

Cultus Lake Swilhcha Community School PAC Meeting

Date: Wednesday, February 4

Time: 6pm

Location: Library

Agenda

1. Welcome & Call to Order

- Land acknowledgment
- Attendance & introductions
- Ryan, Steph M, Lisa W., Courtney D, Shar G, Danika S, Julie W, Michelle F, Kevin K, Carly, Steph H (Zoom) Kristy

2. Approval of Previous Minutes

Courtney 1st Julie 2nd

3. Approval of current meeting minute

1st Shar 2nd Michelle

4. School Administration Update

- Principal's update (Lisa W. See Attached)(CLCSA Update)(dates in PAC Calendar)
- Upcoming dates / highlights

5. PAC Chair Update

- Brief Update from Ryan on Exec. Meeting-Fundraising committee, Working together with school.
- Brief check-in on priorities and momentum
- PAC focus for the remainder of the school year

6. Treasurer's Report & Budget Review

- **Parent Guardian Donations down by about half(Purdy's fundraiser Less) (Large amount of donations for Santa Breakfast)**
- Current financial snapshot

- High-level budget review
- Notes on fundraising performance and outlook

7. Soowahlie Representative Report & Review

- Updates from the Soowahlie community
- Flita Kelly(Kevin Kelly's Wife) is now our indigenous worker
- Soowahlie potentially giving more funds to our school, to offset costs
- Discussion items or feedback for PAC consideration

8. PAC Handbook – High-Level Review

- Overview of the draft PAC Handbook(Ryan-what it is and what it's purpose is) (Shar asked if it will be on the website, Ryan confirmed it will be)
- Purpose: clarity, consistency, and continuity
- Highlight key basics (roles, expectations, how decisions get made)
- Next steps for feedback and refinement
- **Line item:** Rollout of the new Fundraiser / Event Request Form(Ryan touched on it)
 - What it is and how it will be used going forward

9. Yearbook Update

- Current status(Shar's report attached)
- Call for a **new Yearbook Lead so Shar can teach them for next year when she isn't here**
- **Selling Advertising Space on the back of the yearbook**
- Plan for training/transition this year

10. Fundraiser Brainstorm Night – Proposal

- Proposal to host a focused fundraiser brainstorm session
- Goals: People who want to participate in Fundraisers and/or ideas on WHAT to do for fundraisers

- Generate new fundraising ideas
 - Vet ideas realistically (effort vs. return)
 - Identify small teams to help execute
- Discuss interest, timing, and format

11. Open Discussion / New Business

Hot lunch discussion surrounding-prepping food(Fraser Valley Health)

Lisa going to look into the actual needs for us to get certified by fraser valley health(Steph asking if a sink was donated would it happen faster)

Around the box thinking around hot lunch

Which Foods can be more prepared(hofsteads)

-Julie Grants(reached out to Lions Club)(Calendar reminder to look into other grant application)

-Spring Fling(May 7th) Kate is heading this up but will need help

-Bingo

-Clothing Drive

-Grade 5 Fundraiser?(Meeting in March before spring break and will let us know if PAC can support

-School Sports update(soccer at lunch)(Triple Ball 2x/week)(Choir Wednesday morning)(Run Club Monday-Wednesday-Friday)Lisa discussed other groups available to kids

12. Next Meeting & Adjournment

7:07 Meeting end Vote 1(Courtney) Vote 2(Steph M)

