



Cedar Hill Parent Advisory Council (CHILL PAC)

Meeting Minutes Template

Meeting Date: June 8th, 2026 | **Time:** 6:40PM | **Location:** Cedar Hill Middle School - Foyer
Recorder: Deidre

1. Call Meeting to Order: @ 640PM by Kara Johnson

2. Welcome & Territorial Acknowledgment: By Kara Johnson

3. Introductions

Kara Johnson	President
Wendy Brown	Vice- President
Beth Cairns	Treasurer
Deidre Gomez	Secretary
Maryanne Trofimuk	Principal
Sarah Khosla	Vice Principal
Cara Jackson	VCPAC Representative

4. Confirmation of Quorum (4) Established

Confirmed

5. Approval of Agenda

Motioned by: Kara Johnson

Seconded By: Beth Crains

6. Approval of Past Minutes (October 15, 2025)

Motioned By: Kara Johnson

Seconded by: Cara Jackson

7. Treasurer's Report

Discussion Notes:

Gaming account:

- \$750 used towards student clubs
- \$2640 previously budgets for island sex speaker (no longer needed). To be used towards Athletics in the new year and changed yearly based on needs.
- \$1500 school celebrations/events
- \$92 left towards athletics
- \$46 left towards library
- \$5290 (left to spend within the 2 years)
- To date spent \$6949.12 in gaming account

General account:

- Proceeds from the hot dog sales totalled to \$476.85
- To date spent \$613.27
- Budget \$500 towards staff appreciation
- \$8529 left in spending.

Action Items / Motions:

- Awaiting final receipts, may take a few weeks. Cheques to be held until Sept.

9. Old Business

Discussion Notes:

- Continue to grow parent presence and engagement with PAC CHILL meetings & events. 2027 budget, holiday event, volunteer requirements, to do list for aug/sept.
- Hot dog sales at Beginning of an Era was successful

Action Items / Motions:

- Summer Exec meeting to be mid July, to further discuss setting up PAC booth at Meet the Teacher.
- Create suggestion box for parents & students.
- Create poster to be placed in office with QR code for parents/students to scan.

10. New Business

Discussion Notes:

- Deidre officially voted in as Secretary. Motioned by Cara Jackson, Seconded by Beth Crains.
- Student/Parent Surveys to be sent in fall, following the first meeting of the school year.
- Week at a Glance & school template is still challenging to read and messy. Continue to communicate and persuade school admin to create something more seamless
- Discussion on next years budget needs & desires. Where to best support school and student needs. Gaming report due by July. To be further discussed.
- PAC social media presence still needs to be worked on to grow engagement.

Action Items / Motions:

- PAC CHILL to write own constitution/rule book as it has not been updated since 2015. To further be discussed during the July/August meeting

11. VPAK Report

Discussion Notes:

- SD61 reinstatement of the board - elective board, family concerns (statement)
- Rainbow club/gsa club (oaklands school wanting to start a club) - attempt to move Pride week to June instead of May
- BCPAC: beginning of yearly memberships, new website in june, registration renewals \$100

12. Administration Report

- Maryanne Trofimuk (principal) to be changing school at the end of school year. New principal to start September 2026/2027 school year.
- Construction to continue through summer. Parking lot expansion to be completed before the first day of school. Drop off area to be more pedestrian and bike friendly, path way lines to be added. Geothermal to come once the field has been completed. Potential for future expansion

- There are currently 10-12 school clubs. The majority are student led. Continue to encourage students to join and being inclusive.
- School is currently in a deficit year. Athletics department is currently struggling.

Key Dates:

- June 25th last day of school
- June 24th beach day, entire school participation
- June 23rd Grade 8 recognition ceremony (10am-12pm) - parents needed to volunteer, parent sign up to be sent via email.
- June 20th Grade 8 dance.

Action Items / Motions:

- Recognition for volunteers who aid in school clubs, coaches and non salary positions. To show appreciation even if small.

13. Set Next Meeting Date:

Executive Members Only Meeting: Monday July 20th, 2026 - Kara's home (potential)

1. Set 2026/2027 Budget
2. Discuss and Approve 2026/2027 Strategic Plan

14. Motion to Adjourn - 830PM

Motioned By: Kara Johnson

Seconded By: Beth Cairns

Summary of Motions / Action Items

Agenda Item	Motion / Action Item	Responsible / Due Date
Receipts for Gaming Account items and totals	Awaiting receipts	Cheques to be held by Beth until Sept
Update constitution/rule book	PAC CHILL to rewrite	To be further discussed in July/August
Recognition for volunteers	Find affordable ways to show appreciation to non-paid staff/volunteers	To be discussed
End of Year Newsletter/Summary	Expenses to be mentioned	June 15th or 17th

Finalize budgets	Determine where support is needed and desires	To be discussed
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