

PHSS Parent Advisory Council (PAC)

Meeting Minutes

Date: Monday, September 22, 2025

Time: 5:30 PM

Location: PHSS Library

Attendance

- **PAC Members:** Mary Mackay, Anne Pino, Tanis Zayshley, Carole Logtenberg, Jodee Young, Stephanie Van Dyk, Debbie Martens, Zoe Mackenzie, Ray Miron, Black Bill, Cheyenne Howitt, Wayne Silvey, Amber Silvey, Raylene Sladey, Chelsea Cotton, Virginia Bowen, Kyle Leech, Rachael Eastman, Cheryl Alsop, Janna Vallee, Shelby Leech
- **Principal:** Patrick Kinghorn
- **Trustee:** Tracey McClelland

1. Welcome and Call to Order

Meeting called to order at 5:30 PM by Anne.

2. Approval of Agenda

- Additions to the agenda: No additions.
- *Motion to approve the September 22, 2025 agenda by Anne.*

3. Approval of Previous Minutes

- *Motion to approve May 26, 2025 minutes by Rachael, seconded by Jodee. Motion carried.*

4. Treasurer's Report – Jodee

- Treasurer's report presented and discussed.
- Report attached below.
- *Motion to approve financial statements by Tanis, seconded by Mary. Motion Carried.*

5. Community School Report – Cheyenne

- Report presented and discussed
- Report attached below.
- Additional notes: The PH Community School can subsidize lifeguard courses. They are looking for a new person to organize hot breakfast (2 hours of work per breakfast).

6. DPAC Report – Rachael

- Rachael is stepping down as DPAC Chair and as DPAC representative of the PHSS board.
- We need a new DPAC representative on our board.

7. School Trustee Report – Tracey McLelland

- Trustee report presented.
- We were happy to welcome our Thirteenth Student trustee Poppy Mackenzie Arnet at our 1st Board meeting of the school year. Poppy is only the 2nd Student trustee from the Pender Harbour Area. The student Trustee is elected each year into the position by their peers at the District Student Leadership Team and their role is to represent student voice and perspective at the board table.
- Trustees were presented with financial statements at our last board meeting. These were discussed and approved. Copies of the financial statements are available on the district website
- There was a residential School Survivor's honorary Graduation Ceremony held on September 17th. This ceremony has been in the works for almost 5 years and was a collaboration between the shíshálh Nation, Syiyaya movement and School District 46. It was an incredibly moving experience, and I was fortunate to be a part of it. More

information about the ceremony can be found on the district website at <https://sd46.bc.ca/honourary-graduation-ceremony/>

- The School District is currently going through a public consultation process for the potential disposal of School District owned land on Hough Road in Gibsons. This land is considered surplus, and has not been used for educational purposes. The purpose of a potential sale is to help to fund the purchase of a bus yard and facility as we currently rent space by way of our bussing contract. The eventual electrification of the bus fleet will be required to support the new electric buses we have received through grants, and the infrastructure will require significant investment. The Long Range Facilities plan which was most recently updated in 2023 identifies this as a focus area for facilities. The government does not fund land for bussing as it is not part of services that districts are required to provide. There is further information about the property and disposal process on the school district website including the Long Range Facilities Plan and we are looking for public input on the disposal to be sent to questions@sd46.bc.ca
- Families YMCA run childcare centres in Gibsons and West Sechelt were given notice that as of Oct 1st the centres will not be functioning due to staffing shortages. These centres run out of SD46 property. Though these centres operate out of district property, we do not have a role in providing childcare in these centres, other than as landlords. However, as a district we are strong advocates for sustainable, affordable childcare. There have been meetings with YMCA staff, SD46 staff, representatives from the province, and affective families to try to find short term and long-term solutions. Board Chair Amaral is scheduled for another meeting with families this week to continue to assist in advocacy efforts.
- Official Trustee report can be found here <https://sway.cloud.microsoft/N4j7bGrh5k4kyvpB?ref=Link&loc=play>

8. Business Updates

- **Hot Lunch (Debbie):**
 - We discussed options for ways to run the hot lunch program. Topics included using software, charging for hot lunch, suggested donations through e-transfers (\$5 per meal) and having free hot lunch for the entire school.
 - We have a handful of volunteers for the first lunch on Oct 1st. We need more volunteers to be able to run the program on a one lunch a week basis.
 - We discussed wanting to have funds to support students in other causes such as field trips and sports in addition to hot lunch.
 - We are expecting donations from the Rotary and the Legion for the hot lunch program.

