school has hired an artist to work with students on painting a mural on the north side of Portable #2
5. Yearbook Design – Maeve Wilcox won the cover design for our yearbook

Events

1. World Autism Day & Assembly – Apr 2
2. Grade 5 MSMS info session – Apr 3
3. Community Clean Up – Apr 4
4. PAC Fundraiser at Lakeside Beach Club – Apr 6
5. Ready, Set, Explore – Apr 8
6. ADHD Series for Parents/Guardians – Apr 8
7. Reading Link Challenge – Apr 9
8. Grade 5 Parent info night at MSMS – Apr 9
9. Volunteer Tea – Apr 24
10. Pro – D Day – Apr 25

School Wide Field Trips

1. Greendale Acres Farm – Apr 23
2. Hike #2 – Teapot Hill - May 9

Coming up...

May 1 – ~~Swilhcha~~ Cross Country Run – volunteers needed!
May 2 – Team/Class/Group photos