Hillcrest Elementary AGM & PAC Meeting
September 16, 2026

Attendance: Kayla Vannieuwenhuizen (President), Kendall Moland (Treasurer), Amanda Moland, Kayla Wassen, Riley Bird, Mackenzie Barker, Savannah Edis, Angie Mooy, Mary Scheideger, Julie Bond, Caitlin Newton, Lindsay Hall, Harmanjot Lalu, Annamarie Ozorak

Serena Caner (Shuswap Food Action representative),

SD83 staff present: Paul Rosman (Principal), Devon Corrie (Div 14), Loree Boyd (Div 13), Marianne VanBuskirk (SD83 School Trustee)

Meeting called to order 7:02 PM

The meeting was called to order with a land acknowledgement by Kayla V.

Motion to adopt the agenda

Savannah Edis motions to adopt the agenda with the amendments of: **adding introductions after the agenda adoption and adding a DPAC representative to the executive elections.** Mackenzie Barker seconds. *All in favour.*

Introductions & thanks to Amanda M for bringing snacks and drinks this evening

Caitlin Newton motions to approve the previous AGM minutes from September 10, 2025. Mary S seconds. *All in favour.*

Shuswap Food Action Information

- Serena Caner came to present information about this years Souper Foods program. This is a free program, with the option for parents to donate, that schools can participate in.
- Bi weekly soup days were previously discussed with the outgoing Hot Lunch Coordinator, starting Tuesday September 29 and all remaining dates would all fall on Tuesdays as well.
- Shuswap Food Action (SFAS) can provide one staff member to help on Tuesdays due to the initial concern about parent volunteers. Soup will be dropped off at the same time as last year, 11:00am, and be dished up for students.
- This year it has changed to that **every student** will have access to this program and the registration process is by parents via the SFAS or the school can sign up as a whole.

    - It was decided that the best way for our school and it's size was to sign up the whole school and create a form for parents to gauge interest so we do not have food waste, or vice versa, not enough soup.
    - We will play it by ear to see how things go between now and December.
- Due to no student registration, the school and PAC will share the link/QR codes to the SFAS website for parents to donate to the program if they wish.
- The general consensus was that it was a wonderful, inclusive program that we will give a shot bi-weekly for the whole school.

Message from the Principal

- There are 14 divisions this year, grades K to 6, with 315 students as of today. Paul shared that almost all the classes are full or extremely close to full.
- The year has started out good and Paul is enjoying getting to know everyone as he learns more about the community of Hillcrest and its students, staff, and parents.
- Paul shared about some of the changes he has implemented already this year, including the changes to the parking lot safety.
- There will be a school spirit wear opening up soon for families to purchase.
- Approximately 43 staff in the school this year.
- Parents voiced their thanks for the parent night change

Kayla V. motioned for another amendment to the meeting as two teachers were in attendance, to share a Message from the Teachers

- Devon Corrie shared that there are lots of new staff this year so they are all learning to get one another and it has been a good start up. The school feels bigger but so far so good!

2026/2027 PAC Business

PAC Report for 2025/2026

- Kayla V shared the prior events that Hillcrest has run.
    - For the 2025/2026 school year, the Hillcrest PAC paid for and/or provided: Updated Specialty Library Books, Field Trip Funds for Every Division, Recess Equipment for Every Division, General Funds for Every Division, Swimming Lessons, Staff Treat Trolley & Staff Appreciation Lunches, Meet the Teacher, Purchased a square reader, Purchased 1 FM System, Christmas Hampers
- Kayla V. shared the events that the PAC ran.
    - For the 2025/2026 school year, the Hillcrest PAC hosted: Meet the Teacher, Kindy Tea, Halloween Dance, Several Babysitting Movie Nights, An Unplug & Play Event, The Spring Carnival, One Morning Brew Coffee, and Hot Lunch & Soup Days
- Kayla V shared that the total brought into the Hillcrest PAC was **$44,662.76** and the total given back: **$37,154.41.**

Hot lunch overview

- Last year we participated in monthly soup days with the Souper meals program as well as hosted monthly hot lunch. These are a nice treat for parents and students as well as a fundraiser. We rotated between Panago, Subway, and Yans. We rotated so there was a couple of weeks between soup and hot lunch and both were ordered via our munch a lunch site. Overall the year went well. We also provided approximately 8-12 lunches to students in need over the year, monthly, via PAC funds or parent donated funds which happened throughout the Munch a Lunch system.
- Munch a lunch has been renewed for the 2026/2027 school year.

