

Cultus Lake Swílhcha Community School

Parent Advisory Council (PAC) Meeting

Monday, September 9, 2025

6:00 PM

School Library

Attendance:

Ryan L, Kate F, Lisa W, Leslie W, Tia G, Stephanie H, Kevin K, Stephanie M, Julie W, Danika S, Alex D, Sher G, Beth, Dana D

Welcome & Introductions

- Call meeting to order 6:07pm

Motion: Danika Second: Leslie

- Roundtable introductions / Ice Breaker
- Quick overview: “Why we are here” – role of PAC in supporting students & school community

2. Review of PAC Code of Conduct

- Purpose and expectations of PAC members (collaboration, respect, student-focused)
- Reminder that PAC is not a forum for personal grievances
- Update to the Bylaw document:
  - Addition of Soowalie Rep
  - Removal of CLCSA Rep

3. Adoption of Agenda & Minutes

- Motion to adopt September 9th agenda Motion: Kate Second: Ryan
- Review/approval of last meeting’s minutes (June AGM)

#### 4. Executive & Committee Updates

- Principals Report & • CLCSA Rep update - Lisa (attached)
- Treasurer's Report (review of financials & draft 2025/26 budget) (Ryan)
  - BCEID / Gaming account updates – We got the grant.
- DPAC Rep update – Dana (see attached)
- Fundraiser Update

#### 5. New Business

- Review & approval of 2025/26 Draft Budget (see attached)
- Calendar Review
  - Ryan will take on for Sept/October.
- Hot Lunch

Some slight changes, more monthly orders from Perfekt Deli

Fruit cups options are Perfekt Deli (canned) or Hofesteds (fresh)

Connecting with all vendors and having them sign an agreement that they adhere to Foodsafe protocols

Volunteer checklist available in kitchen

Volunteers will know a month in advance (Leslie to support finding folks)

Volunteer timeline 10:45-11:30

#### 6. Events & Activities

- Welcome BBQ planning & volunteers 4:30 – 6:00pm
  - Leslie and Stephanie H to lead
- Halloween event decision – Oct 30<sup>th</sup>
  - Jessica to lead

#### 7. Open Floor / Parent Discussion

- Cultus Lake Triathlon – need volunteers 7am start(ish). Contact Leslie. Sunday
- Potential to get swag printed and banner – check out local vendors
- Letter of donation letter draft being reviewed to go out.
- Soowalie Kids club is going well - Kevin

#### 8. Next Meeting Date – Wed Oct 8<sup>th</sup>

- Meetings for the year: September – Tuesday, September 9, 2025
- October – Wednesday, October 8, 2025
- November – Thursday, November 6, 2025
- 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 (includes AGM & elections)
- June – Wednesday, June 3, 2026 (final meeting of the year)

Adjournment 7:30pm Motion: Tia Second: Dana

Attachments: see next pages

Cultus Lake Community School PAC

**DRAFT BUDGET**

2025-2026

REVENUE		Notes
<b>Sales Revenue</b>		
Christmas Concert	200.00	VIP Parking & Seating
Concession	500.00	Cross Country
Coupon Book	800.00	
Donations	600.00	Triathlon Volunteer Honorarium, Pancake Breakfast donations
Government Grants	3,600.00	\$20 per student + \$100 from School District
Halloween Event	700.00	
Hot Lunch	15,300.00	
In Lieu of Fundraiser Donations	2,500.00	Parent/Guardian Donations
Movie Night	350.00	Movie Night Concession
Popcorn Fundraiser	500.00	
Pub Night/Raffle Fundraiser	500.00	
Purdy's Fundraiser	700.00	
Yearbook	2,000.00	
<b>Net Sales</b>	<b>28,250.00</b>	
<b>Other Revenue</b>		
Interest Revenue		
<b>Total Other Revenue</b>		
<b>TOTAL REVENUE</b>	<b>28,250.00</b>	
EXPENSE		
<b>Cost of Goods Sold</b>		
Beach Day	900.00	Lifeguards and Pizza Inclusion
Classroom Fund	2,400.00	\$200/division (10), gym & resource room
Coupon Book	300.00	Cost of Fundraiser
Concession Supplies	225.00	
Field Trips	5,000.00	Bussing and attendance costs
Halloween Event Supplies	700.00	
Hot Lunch	10,000.00	Hot Lunch food costs
One School One Book	1,200.00	
PAC Kitchen Supplies	100.00	
Popcorn Fundraiser	125.00	
Santa Breakfast	100.00	
Sports Day	500.00	Supplies, Juice, Fruit
Teacher Appreciation	500.00	
Welcome Events	400.00	
Yearbook Expenses	2,000.00	
<b>Total Cost of Goods Sold</b>	<b>24,450.00</b>	
<b>General &amp; Administrative Expenses</b>		
Interest & Bank Charges	100.00	
<b>Total General &amp; Admin. Expenses</b>		

Cultus Lake Community School PAC

**DRAFT BUDGET**

2025-2026

<b>TOTAL EXPENSE</b>	<b>24,550.00</b>	
<b>NET INCOME</b>	<b>3,700.00</b>	

<b>Current Assets</b>	
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
<b>Total Current Assets</b>	<b>20,225.56</b>
<b>TOTAL ASSET</b>	<b>20,225.56</b>

