



Hillcrest Elementary School PAC

PAC Meeting

Wednesday, September 17, 2025 at 7:00PM

Execs in Attendance

President - Tanya Burnstad

Vice President - Leah Funk

Secretary - Natalie Malyk

Hot Lunch Coordinator - Karen Callaghan Cullen

Social Media Coordinator - Emily Morton

Regrets

Treasurer - Kelly Finlay

Fundraising Coordinator - Gena T

DPAC Representative - Jenn Buholzer

Admin in Attendance

Principal - Annette Keeper

Vice Principal - Dan Gardner

Total Voting Members in Attendance: 15

Online - Zoom

<https://us06web.zoom.us/j/87577530142?pwd=bBPe6JDN3swKBI3X86vAegNRsLXbYz.1>

Password: 540794

 18599 65 Avenue
Surrey, BC V3S 8T2

 @HillcrestPAC
 @Hillcrest_PAC
 hello@HillcrestPAC.com

1. **Call to Order: 7:02PM**, motioned and passed
2. **Approval of the Agenda**, motioned and passed
3. **Approval of the Prior Meeting Minutes**, motioned and passed
4. **Principal/Vice Principal Reports**
 - Great being back. There have been a few hiccups but looks to be a good, positive year this year. Mr. Gardner has felt very welcomed and is looking forward to the Welcome BBQ next week
 - Classes were sorted out at the end of last week and we have 21 divisions again this year, with a total of 468 students. The staff and class list was shared in the Titan Times
 - September 25th is the Welcome Back BBQ. A notice will go out tomorrow (Thursday)
 - FSA are starting early this year for our students and will be used to create exemplars for the rest of the province. Scores will be sent home in December.
 - These screenings have been made mandatory by the Ministry, occur twice a year, and are used to support instruction and early intervention
 - Feeding Futures is just getting going. It looks like we might have 20 students who will be in the program, which also helps to subsidize PAC hot lunches for those students as long as PAC makes sure to send the menu in advance. The school is also able to support students with PAC hot lunch if needed.
 - Feeding Futures may also be extended out to other families. We won't know until they've finished getting set up and know what their numbers are.
 - Jump Start program is coming to Hillcrest on Tuesdays in October to help support students in grades 2-4 who wish to be more involved in sports but are not already involved in organized sports
 - During the summer, Hillcrest was able to acquire a new sound system and projector that will hopefully help make for better assemblies. Also, plans are underway to have the school sound system updated and fully set up
 - Writing continues to be a focus of learning. Also will be addressing device use and the lack of respect between students in regard to device use.
 - At recess and lunch, staff are doing their best to catch behaviour but encourage students to say something if they see something. Will be starting up intramurals for grades 4-7 as well.
 - Some dates coming up:
 - Sep 26 - Truth and Reconciliation Assembly
 - Sep 29 - Pro-D day
 - Sep 30 - National Day for Truth and Reconciliation
 - Oct 1 - Individual Photo day
 - Oct 3 - Terry Fox run
5. **2025-26 PAC Executive Introductions**
6. **President's Report**
 - Looking forward to another great year with a really great team. We'd like to welcome anyone who is interested in getting more involved to reach out. We're happy to answer questions or help fill gaps as needed.
 - Fundraising is already underway with our Community Values coupon books starting this week. Every student should be bringing home a package that explains how the

fundraiser works along with a sample book. We'll be accepting payments through our MunchaLunch site, so make sure you log in and update your family info for this year.

- We'll also be doing a Purdys and Neufeld's this fall, so keep an eye out for more information about how to place orders
- We have Babysitting and Stay Safe courses booked for November 10th
- Monster Mash, the annual Hillcrest PAC Halloween Party, will be on October 23rd. If you're interested in helping to plan the event, please join the Facebook group. We'll be sharing that group link out on social media and our website. There will also be volunteer opportunities for the event itself, so if you're able to help, please sign up
- Hot Lunch will begin in October, with monthly dates on Friday
 - Red Robin offered the option of having their mascot deliver the hot lunch. Is this something that we could do?
 - There's potential for fun with this, but also some other things to consider, so we'll revisit this idea

