Hillcrest Elementary School PAC

PAC Meeting Minutes

Wednesday, October 14, 2026 | 6:54 p.m. (PDT)

Hillcrest Elementary School Parent Advisory Council

Meeting format: Not specified in transcript

Chair: Erin Pourfallah

Execs in attendance

President - Erin Pourfallah

Treasurer – Karen Callaghan Cullen

DPAC Representative – Jenn Buholzer

Social Media Coordinator – Melinda Connorton

Fundraising Coordinator – Adriana Sheth

Hot Lunch Coordinator – Venus Bursill

Regrets

Secretary - Breanna Owens

Admin in Attendance

Principal - Annette Keeper

Vice Principal - Kiran Gill

Meeting Summary

The PAC reviewed Monster Mash preparations, fundraising results, school programming and safety updates, treasury activity, DPAC matters and playground fundraising. The urgent outstanding matter was obtaining acceptable DJ liability-insurance documentation by Friday, October 16.

1. School Administration Report — Annette & Kiran

- Dance program: $3,800 approved from the school-engagement/gaming allocation. All 20 divisions are expected to receive approximately three lessons in late January or early February.
- Rocks & Rings curling program completed with positive student response.
- Racial equity: Nasheka will present to Grades 6–7 at no school cost; additional Grade 5–6 sessions were arranged in response to demand and paid out of pocket. Lord Tweedsmuir student leaders will present age-appropriate material to Grades 2–5. The school intends continued learning beyond these sessions.

- Two Arts Expression Program practicum students will begin one-on-one art-therapy work with vulnerable students next week, alongside school support staff.
- Provincial advance polling will occupy the gym October 16–21 and October 23–24; gym access is unavailable for four school days. Voter access will be restricted to the small front gym door, gates locked and parking potentially affected. Annette will ask about additional school liaison officer presence.
- October 30 Halloween activities include a costume parade and gym dance party. Parents may attend, but standing space is limited and seating unavailable. Costume weapons, including replicas, are prohibited.
- E-bikes and e-scooters are not permitted on school property; enforcement and follow-up with repeat offenders are underway. Officer Tan is increasing school presence and offering intermediate-class presentations.
- Important dates: informal learning updates during the week of October 19; non-instructional days October 23 and November 6; photo retakes November 5; Remembrance Day assembly November 10.
- Crossing guard needed at 188th Street and 65th Avenue after October 30 (paid, approximately two hours daily). Two lunchtime-supervisor positions also remain open.

2. Fundraising — Adriana

- Community Value Books: 558 sold against a goal of 451, generating approximately $8,000. Campaign closed; final cash-sales reconciliation with Jamie remains outstanding.
- Upcoming campaigns: greeting cards; Neufeld Farms before Christmas; Purdy's before Valentine's Day; second Neufeld Farms fundraiser in spring.
- Strong sales eliminate the previously anticipated $2,500 draw from the general account.
- Members supported clearer messaging identifying the purpose of each fundraiser to encourage participation.

3. Treasurer's Report — Karen

- Expenses to date include bank charges, approximately $80 for first-day coffee and Terry Fox Run juice (under budget).
- Gaming grant of $9,300 received. Teacher allocations of $15 per student were communicated; cheques issued to Tammy and teachers notified of allocations.
- School engagement allocation: $9,600; $3,800 approved for dance; approximately $5,800 remains. Spending within an approved budget line does not require an additional membership vote.
- Approximately $30,000 passing through Munch & Lunch relates to book sales and hot-lunch orders, rather than PAC-owned funds, and requires appropriate reallocation.
- Gaming funds will continue to be spent in accordance with applicable restrictions.

4. Hot Lunch — Venus & Malinda

- First hot lunch is October 30: Cobs Bread and Booster Juice.
- Munch & Lunch orders close October 20. Volunteer registration is linked in the platform banner.
- Malinda will post an October 19 reminder, including screenshots to help families confirm orders.

5. Monster Mash — Tanya, Leah, Jenn & Keeley

Ticket sales and concessions

- As of the meeting: 119 child, 124 adult and eight age-four-and-under tickets; 96 hot dogs ordered.
- Ticket revenue totals $595, covering the DJ's quoted $500 fee. Remaining concession inventory may be used at a future movie night.

