

CHANTRELL CREEK ELEMENTARY SCHOOL PAC

General Meeting Minutes

Meeting Detail	Information
Date	September 15, 2026
Time Called to Order	1:30 PM
Time Adjourned	2:30 PM
Location	Hybrid — Multi-purpose Room & Zoom
Presiding Officer (Chair)	Zena Canning
Recording Secretary	Sameera Kathrada
Website	www.chantrellcreekpac.ca
Email	hello@chantrellcreekpac.ca

I. Call to Order

The Chair, Zena Canning, called the meeting to order at 1:30 PM.

II. Attendance

Present — In Person

- Zena Canning
- Sameera Kathrada
- Sonica Mann
- Puneet Johal
- Sukhi Malhi
- Jenny M.
- Jessie S.
- Rupī Roopra
- Rosalyn W.
- Amanda D.

Present — Via Electronic Means (Zoom)

- Tanam Cummins
- Sue Wevers

Guests

- Chris Koppensteiner, Principal

III. Agenda

The agenda was presented by the Chair. No questions or objections.

MOTION: *That the agenda be adopted as presented.*

Moved by: Chair (Zena Canning)

V. Officer and Committee Reports

A. Executive and Coordinator Positions (Standing Report)

The Chair reviewed the current slate of Executive and Coordinator positions:

Position	Name / Status
Chair	Zena Canning
Vice Chair	Amandeep Heer
Treasurer	Sukhi Malhi
Secretary	Sameera Kathrada
Hot Lunch / Technology Coordinator	Sonica Mann
Hot Lunch Coordinator	Vacant
Safety / Traffic Coordinator	Vacant
DPAC Representative	Rupi Roopra
DPAC Representative	Sonya Bal
Book Fair Coordinator	Tanam Cummins
Care Fund Coordinator	Ramndeeep Gregoriou
Fruit/Vegetable & Milk Program Coordinator	Vacant

Proposed New Coordinator Positions

The membership discussed creating two additional coordinator positions: a Social Media Coordinator and a Fundraising Coordinator. The Chair noted that the PAC's bylaws must be formally amended before these positions can be established. No motion was moved at this meeting; a motion to amend the bylaws and establish the positions will be brought before a future General Meeting for consideration and a vote.

B. Treasurer's Report — Sukhi Malhi

The Treasurer, currently becoming familiar with the role, presented an initial financial update in lieu of a formal financial statement:

- A detailed, finalized budget will be presented at the October meeting once financial information has been reconciled.
- The PAC was unable to apply for the DPAC grant; eligibility for potential DPAC funding will be reviewed again.
- The Treasurer raised the possibility of moving toward cashless transactions, including an electronic payment account or a tap-payment machine (estimated cost approximately \$300).

	BUDGET DRAFT	
	PAC	Gaming
PROJECTED BEGINNING CASH BALANCE	\$41,166	\$4,097
REVENUE		
Gross Revenue		
Gaming grant from government		\$7,000
Annual subsidy from Surrey Schools	\$200	
Hot lunch	\$95,000	
Other		
Movie Night	\$1,600	
School Start	\$200	
Book fair	\$4,000	
Spirit wear	\$3,000	
Total Gross Revenue	\$104,000	\$7,000
Revenue Generating Cost		
Hot lunch	\$55,000	
Movie Night	\$800	
Book fair	\$2,500	
Spirit wear	\$3,000	
Total Revenue Generating Cost	\$61,300	\$0
TOTAL NET REVENUE	\$42,700	\$7,000
EXPENSE	PAC	Gaming
Website fee (Squarespace, Google workspace, Bambora)	\$1,000	
Miscellaneous (incl. bank charges, interest income)	(\$200)	
BCCPAC membership		\$100
Staff Appreciation	\$1,000	
Cozy Christmas (Tim Hortons treats)		\$1,000
Hot lunch families support	\$1,000	
Elgin Scholarship	\$1,000	
G7 Graduatoin		\$1,200
Classroom Fund (incl. Music and ELL)	\$5,340	
Library/classroom books		\$1,000
Principal fund	\$1,300	
iPads	\$6,500	
Track meet		\$500
School Activities - TBD	\$6,000	\$3,000
End of Year Musical	\$5,000	
Carnival		\$1,500
Kindergarten T-shirts		\$300
Symphony field trip (grades 4 & 5)	\$2,000	
Emergency Care Fund		\$300
Sports day		\$150
Outdoor equipment		\$500
TOTAL EXPENSE	\$29,940	\$9,550
NET OPERATING SUPPLUS/DEFICIT)	\$12,760	(\$2,550)
PROJECTED ENDING CASH BALANCE	\$53,926	\$1,547

No motion was moved on this report; it was received as information.