Fundraiser Meeting(After Official Meeting)
Monday 9th, 2026

Cultus Lake Community School PAC

Treasurer's Report

2025-2026

Updated Feb 2, 2026

REVENUE	Actual	Budget	Difference	Notes
Sales Revenue				
Christmas Concert	116.28	200.00	\$83.72	VIP Parking & Seating
Concession		500.00	\$500.00	Cross Country
Coupon Book	1,186.20	800.00	-\$386.20	
Donations	600.00	600.00	\$0.00	Triathlon Volunteer Honorarium
Government Grants	3,660.00	3,600.00	-\$60.00	\$20 per student + \$100 from School District
Halloween Event	734.39	700.00	-\$34.39	Profit of \$359.86
Hot Lunch	6,960.46	15,300.00	\$8,339.54	
In Lieu of Fundraiser Donations	1,183.01	2,500.00	\$1,316.99	Parent/Guardian Donations
Movie Night		350.00	\$350.00	Movie Night Concession
Pancakes & Santa	470.00			
Playground Updates	2,788.20			
Popcorn Fundraiser		500.00	\$500.00	
Pub Night/Raffle Fundraiser		500.00	\$500.00	
Purdy's Fundraiser	474.86	700.00	\$225.14	
Santa Shop Donations	189.44			
Yearbook	90.00	2,000.00	\$1,910.00	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	16,453.10	28,250.00	\$9,796.90	
EXPENSE				
Cost of Goods Sold				
Beach Day		900.00	900.00	Lifeguards and Pizza Inclusion
Classroom Fund	437.35	2,400.00	1,962.65	\$200/division (10), gym & resource room
Coupon Book	675.00	300.00	(\$375.00)	Cost of Fundraiser
Concession Supplies		225.00	225.00	
Field Trips	1,395.00	5,000.00	3,605.00	Bussing and attendance costs
Halloween Event Supplies	374.53	700.00	325.47	
Hot Lunch	5,579.76	10,000.00	4,420.24	Hot Lunch food costs
One School One Book		1,200.00	1,200.00	
PAC Kitchen Supplies	98.69	100.00	1.31	
Popcorn Fundraiser		125.00	125.00	

Popcorn Fundraiser		125.00	125.00	
Santa Pancake Breakfast	206.84	100.00	(106.84)	
Santa Shop	290.33			
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	9,726.59	24,550.00	14,823.41
NET INCOME	8,726.51	3,700.00	-\$5,026.51

Current Assets	
Undeposited Funds	474.86
Uncleared Cheques	-644.89
Petty Cash (save on gift card)	22.00
Gaming Account 2368371	3,566.72
Chequing Account 2368363	19,252.57
Breakfast Program	224.63
Total Cash	22,895.89
Accounts Receivable	1,040.50
Total Receivable	1,040.50
Total Current Assets	23,936.39
TOTAL ASSET	23,936.39

YEARBOOK REPORT

February 4, 2026

OVERVIEW: We are using [Treering](#) to create and print the yearbook. It will be 66 pages = <\$30 softcover <\$40 hardcover, (2025 was 77 pages = <\$20 ringbound). Families can order directly through Treering and add can add custom pages free. Yearbook Team can edit, staff/teachers can upload photos. **NEED PAC**

YEARBOOK TEAM MEMBERS!

YEARBOOK TIMELINE:

- ~~Summer 2025, Winter 2026~~ – Sher to meet with Treering, Yearbook sales opened
- ~~January 16~~ – Met with Principal, confirmed using Treering
- ~~Thursday, January 29~~: Shers Blank Yearbook Draft with “Ladder”, have pages labeled
- ~~January 30~~ – 1st Yearbook Club Meeting, Received list of clubs/teams from Admin
- ? Receive list of Students Names in each class, list of this years Field Trips/Events
- ? Inform teachers how to upload student photos
- Friday, February 27** (early dismissal): Yearbook Cover Contest Deadline (1st Place Front Cover, 2nd Place Back Cover), NOTE: Last year's deadline was Feb 26.
- Monday March 2 - Wednesday, March 4**: Students/Staff Vote on top 2 Yearbook Covers
- Thursday, March 5**: PAC/Administration vote/review/decide Front & Back Covers
- Friday, March 6**: Cover Design Announced
- Monday, April 6**: Custom Pages Due
- ? Deadline for admins/teacher to upload photos
- ? Professional group (class/teams/clubs) photos taken
- Friday, May 1**: Editing Deadline - Yearbook completed (If after May 22, yearbook will be late)
- Friday, May 22**: Final Editing Deadline (if anything occurs after this date, yearbook will be late)
- Monday, June 15**: Estimated Deliver Date (Treering ships to school for free)
- Monday, June 22**: Distribution Date (Friday, June 26: Last day of School)

