



PAC Meeting Minutes

Sandy Hill Elementary School

September 28, 2026

Format: In person and via Zoom | Recorded meeting time: 7:00–8:15 p.m.

Attendance:

Virtual: Alicia, Vaneet, Pawan.

In person: Kathy Asseltine, Brooke Kuyer, Phil Osler, Jenni Shaw, Kelsey Webb, Ashley Ojala, Sienna Pederson, Chloe Buskell, Chelsea Muirhead, Greer Lancaster, Maddie Village, Carolyn Goor, Jared Kaliciak, Abdul Hafeez, Naomi Mulawka, Jas Hundal, Alicia Larsen

Regrets: Aimee Medema

Approval for previous meeting minutes (May 2026):

Phil moved to approve the May 2026 meeting minutes. Chelsea seconded the motion. The motion carried.

Principal's Report — Mme Portas

School Update

- Mme Portas provided an update on new teachers, Individual Education Plans (IEPs), education assistants (EAs), and other staff hires. The school has 427 students this year. Staffing changes included the addition of a division.
- Mme Portas explained the process followed during the first week of school. Students had an opportunity to meet all the teachers, which helped build connections. The district determines when class lists can be finalized, and enrolment was delayed. Seven classes initially exceeded the maximum class size and were in remedy; all classes are now balanced.

Committee Report/Updates

Chair Updates (Kathy/Brooke)

Key Fundraising Goals/Targets for the Year:

1. Projector & Screen (\$10,000), approved at May's AGM
2. Spinning chair(s) for kindergarten playground- Vote: approved.
3. Sensory swing. The sensory swing will replace the single swing on the current swing set. Vote: approved
4. Mural on gym wall (will be a long multi-year goal; ~\$60K++) Vote: approved

A more detailed budget plan will follow for these initiatives.

New Initiatives & Updates:

- Early and frequent communication
 - The full-year schedule has been published in collaboration with school administration to help families plan.
- Storage solution — sea can
 - PAC is working with Roxanne to identify viable solutions for mold issues in the sea can.
- Christmas Market
 - Due to changes in access to on-site storage and limited volunteer capacity, PAC is unable to commit the time required to host the Christmas Market.



- Recess Ball Bins Trial Project:
 - Launching this Thursday (October 1)
 - Three bins will be provided: a ball bin for primary students (K-2), a ball bin for intermediate students (Grades 3-5), and a sand toy bin.
 - A portion of the physical education budget will be redirected toward the initial purchases.

Vote Requests:

- Extra Jerseys: Recommend 50 x Size L jerseys for Coach Smith from Able Cresting
 - 50 jerseys: \$687.75 including tax (\$12.30 each before tax).
 - 25 jerseys: \$510.56 including tax (\$17.85 each before tax).
 - \$40 repeat setup fee
 - The quoted difference is approximately \$177 for 25 additional jerseys.
 - Given the school's growth and the anticipated 10-year use of the jerseys, the recommendation was to purchase 50.
 - The purchase of 50 jerseys was approved.
- Two current Executive role vacancies: Events Assistant and Fundraising Assistant.
 - Members were invited to put their names forward for these roles.
 - Appointments were put to a vote.
 - Assistant to the Events Coordinator: Ashley Ojala
 - Vote: approved
 - Assistant to the Fundraising Coordinator: Maddie Village
 - Vote: approved
 - Welcome to the PAC Executive, Ashley and Maddie! While all executive roles are now filled, we welcome parent participation and volunteers to stay involved in all PAC activities. **Reminder that all parents are on the PAC!**

Volunteer Update/Committee Update

Grade 5 Committee:

- The Grade 5 Committee is progressing well and currently has 11 members.
- Grade 5 Movie Night this Friday, Oct 2 (5:30-8pm)
 - Movie selected: Jumanji: The Next Level
 - Ticket ordering closes tomorrow at noon
- Grade 5 Hoodies: volunteers will have a table at the movie night for students to get sized, and will then go class-to-class sizing all students. Recommended sizes will be sent home for parents to order hoodies.
 - Important Note: these hoodies are special-ordered in only the quantities required, so refunds and size exchanges are not being offered. The recommended size is simply a recommendation, it is ultimately up to the parent/guardian to determine the best size to fit their child.



