



Hillcrest Elementary School PAC

PAC Meeting

Wednesday, September 23rd, 2026 at 7:00PM

Execs in Attendance

Treasurer- Karen Callaghan Cullen

Secretary- Breanna Owens

DPAC Representative- Jenn Buholzer

Social Media Coordinator- Malinda C

Hot Lunch Coordinator- Venus Bursill

Fundraising Coordinator- Adriana S

Admin in Attendance

Principal- Ms. Keeper

Vice Principal - Mrs.Gill

Total Voting Members in Attendance : 12

Online - Zoom

<https://doctorsofbc.zoom.us/j/93350808508?pwd=VstAQOICEpGqxb9ljxrRihma16fTbW.1>

Meeting ID: 933 5080 8508

Password: 138462

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- **Call to Order: 7:00pm**, motioned and passed
 - **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

Principal / School Update

- School enrollment was reported at 451 students. Classes were described as mostly combined classes this year, with a few single-grade classes.
- New staff introduced included Priya Sandhu (returning from maternity leave for Grades 4–5), Mrs. Gill (new vice-principal), Mrs. Bedi (IST) Mrs. Johal (new school counsellor), and Mrs. Mann (new librarian). Mr. Morgan (new childcare worker).
- Upcoming dates and events included a Pro-D Day on September 25, Terry Fox Run on September 28, Orange Shirt Day and Meet the Teacher on September 29, Truth and Reconciliation Day on September 30 (no school), October 1st First fire drill, October 2nd Individual photo day. On October 15th Great BC ShakeOut. Parent-teacher conference early dismissal on October 20, Pro D Day October 23 and Halloween parade on October 30.
- Thanked the PAC for Juice box support with the Terry Fox Run route.
- Truth and Reconciliation day Staff planned to display student artwork and learning reflections in hallways for the parent evening.
- The school noted emergency drills for the year: six fire drills, plus earthquake/quake drills. Emergency procedures include contacting families as needed and keeping doors locked/visitors not permitted during an active drill.
- Lunch-time supervision remains a need. The school indicated two lunch supervisors would be helpful to cover the playground and reduce supervision gaps. It is a paid position and so anyone interested can please contact the school.
- Cross-country has started, volleyball is to begin the following month, and intramurals are also planned.
- Rock and Rings curling sessions were underway, funded by the PAC gaming grant.
- A discussion was held about the Terry Fox Run logistics. Rather than placing cases directly on the blacktop, the school agreed that juice could be delivered to each classroom so students can access them more easily without creating a bottleneck.

3. PAC Executive and Vacancies

- Introductions were made for PAC executive/volunteer roles, including Breanna Owens as Secretary, Karen Callaghan Cullen as Treasurer, Venus Bursill as Hot Lunch Coordinator, Adriana Sheth as Fundraising Coordinator, and Malinda Connorton as Social Media Coordinator.
- The President and Vice-President positions were open at the start of the meeting.

- Erin Pourfallah volunteered to serve as President. A vote was held and 12 votes were counted in favour. Erin was welcomed as President.
- The Vice-President position remained open. Members were invited to contact the PAC if interested.

4. Treasurer Report and Budget

- The proposed PAC budget was presented, largely based on the previous year's structure and available historical information.
- Revenue sources discussed included Neufeld Farms, community coupon books, Monster Mash, Tintan wear apparel, Purdy's, greeting cards, gaming grant funding, and other fundraising activities if they arise.
- The gaming grant was discussed as separate from the PAC general account, with eligibility restrictions and the focus on school-wide engagement and extra curricular activities. Gaming funds are expected at approximately \$20 per student. The budget allocated \$15/student for teachers to use in their classes for activities such as field trips. Then \$5/student allocated to school engagement for activities benefiting all students. Additionally, the roll over funds from the prior year would also be allocated to school engagement.

Confirmation of the totals available will be given at the next meeting once the gaming grant is received, and prior approved expenses have been paid.

- The budget included classroom/teacher support increased to \$200/division and \$150 for IST/LST/Library/French/Music.
- Other budget areas discussed included Grade 7-related graduation support such as chairs/medallions, scholarships/bursaries, immunization juice boxes, appreciation gifts, year-end staff appreciation lunch, health and safety/earthquake items, and special events such as pancake breakfast, spring music concert, Valentine's cookies, and technology needs.
- Playground funds were discussed. A separate playground fund exists and is estimated to hold approximately \$15,000 once current raffle funds are added. Members noted the value of continuing to build this fund for future playground upgrades.
- The proposed 2026–27 budget was put to a vote and approved by 10 members present.

5. Fundraising Update

- Community values coupon books were being distributed and had generated approximately 59 books in early orders at the time of the meeting.

- Other planned fundraisers discussed included greeting cards, Purdy's, Neufeld Farms, and Monster Mash.
- The group discussed avoiding too many fundraisers at once and seeking parent feedback on what families want to participate in.
- Large-ticket and raffle ideas were discussed, with the note that gaming licensing rules and costs must be considered. Prior raffles were described as successful but labour-intensive.
- The fundraising team noted the importance of maintaining consistency and momentum while focusing on a manageable number of fundraisers.

6. Hot Lunch

- Hot Lunch ordering is open. The first lunch is planned for October 30 for Cobs and Booster Juice.
- The ordering cut-off was noted as 10 days before each lunch to allow enough time for ordering and delivery planning.

7. DPAC Update

- DPAC meetings are open to parents and the broader parent community, not only designated representatives.
- DPAC meetings were described as including district information, presentations, resources, and opportunities to learn about topics such as fundraising and community issues. Meetings generally run for about two hours on Zoom, with the first hour being an information session, and the second being the general meeting.

8. Grade 7 Parent Update

- Grade 7 parents have just begun organizing and gathering parents together. The group is in the early planning stage and expected to continue developing fundraising and year-end plans.
- A silent raffle at Monster Mash will be held with profits going to grade 7 graduation. Three items had been secured for a raffle at the time of the meeting, plus one additional donation mentioned by a member.

9. Playground Committee

- The playground committee discussed the need to rebuild momentum and recruit more volunteers.
- A Meet the Teacher information table/booth was suggested, with pamphlets or printed materials, to explain the playground initiative and encourage participation.

- Members discussed using existing raffle proceeds and continuing fundraising toward future playground improvements. The group acknowledged that a major playground project is a long-term effort and will require broader parent involvement. An in person meeting is planned.

10. New Business

- Monster Mash was confirmed as October 22. A parent/community Facebook group is available for anyone interested in becoming involved.
- For outside vendors, presenters, or service providers, the school requires proof of liability insurance where applicable. Paid providers working on school property are expected to carry liability coverage; volunteers are treated differently. It was also noted that Surrey Schools may already have master contracts with some common vendors/services, so the office should be consulted before booking. This process is delaying the confirmation of the DJ.

Adjournment

With no further business, the meeting concluded at 7:49 p.m.