

PHSS Parent Advisory Council (PAC)

General Meeting Minutes

Date: Monday, October 20th, 2025

Time: 6:00 PM

Location: PHSS Library

Attendance

- **PAC Members:** Mary Mackay, Anne Pino, Tanis Zayshley, Carole Logtenberg, Jodee Young, Stephanie Van Dyk, Zoe Mackenzie, Ray Miron, Cheyenne Howitt, Wayne Silvey, Amber Silvey, Chelsea Cotton, Virginia Bowen, Kyle Leech, Rachael Eastman, Cheryl Alsop, Shelby Leech
- **Principal:** Patrick Kinghorn

1. Welcome and Call to Order

Meeting called to order at 6:02 PM by Anne.

2. Addition to and Approval of Agenda

- Additions to the agenda: Add Light up the Town clean-up to New Business.
- *Motion to approve the October 20th, 2025 amended agenda by Tanis. Seconded by Chelsea. Motion Carried.*

3. Approval of Previous Minutes

- *Motion to approve September 22nd, 2025 minutes by Mary, seconded by Anne. Motion carried.*

4. Treasurer's Report – Jodee

- Treasurer's report presented and discussed. Report attached below.
- Additional notes: The account balance is \$3780.00. Last year's Grad bursary still needs to be withdrawn. Deposit of \$425 donation from Rotary for hot lunch. Deposit of \$1200 donation from St. Hilda's Anglican Church for hot lunch. Deposit of \$70 random donations for hot lunch. Withdrawal of \$568 for pizza hot lunch.
- ***Motion to pay \$100 BCCPAC membership fee by Jodee, seconded by Rachael. Motion Carried.***
- We received \$1500 from the Royal Canadian Legion - \$750 to go to the PH Community School and \$750 to PAC for hot lunch.
- ***Motion to donate \$750 to PH Community School Breakfast Program by Jodee, seconded by Chelsea. Motion Carried.***
- Gaming Grant: We currently have \$2022.89 in our gaming account (unspent funds from last year). With all the changes in the BC gaming going online, applying for a basic BCIED was complicated and Jodee applied to the \$2000 gaming grant as DPAC in error. Jodee will apply for an exception and has already called into the department. Unfortunately, the BCGEU that handles these issues are currently on strike. Jodie will keep us posted.
- ***Motion to approve financial statements by Tanis, seconded by Rachael. Motion Carried.***

5. Community School Report – Cheyenne

- Report presented and discussed. Report attached below.

6. DPAC Report – n/a

- We still need a new DPAC representative on our board. No report was presented.

7. School Trustee Report - n/a

- No report was presented.

8. Business Updates

- **School Trip (Anne):.**
 - There has been no interest from teachers to be school representative for a big school trip.
- **Hot Lunch (Debbie):.**
 - Shelby read out Debbie's hot lunch report. Report is attached below.
 - ***Motion to purchase chicken strips for \$195 by Shelby, seconded by Chelsea . Motion carried.***
 - Anne submitted a Harbour Spiel of Approval for all our hot lunch donations.
 - Isla MacKay presented her Capstone Project to the board. She will be organizing a concert fundraiser for the hot lunch program on Nov 19th from 7-8:15pm featuring Sunshine Coast musicians. Tickets will be by Donation. 100 tickets will be printed: 50 for PHSS, 50 for PHCS. Entrance at the door by donation. Isla has written a letter to the Harbour Spiel to promote donations to the hot lunch program. For musician recommendations email: islamackay10@icloud.com
- **Fundraising (Debbie):**
 - Shelby read the fundraising report. Report is attached below.

9. New Business

- **Light up the Town Clean-up:**
 - The trees, decorations and lights need to be cleaned up and stored at the end of the fundraiser. Clean-up dates of January 3rd and 4th have been scheduled. Who will run the 2026 fundraiser TBD.

10. Principal's Report – Patrick Kinghorn

- Report presented and discussed.
- Staffing updates: Brian Gerlitz will be our new math focused teacher. We also have enough funds to hire a full time EA.
- A Vancouver Aquarium field trip on November 12th is in the works. Bussing still needs to be organized.