- Suggested add-on request: embroidery add-on of name on sleeve for additional surcharge. Families must provide the requested name in writing, and printing would be implemented based on that name/spelling provided.

Request from Grade 5 Yearbook Coordinators:

Yearbook photos will be collected throughout the year. Details about the types of photos requested are available on social media. Photos can be emailed to sandyhillyearbook@outlook.com.

Teacher Appreciation Day

- Teacher Appreciation Day: PAC to order and deliver LEPP sandwich platter for Teachers' lunches on Monday, October 5 (designed to complement Admin's efforts)
- Also adding Parent-Teacher Conferences provisions: PAC to provide fun drinks (i.e. Starbucks mocha bottles, Habitual juices, bubbly, etc.)

Treasurer's Report (Phil)

Treasurer's Report (attached) was voted on and approved.

Fundraising Report (Jenni)

Community Values Coupon Books:

140 Books Sold so far

277 books still out, 83 returned

We earn \$14.80/book, fundraiser closes Oct. 2

Panago Gift Certificates: Hot Lunch sales will run October 1–21, 2026

Certificates to be distributed October 28

Growing Smiles Winter Plant Fundraiser: Runs November 2–22, 2026

Orders will be available for pick up in the multi-purpose room on December 9th

Purdy's: Runs November 2–25, 2026

Orders will be available for pick up in the multi-purpose room on December 9th

Other fundraising options:

- Abbotsford Canucks
- Meridian Farm Market Gift Cards - Father's Day (\$1000.00 minimum)
- First Aid Kits - (\$500.00 minimum, \$1000.00 for free shipping)
- Fundscript

Events Report/Hot Lunch (Naomi and Alicia)

The Halloween dance is scheduled for October 30, 2026. The parade is scheduled for 8:45 a.m.

Popcorn and Hot Lunch days are open for ordering. We have released the first half of the year, the second half will open up in the new year.

October 14th Popcorn Day - *ordering closes October 6th*

November 6th Boston Pizza - *ordering closes October 29th*

December 3rd Holiday Treat - milk and cookies - *ordering closes December 3rd*



January 29th Fuel Catering - *ordering closes January 21st*

Signup forms for volunteering can be found on the school website under the hot lunch announcement or on any of the calendar events.

If there are any questions about hot lunch please contact sandyhillhotlunch@gmail.com

DPAC Report (Chelsea)

See the attached DPAC report.

Open Discussion:

A PAC newsletter with updates and information will be sent to all parents.

Motion to Adjourn:

Brooke moved to adjourn the meeting. Jenni seconded the motion. The meeting was adjourned at 9:02 p.m.

Next PAC meetings are October 26th, November 30th, February 1st, March 1st, and April 26th. Annual general meeting will be May 31st. All meetings will be in the school library and/or [via Zoom](#).

Zoom Link:

<https://us02web.zoom.us/j/81569525936?pwd=TShtvnpbybeCsZOKbRC7ZDBu1gLw48x>.

Parent volunteers needed. If parents are interested, please contact us!

Follow Us on Facebook: <https://www.facebook.com/profile.php?id=61551447533239>

Follow Us on Instagram: www.instagram.com/sandyhillpac

Email us: sandyhillpac@gmail.com

Hot Lunch, Fundraising & Newsletters: sandyhill.parentcouncil.net

Sandy Hill PAC Budget 2026/2027

Account Balance

September, 2026

General Account	Gaming Account
\$26,792.01	\$7,966.07

Gaming Grant

Field Trips	\$20 K-4 \$30 Grade 5
Other Items	Requested by school admin and voted on at PAC meetings throughout the year