Treasurer's Report

- Kendall M shared the preliminary budget for 2026/2027. See appendix for full overview

- It was mentioned by Caitlin N that Fountain tire may not be involved again this year and that we could reach out to see if they were still giving a kick back to PAC's.

- There was a brief discussion around the sports court we have been saving for. More will be discussed at the next meeting as we were trying to stick to a timeline, but the general consensus was that it was something many people felt was important as our school grows, especially with grades 6 and 7. There will be further discussion at the next meeting about what we are prioritizing this year to save as much as we could for the sports court.

- There was a question by Julie B what the Term deposits income was and where it was coming from. Kendall explained that there was interest being incurred on our two accounts where the funds are being held for the sport court.

Executive Elections

We would like to thank Kim H and Kayla W for the years of volunteerism on the PAC executive.

Makenzie B motions to dissolve the 2025/2026 PAC Executive. Lindsay H seconds. *All in favour*

- Riley B motions to appoint Kayla Vannieuwenhuizen as the 2026/2027 PAC Executive President. Kayla accepted.

- Makenzie motions to appoint Amanda Moland as the 2026/2027 PAC Executive Vice President. Amanada accepted

- Lindsay H motions to appoint Kendall Moland as the 2026/2027 PAC Executive Treasurer. Kendall accepted.
    - A question was asked by Caitlin N if two family members are allowed to be on the executive.
        - As per our Bylaws, yes, but the decision was made that the two family members would, whenever possible, not both participate in the approval of e-transfers and cheque signing.
- No motion made for the 2026/2027 PAC Executive Secretary position.
- Mary Scheidegger motioned to appoint herself as the 2026/2027 PAC Executive DPAC Representative.

Kayla W motions to accept the above persons as the 2026/2027 PAC Executive. Riley Bird seconds. **All in favour**

Hot Lunch Coordinator

We would like to thank Jo P for her volunteerism to the Hillcrest PAC as the Hot Lunch Coordinator.

- The position of Hot Lunch Coordinator was unfilled as of June 2026. Riley B offered to take over the role of Hot Lunch Coordinator for the 2026/2027 school year, after having volunteered in the program monthly last year. Riley offered to work alongside another parent, but no one else stepped forward to be a second coordinator.
    - As per the *Bylaws Section VII — Additional Roles and Committees* Riley was appointed Hot Lunch Coordinator for the 2026/2027 school year.
- A discussion was had around how to make sure that kids with allergies don't get soups.
- The general consensus was that soup was good, and to place it as an all school order and we will see how it goes with the bi-weekly offering.
    - A discussion was had on how other schools do a 'bring your own bowl and spoon', and how that may be hard at Hillcrest due to the lunch eating time being before the play time, leaving minimal time for parent volunteers to dish up soup to, potentially, 315 kids.
- In terms of paid for hot lunch, the general consensus was to scale back to just once a month pizza days and we will try it and see if 3 days a month is feasible for parent volunteers.
- Paul shared that if you are helping out **AT** all you **MUST** have a criminal record check on file with the school. The link has been provided by the school and will be shared at the end of these minutes, too. A reminder to please make sure parents are putting Hillcrest down when applying to make it a smoother process for the school to know. Therefore, **ALL** hot lunch volunteers must have a criminal record check done before being allowed to volunteer.

- The PAC Executive and Hot Lunch Coordinator will continue to get the ball rolling on lunches, with the first being September 29th for the first SFAS souper meals day of Mac n' Cheese.

Marianne VanBuskirk gave everyone a quick update on School District 83, stating that enrollment was well and above what was projected so things are good for the budget but makes it, understandably, hard for schools as they work to ensure fit children in classrooms. She thanked the Hillcrest PAC for their dedication and work and announced she would be stepping back as an SD83 School Trustee as she steps towards returning to the classroom/principalship as well as running for the local Salmon Arm City Council later this Fall.