- FSA practice for Grade 7s are in progress this week. Grade 7s will also participate in the Sugar bowl with the support of Miss Whalen.
- A Halloween Dance on Oct 30th is in the works. PAC funds may be needed.
- Improvements and things Patrick would like to address: expectations on the bus, students not arriving to class on time (transitions skills needed), trash on the ground in the hallways and classrooms, changeroom and washroom behaviour (cleanliness, trash, socializing, vaping), too many office interruptions/visits for front desk staff.
- Discussed vaping at school and struggles with vaping habits.

11. Next Meeting

- Our next general PAC meeting is scheduled for Nov 17th, 2025 at 5:30pm in the PHSS library.

12. Adjournment

- Meeting adjourned at 7:45pm by Anne.

Attachments:



PHSS PAC Meeting Monday October 20

Principal's Report

- **Staffing Update** - .60 Hire STEM 7/9. (Matn Focus) Brian Gerlitz .
 - .40 Carlo Belissimo (Math Focus)
 - Addition of full time EA TBA
- **Strategic Plan Update:** Learning Leads Ms. Sumner & Ms. Lloyd
- **November 12:** Aquarium
- **IEP Meetings in Progress**
- **Informal Learning Update and Family Conferences**
- **FSA's Gr 7 Literacy and Numeracy**
- **Sugar Bowl November 3**
- **Grad Events: Haunted House Grad Event / Burger and Beer**
- **Grad Photos: November 3**
- **Halloween Dance (Oct 30) & PHSS Haunted House**
- **Volleyball:** Senior Girls Intramural (Tuesday)

Expected and Unexpected @ PHSS

- Bussing (Nicole Zilkie)
- Timeliness
- Lockers
- Hallways
- Trash
- Washrooms / Changerooms
- Food in Classrooms / Nutrition Break
- Office Interruptions

Pender Harbour Community School

leisure • life • growth • community

PHSS PAC Meeting – October 20, 2025

- President's Choice grant approved - approximately \$2000.
- SCRD LIFE Program. PHCS is an approved third-party referral agency – we can confirm/verify families qualify for the program without families needing to submit their tax information, or if they make above the threshold but for whatever reason would still qualify.
- The Legion checked in regarding their contributions for Hot Breakfast and Hot Lunch support. I mentioned that expense and need for both have gone up. The Legion increased their donation to \$750.00 for Hot Breakfast and \$750.00 for Hot Lunch (up from \$500.00 last year).
- **Upcoming Youth Nights**
 - Friday, Oct 24 • 5–9 PM
 - Friday, Nov 14 • 5–9 PM
 - Friday, Dec 19 • 5–9 PM
- Mushroom Walk & Forage with John Field: November 15th – time TBA.
Pre-registration required (max. 20 participants). Donations encouraged but not required.
Email virginia@pendercommunity.ca to register or for more details.
- Christmas Craft Fair – Saturday, December 7th at the PH Community Hall.
New this year – we will have a wreath-making workshop with Anna at the craft fair.

Hot lunch Update (submitted by Debbie)

First of all, I just wanna say thank you very much to the Hot Lunch committee for all your efforts so far. Having a team behind hot lunch will make things far easier this year.

Also, I wanted to let everybody know that Stephanie Van Dyke has graciously agreed to be our fearless Hot Lunch leader. I will be her assistant, her and I will work together, so thank you Stephanie for taking over as lead Hot Lunch person.

Patrick reached out and the whole school is going to the aquarium on Nov 12, which is a hot lunch day. He was curious if we could possibly figure out away we can feed the kids that day. Any thoughts?

Just in case you didn't see it on the PHSS PAC page:

St Hilda's Anglican Church in Sechelt has donated \$1200 to cover November's Hot Lunch Program at PHSS. This is amazing, and we are so grateful to Janet McIntosh for mentioning our program to them. ❤️

We also received money from the Pender Harbour Rotary 50/50 sales \$425, the PACs contribution \$1,000 for the first 4 hot lunches and with the \$1,200 from the Anglican Church, we should be able to make it to the end of December and keep the lunches free. Whoop Whoop!



