Cedar Hill Parent Advisory Council (CHILL PAC)
Meeting Minutes

Meeting Date: April 13, 2026 Time: 6:30 - 8:10pm
Location: Google Meet Recorder: Deidre Gomez and Cara Jackson

1. Call Meeting to Order at 6:35

2. Welcome & Territorial Acknowledgment

3. Attendance & Introductions:

- Andrea C: Past President
- Wendy Brown: Vice President
- Kara Johnson: President
- Cara Jackson: PAC Rep
- Deidre Gomez: Secretary

4. Confirmation of Quorum (4) Established

Confirmed

5. Approval of Agenda

Motioned by: Kara Johnson

Seconded By: Wendy Brown

6. Approval of Past Minutes - Date: **February 9, 2026**

Minutes to be approved at next meeting.

7. Treasurer's Report

Discussion Notes:

Gaming Account

7,374.10	June 1st, 2025 Balance
$11,200.00	Actual YTD income
5,365.83	Actual YTD expenses
13,208.27	Balance

The balance includes cheques that have been issued for these budgeted expenses:

- Library $1249.08
- Athletics $712.74
- Music/band $390.09
- Athletic Uniforms $3013.92

General Account

$8,066.92	June 1st, 2025 balance
CA$599.00	Actual YTD income
(181.15)	Actual YTD expenses
8,484.77	Balance

- No updates for the general account

BC Gaming Grant

Applications have opened for the Gaming Grant and are due by June 30th.

Amounts for PACs are based on $20 per student or approximately $10,000 for Cedar Hill Middle School

Eligible uses of gaming grants funds include:

- Field trips within B.C.
- Presentations or performances (e.g. music, theatre, science).
- PAC school spirit and family engagement events (e.g. school carnivals, movie nights, school dances, other social activities).
- Entertainment or leisure activities for non-instructional times (e.g. graphic novels/comics, magazines, extracurricular fiction and non-fiction books, board games, colouring books).
- Beautification for common spaces, such as hallways, library, multi-purpose room, etc. (e.g. art, posters, “sensory paths,” holiday decorations).
- Student publications (e.g. newsletters, yearbooks).
- Student competitions (e.g. writing, debating, chess, music).
- Student computers for extracurricular activities/clubs (e.g. software, hardware, accessories for photography club, robotics club, yearbook club).
- Student clubs or societies (e.g. drama club, chess club).
- Student ceremonies (e.g. graduation, dry grad).

- Team or club uniforms (e.g. jerseys, t-shirts) and/or equipment for extracurricular activities.
- Equipment for extracurricular sports.
- Items that directly benefit students (e.g. playground equipment or enhancements, projector for PAC events).
- Sports day costs (e.g. snacks, equipment rental, award ribbons).
- Student recognition (e.g. certificates, trophies, ribbons, graduation memorabilia, school hoodies).
- Student conferences within B.C.
- British Columbia Confederation of Parent Advisory Councils (BCCPAC) annual membership fees.
- Fees or travel/accommodation costs incurred to travel to the BCCPAC annual conference, up to branch limits.
- Emergency, safety or earthquake related supplies or equipment that is not ordinarily the responsibility of the school/school district.

Action Items / Motions: _____

Who is taking responsibility? _____

Due Date? _____

8. Administration Report – Maryanne

Discussion Notes:

A. Beginning of an Era event coming up on May 9th. The event is to showcase the new school. The playground will not be fully ready. Sign up sheets to be sent out for parent and Reynolds students as volunteers. Donations also being sought for hot dogs.

B. Literacy goals, each school district has expectations & goals for student grade level. Assessments sent out at beginning and end of year. Must be submitted in May.

C. Classroom placements are being considered now. Goal is to have kids in classes by the second Monday of September. School is at capacity and there is currently a wait list. Learning partner sheets to be sent out to parents.

D. All students have been helpful with Pride in Place (school pride/beautification). Everyone seems to be happy, respectful and the school is looking good. Students are increasing involvement in taking care of the school. Maryanne would like to hear from any families or students who have feedback on the state of the school in particular how are the bathrooms? Some students are uncomfortable with the gender neutral bathroom. Students also have concerns that they are not very clean.

E. Construction: There is no date set for construction completion. Hoping playground and parking lot should be done by September.

Action Items / Motions: Set up volunteer sign up Who? Cara Jackson Due Date? April 24

Action Items / Motions: Purchasing food in advance Who? Kara Johnson Due Date? May 9

Action Items / Motions: Lead set up Who? Wendy Brown with Maryanne Due Date? Next week

Action Items / Motions: PAC lead on May 9 Who? Wendy Brown and Deidre Gomez

9. Old Business

Discussion Notes:

A. PAC vision and goals - on hold for later

B. Student and Parent surveys - postpone sending them out until Fall 2026.

C. Social media - FB page had a little bit of work. No one has volunteered to handle social media/facebook page.

D. Saanich Rec onsite program - limited staffing for school hours. Sarah Khosla is in conversation with programmers.

Action Items / Motions:Send chillpac@gmail.com with suggestions and ideas

Who is taking responsibility?: PAC Executive and any parents/ families with ideas

10. New Business

Discussion Notes:

A. PAC events and dates need to be submitted to the school by mid May, hard deadline May 30. There is interest to have in person meetings at the start of the school year next year. Dates to be discussed amongst PAC executives.

B. Planning for fall & the new school year. Meet the teacher date, open house & planning dance event. Dates must be submitted by June 30th, 2026 for 2026/2027 school year.

C. Discussion on growing PAC presence for meetings/school events ie.Have more parents attend and have student input.

Action Items / Motions: Set meeting dates for 2026/2027.

Who is taking responsibility? Executive team

Due Date? Mid May

11. Set Next Meeting Date:

May 25, 6:30 pm - 8:30 pm in person

Student commons @ Cedar Hill Middle School

12. Motion to Adjourn @ 8:07

Motioned By: Kara Johnson

Seconded By: Cara Jackson

Summary of Motions / Action Items

Agenda Item	Motion / Action Item	Responsible / Due Date