



Cedar Hill Parent Advisory Council (CHILL PAC)

Meeting Minutes Template

Meeting Date: October 17th, 2026 | **Time:** 6:33pm | **Location:** Cedar Hill Middle School - Foyer
Recorder: Dj (Deidre)

- 1. Call Meeting to Order:** @ 6:33PM by Kara Johnson
- 2. Welcome & Territorial Acknowledgment:** By Kara Johnson
- 3. Introductions**

Kara Johnson	President
Wendy Brown	Vice- President
Beth Cairns	Treasurer
Dj (Deidre) Gomez	Secretary
Christina Pelletier	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: Cara Jackson

Seconded by: Beth Crains

7. Treasurer's Report

Discussion Notes:

- \$9,162 gaming budget end of year (11k this year) (\$3,000 surplus/unused amounts)
- \$1,075 in fundraising in general account /\$432 expenses (\$8,529)
- creating more community building (game nights, movie nights)
- \$5,000 one time donation to physical education/athletics
- increasing club budgets to \$1,000
- budget allocation determined after surveys are completed

Action Items / Motions:

- have programs send in requests for approval on why funding is needed and on what by Oct 15th
- applying for parent education grant \$250

9. Old Business

Discussion Notes:

- Dj (Deidre) was voted in as member in June as the Secretary
- student and parent surveys were confirmed (to include QR code)
- Discussion continues with the faculty in regards to week at a glance improvements & communication to be clearer.
- Still actively hoping to find a volunteer to assist with social media presence.
- Possibility of revamping bylaws and constitution as it has not been updated in years.
- School construction is about fully complete, few items outside to wrap up.

Action Items / Motions:

- Create a suggestion box for parents & students to be placed at school.

- Create posters to be placed in the office with QR code for parents/students to scan and booths set up to be finalized for Meet the Teacher.

10. New Business

Discussion Notes:

- No new or immediate items.
- Continue to keep parent and student engagement as a priority.
- Looking to fill 3 volunteer positions on the CHILLPAC; social media lead, fundraiser lead, new VCPAC rep.
- Cara Jackson nominated to join the team as Co-Chair.
- Discussions to bring forth more community building programs/nights that are fun for students.

Action Items / Motions:

- Distribute surveys and have completed with a 2wk timeline. To be sent to students thru Google classroom by faculty.
- Info Booth to be set up at Meet the Teacher BBQ where parents and students can submit the surveys in person and educate parents on what CHILLPAC does.

11. VCPAC Report

Discussion Notes:

- CHILL PAC is looking to bring on a new volunteer to represent the school as the new VCPAC Rep.
- Possibility of becoming a member with the BCC PAC (provincial), lots of communication opportunities & summits. Meetings at Landsdowne the 4th Thursday of every month
- Upcoming education opportunities; October 1st - how to run a PAC, WIDE Minds (ages 13-18), Coping with Stress (education)

12. Administration Report

- Has been a great first 2 weeks back to school, CHILL week successful, staff feedback positive
- Students in permanent class by Friday Sept 11th. - not much room for movement 542 students (at capacity)
- Teacher to participate in school wide rights, more literacy improvements for kids (pro d day to discuss)
- Outside of school almost fully completed
- Sports & clubs to be starting up.

Key Dates:

- Meet the teacher bbq Thursday Sept 17th 5-7pm
- Pro d day Sept 21st
- Truth & Reconciliation Day September 30th

Action Items / Motions:

- Staff to add more clear signage for students and parents, on doors to help guide where to go.
- Sarah to send out student surveys to Google Class for students

13. Set Next Meeting Date:

Monday October 19th in person - location: school student common area

14. Motion to Adjourn - 733PM

Motioned By: Kara Johnson

Seconded By: Cara Jackson

Summary of Motions / Action Items

Agenda Item	Motion / Action Item	Responsible / Due Date
Create meeting calender	To be posted in the school and facebook for parents	Before or by Oct 19
Distribute Surveys	To be given to parents during meet the teacher booth	Give 2 weeks from Sept 17 to be completed
Send templates to Sarah to distribute to students	To be emailed to parents & sent via Google classroom	To be done prior to Sept 17th
New Position opportunity on CHILLPAC	Sign up sheets to be had at meet the teacher booth	Not determined. Have a list by Sept 17th. TBD