- The Anglican Church has reached out to us inquiring about the hot lunch program. Ann will be in contact with them.
- A hot lunch committee was created. Members of the committee are Debbie Martens, Stephanie Van Dyk, Virginia Bowen, Zoey Mackenzie, Janna Vallee, Cheryl Alsop, Shelby Leech and Kyle Leech.
- ***Motion to commit \$1000 to support the next 4 hot lunches by Jodee, seconded by Tanis. Motion Carried.***

- **Fundraising (Debbie):**

- Fundraisers discussed include golf and burger night as Ace's, poker night in Nov with the Lions Club (Kyle), tea towel sales, coffee sales, hot chocolate stand at winter fest, Christmas card sales, and fire wood/kindling sales (Dave McKay). Cheryl has a cotton candy machine that is available for our use.
- Some PHSS students are brainstorming ways for a student fundraiser specifically for hot lunch because they love it so much.

9. New Business

- **Cell Phone Policy:** Discussed cell phone policy at school and on the bus.
 - Kids have locks on their lockers in order to have a secure place to store their phones during class time. PHSS has clear expectations for students to take care of their personal belongings and store belongings securely in their locker.
 - Cell phone use is not permitted in class and between classes. Phones may be used before and after school, during breaks and at lunch. If a student violates the school policy too many times, their phone goes to the office.
 - Parents are asked not to text their student during school hours. Parents can call the school to communicate messages to their student. Students may also call home from the office.
 - There is a provincial cell phone policy with each district and school to manage their own.
 - In general, it is illegal to have phones in washrooms and change rooms. There are signs throughout the school (including bathrooms) and in classrooms on what is expected in terms of student behaviour and cell phone use.
 - The bussing company is separate from the school district and may have different rules regarding cell phone use. Patrick to follow up. A SD46 Code of Conduct while on the bus can be found here: <https://sd46.bc.ca/wp-content/uploads/4160-Transportation-of->

Students.pdf

- **Spring Break School Trip:** Patrick to ask staff if there is any interest for a teacher sponsor for a spring break school trip.
- **Ski Trip / Field Trips:** Bard on the beach field trip has already happened. A writer's festival field trip is in the works. The skiing field trips at Seymour Mountain in February/ March are already book. ***Please check school calendar for events planned for this school year.***
- **Lunch & After-School Activities:** Intramural volleyball has begun on Tuesdays at lunch. Patrick will be opening up the gym at lunch when weather changes.

10. Principal's Report – Patrick Kinghorn

- Report presented and discussed.
- Patrick introduced himself and provided a brief personal and professional background.
- PHSS Students (76) in total: Grade 12(14), Grade 11(8), Grade 10 (13), Grade 9 (8), Grade 8 (19), Grade 7 (14).
- The district is updating the code of conduct. Patrick would like to update the PHSS code of conduct with parents. Meeting with parents to be announced.
- 1701 Data Submission is happening this week: This is how schools get their funding. For grades 10, 11, 12 funding is per course. For grades 7, 8, 9 funding is per student. Data needs to be completed and submitted this week. Principal Pednaud left PHSS with a good budget to start the year.
- Staffing: A .60 hire is needed for STEM 7/9 (Science Focus). Mr. Belissomo is picking up .40 (Math Focus). IXL is being used to keep up with numeracy. They can use it at home.
- Senior girls volleyball has begun and we are trying to get games with other schools. Tuesday intramural volleyball has also begun.

11. Next Meeting

- Our AGM and general PAC meeting is scheduled for Oct 20th, 2025 at 5:30pm in the PHSS library.

12. Adjournment

- Meeting adjourned at 7:05pm by Anne.