## TREASURER REPORT

### Cultus Lake Community School PAC

#### Treasurer's Report

2025-2026

Updated Oct 7, 2025

REVENUE	Actual	Budget	Difference	Notes
<b>Sales Revenue</b>				
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
<b>Net Sales</b>		28,250.00	28,250.00	
<b>Other Revenue</b>				
Interest Revenue	0.26			
<b>Total Other Revenue</b>				
<b>TOTAL REVENUE</b>	5,773.63	28,250.00	22,476.37	
<b>EXPENSE</b>				
<b>Cost of Goods Sold</b>				
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	
<b>Total Cost of Goods Sold</b>		24,450.00	24,450.00	
<b>General &amp; Administrative Expenses</b>				
Bank Charges	104.52	100.00	-4.52	
<b>Total General &amp; Admin. Expenses</b>				
<b>TOTAL EXPENSE</b>	757.95	24,550.00	23,792.05	
<b>NET INCOME</b>	5,015.68	3,700.00	-\$1,315.68	

## **PAC Principal's Report September 2025**

### **Staffing**

1. Melissa Davis – Gr 4/5
2. Jon Allen – Gr 4/5
3. Terry-Lynn Daly – Gr 3/4
4. Sarah Harrison – Gr 3/4
5. Reuben Vanderveen – Gr 2/3
6. Anna Hnatiw – Gr 2/3
7. Pamela Vander Helm – Gr 1
8. Susan MacLeod – Gr ½
9. Celeste Beesley – K
10. Carolyn McAuliffe – K
  
11. Resource Teacher – Sue McLeod
12. Counsellor – Nicky Serfontein
13. Learning Support/PE Prep/ELL – Kerry Pollock
14. Learning Support/PE Prep – Pam Danis
15. Teacher Librarian – Jodi Knodel
16. EAs – Carrie Robinson, Maria Niznik, Christina Spielman, Kamali Gnansena, Victoria Winship, April Heideman, Sarah Henn, Lisa Hamper, Ken McCusker
17. Admin Assistant – Leann Wiebe
18. Indigenous Ed EA – Kate Blaschek
19. Child and Youth Care Worker – Martina Hans
20. Speech and Language Pathologist – Kelly Purves
21. CLCSA Coordinator – Melissa Giles
22. Custodian – Mr. Sawatsky

### **Numbers**

1. Our total current enrolment is 186 students
2. We have 10 divisions
3. LakeShore ChildCare (Age 30 months to 5 years) in Learning Suite #1
4. StrongStart , LakeShore BASC, Community School in Learning Suite #2
5. Mrs. Davis in LS #3
6. Mr. Allen in LS #4

### **Safe Schools**

1. Lunches can be dropped off at office. Students will be called down.
2. Fresh Cart is available for everyone for breakfast and snacks
3. Lunch Club is available for everyone
4. Parent volunteers are welcome – need an up-to-date PIC (now all done online)
5. Volunteer sign in and name tags

### **Indigenous Education**

1. Truth and Reconciliation
  - a. In Class Learning
  - b. Halq'emeylem Language lessons
  - c. Knowledge Keeper
  - d. Monday Assemblies
  - e. Monthly Meetings
  - f. Special Events

#### Cultus Lake Community School Association

1. Exploring After School Programs
  - a. Sports – access for everyone
  - b. Removing barriers (i.e transportation, financial costs)
2. Preschool – starting in October
  - a. Mondays and Wednesdays 8:30 – 11:30
  - b. Teacher: Lili Ma
3. Monthly Board Mtg is Sept 10
  - a. We will be reviewing Summer Camp

#### Grants/PAC support

1. Classrooms
2. Inclusive outdoor equipment
3. Variety Club Grant

#### September Events

1. Book Fair – Sept 23 & 24
2. Welcome Back BBQ – Sept 24
3. Orange Shirt Week – Sept 22 - 25
4. Professional Day – Sept 29 (no school for students – staff are at learning sessions)
5. Truth and Reconciliation Day Recognized – Sept 30 (no school)

#### Leadership Opportunities

1. Mrs. Davis and myself will be working with the Peer Leaders this year
2. Yearbook Club
3. Choir

#### School Wide Field Trips

Greendale Acres – Oct 20

Skating at Twin Rinks – Jan 22

Hikes - TBC

## **DPAC REPORT**

### **Key points from the Sept 25th DPAC meeting:**

**Response to EA Letter and Anti-Bullying Letters by SD#33**  
**Enhanced ASSAI to provide EA's for afterschool activities - Continuing permanently!**  
**Registration now open to DPAC and BCCPAC**

### **Question:**

**Add school PAC emails on DPAC website? [cultus-pac@sd33.bc.ca](mailto:cultus-pac@sd33.bc.ca)**  
**Who has access?**

### **Important dates:**

**Jeff AD Martin on Anti-Bullying - now past**  
**CYHC, CHC & SD33 Resource Fair - October 15th 5-8PM @ NLC**  
**PAC Cafe, for Chilliwack PAC discussions and discovery - October 21st 7PM @ NLC**