7. Presentation and approval of 2025-2026 PAC Budget, motioned and approved

- Please note that this is a draft copy (see attached). Amount in the Classroom Supplies is highlighted yellow because it will be adjusted after we receive confirmation of total divisions, IST, and LST. The breakdown is noted to be \$150 per division, LST, and IST, with Library, French, and Music receiving \$100 each. These funds are provided through the PAC General Account, which is supported by PAC fundraising efforts
 - The amounts for School Engagement and Division Discretionary from Gaming will be adjusted and confirmed once we have received the grant, which should be on or around Sep 30th. Amounts should be similar as we have similar student numbers and divisions as last year.
- The Technology amount is also highlighted yellow. This is our so-called 'slush' fund and this amount will be adjusted based on the success of our fundraising efforts throughout the year.
- At this time, the amount allotted to Playground is set at \$0.00 due to a conversation held at the end of the previous school year regarding the status of this project. We can make adjustments to this line once that discussion occurs

8. Open Discussion

- Split classes, specifically with the 6/7s
 - There are limits with class composition, especially in regards to IEP accommodations. Classes are well-balanced this year.
 - Combined grades at the 6/7 level is preferred by teachers
- How does Hot Lunch work
 - Ordering is done through the MunchaLunch site and all purchases are optional. Usually have hot lunch once per month. Hot Lunch is not a fundraiser, though vendor prices have increased again this year
- Could Hot Lunch become a fundraiser
 - Idea is to make lunch easy for parents and also affordable
 - There is an option to add a donation amount to the menu, if that is something that would be of interest to parents

- For the Silent Auction at Monster Mash, would there be something specific that we should fundraise for?
 - Principal's comment: Perhaps technology. Goal has been for the past few years to replace 4-5 laptops per year out of the school's budget. This year, there have been deep cuts district-wide as well as cost increases, so this year the school budget only has room to replace 2 or 3 laptops
- There is still interest in supporting a playground project through fundraising.
 - Ms. Keeper would like to meet with the committee to discuss the details of what moving forward might look like

9. **Next Meeting:** Wednesday, October 8th, 2025 @ 7:00PM via ZOOM

10. **Adjournment: 7:50PM**

Hillcrest Elementary School PAC

Proposed Annual Budget

July 1, 2025- June 30, 2026

INCOME			
	Gaming Grant Funds	\$9,500.00	Note 1
	Munch A Lunch	\$0.00	Note 2
	Neufelds Fundraiser	\$1,500.00	Note 3
	Community Coupon Book	\$7,750.00	Note 4
	Monster Mash	\$2,600.00	Note 5
	Titan Wear	\$300.00	Note 6
	Purdy's	\$1,000.00	Note 7
	Coffee Fundraiser	\$500.00	Note 8
	Sports Day Concession	\$250.00	Note 9
	Stay Safe! & Babysitting Course	\$600.00	Note 10
		\$24,000.00	
EXPENDITURES			
	Bank Charges	\$525.00	Note 11
	PAC Meeting Expenses	\$100.00	Note 12

	Office Supplies	\$1,500.00	Note 13
	Terry Fox Run Refreshments	\$500.00	Note 14
	Classroom Supplies	\$3,200.00	Note 15
	Christmas Bureau Donations	\$0.00	Note 16
	Grade 7 Grad Funding	\$500.00	Note 17
	Salish Scholarship Funding	\$1,000.00	Note 18
	Immunization Refreshments	\$100.00	Note 19
	Teacher Appreciation Holiday Gift	\$250.00	Note 20
	Teacher Appreciation Year End Lunch	\$400.00	Note 21
	Earthquake Kits	\$500.00	Note 22
	Health & Safety	\$360.00	Note 23
	Deck the Halls Cookies (Dec)	\$300.00	Note 24
	Pancake Breakfast (May)	\$300.00	Note 25
	Spring Music Concert	\$800.00	Note 26
	Valenrine's Day Cookies (Feb)	\$2,000.00	Note 27
	Technology	\$2,165.00	Note 28
	School Goals (Playground)	\$0.00	Note 29
	School Engagement (Gaming)	\$1,100.00	Note 30
	Division Discretionary (Gaming)	\$8,400.00	Note 31
		\$24,000.00	
	Balance	\$0.00	