Attachments:

PHSS PAC	
TREASURER'S REPORT	
For the fiscal year ended	
August 31, 2025	
<u>Operating and Gaming Account Summarized</u>	
Summary of Income:	
<u>Fundraisers</u>	
Chicken Sale Profit	\$ 2,316.42
WinterFest -Tea Towels	\$ 1,121.70
Coffee	\$ 442.25
Total Fundraising Profit	\$ 3,880.37
<u>Donations:</u>	
PH Legion	\$ 1,000.00
PH Legion	\$ 343.00
PH Rotary	\$ 495.00
Total Community Donations	\$ 1,838.00
<u>Hot Lunch Donations:</u>	
	\$ 250.00
	\$ 350.00
	\$ 600.00
	\$ 150.00
	\$ 300.00
Total Hot Lunch Donations	\$ 1,650.00
BC Govt Gaming Grant	2000
Credit Union dispersement	\$ 9.60
Total Income	\$ 9,377.97
Summary of Costs:	
Hot lunch costs	\$ (8,407.81)
BCCPAC Fee	\$ (100.00)
Grad Bursary 2024	\$ (500.00)
Grad Bursary 2025	\$ (500.00)
Service charges	\$ (18.00)
Total Costs	\$ (9,525.81)
Net surplus(loss) 2024/25	\$ (147.84)
Reconciliation:	
Bank Balance Opening 2024	\$ 4,225.72
Bank Balance Ending 2024/25	\$4,077.88
Cash use 2024/25	\$ (147.84)

PHSS PAC
TREASURER'S REPORT
For the fiscal year ended
August 31, 2025

REGULAR S.C.C.U. ACCOUNT: 43923		Opening Balance at Sept 1, 2024	\$3,018.79
<u>Deposits:</u>			
	17-Sep PH Legion	\$	1,000.00
	9-Oct PH Rotary 50/50 proceeds	\$	495.00
	1-Nov PH Legion donation	\$	343.00
	24-Oct Chicken Sales	\$	26,361.50
Dec	WinterFest and Tea Towels	\$	1,460.00
	SCCU Dividend	\$	0.21
	6-Jan PH Rotary Donation	\$	230.00
	14-Jan Personal Donation to Hot lunch	\$	250.00
	29-Jan Personal Donation to Hot lunch	\$	350.00
Feb	PH Rotary Donation	\$	285.00
	Donation(s)for Hot Lunch	\$	600.00
	Teachers Donation to Hot Lunch	\$	30.35
	D Silvey	\$	130.00
March	RC Legion Donation	\$	1,000.00
	17-Apr Teacher donation to Hot lunch	\$	21.15
	17-Apr Tea Towels -Fitz (still owes\$15)	\$	25.00
May	Coffee Fundraiser	\$	1,708.00
May	PH Rotary - Grad's	\$	500.00
	PH Rotary - Grad's	\$	425.00
	Hot lunch Donation	\$	150.00
	SCCU SHARE REDEMPTION	\$	5.58
June	Donation(s)for Hot Lunch	\$	300.00
	Teacher donation to Hot lunch	\$	13.00
			\$ 35,682.79
<u>Cheques:</u>			
	Chq #		
	188 Voided	\$	-
	189 PH Community School- Hot Breakf.	\$	(500.00)
	190 BCCPAC	\$	(100.00)
	191 IGA- Sept Account	\$	(287.50)
	192 void	\$	-
	193 IGA - October's Account	\$	(1,019.17)
	194 Tartan Poultry	\$	(23,779.00)
	195 Jodee Young - mailout flyer	\$	(266.08)
etransfer	West Coast Design - Tea Towels	\$	(363.30)
	196 IGA- November	\$	(645.12)
	197 Katrina Phillips- Hot lunch	\$	(44.97)
	198 IGA -December	\$	(449.51)
	199 IGA - January	\$	(774.65)
	18-Jul Donation to Youth Night Program	\$	(230.00)
etransfer	D Martens Pizza Hut Feb 1	\$	(336.98)
etransfer	Subway 27-Feb	\$	(378.71)
	200 Ph Community School	\$	(285.00)
	201 2024 Grad Bursary	\$	(500.00)
	202 PH Community Sch donation to Bre	\$	(500.00)