Meeting adjourned at 8:30pm

Appendix

- **Criminal Record Check**
    - Family members who are interested and available to help out at Hillcrest, whether in the school at any time (in classrooms, hot lunch, etc) or on field trips, are **required** to have a criminal record check completed. The sooner you can complete this the better, as it takes some time to process. When you have completed the process of applying, please email Hillcrest secretary, Cindy, to let her know so that she can follow up to confirm when processing is finished. Cindy's email is: cspottoc@sd83.bc.ca
- **Apply for a criminal record check here: https://justice.gov.bc.ca/criminalrecordcheck**
- **Access Code: 6TQTFUJGQP**

Preliminary Budget

Hillcrest Elementary PAC
2026 - 2027 Budget

ACCOUNT BALANCE	As of Sept 1, 2025	As of Sept 16, 2026
Moneymaker	11,652.06	11,964.99
Gaming	932.07	2,153.12
Savings - Term 4 (Mature Nov 30/25)	6,933.01	Moved To Term 6
Savings - Term 6 (Mature May 28/27)	Opened Nov 30, 2025	12,000
Savings - Term 5 (Mature Nov 28/27)	10,000.00	10,430.36
Total Assets:	**$29,517.14**	**$36,548.47**

2025 to 2026 Profit/Loss: $7,031.33

Estimated Profit / Loss This Year: $8,414.40

Estimated Profit / Loss This Year With *Reduced Spending* To Focus On Sport Court: $18,214.40

Income	*Last Year*	This Year's Estimate
Provincial Gaming Grant	*5,760.00*	**5,760.00**
Spring Carnival	*4,504.61*	**4,000.00**
Munch-A-Lunch Food Programs	*3,300.12*	**2,500.00**
Purdy's Fundraiser	*2,183.58*	**2,000.00**
Walmart Grant	*1,000.00*	**1,000.00**
Salmon Arm Folk Music - Roots & Blues	*858.00*	**850.00**
Movie Nights	*797.75*	**650.00**
Christmas Concert	*689.13*	**600.00**
Coffee Drive-Thru Fundraiser	*612.89*	**500.00**
Fountain Tire Fundraiser	*600.00*	**500.00**
Meet The Teacher Night	*649.84*	**500.00**
Growing Smiles Poinsettia Fundraiser	*488.54*	**450.00**
Demilles Produce Boxes	*409.79*	**400.00**
Growing Smiles Spring Flowers	*414.85*	**400.00**
Term 4 Interest Nov 2025	*430.36*	**300.00**
Demille's Thanksgiving Fundraiser	*347.73*	**300.00**
Demilles Autumn Fundraiser	*309.43*	**300.00**
Mayfair Farms Flower Fundraiser	*291.92*	**250.00**
Shuswap Coffee Fundraiser	*189.18*	**175.00**
SD #83 PAC Funding	*165.00*	**165.00**
Term 5 Interest Nov 2025	*210.00*	**150.00**
Halloween Dance	*78.00*	**75.00**
Book Fair		
50/50 Raffles		
Total	*24,290.72*	**21,825.00**

Expenses	*Last Year*	This Year's Estimate
*Shuswap Recreation Swimming L	*3,606.88*	**3,800.00**
*School General Fund	*2,550.00*	**2,550.00**
*Field Trip Fund ($150 x 13 divisi	*1,950.00*	**2,100.00**
*Library Book Bin Books	*1,000.00*	**1,000.00**
Miscellanous/Buffer	*1,000.00*	**1,000.00**
Teacher Appreciation	*700.13*	**800.00**
Christmas Hampers	*400.00*	**400.00**
Munchalunch Renewal	*315.00*	**369.60**
*Break Dancing Classes	*350.00*	**350.00**
Snacks at PAC Meetings	*50.00*	**320.00**
Principal Discretionary Fund	*300.00*	**300.00**
One to One Reading	*200.00*	**200.00**
DPAC Distribution	*171.00*	**171.00**
Secretary's Day Gift	*50.00*	**50.00**
Kindy meet/greet	*50.00*	**0.00**
Grade 7 Grad (Next Year)	*0.00*	**0.00**
Reccess Equipment & Balls	*1,300.00*	
FM System	*2,496.83*	
Total	*16,489.84*	**13,410.60**