YEARBOOK CLUB MEETINGS at 12:05-12:35 in the Library:

1. **Friday, January 30**: Reviewed Timeline, themes, Cover Contest. Students voted yes, they liked the idea of submitting their own Grade 5 baby photo (alternatively Kindergarten photo?). Mixed votes on having printed logo/year on cover vs. students creating the text as part of cover design
2. **Friday, February 6**: Introduce Treering, Review at Yearbook layout, Allow time to create cover art for contest
3. **Friday, February 20**: Agenda TBD
4. **Friday, March 6**: Announce Cover Contest Winners
5. **Friday, April 10**: 1st Draft of Yearbook Due
6. **Friday, April 17**: Agenda TBD
7. **Friday, May 1**: Final Draft of Yearbook Due
8. **Friday, May 8**: PARTY!



1. WELCOME & CALL TO ORDER
2. ADOPTION OF AGENDA
Recommended motion: That this agenda be adopted as circulated.
3. APPROVAL OF MINUTES
Recommended motion: That the minutes of the January 29th, 2026 General Meeting be approved as distributed.
4. INFORMATION ITEMS
 - 4.1. Chair Report
 - 4.2. Trustee Report
 - 4.3. Treasurer Report
 - 4.4. BCCPAC Report
 - 4.5. DPAC Committee Highlights
 - 4.6. District Committee Highlights
 - 4.7. Community Committee Highlights
5. NEW BUSINESS
 - 5.1. Strike Nominations Committee
 - 5.2. SPECIAL PRESENTATION: Rosanne James, Feeding Futures Coordinator, will be joining us to present on the Feeding Futures program and gain feedback from parents.
 - 5.3. SPECIAL PRESENTATION: Sue Davis will be joining us to present on the work being done to bring the Foundry to Chilliwack and gain feedback from parents.
6. UPCOMING MEETINGS
 - 6.1. Hummingbird Society & PCRS Presentation on Youth and Substance Use – April 16, 2026 @7pm – In-person at the NLC. Come for snacks, compelling information and naloxone training that could help save a life.
 - 6.2. General Meeting – April 30, 2026 @ 7pm (Hybrid)
7. ADJOURNMENT

PAC Principal's Report **February 2026**

Literacy

1. One School One Book (*Charlotte's Web*) – wraps up Feb 4
2. Will PAC support the OSOB next year?

Well-Being

Indigenous Education

Monthly Meeting with Soowahlie

Active Play Club – Mondays at Soowahlie

Dr. Dustin Louie staff session – Feb 23 (we have also requested a lunch and learn with any interested parents/guardians but has not yet been confirmed)

Social Emotional

Child and Youth Health Centre intern Shikha Kaushal with us on Thursdays until June doing small group social emotional support

Grade 5 Celebration – meeting will be scheduled by Spring Break

Yearbook Club – meeting every Friday at 12:05

Community School

- New Community School Coordinator – Sarah McLeod starts Friday
- Childcare Manager will be hired soon to oversee the daycare and BASC
- Still to hire: ECE EA (for daycare) and Responsible Adult (for BASC)
- ECE practicum student starting on Feb 9
- Lisa will work with new Childcare Manager about Inclusive Education Plans
- Pam Danis has been working with the After School Care staff to build structure, routines and strategies with all the staff

February Events

1. Black History Month
2. Ready, Set, Explore – Feb 2
3. Pro – D Day – Feb 13
4. Lunar New Year – starts Feb 15
5. Pink Shirt Day – Feb 25 (Gathering at 8:10 – families invited)
 - a. Choir will be performing
6. Family Conferences – Feb 27 (11:45 to 2:00)