C. Principal's Report — Chris Koppensteiner

Principal Koppensteiner reported on enrollment, staffing, programs, and upcoming activities.

Enrolment and Staffing

- Student placements, classes, and teacher assignments have been finalized.
- Current enrollment is approximately 301 students (projected: ~293; prior year: ~325); approximately 27 new students have joined.
- Total of 13 divisions this year.
- Mrs. Zheng is covering for Mrs. Atkinson during maternity leave; Mrs. Coleman has returned; Mrs. Soo has returned to her regular Teacher-Librarian role.
- Total of 6 IESW (Inclusive Education Support Workers) at the school.
- School is currently short one (paid) lunch supervisor position; posting can be found here: surreyschools.ca/current-opportunities

Events and Programs

- Picture Day- September 21
- Professional Development Day — September 25
- Orange Shirt Day — September 29
- Teacher Open House — October 1
- Terry Fox Run — October 2
- Book Fair — October 7–8
- Curling lessons — November
- Pickleball lessons — February
- Math Festival — presenter booked
- Ocean Dome program — under consideration
- Symphony field trip — Grades 4 and 5
- K–3 literacy screening — newsletter will be emailed to parents at the end of the week.

A list of in class presentations and programs teachers wish to bring into the school will be presented next meeting.

V1. Upcoming Events

Book Fair

- Confirmed for October 7–8, with a teacher preview during Tuesday's lunch period.

Staff Appreciation Dates

- Staff appreciation is held twice annually: a catered Christmas lunch in December and a family-supported appreciation lunch in June during the final week of the school year.

Kindergarten T-Shirts

- To be distributed on the first full school day; approximately 30 shirts required. A PAC flyer will be included in English and Mandarin.
- Remaining sizes to be reviewed; more t-shirts to be ordered next year.

Open House / Meet and Greet

- The PAC will set up a table near the basketball court, approximately 5:45–6:45 PM.

Spirit Wear

- Current spirit wear supplier, Insignia, has a long-standing partnership with the school, and the quality of the merchandise has been consistently great. However, the pre- and post- ordering processes has been time-consuming for the PAC team.
- The PAC will reach out to Insignia to discuss whether the ordering and processing procedures can be improved and streamlined to reduce the administrative workload. At the same time, the PAC will explore alternative suppliers: Beyond Mars and Jaydee.
- Will also look into Chantrell “Swag” this year: mugs, pens, cups, etc.

Hot Lunch

- Ordering window October 18–27.

Feeding Futures and Student Snacks

Feeding Futures will operate five days per week at the school. This eliminates the need of Hot Lunch Support through the PAC.

Approximately \$1,000 in **hot lunch support funds** from donations from the previous year remains. Possible ways to direct these funds include:

- Purchasing self- stable snacks to be kept in the school office for students who may need additional food support.
- Providing extra snacks on hot lunch days for students who may require additional food beyond their ordered lunch.
- Exploring other ways to use the funds to support students experiencing food insecurity or unexpected food needs during the school day.

VI. New Business

A. New Programs and Event Ideas for 2026–27

The following potential new programs and events; no motions were moved and all items remain under consideration:

- Revive Babysitting Course — potentially offered on a Professional Development Day.
- School-Wide Rollerblading — funding for this year has been allocated to pickleball and curling.
- Family/Game Nights — chess, bingo, and family board games.
- Parent Meet-Ups — informal gatherings off school grounds, including coffee meet-ups, dinner gatherings, and social events.
- Spelling Bee
- Lunar New Year Dragon Dance

VIII. Announcements — Upcoming Meetings

Meeting	Date / Time
Executive Meeting	Tuesday, October 6, 2026 — to prepare for the General Meeting and finalize budget-related information
General PAC Meeting	October 21, 2026, 7:00 PM — will include presentation of the finalized budget

IX. Adjournment

There being no further business, the meeting was adjourned at 2:30 PM.