

Cultus Lake Swílhcha Community School

Parent Advisory Council (PAC) Meeting Minutes

Date: Wednesday, October 8th, 2025

Time: 6:00 PM

Location: School Library

Cultus Lake Swílhcha Community School	1
1. Attendance	2
2. Call to Order	2
3. Introductions & Icebreaker	2
4. Adoption of Agenda	2
5. Review & Approval of Previous Minutes	3
6. Business Arising from Previous Meeting	3
6.1 CLCSA Representative Role	3
6.2 Addition of Soowahlie Representative	3
7. Principal's Report – Lisa Wallace	4
8. Treasurer's Report – Courtney Duncan	5
9. Motions & Financial Approvals	5
9.1 2025–2026 Budget Approval	5
9.2 Greendale Acres Field Trip Funding	5
10. Executive & Committee Updates	6
10.1 Chair's Report – Ryan Lees	6
10.2 Hot Lunch Program – Danika S.	6
10.3 Welcome BBQ Recap	7
10.4 DPAC Update (via Dana)	7
11. Events & Activities	7
11.1 Halloween Event – Jessica M.	8
12. Open Floor Discussion	8
13. Next Meeting Dates	8
14. Adjournment	9
Summary of Motions Carried	9

1. Attendance

Present:

Ryan L (Chair), Kate F (via Zoom), Lisa W (Principal), Leslie W, Tia G, Stephanie H, Kevin K, Danika S, Alex D, Sher G, Courtney D, Jessica M, Michelle (via Zoom), Shar (via Zoom)

Regrets: Dana (DPAC Rep), Julie

2. Call to Order

- The meeting was called to order at 6:04 PM by Chair Ryan Lees.
Motion to Call Meeting to Order: Danika S.
Seconded: Leslie W.
Carried.
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3. Introductions & Icebreaker

- Members introduced themselves and shared their favourite Cultus Lake treat.
 - Lisa W reported 191 students enrolled at Cultus Lake Swilthcha Community School.
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4. Adoption of Agenda

- Motion to Approve the October 8th, 2025 Agenda: Sher G.
Seconded: Tia G.
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5. Review & Approval of Previous Minutes

- Motion to Approve the September 9th, 2025 Minutes: Kate F.
Seconded: Ryan L.

6. Business Arising from Previous Meeting

6.1 CLCSA Representative Role

- Discussion regarding whether to continue maintaining the CLCSA (Cultus Lake Community School Association) Representative as a required position.
- Members agreed the role remains valuable for communication and voting at CLCSA meetings.
- Motion to Remove CLCSA Rep Position: Moved by Courtney D.
Seconded: Leslie W.
Vote Result: Defeated.
 - Decision: The position will remain as part of the PAC Executive.
 - Vote: Unanimous to keep the position; one abstention.

6.2 Addition of Soowahlie Representative

- Discussion on adding an official Soowahlie Representative position to the PAC Executive to ensure Indigenous family representation.
- Consensus that the representative should ideally be a Soowahlie member, but if unavailable, a suitable liaison may fill the role.
- Motion to Add Soowahlie Representative as an Executive Position: Moved by Kevin K.
Seconded: Sher G.

Carried unanimously.

- Kevin K. abstained due to potential conflict as prospective appointee.
- Action: Amend Bylaws to reflect addition of Soowahlie Rep position and maintain CLCSA Rep.

7. Principal's Report – Lisa Wallace

- Truth & Reconciliation Pro-D: Entire staff attended session with Kevin Lamoureux and Dr. Dustin Louie. Focus on “relentless incrementalism” and connecting through personal stories.
- CLCSA Preschool: Little Cedars Preschool starts October 15th (Mon/Wed 8:30–11:30 AM) led by Lily Ma.
- Community Voice Survey: Launching Friday to gather feedback on programs and scheduling.
- Parking & Safety: Ongoing challenges with speeding and U-turns. Reminder that enforcement lies with Parks Bylaw; school encouraging parent awareness and safe drop-off.
- Upcoming Events:
 - School-wide Field Trip to Greendale Acres – October 20th.
 - Family Conferences – October 22nd.
 - Early Dismissal – October 23rd.
 - Pro-D Day – October 24th.
 - District Strategic Planning Session – October 30th.

- Halloween Event – October 30th.

