

PAC Meeting Minutes

Date: December 17, 2025

Called to Order at 7:04pm

Attendance

- Tanya Malcolm (Chair)
- Mark Elson (Vice Chair)
- Rachel Romero (Vice Principal)
- Michelle (Parent)
- Tanya Bossio (Parent)
- Leah Folkmann (Secretary)
- Deb Davidson (DPAC Representative)
- Paul Rogers (Parent)

Land Acknowledgement

Tanya Malcolm gratefully acknowledged the lands on which we are living.

Adoption of Minutes

- **Motion:** Tanya Malcolm moved to adopt the November 25, 2025 minutes.
- **Seconded:** Mark Elson
- **Decision:** Carried

Reports

Treasurer's Report

- Tanya Malcolm filled in for Nat to report on financials.
- **Gaming Account Balance:** \$4,982.21
- **Non-Gaming Account Balance:** \$648.09

Discussion:

- Deb Davidson noted that all expenditures should be formally listed on the agenda.
- It was clarified that while expenditures will be discussed at PAC meetings when time allows, some financial decisions may need to occur outside meetings through executive communications.
- Mark Elson shared that CBT has governance resources outlining how nonprofit organizations operate, including that simple majorities of a board can approve budget expenditures.

Action:

- Tanya Malcolm will circulate a link to relevant CBT resources.
- Upcoming PAC teacher lunch expenses will likely come from the non-gaming account.

Chair Report – Tanya Malcolm

- Discussed creating a *funding feedback loop procedure* to ensure communication back to PAC from recipients of funds.
- Suggested sharing how PAC funds are used through newsletters or emails from recipients.
- Rachel Romero supported including this information in the newsletter, noting that photos and visuals are effective.

Motion: Mark Elson moved to amend the funding request form to include a request for updates after funds are allocated.

- **Seconded:** Leah Folkmann
- **Decision:** Unanimous approval

Tanya shared information about an upcoming advocacy workshop hosted by the BC Confederation of Parent Advisory Councils [Workshop: Advocacy Program](#) .

Vice Chair Report – Mark Elson

- **FCC School Food Assistance Program Grant:**
 - A national grant program.
 - Fernie Food Security Society applied on behalf of FSS PAC to support the existing lunch/breakfast program.
 - The grant was not approved, but there is an opportunity to reapply.
- Appreciation expressed for Mark's efforts in completing the application.

Principal's Report – Jason Summerfeld

- Attended a district meeting on Artificial Intelligence (AI) with one teacher and one administrator from each school in SD5
- Schools are encouraged to develop their own AI-use policies, no district-wide policy.
- Microsoft Copilot is the AI platform used by SD5.
- AI applications discussed included:
 - Supporting lesson planning and resource development
 - Reducing preparation time for teachers
 - Assisting new teachers
 - Supporting students with reading and writing challenges
- Adobe Express introduced for voice recordings, podcasting, and student projects.
- AI is a major focus in current educational research.

School Updates:

- Lockdown drill completed
- Basketball season has started
- Mr. Cullins hosted a gourmet cookout by the river with his students
- Winter Band Concert held – congratulations to all participating students

Student Activities:

- Food drive
- Angel Tree gift-giving initiative
- Spirit Week

Upcoming Events:

- Winter Break
- Grad planning beginning
- Student grad meeting: Thursday, January 8 at lunch
- Grad committee meeting: Monday, January 12 at lunch
- Parent grad meeting: Wednesday, January 14 at 7:00 PM (Library)

Other Updates:

- CUPE evaluations to begin in the new year
- Grad assessments: BCGEU strike has ended; no further delays anticipated
- Capstone Exhibition: Wednesday, January 21 at 2:00 PM, Trainor Hall
- Semester 1 ends January 26; Semester 2 begins January 27

Acknowledgements & Notes:

- Jason thanked PAC for approving funding support for drama sound equipment.
- Drama lighting upgrades are estimated at \$11,000.
- Students may use the library during every lunch hour.
- Parents are encouraged to contact administration with questions about school rules and regulations.

Vice Principal & Athletic Director Report – Rachel Romero

- Angel Tree initiative was very successful; all gifts were fulfilled.
- Angel tree was a student council led project and was planned and implemented in collaboration with community groups
- Rachel shared her background in special education and her professional interest in student motivation, and plans to develop professionally in those areas.

Athletics:

- Senior girls volleyball placed 2nd at the Provincial 2A Championships.
- FSS will host the Provincial 2A Girls Volleyball Championships in November/December 2026.
- Megan Coultry has stepped away from the Athletic Director position, Rachel now fulfills that role.
- Noted the need for improved support for athletic director roles within schools.

DPAC Representative Report – Deb Davidson

- DPAC has not met since the last PAC meeting.
- Next DPAC meeting conflicts with the next grad meeting.
- DPAC will provide a code if needed to cover the cost of BCCPAC membership renewal, thanks to Deb for continuing to inquire.
- Deb inquired whether PAC members have SD5 email addresses.
- Deb plans to ask DPAC about discretionary spending guidelines within PACs.

Bylaws & Governance:

- PAC bylaws may be reviewed.
- Tanya will email the bylaws and provide access to the shared drive.
- Deb encouraged members to review Robert's Rules of Order to improve meeting efficiency.
- Deb will approach DPAC for support and resources related to Robert's Rules training.
- Mark reiterated that CBT has nonprofit governance resources.

School Trustee Report – Nicole Heckendorf

- Regrets. Tanya Malcom notes that Nicole plans on attending the next PAC meeting.

Next Meeting

- **Date:** Wednesday, January 21, 2026
- **Schedule:** Third Wednesday of the month

Meeting Adjourned: 8:23 PM