Notes to the Annual Budget

Note 1	Gaming grants are based on \$20 per student. The school year is expected to include ~475 students.
Note 2	Hot Lunch is meant to be a break-even project where costs to parents are equal to the costs charged by the venue; therefore, at the end of the school year there is expected to be Nil profit from this event.
Note 3	Neufeld's fundraiser was set using prior year actuals and will be split between a Fall/Thanksgiving event as well as Spring/BBQ event
Note 4	Community Books fundraiser was set using prior year actuals and will run in September
Note 5	Monster Mash fundraiser was set using prior year actuals and will run in October
Note 6	Titan wear has historically earned the PAC a few hundred dollars and has varied depending on new students joining the school and/or growth spurts of existing students. The PAC will promote this event twice during the school year, but

	ordering will be available through the PAC's website all year long.
Note 7	Purdy's fundraiser was set using prior year actuals and will be just a Christmas fundraiser
Note 8	Coffee Fundraiser was set using prior year actuals and will run in January
Note 9	Sport's Day Concession generally earns higher profits than the average after school concension; therefore, it is reported and tracked separately
Note 10	The babysitting course and stay safe courses earn the PAC \$10 per student and registration is expected to sell out; therefore, the profit is based on the maximum result.
Note 11	The General Account monthly fee is \$19 per month. The cheque reorder is ~\$100. The Hot Lunch Account monthly fee is \$1.50. The Gaming Account fee is Nil. The PAC has a POS device to allow parents to pay for concession items via credit card; therefore, overall fees are expected to increase as compared to last year. This cost incrase is in response to parent feedback as cash only events ended up excluding students who were not sent with cash to school.
Note 12	All regular monthly PAC meetings will be held online this year. As such a smaller budget is allotted for an in-person AGM
Note 13	The PAC continues to have general/overhead expenses as well as ad hoc replacement costs of larger items that have reached the end of their useful lives over the last few years, i.e. Fridge, Coffee Machine, etc. The budget has been kept the same as last year to ensure the PAC can respond to those needs throughout the year as they arise. This exepnse account also includes software subscriptions for Munch A Lunch, Sign Up and QBO, which each range around \$300-400 each, annually.
Note 14	Terry Fox refreshments include juice boxes/water supplied to students and was based on a cost of \$1 per student.
Note 15	Classroom supplies is based on each division (21) receiving \$150 as well as the LST (4), IST (3), Library, French and Music departments also receiving \$100 each.
Note 16	Christmas Bureau Donations are collected by the PAC but funded by the school community.
Note 17	This grade 7 funding from the general fund is for their end of year assembly. Go toward chair rentals or something that supports the school portion of fund and not the parent organized event; ALSO add approx. \$1100 from gaming for the bus to Playland for gr 7 year end field trip (for safety purposes, don't want parent drivers).
Note 18	Salish Scholarship Funding has historically be \$1,000 per year from the general fund supporting two \$500 awards given to a past-Hillcrest student.
Note 19	Immunization refreshments include juice boxes/water supplied to Grade 6 students and was based on a cost of \$1 per student.
Note 20	Teacher Appreciation Holiday Gift is generally a group gift - i.e. new cutlery and cookies - for the Staff Room

Note 21	Teacher Appreciation Year End Lunch is based on the prior year costs of the "Thank you" event for staff and admin held in June
Note 22	Annual budget for restocking the school's Earthquake kit - this includes adding items for increases in enrollment and/or replacing expired items
Note 23	Annual budget for PAC health & safety - this includes Food Safe course for Hot Lunch Coordinator (~\$100), First Aid course for Health & Safety Officer (~\$160), and restocking the first aid kit as needed.
Note 24	Student "Deck the Halls" event hosted by the school (decorating the halls for the holidays) is held early December. Budget is to supply cookies to each student during the event.
Note 25	Pancake breakfasts will be held in May (Rodeo Weekend). It is expected to cost ~\$300
Note 26	Spring Music Concert was held for the first time last year. The PAC supported the event by providing funds to rent chairs and purchase decor. The event is expected to recur this school year as the feedback was very positive.
Note 27	Student "Valentine's Day" celebrations will be enhanced with a Cookie Decorating Event hosted by the PAC. These cookies will come with dietary restricted options to ensure all Hillcrest Students can participate.
Note 28	Technology expenses include misc. requests from the school for computer hardware/software updates/upgrades.
Note 29	The school is planning to invest in an additional playground space in the 2023/2024 school year. This expense is significant. The playground committee is responsible for running fundraisers that will allow additional contributions to be made for this project.
Note 30	Gaming funds were split into two categories: School Engagement and Division Discretionary. School Engagement are events/purchases that benefit the school as a whole that fall within the gaming fund restrictions. This year the amount allocated to the school was based funding the Grade 7 Grad Buses to the PLAYland trip
Note 31	Gaming funds were split into two categories: School Engagement and Division Discretionary. Division Discretionary are events/purchases that benefit that classroom/division that fall within the gaming fund restrictions (i.e. Field Trips)