



**Highland PAC Meeting Minutes
October 20, 2025**

In Attendance: Jennifer Vaino (Chair), Megan Cowling (DPAC rep), Laura Roberts (Principal), Spring Halasz (Treasurer), Gwen Elder, Krista Tupper

Online attendance: Susan Leslie (Trustee)

Regrets sent for: Melissa Preston (Vice Chair), Brooke Finlayson (DPAC rep)

Meeting called to order at 7:01 pm

Acknowledgement: We would like to acknowledge that we are on the traditional territories of the K'omoks First Nation. We would like to thank them for the privilege of living on their land and the gift of working with their children.

Welcome & Introductions

Guest Presentation – none

Approval of previous minutes (September 2025) – Motioned by Megan Cowling; seconded by Spring Halasz. All in favour. Motion carried.

Approval of agenda – Motioned by Spring Halasz; seconded by Megan Cowling. All in favour. Motion carried.

Correspondence – a letter was received from a Grade 8 student, offering her paid services as a face painter. It has been forwarded to the Grad Committee thru Laura Roberts.

REPORTS:

Trustee Report (Susan Leslie)

start up went well, emergency containers have been stocked with food & water for short term, consent week has wrapped up, Truth & Reconciliation Day was participated in, audit was approved, budget talks are starting – funding will be available late October.

Equity Scan – data has been received, looking for patterns, community consultations still to come, elementary students talked in circles and high school students answered a survey, SD71 staff were surveyed as well as Indigenous families. Action plan should be ready by the spring with it going into action by end of June

Chair Report – none

Treasurer Report (Spring)

- As of October 1st, 2025:

Non-Gaming Account

Balance on Oct 1st \$635.28

Gaming Account

Previous Balance on Sept 1st \$2711.75

Gaming grant funds \$14660.00
deposited on Oct 3rd

Balance on Oct 20th \$17371.75

- still looking for a better option for a bank??? credit checks? Sponsoring member? More details needed
- BciD, with strike no expectation of getting questions answered. No information online at the moment. Additional users need to be added
- Deb G. is away until Oct 27th, on her return the BCCPAC membership will be renewed from the in-service account, cost is \$100
- invoices are needed to reimburse PAC for the lottery licenses that were purchased, a suggestion was made to with hold the \$25 fee from the money owed to the school for the Trust account of the fundraiser. Need to check with Deb G. in the office.
- the Thailand exchange thru Erica are asking for a lottery license for a 50/50. Spring will apply for it.

DPAC Report

[Click here for the DPAC minutes from the October 6th meeting.](#)

The next DPAC meeting is November 3rd.

Principal's Report (Laura)

- Daily Announcements are on the website, they are read out during 2nd period, also printed and posted by the office door

Question asked about the newsletter – is it archived on the website?, Is there a way to put the newsletter calendar on the school calendar

– volleyball is in full swing

- parent teacher communication week is right now Oct 20-24th, looking for feedback, how do we get parents in the school and more engaged?

Question asked about the Strategic Plan glossy brochure – why was it printed? who gets it? Why spend the money?, agreed information is needed but the action plan about how they are implementing the

strategic plan is more important information than the overview. Krista Tupper would like to volunteer with the strategic plan implementation.

- we are getting a new logo, will be unveiled soon

- \$1800 was raised for Terry Fox, according to the electronic board at Isfeld Secondary – they raised over \$12000

- more Indigenous words for “Welcome/Hello” will be placed around the school, approval has been given

Question asked about whether or not there are less competitive sports. Answer – No, at the Grade 9 level and up it is all competitive. Intra-murals were organized last year by the Grade 12 Fitness Leadership students – hoping that will happen again this year. For inclusivity – a suggestion was made to move away from competitive sports.

Question asked about the soccer calendar. Answer – ask the coach directly, but it might be because they didn’t qualify to go any further.

- There is now a 4th School Growth Team Leader; a Healthy Living Leader has been added to Literacy, Numeracy & Fine Arts/Applied Trades.

Old Business -

Bylaws – approved as is, motioned by Megan Cowling, seconded by Gwen Elder. All approved.

- looking at what if we do not have an Executive any longer, what is the minimum number to have? what happens to the PAC, is it in the bylaws.

New Business -

Grant Money Disbursements

- 20% (\$2850) will be held back for further requests, Spring H motioned, Megan C seconded. All in favour, motion passed.

- Music Department asked for \$2000, Krista T motioned to give the Music department \$2000, Megan C seconded the motion. All in favour, motion passed.

- Robotics 71 asked for \$1300, Gwen motioned to give Robotics \$750, Gwen E seconded the motion. All in favour, motion passed. **Question** was asked whether or not other PACs are asked for money as the program participants are from all 3 high schools. No one knew the answer.

- Drama asked for \$3000, Spring H motioned to give them \$1500, Gwen E seconded the motion. All in favour, motion passed.

- Outdoor Education asked for \$1800, Megan C motioned to give them \$1000, seconded by Spring H. All in favour, motion passed. Spring read the thank you mail out loud and showed pictures from the trip. Only thank you email received.

- Earth Science 11 asked for \$485, Gwen E motioned to give them \$400, seconded by Megan C. All in favour, motion passed.

- Economics 12 asked for \$487.87 Gwen E motioned to give them \$400, seconded by Megan C. All in favour, motion passed.
- Indigenous Education asked for \$1200, Megan C motioned to give them \$600, seconded by Spring H. All in favour, motion passed. Looking at the feasibility of a table outside the room without shelter, possibility of more funding for 2nd table.
- Marine Biology asked for \$700, Megan C motioned to give them \$400, seconded by Gwen E. All in favour, motion passed.
- Life Sciences asked for \$450, Megan C motioned to give them \$400, seconded by Spring H. All in favour, motion passed.
- Athletics asked for \$5000, Spring H motioned to give them \$5000, seconded by Gwen E. Krista T does not approve, but we have quorum otherwise, so motion passed.

Elections

Melissa P is stepping down from her role as Vice Chair

DPAC reps – Brooke F will stay on as our rep with Megan C as our alternate. Krista T will be in training.

Treasurer – Spring H will train Gwen E with the intent of Gwen taking over completely around the new year.

Secretary – no one stepped forward for this role

Vice Chair – Krista T stepped up for this role.

Chair – Jen V will stay on as Chair, for 1 last year.

There was no opposition to the above elections. The 2025/26 Executive has been elected.

Next Meeting – November 17, 2025

Adjournment – Meeting adjourned at 9:55 pm