DJ insurance — urgent

- District requires the DJ to hold acceptable liability coverage; PAC is not required to purchase a policy for him. Quotes obtained were $355 for one day and $395 annually; another quote was pending.
- Possible alternatives: Dance Expressions policy coverage subject to insurer approval; an unpaid parent volunteer DJ; or student DJs through Salish Secondary. No alternative was confirmed at the meeting.

- Jenn will contact the DJ Thursday morning. Tammy needs acceptable proof by Friday, October 16; a binder may serve as interim evidence if accepted.
- DJ payment must flow through the school, with PAC reimbursing the school against an invoice.

Volunteer staffing

- Ten shifts filled by six volunteers at the time of the meeting. Concession requires at least four people, door/check-in ideally three, plus setup and activity support.
- Grade 6–7 parent outreach will be prioritized; high school volunteers may support bingo/quiet space, while adults handle money.
- Event will proceed with reduced activities if needed: bingo may run in a limited window and spin-the-wheel may be cancelled. Dancing remains the priority.
- Executives will share availability in group chat and wear identifiable costumes.

6. DPAC Report — Jenn & Tanya

- Surrey DPAC has published a lawyer-reviewed constitution/bylaws template and recommends annual review. Hillcrest bylaws were considered in good condition.
- District technology funding is increasing to address equity across schools, according to Trustee Holmes.
- DPAC has posted trustee candidate questionnaires; election-related changes to board composition were discussed.
- DPAC Zoom rooms are available to PACs outside DPAC meeting times. Booking confirmations will go to the hello.hillcrest inbox, monitored by Erin.
- Proposed DPAC survey of PAC-raised fundraising totals/purposes remains under consideration; executive participation decision deferred.
- BCCPAC membership vote was tabled at DPAC level. Members were encouraged to review the new website. Full DPAC minutes are available online.

7. Playground Committee — Allison

- Committee participation has increased. Corporate sponsorship outreach will begin using an updated donation letter prepared with Annette's help.
- Committee will assess sponsorship progress in February. Fundraiser messaging tied specifically to the playground was discussed.

8. Grade 7 Graduation — Leah

- Main planning is expected to begin in January, following an initial discussion with Natalie, Annette and Grade 7 teachers.
- Silent auction collection is progressing toward a target of approximately 20 items.

9. Decisions and Approvals

- Approved: $3,800 dance program expenditure from the existing school-engagement/gaming allocation. The transcript does not specify a formal motion, mover, seconder or vote count.
- Clarified: expenditures already within an approved budget line may be processed without a separate membership vote.
- Agreed in principle: use clearer fundraiser-purpose messaging.
- Confirmed: Monster Mash will go ahead, with activities scaled to volunteer availability.
- Deferred: final DJ insurance arrangement; DPAC fundraising survey participation; BCCPAC membership matter.

10. Action Items

Responsible	Action	Timing

Jenn	Call DJ Thursday; resolve coverage and provide documentation/binder if available	October 15–16
Jenn / Erin	Coordinate Zoom booking confirmation via hello.hillcrest inbox	Ongoing
Leah	Contact Grade 7 parent DJ as volunteer backup	Before event
Tanya	Contact Salish Secondary about student DJ backup	Before October 16
Tanya	Draft Grade 6–7 volunteer appeal and post event reminders	Before event
Erin / PAC executives	Share event availability; support promotion and visible on-site identification	Before / during event
Keeley / Erin / Leah	Investigate Dance Expressions policy option if needed	If DJ coverage fails
Karen	Process DJ reimbursement/invoice through school	After resolution
Adriana	Reconcile book fundraiser with Jamie; begin greeting-card campaign	Next steps
Malinda	Post order-deadline reminder and verification instructions	October 19
Annette	Ask school liaison officer about polling-period presence	October 16–21
Allison / Glynis	Begin corporate playground sponsorship outreach	Coming months

11. Next Meeting

Thursday, November 12, 2026. Time, location and Zoom details were not specified.

Minutes prepared from the supplied meeting transcript/summary; subject to PAC review and approval. No adjournment time or formal motions were provided.