8. Treasurer's Report – Courtney Duncan

- Coupon Book Fundraiser: \$725 raised to date pending invoice which is about 40%. Campaign closes Friday.
- Gaming Grant: \$3,560 received.
- Welcome BBQ: Went slightly over budget (\$564 vs. \$400). Discussed importance of budget and staying with-in it. Crew wasn't properly advised prior to shopping.
- Financial Notes:
 - CLCS PAC continues to operate on a lean, cash-based approach to ensure sustainability.
 - Kate emphasized cash flow management—PAC should not spend funds not yet received, review quarterly and adjust spending to match revenue.

9. Motions & Financial Approvals

9.1 2025–2026 Budget Approval (attached in Sept meeting)

- The 2025/26 draft budget was reviewed and discussed.
- Motion to Approve 2025/26 Budget: Ryan L.
Seconded: Tia G.
Carried unanimously.

9.2 Greendale Acres Field Trip Funding

- Total cost: ~\$15 per child plus bus (~\$3,500 total).
 - Discussion included ensuring inclusivity and managing cash flow.
 - Decision:
 - Parents contribute \$10 per child, PAC contributes \$5 per child, and covers bus transportation costs.
 - Additional inclusion funding available for families in need.
 - Motion to Allocate \$1,500 for Field Trip Funding: Moved by Ryan L.
Seconded: Tia G.
Carried unanimously.
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10. Executive & Committee Updates

10.1 Chair's Report – Ryan Lees

- Overview of budgetary alignment and upcoming priorities.
- Reminder: classroom supply fund of \$200 per teacher—submit receipts to PAC email.

10.2 Hot Lunch Program – Danika S.

- Vendor: Perfekt Deli; ~100 orders for October.
- Changes: Focusing on affordability with consistent options and lower pricing.
- Feedback: Soup-and-bun combo unexpectedly popular.
- Future Plans: Continue monthly menus, explore side options (mini carrots, fruit cups, ranch cups).

- December Idea: Replace regular lunch with hot dog lunch and popcorn/cereal bar days.

10.3 Welcome BBQ Recap

- Successful event with strong turnout.
- Suggestions for next year:
 - Introduce donation jar or tap-to-donate option using Square Reader.
 - Add a Welcome Tent for information and donations.
 - Consider purchasing reusable catering dishes—to be priced and reviewed next meeting.

10.4 DPAC Update (via Dana)

- District Updates:
 - Ongoing advocacy for additional Educational Assistants (EAs).
 - Review of Anti-Bullying Policy.
 - DPAC undergoing rebrand and logo redesign; students may be involved.
 - Upcoming Events:
 - Chilliwack Resource Fair – Oct 15, 5–8 PM (Neighbourhood Centre).
 - PAC Café – Oct 21, 7 PM (Neighbourhood Learning Centre).
 - DPAC Website relaunched with new resources for PACs.

11. Events & Activities

11.1 Halloween Event – Jessica M.

- Format: Activity stations (early evening), followed by dance.

- Additional Notes:

- Candy donations welcome.
- 50/50 raffle or prize draw pending gaming license.
- Volunteers needed (sign-up via SignUp Genius).
- Cleanup crew mandatory.
- Budget: “break-even or better” goal.

12. Open Floor Discussion

- Square Reader: Will add pre-authorized users.
- Soowahlie Community: Coordinating with Lisa and Parks Board to schedule teacher-family dinner.
- Outdoor Learning Area: Discussion on benches and picnic tables under gazebo; to be revisited.
- Teacher Appreciation: Explore “Boost Box” items and frequency.

13. Next Meeting Dates

Month

Date

Notes

November	Thursday, November 6, 2025	Next regular PAC meeting
December / January	—	No regular meetings
February	Tuesday, February 4, 2026	
March	Wednesday, March 4, 2026	
April	Thursday, April 2, 2026	
May	Tuesday, May 5, 2026	AGM & Elections
June	Wednesday, June 3, 2026	Final meeting of school year

14. Adjournment

- Motion to Adjourn: Dana (via Zoom)
 Seconded: Tia G.
 Carried.
 Meeting Adjourned at 7:44 PM.

Summary of Motions Carried

#	Motion	Moved By	Seconded By	Result
1	Call meeting to order	Danika S	Leslie W	Carried
2	Approve October Agenda	Cher G	Tia G	Carried

3	Approve Sept 9 Minutes	Kate F	Ryan L	Carried
4	Keep CLCSA Rep Position	Courtney D	Leslie W	Carried
5	Add Soowahlie Rep to Executive	Kevin K	Sher G	Carried
6	Approve 2025/26 Budget	Ryan L	Tia G	Carried
7	Allocate \$1,500 for Greendale Acres	Ryan L	Tia G	Carried
8	Adjourn Meeting	Dana	Tia G	Carried

