

CHAMPLAIN HEIGHTS ELEMENTARY PAC GENERAL MEETING MINUTES

DATE: April 14, 2026

PLACE: Champlain Heights Main School

Chair: Cassie Rodriguez

Secretary: Kristi Wisuri

Treasurer: Hurrian Peyman

Principal: Sarah McAlister

Vice Principal: Tim Oftebro

Present:

Main School: Cassie Rodriguez, Kristi Wisuri, Hurrian Peyman, Tara Regehr, Nolene Lancaster, Sarah McAlister (principal), Jenny Lamarche (teacher)

Annex: Tim Oftebro (vice principal), Amanda, Melissa, Carling, Kat M

Call to Order: 6:06 pm

Motion to Approve Previous Minutes: Hurrian

Second: Nolene

Approved: Yes

Motion to Approve Agenda: Hurrian

Second: Tara

Approved: Yes

MAIN SCHOOL REPORT FROM SARAH MCALISTER:

Update on various current and upcoming events happening at the school:

- Staffing update: An SSA left the district just after spring break and their replacement starts tomorrow. We also welcomed another new SSA 2 weeks ago.
- Salmon cycle (div 10 & 11) will go to Spanish banks to release and another field trip to Fraser River, Butterflies (Kindergarten), ladybugs happening for div 11 & 12
- Track and Field starting up, development training for basketball and volleyball (gr 5/6 boys and girls)
- Two Kindergarten classes next school year. We will have some students from the MacCorkindale Elementary catchment.
- Saleema Noon workshop – fully funded and parent zoom evening Apr. 22 6:30 with student in school workshops Apr. 23 & 24. Parent zoom meeting due to privacy is only open to parents and guardians of Champlain
- Apr. 20 non-instructional day (Indigenous Focus day for our staff at Killarney with the other feeder elementary schools)
- Parent teacher conferences coming up week of April 27 with two early dismissal days
- -School Fees for next school year: \$35 and \$9 for student agendas (not all classes will participate in student agendas)
- Calendar for upcoming school year is now available online except for the Sept. Pro-d day that is pending
- May 13 Annex grade 3s to come to Main school for tour

ANNEX REPORT FROM TIM OFTEBRO:

Update on various current and upcoming events happening at the school:

- Happy to report that we have had no staffing changes recently and all staff are indicating they want to return to their roles at the Annex next school year.

- Our student numbers are currently at 86 students, we have had a few families move out of district.
- Some highlights this month:
 - Scholastic Book Fair finished up last week. Thank you to the PAC and other parent volunteers for running the book fair. The book fair was fairly well attended. Next year we are looking to align it with parent conference week.
 - Last month we welcomed an Art therapy practicum student Ella Naraway into our school and she is working with students on Fridays.
 - Another highlight is our weekly choir program running on Tuesdays at lunch time by the Vancouver Extra curricular Music Society (VEMS). We are happy to share that students will have opportunity to perform at Royal Masonic care home in May, which is a new partnership that I have been working on over the last month.
 - Our lunch time lego club for students in the library is now running 4 days a week, thank you to the parent volunteers and Killarney leadership students that are coming twice a week supporting it.
 - SSW, Aman Dhailwhal continues to offer intramural indoor soccer in the gym each day for as many students who want to participate.
 - April – 17th – several divisions are doing a salmon release this Friday at Stanley Park.
 - April 20 (Mon) - Indigenous Focus Day – Teachers will be at Killarney secondary for the workshops being facilitated by the VSB indigenous education department and other volunteers.
 - April 22 (Wed) 2:20pm-4pm & April 23 (Thur) 2:20pm-6:30pm - Parent conferences (student-lead)

Separate by Main School and Annex for House discussion by 6:20pm

MAIN SCHOOL PREVIOUS BUSINESS:

Fundraisers

- **Lemonade:** Started this past Friday and sold out very quickly. For the next sale, we can keep an eye on the line and prepare more as needed. There was some feedback from kids about wanting other items as well as lemonade. We can add on a bake sale or alternate different items (freezies, ice cream sandwiches etc) for future sales.
- **Hanging Basket Fundraiser:** Ordering is now available on munchalunch.com. We are using Grootendoorst, the same nursery we used for poinsettias.
- **Mother's Day Bouquets:** Ordering is available directly from Central Canal Farms website. Cassie will pick flowers up and will be ready for pick up at the school on May 8.
- **BBQ Meat Gift Cards:** No update from Bree. Will touch base with her and get an update. Tabled to May

- **Sushi-Thursday, April 30:** Sushi lunch ordering is now available on munchalunch.com. Orders must be placed by 8:00 pm on Thursday, May 23. **We are also looking for a volunteer to help pick up and sort orders by class.**
- **Mucho Burrito:** We've received feedback that the burrito portions are quite small. Based on this, the guideline from Mucho may be more appropriate for students in Grade 1–2 rather than up to Grade 5.

