



Hillcrest Elementary School PAC

PAC Meeting

Wednesday, November 12, 2025 at 7:00PM

Execs in Attendance

President- Tanya Burnstad

Vice President - Leah Funk

Secretary- Natalie Malyk

DPAC Representative- Jenn Buholzer

Hot Lunch Coordinator- Karen Callaghan Cullen

Regrets

Fundraising Coordinator- Gena T

Treasurer - Kelly Finlay

Social Media Coordinator- Emily Morton

Volunteer Coordinator- Carleigh Banford

Admin in Attendance

Principal - Annette Keeper

Vice Principal - Dannel Gardner

Total Voting Members in Attendance : 9

Online - Zoom

<https://us06web.zoom.us/j/84781452760?pwd=FNsGA9hAndyobjXwezNwe6YAmMFkpi.1>

Password: 234022

1. **Call to Order: 7:04PM**, motioned and passed
2. **Approval of the Agenda and the Prior Meeting Minutes**, motioned and passed

18599 65 Avenue
Surrey, BC V3S 8T2

 @HillcrestPAC
 @Hillcrest_PAC
 hello@HillcrestPAC.com

3. Principal/Vice Principal Reports

- Administration received very positive feedback regarding the Monster Mash event. Thanks to the funds raised, the school was able to purchase two new student laptops, which will directly support classroom learning and enhance access to technology.
- Our Remembrance Day assembly was held last Friday and was a meaningful, student-led event. The program featured excellent MCs and presenters, with contributions from our Kindergarten and Grade 1 classes, as well as Division 12. We were fortunate to have a Deaf and Hard of Hearing interpreter who provided interpretation throughout the assembly, ensuring accessibility for all. Students demonstrated exemplary behavior, showing respect and attentiveness to the presenters. The assembly was very well received, with positive feedback shared by both parents and guests in attendance.
- The *Stay at Home Safe* and *Babysitting* course took place this past Monday. Staff remain very supportive of these programs, as they are valuable and worthwhile opportunities for students. We did encounter an issue with the *Stay at Home Safe* instructor arriving only just before the course began, and not communicating in advance about her intention to use a significant portion of the school's equipment. This raises the need for a liability agreement to be signed well ahead of time to cover potential injuries or emergencies. As neither the PAC nor the school are contractually tied to First Aid Heroes, the PAC is always open to suggestions to a good alternative company who provides these courses.
- First formal report coming out between December 8-12. Admin encourages a date range to allow time to rectify any issues that may occur, such as the printer malfunctioning or online portfolio glitching. Teachers will be sending out reports by either paper copies, digital reports through Spaces or a direct link to their student reports.
- Parent Teacher conference will be held on Wednesday, December 10th. Any parents who are interested, please email your teacher to schedule a timeslot. School will end at 1:28pm that day.
- Evening Christmas carolling coming up on Wednesday, December 17th. Caroline Jecklin from Royal LePage Wolstencroft has generously offered to donate hot chocolate to the event again. Cups will be provided and hot chocolate will be offered by donation.
- The district is working to strengthen its emergency planning process, with a particular focus on preparing for critical incidents. Schools are developing site-specific protocols to address unique situations, including strategies for communicating with families during emergencies that go beyond the standard procedures used in routine drills, such as fire evacuations. The PAC also has money set aside in the annual budget to cover off some costs for earthquake supplies, if there are emergency supplies that need to be replaced. The district itself is also in charge of covering the cost of emergency supplies.
- Scholastics Book Fair from December 8th - 11th. This will be Mrs. Leeks' first year running the Fair as a librarian. Parent volunteers are needed to assist her.
- A Christmas Carol singalong will take place in the gym for the students on the last day of school before Winter break to celebrate the season.
- Winter Break is between December 22nd - January 4th
- First Day back to school is January 5th
- The Grade 6/7 Student Leadership has been working on growing the team. The ensemble has now formed a Spirit team, MC team, Yearbook team, a Technology club, and Mr. Gardner has recently established a Student Voice Committee, providing students with a platform to share

their perspectives on school life. Through this committee, students are able to express what they are observing, enjoying, and finding challenging within the Hillcrest community. In addition, the club is launching initiatives to strengthen our school community, including a food drive taking place from December 1st – 12th.

4. PAC Executive Reports

a. President/Vice President Report

- A sincere thank-you goes out to the Monster Mash planning committee for their dedication and hard work. With the combined efforts of veteran members and new volunteers, the team worked tirelessly to organize the entire event. This year, the committee introduced a new concession layout, which successfully improved the flow of the event. They remain committed to refining the setup further to ensure continued improvement in future years

- A survey was previously sent out on how the Playground Committee plans on proceeding with the project. There have been recent updates from both the playground company and the district, and it appears that the project will need to be restarted. The positive news is that we already have some funding in place, which gives us a stronger starting point than before. To build momentum and ensure steady progress, the committee is seeking additional members to help keep the project active and moving forward. Next meeting will be the evening of January 14th

Visit the link below to join:

<https://www.facebook.com/share/g/1BeA5QsxUZ/>

b. Treasurer Report

- see attachment I for Treasurer's report

c. Fundraising Report

- Purdy's fundraiser is now open. Ordering will close November 24th and distribution date is December 4th

- Neufelds fundraiser is also open. Ordering will close November 17th and distribution date is November 25th

d. Hot Lunch Report

- The Cobs/Booster Juice hot lunch program ran very smoothly, and we sincerely thank all the parents who volunteered their time to help

- Mary Browns is on November 28th. Ordering will close on November 18th.

- Red Robin has requested permission for their mascot to visit classrooms during lunch delivery. Both PAC and administration agreed that the mascot is welcome to greet students, provided no photos are taken for marketing purposes.

e. DPAC Report

- See attachment II for DPAC report

5. New Business

- a. Deck the Halls** - in the past years, the PAC has delivered cookies to each class while they decorated class trees and PAC will decorate the PAC tree as well. This year it lands on a hot lunch day, so perhaps we are to deliver in the afternoon. PAC welcomes feedback to alternatives that can be offered to students with food allergies

- b. Teacher Appreciation Hot Chocolate Bar** - Date is set for Friday, December 19th. Set up will be in the morning. Parents who wish to contribute nut free baked goods to the event, please drop off your goodies after the morning bell.
- 6. Open Discussion**
N/A
- 7. Next Meeting:** Wednesday, December 10th, 2025 @ 7:00PM via ZOOM
- 8. Adjournment: 8:03PM**