



École Kwayhquitlum Middle School PAC Meeting

3820 Flint Street Port Coquitlam, BC V3B 0T5

Tel 604-942-1835

Agenda - DRAFT

Monday, October 5th, 2026 at 6:32 PM

Land Acknowledgement

We are honoured to meet on the traditional, ancestral and unceded territory of the kwikwəḷəm (Kwkwetlem First Nation). We thank the kwikwəḷəm who continue to live on these lands and care for them, along with the water and all that is above and below.

Attendees: Yvonne Gomez, Rob Heinrichs, James Kerwin, Nosheen Raisi, Liz Carr, Courtney Chatham, Julie Thiessen, Louise Farrell, Gagan Dhillon, Michael Frankel-Lopez

Highlights for Meeting

- Acknowledgment of Territories
- Welcome (talk about how PAC meetings run).
- Introductions
- Adopt Agenda
 - First to approve- Nosheen
 - Second- James

Shoutout to Kway/Community (acknowledge of the positive work in the Kway community)

1. Teachers who are planning and operating the theatre program
2. Band teacher for arranging instruments
3. The Chapters fundraisers- bookmarks looked good, and the school will be finalizing total amount fundraised soon.
4. Weekly updates from principal have been really appreciated by parents.

Treasurer Report (James Kerwin)

- James printed summary reports and showed them to parents present at the meeting. Kway has 3 banking accounts.
 - 1st account is managed by the school
 - Current balance: \$1193
 - 2nd is the general account (most spending goes from this account)
 - Current balance: \$12,142
 - 3rd account is gaming account.
 - Gaming account \$16,448

- Kway did receive the gaming grant this year (the school needs to spend that money within 24 months). The spending is limited to certain things, cannot be spent on extracurricular however it can be spent on sporting goods and theatre supplies.
- Summary from last year (amounts that were spent)
 - o Teacher wishlist-\$12,000
 - o Munchalunch \$23,000 deposited-\$18,000 spent so PAC profited \$5000
- Make a motion to keep the budget same as it was in the past.
 - o **1st to motion**-Michael
 - o **Second**- Julie
 - o Motion- Passed
- PAC discussed the idea of having 2 ongoing funds throughout the year (wish lists and teacher appreciation gifts)
- Goal is for teachers to submit receipts to the office with Dana distributing cheques. We hope that this will make tracking the spending more efficiently and allow for quicker reimbursement
- Please see attached budget report/James to attach financial report/expenditures from last year
- We can adjust the amounts on the budgets and vote to change them throughout the year

Principal & Vice Principal (Rob Heinrichs)

- Jon stepping in for Laurie has been going smoothly. He comes with a lot of experience and knows a lot about MyEd.
- Hot dog day was a success- wanted to thank Mr. Skerratt for creating 6 new picnic tables for teens to sit on. (He created them by repurposing cedar trees from Stanley Park)
- Currently, Mr. Bale is running a tetherball tournament where staff plays against the teens. Currently, teens are winning. Kids are coming out to cheer each other on.
- This year, Kway added 7 new teaching staff (including EA's). Feel like the energy of ALL staff is like it used to be with everyone getting along. It's always good to have a mix of different aged teachers with different experiences.

DPAC (no one voted in at the time, Yvonne summarized from DPAC minutes)

- The meeting was held on Sept 16
- Hazel Trembath had an official groundbreaking ceremony
- Burke Mountain Secondary is estimated to open September 2027
 - o Principal for new school will be transferring from Leigh Elementary
 - o No French immersion- will be grades 8-10 in the beginning
 - o Space has been reserved for a middle school in the future. Not confirmed from province at this time.
- Charles best is getting 12 new classrooms

- Montgomery Middle- discussing a new school building
- Next DPAC meeting will be held on: Oct 28, 2026 in person.
- Yvonne put forward motion of voting **Gagan** in for DPAC Rep with **Louise** as secondary **DPAC Rep. Michael** will be an alternate DPAC member
 - o **1st to motion-** Nosheen
 - o **Second-** Liz
 - o Motion- Passed
- For any parents interested in looking at the DPAC meeting minutes can click on the follow link for additional information:
 - o <https://dpac43.ca/documents/meetings>

Hot Lunch-Megan Canuel (summarized by Yvonne)

- First term of munchalunch has been released
 - o TCBY, Subway, and Pizza.
 - o 2 volunteers have signed up to help distribute- Rose and Elenor
 - o Megan and Elenor will keep an eye for dates and when to ask for parents sign up for distribution. Courtney can help if needed

Canadian Parents French (no one voted in, Yvonne summarized from newsletter)

- Theres currently a contest for any French speaking kids to submit a 1–3-minute video of them speaking French about any subject. Once submitted, kids have a chance of winning cash prizes.
- They have revamped their website to have a francophone focus
- Wanted to highlight there are opportunities for guest speakers who can speak French. _____

Chair/co-chair (Yvonne)

- Thank you for any parents or staff that came to the open house. Nosheen and I welcomed parents at the entrance by handing out information flyers and candy – over 100 flyers and hellos! We will continue to join large school wide events in person to welcome families.

