

SHORELINE MIDDLE SCHOOL Parent Advisory Council (PAC) MEETING MINUTES

Date: September 14, 2026 Time: 6:30 PM Location: School Library

Attendance:

Karen Walsh, Fiona Anderson, James Pere, Andrew Poucher, Carolynne Clark, Alissa Moore, Michelle Newman-Bennet

Guests:

Michelle C, Jocelyn CS, Alexandra B, Amin S, Celina T, Drew H, Megan P, Myra J, Tanya S, EE.

1. Call to Order, Introduction and Land Acknowledgement

Karen called the meeting to order.

Vice Principal Michelle Newman-Bennet provided the Land Acknowledgement.

2. Approval of Agenda

The agenda was approved.

Motion: Fiona; Seconded: Carolynne

3. Approval of Minutes

The AGM May meeting minutes were approved. [Shoreline PAC AGM Minutes](#)

Motion: Carolynne; Seconded: Andrew

4. Reports

Chairperson's Report

Karen welcomed new parents and provided an overview of how Shoreline PAC meetings operate.

Treasurer's Report

James provided an update on PAC account balances.

- General Account: \$5787.21
- Gaming Account: \$366.14
- School Account: \$4720.00
- Total: \$10873.35

Administrators' Report — Principal Alissa Moore

- Shoreline currently has 421 registered students.
- Two Grade 7/8 French Immersion teachers are expected to be hired soon, completing the staff roster.
- Cross-country, Touch Rugby seasons will begin soon.
- The lunch program is under development following changes to funding.
- The breakfast program remains open to all students.

Fundraising Committee — Fiona

Fiona reviewed recent fundraising activities and plans for the coming year. Planned and ongoing fundraisers include:

- four more bottle drives tentative dates: Nov 07, Jan 02, March 06, May 01 dates shared with admin for approval (Nov Music Program, Jan Big Canoe, May Musical)
- Sun-Oka apple boxes — currently underway [SunOka Apple Campaign](#)
- Two Purdys chocolate orders, November/December & March? (Easter is during Spring Break so we will need to determine logistics to complete this one)
- Country Grocer receipt collection ongoing
- Glenwood Meats receipt collection reminder
- Peninsula Co-op number #154268
- Tru Earth online laundry detergent sales [Tru Earth Shoreline Link](#)

Action: Jocelyn Carter-Sims volunteered to coordinate the Glenwood Meats receipt program. Andrew volunteered to coordinate Country Grocer receipts.

VPAC Representative

Fiona provided an overview of VCPAC, explaining that it represents PACs from public schools throughout SD61. The Shoreline VCPAC representative provides the school community with a voice at VCPAC meetings and shares information between VCPAC and Shoreline PAC.

Alexandra Bomfrey volunteered to serve as Shoreline's VCPAC representative.

VCPAC meetings are open to parents of students in SD61. The next meeting is Thursday, October 1.

5. Unfinished/Ongoing Business

Meet the Teacher / Ice Cream Social

The Ice Cream Social will provide families an opportunity to briefly meet their child's teacher before enjoying ice cream on the back field.

Ready, Step, Roll will also be attending to help families register bicycles with Garage 529, an anti-theft and bicycle recovery network.

Ready, Step, Roll (RSR)

Shoreline was selected last year to participate in the Ready, Step, Roll program, which works with schools to create safer opportunities for students to walk and bike to school.

RSR will give a 30-minute presentation at the October PAC meeting to provide an update on the program and progress to date.

Teacher Request for Funds Form

Parents, teachers and administration discussed the form used by teachers to submit funding requests to the PAC. Feedback was provided and the form will be updated.

6. New Business

BC Lottery Gaming Grant

Outgoing Treasurer Myra James recommended using the Gaming Grant for a smaller number of larger purchases rather than numerous small purchases in order to simplify accounting.

3R Recycling Program

PAC discussed the CRD's free 3R recycling program as an opportunity for interested teachers. The program includes classroom presentations about where waste goes and may include a tour of the landfill.

Action: Administration will share information about the program with staff team leads once they are assigned next week.

PAC Roles Accepted

- Member-at-Large: Jocelyn Carter-Sims
- VCPAC Representative: Alexandra Bomphey
- Social Media Coordinator: Amin Soltani

7. Next Meeting

Date: Monday, October 19, 2026

Time: 6:00 PM

Location: School Library

8. Agenda Items for Next Meeting

- Sun-Oka Apple Sales
- Bottle Drive recap and planning for November
- Ready, Step, Roll presentation

9. Adjournment

Meeting adjourned at 7:45 PM.

Action Items

- Jocelyn Carter-Sims — Coordinate Glenwood Meats receipt fundraising.
- Andrew — Coordinate Country Grocer receipt fundraising.
- Administration — Share information about the CRD 3R recycling program with staff team leads.
- Teacher Funding Request Form — Update the form based on feedback received.

Responsible Person: Fiona