Nut Free Follow-up:

- Sarah does not have an update yet-Tabled to May

Playground Painting:

- Sarah does not update yet but will likely be very expensive-Tabled to May

MAIN SCHOOL NEW BUSINESS:

Technology:

- MacBook Neo laptops priced at \$729 each. Total cost for 20 laptops is approximately \$17,250. Devices will be engraved with: "Paid for by PAC, must be returned to PAC once obsolete."

MOTION:

Hurrian moved to purchase 20 MacBook Neo laptops (approximately \$17,000) for school use. The devices will remain the property of the Champlain PAC.

Seconded by: Nolene

Approved: Yes

Sports Day / Hot Lunch Logistics:

- All orders will be placed through Munchalunch; no paper order forms.
- Sports Day will end at 12:10 pm.
- Wendy's burgers: Cassie has reached out. McDonald's is also an option
- Pizza will also be an option (same selection as pizza day)
- Kristi will put out a call for volunteers

Snack Stations:

- Playground station must be ready by 8:50 am. This station will have goldfish, granola bars, muffins (for the students that have pre-ordered snacks)
- PAC will donate oranges for all students for the second station (undercover area).

Dessert Pre-Orders:

- Orders will be distributed at the end of the day.
- Orders should be organized the day before to ensure they are ready for the morning.

Lunch Schedule:

- Lunch distribution begins at 12:10 pm.
- Students will eat starting at 12:35 pm to allow time for distribution.
- Students return to classes at 1:20 pm.

- Lunch orders will be available for pickup at the pizza table.

Desserts:

- Pre-ordered desserts will be delivered to classrooms at the end of the day.

Spring Fling:

- Would like to form a committee: Tara, Nolene, Kristi & Cassie have all volunteered to join. We encourage anyone else that is interested in planning the fair to join as well.
- We will need 5 VSB staff members to volunteer their time and attend the fair.
- Jelks, Tin Lizzy food trucks are already booked and confirmed.
- We will have no DJ this year. Will use speakers and Spotify playlist for background music.
- Decor: Tie up flags on the basketball court area
- Prize Table: Offer stuffies and prizes from Jelks. Will ask for donations from the school community.
- Photo Booth: send Bree a message about the one she has used before.
- Need raffle items: We can canvas River District and Champlain Square for donations. Will need an updated donation letter.
- Volunteers: Kristi will send out a call out for volunteers. Sarah will reach out to the leadership teacher at Killarney and ask for about 12 high school volunteers to help run games.

Call for Nominations:

- A call for nominations is now open for PAC executive positions for the upcoming school year. We encourage all parents/guardians to consider participating in supporting our school community.

Executive positions available for the upcoming 2026/2027 school year:

Main School: Chair and Secretary

Annex: Annex Treasurer and Annex Liaison

FINANCIAL REPORT:

General Account: \$34,355.30

- Totals do not fully add up due to some revenues not yet being allocated to a category.
- We will have approximately a further \$6,560 of revenue from the gaming grant this year. Once we have had sufficient "Gaming grant eligible" expenses then these funds will be deposited into our account.
- There had been no BAM request for funding in March. Hopefully these requests have permanently ended so that we don't need to change the bank account number and secure new cheques (a cost of ~\$300)
- PAC has been very successful in raising funds this year. Our net profits from this year's activities is \$10K so far, which builds on our start of the year balance of \$24K. In addition to this, we will have further revenue from this year's gaming grant. End of year traditionally incurs further costs with year-end field trips and teacher expense reimbursement but we will still have a significant amount of funds. We may want to start budgeting in such a way that our year-end balance is closer to \$8K. It would be good to have PAC discussion about other uses of PAC funds:
 - Investment in computers, gym supplies, art supplies
 - Fully funding the costs of presentations, performances and workshops for students to reduce the need of requesting funds from parents.
 - Other ideas?
- Recognize that there is a time investment needed in procuring computers/supplies/presentations. As treasurer, I am happy to put up my hand to support this.

Gaming Account: \$6,602.62

- 26/27 gaming grant application submitted. Will hear back in October. (Very high certainty of receiving grant)
- Withdrawal of \$6,560.00 for main school expenses will occur once sufficient gaming-grant eligible expenses have occurred

Next Meeting: AGM-Tuesday, May 12: 6:00 pm in the Annex Library.

Motion to Adjourn: Kristi

Second: Nolene

Approved: Yes

Time: 7:54 pm.