General Acct

	Current Year 2025/2026		Last Active Year 2025/2026		Past Years 2024/2025	
	Proposed	Actual	Budget	Actual	Budget	Actual
		September 2026		June 2026		June 2025
Operating Expenses	\$1,000	\$0.00	\$1,000	\$247.75	\$1,000	\$560.49
Emergency Supplies	\$400	\$0.00	\$400	\$3,222.97	\$400	\$20.97
Sunshine Fund	\$1,000	\$0.00	\$1,000	\$0.00	\$1,000	\$0.00
Small Manipulatives	\$2,000	\$0.00	\$2,000	\$2,000.23	\$2,000	\$1,797.18
Fine Arts	\$1,000	\$0.00	\$1,000	\$525.00	\$1,000	\$1,008.00
Decorations	\$750	\$427.11	\$750	\$749.75	\$750	\$709.83
Sports Day	\$500	\$0.00	\$500	\$308.44	\$500	\$208.36
Grade 5 Hoodies	\$2,000	\$0.00	\$2,000	\$2,089.99	\$2,000	\$1,813.65
Grade 5 Events	\$500	\$0.00	\$500	\$0.00	\$500	\$164.32
PAC events	\$750	\$146.37	\$750	\$217.55	\$750	\$181.21
Teacher Appreciation	\$3,000	\$151.07	\$3,000	\$2,119.88	\$3,000	\$2,369.61
Gym Equipment	\$2,500	\$0.00	\$2,500	\$3,679.53	\$2,500	\$0.00
Membership Fees	\$1,000	\$367.50	\$1,000	\$919.14	\$1,000	\$336.00
TOTAL	\$16,400	\$1,092.05	\$16,400	\$16,080.23	\$16,400	\$9,169.62

Account Descriptions

Operating Expenses:	This includes all expenses to run the PAC as an organization. E.g. Bank Fees, Fees to order blank cheques, Annual Subscriptions.
Emergency Supplies:	Provide granola bars at beginning of the year for the school emergency kit, Unused bars may be distributed as snacks on sports day.
Sunshine Fund:	Support family going through loss and grief.
Small Manipulatives:	Classroom Supply Fund \$100 per division.
Fine Arts:	Presentations put on for students of all grades.
Decorations:	New decorations purchased to be used for various events and holidays.
Sports Day:	Sports day related expenses.
Grade 5 Hoodies:	Subsidise purchase of custom signed hoodies for grade 5s.
Grade 5 Events:	Grade 5 events that are run throughout the year.
PAC Events:	Costs associated with PAC run events.
Teacher Appreciation:	Teacher appreciation week, days, retirements. etc.
Gym Equipment	Reimburse school for purchase of new gym equipment each year.
Membership Fees:	E.g. BCCPAC Conference attendance, CPF Membership.



DPAC Report for September 24, 2026 - attended on zoom by Chelsea Muirhead

Note: Any parent is welcome and encouraged to attend DPAC meetings, it is your opportunity to voice questions and concerns at the district level, most meetings are attended by the Abbotsford Superintendent and at least one school board trustee. As well as amazing guests' speakers. More information is available at the DPAC website.

Presentation of Superintendent Nathan Ngieng

- Much work was done over the summer maintenance, fields, financial etc.
- Welcomed 20,000 students which is stable growth for the district
- Hired 500 teachers and 200 support staff
- Will be opening 3 new childcare sites with 72 new spots
- Agreement reached with the city to partner with the use of fields and facilities
- The district provided 850 backpacks to the community for students in need
- 4500 students' computers were optimized and prepared over the summer
- Large projects have been completed and continuing, including HVAC, water improvement and the expansion of Abbotsford Middle
- Transit has been reviewed and established 38 routes for 2500 active riders
- Wishes to extend his gratitude for all the hard work over the summer

Questions (summarized)

1. Which schools will get the childcare sites? What is the basis it is chosen? They will be at elementary sites. They were chosen for space, logistical, funding, substantiality and areas of need.
2. What are the criteria for facilities to paint and maintain? They are regularly scheduled, examined and safety.
3. Will there be an increase of support staff when there are shortages? Most of the shortages are due to illness which impacts many employers and sectors of the district.
4. What is happening to help families with food insecurity? Yes, there is an increased need in Abbotsford. There are funds available through various organizations.
5. Is there talk of providing meal programs? Yes, we are looking at options at this point there is no plan. Dollars are limited and we are aware of the need and working to support the issue.
6. How can PACs help? Have conversations at the school level
7. How are emergency kits funded? There are no direct funds

*Noted some inconsistencies across the schools which he will look into that

Presidents Report – Winsome Raunch

*Note: As she is related to a candidate running for School Trustee, she has removed herself from any organizing, questions or anything that would make it unfair. She is actively taking all steps to be separate for the process.

- DPAC Exec. Have been planning and promoting parent series for the year, updating socials, website, newsletters and attending meetings
- They will be covering our BCCPAC membership again, details to come
- The All-Candidates Meeting will be held on October 1 at the Abbey Arts Center from 7-9 pm