Cultus Lake Community School PAC

Treasurer's Report

2025-2026

Updated Oct 7, 2025

REVENUE	Actual	Budget	Difference	Notes
Sales Revenue				
Christmas Concert		200.00	200.00	VIP Parking & Seating
Concession		500.00	500.00	Cross Country
Coupon Book	719.94	800.00	80.06	
Donations	2.00	600.00	598.00	Triathlon Volunteer Honorarium, Pancake Breakfast donations
Government Grants	3,560.00	3,600.00	40.00	\$20 per student + \$100 from School District
Halloween Event		700.00	700.00	
Hot Lunch	1,419.43	15,300.00	13,880.57	
In Lieu of Fundraiser Donations		2,500.00	2,500.00	Parent/Guardian Donations
Movie Night		350.00	350.00	Movie Night Concession
Popcorn Fundraiser		500.00	500.00	
Pub Night/Raffle Fundraiser		500.00	500.00	
Purdy's Fundraiser		700.00	700.00	
Yearbook	72.00	2,000.00	1,928.00	Additional sales from last year's Yearbook
Net Sales		28,250.00	28,250.00	
Other Revenue				
Interest Revenue	0.26			
Total Other Revenue				
TOTAL REVENUE	5,773.63	28,250.00	22,476.37	

Cost of Goods Sold				
Beach Day		900.00	900.00	Lifeguards and Pizza Inclusion
Classroom Fund		2,400.00	2,400.00	\$200/division (10), gym & resource room
Coupon Book		300.00	300.00	Cost of Fundraiser
Concession Supplies		225.00	225.00	
Field Trips		5,000.00	5,000.00	Bussing and attendance costs
Halloween Event Supplies		700.00	700.00	
Hot Lunch	48.69	10,000.00	9,951.31	Hot Lunch food costs
One School One Book		1,200.00	1,200.00	
PAC Kitchen Supplies	40.17	100.00	59.83	
Popcorn Fundraiser		125.00	125.00	
Santa Breakfast		100.00	100.00	
Sports Day		500.00	500.00	Supplies, Juice, Fruit
Teacher Appreciation		500.00	500.00	
Welcome Events	564.57	400.00	-164.57	Welcome Back BBQ
Yearbook Expenses		2,000.00	2,000.00	
Total Cost of Goods Sold		24,450.00	24,450.00	
General & Administrative Expenses				
Bank Charges	104.52	100.00	-4.52	
Total General & Admin. Expenses				
TOTAL EXPENSE	757.95	24,550.00	23,792.05	
NET INCOME	5,015.68	3,700.00	-\$1,315.68	

Current Assets

Undeposited Funds	297.00
Uncleared Cheques	-653.43
Gaming Account 2368371	3,566.72
Chequing Account 2368363	15,329.89
Breakfast Program	224.63
Total Cash	18,764.81
Accounts Receivable	1,460.75
Total Receivable	1,460.75
Total Current Assets	20,225.56
TOTAL ASSET	20,225.56

PAC Principal's Report

October 2025

Indigenous Education

1. Truth and Reconciliation - September 29th in-service

Our entire staff learned from Kevin Lamoureux and Dustin Louie on how to make incremental steps forward in Truth and Reconciliation by focusing on relationship and education. Each school that attended had the opportunity to share the work we have been doing at our individual sites. We are feeling good about the work we have been doing and will continue to do at Cultus Lake Swilhcha Community School!

Parking

- a. Student and staff safety are top priority
- b. CLPB by-laws are in effect during the school day
- c. No parking or u-turns along the road in front of the school
- d. If needed, families can park in the forest lots on either ends of the school parking lots

Cultus Lake Community School Association

- a. Little Cedars Preschool starts Oct 15 – Mondays and Wednesdays; Lili Ma is the teacher
- b. The website is now up for CLCSA and can presently be maintained by Melissa (www.clcsa.com)
- c. Survey asking for community voice on community programming will be sent Friday
- d. CLPB - Annual Budget review
- e. CLPB - Shore rights being changed for residents
- f. CLPB - Village centre proposals are in from builders

Grants

1. Variety Club Grant money for inclusive swing

October Events

1. Photo Day – Oct 7
2. Chilliwack Resource Fair – Oct 15
3. School Wide Field Trip to Greendale Acres – Oct 20
4. Family Conferences – Oct 22
5. Early Dismissal – Oct 23
6. Pro-D Day – Oct 24
7. Strategic Plan Meeting for Staff – Oct 30 (see graphic below)
8. Halloween Event – Oct 30 (4:30 – 6)