Old Business

- Rob- next teachers meeting they will put it out that they are looking for wishlist items. Reconcile last years wishlist and Rob will talk to Dana about distributing cheques
 - Give any updates to James and than share at next PAC meeting
- Currently PAC tab has PAC executive members and email addresses

- o PAC is requesting kway website to have a PAC button on main page with previous minutes, current PAC members and previous PAC minutes to be posted.
- o Rob can make a new page and will be working on this. Hoping to get this on the website by this Friday

New Business:

- PAC still looking for a CPF member- they meet once a month. There was a parent interested that approached PAC at open house, please email us.
- Executive PAC members need to have updated criminal record checks (as they volunteer around the kids)
 - o Yvonne will update us on how we can get the letter or the QR code
- Fundraising and Family Donation Letter has been rewritten- it states that parents can donate but we will be hosting some fundraisers this year as well.
- Motion to set donation request as the same amounts as last year (\$25/child or \$40/family)
 - o 1st to motion- Courtney
 - o Second-James
 - o Motion- Passed
- Work on having a more efficient system of making sure teachers submit wish list items within the current academic year (kids to benefit that are currently at the school). Rob will talk to the team leads to encourage this.
 - o Issues in the past- Money isn't being spent, submitted late or not being fully used.
 - o There needs to be a clear deadline for teachers to submit receipts
 - o December PAC meeting we will go over teacher expenditures
- Communications – Facebook or other platforms
 - o Thank you to Liz for putting up the FB Kway PAC page
 - o There is currently another Kway page on FB- Shawn Lam is 1 of the admins on FB, Liz and Yvonne to reach out to other page and look at getting it back.
 - o Anyone on FB please like the posts and engage with one another
 - o For any parents interested in joining the FB page the link is:
- Executive members signed our code of conducts at this meeting. It was typed with Kway logo and heading. Members that were at this meeting, did sign it.

Meeting Adjourned – 7:50 pm

Kwayhquitlum Middle School PAC

2025/26 Year-End Financial Summary

MunchALunch (MaL)

Item	2025/26 Actual
Parent payments deposited	\$23,509.20
Lunch/vendor costs	\$18,776.60
Net contribution	\$4,732.60

General Account

Measure	2025/26 Budget	2025/26 Actual
Opening balance	\$5,261.47	\$5,261.47
MaL net contribution	\$5,000.00	\$4,732.60
General expenditures	\$13,105.00	\$9,993.67
Year-end balance	\$-2,843.53	\$277.23

Gaming Account

Measure	2025/26 Budget	2025/26 Actual
Opening balance	\$1,608.74	\$1,608.74
Gaming Grant	\$13,940.00	\$13,680.00
Gaming-funded expenditures	\$14,520.00	\$12,492.71
Year-end carry-forward	\$1,028.74	\$2,796.03

2025/26 closing position: General finished with \$277.23 in the bank at June 30. Gaming's adjusted carry-forward was \$2,796.03.

Kwayhquitlum Middle School PAC

Proposed 2026/27 Budget

GENERAL ACCOUNT		GAMING ACCOUNT	
Starting Balance	\$11,650.40	Starting Balance	\$2,796.03
Expected Revenue	\$23,500.00	Expected Revenue	\$13,680.00
Budgeted Expenditures	\$31,775.00	Budgeted Expenditures	\$14,520.00
Projected Year-End Balance	\$3,375.40	Projected Year-End Balance	\$1,956.03

General Account - Proposed Budget

Category	2026/27 Proposed
Banking fees	\$75.00
Administration	\$20.00
Staff appreciation	\$1,300.00
CFP membership	\$60.00
BCCPAC membership	\$100.00
Grade 6/7 buses	\$3,400.00
Grade 8 buses	\$1,800.00
Contingency	\$500.00
MunchALunch admin fee	\$370.00
Team Leader / teacher funds	\$5,375.00
Freezies	\$175.00
PAC meeting / miscellaneous	\$100.00
TOTAL GENERAL	\$13,275.00

Gaming Account - Proposed Budget

Category	2026/27 Proposed
Banking fee	\$20.00
Wishlist	\$12,000.00
Kway for a Day	\$600.00
Leadership	\$900.00
Grade 8 Gift	\$1,000.00
TOTAL GAMING	\$14,520.00

Projected Combined PAC Balance at June 30, 2027	\$5,331.43
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