Each Hot Lunch cost us around \$300, Give or take! So Oct 29-Dec 17th is 8 hot lunches and will cost up to \$2,400.

So far we have had:

1. Caesar salad wraps, with or without chicken.
2. Lasagna
3. Pizza

This week is Broccoli Alfredo with or without chicken. As with each hot lunch we try our best to accommodate all dietary needs, which includes vegan, vegetarian and gluten free options.

We saved money on 3 out of 4 of our hot lunches, as we already had some stuff on hand and we got a few good sale. So we were able to treat the kids to pizza. We tried Dominos for most of our pizzas. We got our gluten free option from pizza hut and our vegan pizza came from fresh slice. The kids were thrilled!

We snuck in just under \$1,000 for the first 4 hot lunches, we saved money as we had already purchased chicken strips from the spring chicken sale, we got some great deals on other hot lunch items and we had a few donations. So this helped keep our costs just under \$1,000.

We put out a volunteer request, as each week we need a cook and a helper. Here is what's left, if anyone wants to help.

November 5 - Need Cook December 3 - Need Cook

We are continuing our fundraising efforts so we can continue to serve hot lunch free from Jan - June 2027

I would like to motion paying \$196 for 3 boxes of chicken strips from

The MPES chicken sale. We get it at cost. \$65 a box

We would like to ask the community school if we can use some of their space in the harbour spiel so we can put a small poster letting everyone in the community know we want to keep hot lunch fee and are looking for donations, Cheyenne would that be ok?

Fundraisers (submitted by Debbie)

Donation Jars - Ongoing. Watch for donation jars to go up in the community, we are starting with Petro, CARS and in the school office. See attached flyer for example.

Halloween Fun Night: Oct 23rd 5-7pm

Lion's club is donating and cooking the food for us. IGA is donating plates/ bowls/ cutlery/reg cookies, GF cookies & vegan cookies. We'll also be selling a few other donated baked goodies.

Poker Tournament-Lions club: In November- Exact date TBD. Details to come

Strait Coffee - End of Nov- beginning of Dec and again March or April

Student Art Xmas Calendars, Xmas cards and maybe tea towels. Selling at Dec Xmas fair and at WinterFest possibly.

Winterfest: Dec 20 3-7pm

Last year we made hot chocolate with all the toppings like whipped cream and sprinkles and apple cider. We also sold the rest of our tea towels that we had for sale. So we would sell any left over Xmas cards/calendars and tea towels if we do them. Last year Iga donated hot chocolate, sprinkles, whipped cream. We got the hot apple cider down coast at Clayton's. Starbucks donated coffee and cups. We need to decide if we want to take this on and if so, we need a lead person. I'm unfortunately working that day, so I can't help. It takes 3 of us to run this smoothly. So we need to Vote to see if we want to take this one on and we need a volunteer to be the ring leader.

Bottle Drive:

We'd love to do a bottle drive beginning of January. A few people asked if we wanted to do a bottle drive, typically the grads do a bottle drive but if they were only planning on hosting one, the hot lunch committee thought we could host one as well, there seems to be plenty of bottles/cans that people would like to donate. Waiting to hear back to see if we can do a bottle Drive as well.

Fire wood sale- if we want to do this, we would need a few people to take it on.

Live Auction at the Legion: Feb-March?

Same as a silent auction, but we would do the auction live, have live music or so a talent show (this could include teachers and students) and drinks and maybe food included or they can just buy off the legion menu. Just need to confirm with Bob at the legion.

Other ideas: First Aid Kits, Cookie dough/cheesecake, Beef jerky, hot sauces, Smoothie Bar

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

Deposits:

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

Cheques:

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 Br	\$ (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 Chicker	\$ (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	<u>\$2,054.99</u>
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	<u>\$4,077.88</u>