PHSS PAC TREASURER'S REPORT For the fiscal year ended August 31, 2025			
Cheques/Costs(cont'd)	203 IGA	\$	(528.59)
	204 MPES PAC	return etransfe	\$ (130.00)
		pay for Chicken	\$ (384.00)
	etransfers Deb Martens	Pizza Hut	\$ (267.57)
	etransfers Deb Martens	Indep: Chicken	\$ (57.43)
	205 SHELBY LEECH	HOT LUNCH	\$ (166.58)
	206 IGA	APRIL ACCOUN	\$ (391.51)
	207 PHSS	HOT LUNCH PA	\$ (657.29)
	208 PHSS	GRAD'S FROM	\$ (925.00)
	etransfers Subway	HOT LUNCH	\$ (350.34)
	etransfers Deb Martens	HOT LUNCH	\$ (162.13)
	etransfers Deb Martens	HOT LUNCH	\$ (268.41)
	etransfers STRAIT COFFEE	FUNDRAISER	\$ (1,265.75)
	etransfers Deb Martens	HOT LUNCH	\$ (114.00)
	etransfer fees	service charges	\$ (18.00)
	209 Grad Bursary 2024/25	\$	(500.00)
			<u>-\$36,646.59</u>
Bank Balance		August 31, 2025	\$2,054.99
GAMING S.C.C.U. ACCOUNT: 47387			
	Opening Balance at September 1, 2024		\$1,206.93
Gaming Fund usage:			
<u>Deposits:</u>	2024/25Gaming Grant	\$	2,000.00
	Dividend	\$	0.14
	Share redemption	\$	3.67
	PH Legion	\$	343.00
	Grad 50/50 Gaming licence	\$	346.00
			\$2,692.81
<u>Cheques:</u>	Chq #		
	Deposited to incorrect acct -sb General	\$	(343.00)
	2 Kyle Leech- reimburse HL	\$	(443.79)
	3 Deb Martens- reimburse HL	\$	(113.50)
	4 IGA - Hot Lunch May	\$	(288.06)
	5 Grad 50/50 PO to Gourment Girl	\$	(346.00)
	6 IGA - Hot Lunch June	\$	(342.50)
			\$ (1,876.85)
Bank Balance		August 31, 2025	<u>\$2,022.89</u>
TOTAL REGULAR AND GAMING ACCOUNTS			
Bank Balance		August 31, 2025	\$4,077.88



PHSS PAC Meeting - Sept 22, 2025

- Misc
 - Working at PHSS on Wednesdays
 - Virginia is our recreation programmer - any program ideas (kids / youth / adults) please reach out to Virginia.
 - Students / parents interested in becoming a lifeguard please get in touch with PH Pool.
- Drop In Basketball
 - Fridays 3:30- 4:30 at PHSS.
 - Grades 6 and up (students from MPES will take bus to PHSS)
 - Cost: Free.
- Movie Night
 - Willow
 - Friday Sept 26 @ 7:00pm
 - Bring chairs, snacks, blankets.
 - Subject to cancellations due to weather.
- Youth Night
 - Oct - Date to be changed. We will update families
 - Friday Nov 14 5:00 - 9:00, Friday Dec 19 5:00 - 9:00
 - At the Community Hall.
 - Snacks, games, art, crafts, foosball.
 - Grades 6-12
 - If any parents would like to volunteer to help, please let us know.
 - If you registered your child for any spring youth drop ins you do not need to register them for the remaining 2025 drop ins.
 - We will send out a reminder in 2026 for parents to sign an updated registration.
 - Thank you, Janna and Danny, for arranging and all the parent and community volunteers that help!
- Hot Breakfast
 - Monday, Tuesday, Thursday and Friday.
 - This is possible because of the combined effort and support from SD46, PHSS and PH Community School.
- Presidents Choice grant
 - This grant is used to provide students with grab and go snacks (fruit, veggies, granola, yogurt, etc.)
 - We were informed in early September that applications were restricted, and we probably not be able to apply this year. After a little follow up - we received a request for application. Fingers crossed.