

**REYNOLDS SECONDARY PAC  
Meeting  
December 10, 2025, 7 pm  
School Library**

**Attendees:** Marc Lerman, Pauline Robertson, Hanne Smaadahl, Maryse Neilson, Sadie Greco, Brendan Berbenuik, Jennifer Scigliano, Erin Prescott, Bruce Bidney

**Regrets:** Shannon Cross, Megan Boniface, Lindsay Johnson

Call to order at 7:04 pm

**1. Welcome and Territorial Acknowledgement**

The territorial acknowledgement was observed. Marc welcomed all attendees and conveyed a few housekeeping reminders (Motions process, etc.).

**Added Agenda presentation:** Bruce introduced Istvan Sitar, the school's Athletic Director. Istvan gave a detailed description of the financial needs of the school's athletic program and how funds have been requested from PAC via the gaming grant application process. As of this meeting date: 30 or so teams exist with more students wishing to participate every semester, 179 students were registered for the Fall and it is expected that 300 students will participate in the Winter/Spring semesters. This will increase demand for funds.

The Athletic department, via Istvan's leadership, do their best to save cost and minimize request for funding by sharing equipment, etc across the various teams that currently exist. But a serious need exists for uniforms and equipment meeting current standards. The department's annual budget must cover referee fees, championship fees, TOC costs, etc. therefore stretching funds for jerseys and equipment that is nowadays more expensive to procure, etc. Effective fundraising is difficult with so many teachers/coaches involved who do not necessarily have the same level of fundraising experience.

A suggestion for PAC regarding Gaming Grant Funds allocation: a lump sum could be given to the Athletic department who would then distribute according to need and

priority within the department and its teams. It appears granting funds to individual sport/team needs is not all that effective in meeting needs.

Istvan informed that a sponsorship program is underway as part of the department's fundraising program.

Our PAC is fully committed to support Athletic programs within budget and grant funding limitations.

## **2. Approval of Agenda**

December 10, 2025 Meeting Agenda approval: Moved by Maryse, seconded by Sadie; Approved unanimously.

## **3. Approval of November 5, 2025 Meeting Minutes**

Correction to November 5, 2025 minutes, VCPAC Rep Report, 6a, last sentence should read: *“Current VCPAC Executive are reviewing the VCPAC quorum bylaw due to challenges with insufficient attendance at meetings and the resulting difficulty in formally passing initiatives. A recommendation to lower numbers to reach a quorum was not implemented.”*

November 5, 2025 Meeting Minutes approval with above correction incorporated: Moved by Marc, seconded by Erin; Approved unanimously

## **4. Chair's Report**

### **a. Winter Staff Appreciation Event**

Maryse reported that all is set up and going well regarding the Winter Staff Appreciation event. A donut wall of 125 donuts will be erected at the school for the staff on Thursday December 18<sup>th</sup>, 2025, around 10 am. Maryse will be delivering the wall and ensuring all is well onsite.

### **b. VCPAC Educational Series**

Marc reported that information gathering continues for this VCPAC venture. Reynolds Secondary is scheduled to hold the “Cultural Responsive

Practices” on Thursday May 28<sup>th</sup>, 2026, 6-9 pm. This will be a priority in the New Year and Marc will present priorities and request support during the PAC’s January meeting.

Sadie mentioned going to the Educational Series “Inclusive Education” event at Oak Bay Secondary. The event was well organized with good attendance, and an excellent interesting presentation on the subject.

c. Updates/Changes to School’s Website PAC Pages

Marc reported that the approved June, September and October meeting minutes were posted on the school’s website. Our thanks to Hollie Davis, School’s office staff, for the unwavering support of our PAC.

d. PAC Archives

Marc conducted a general appraisal of PAC records located in the school (copy room across from the office). The records are fairly consistent from 1993 to 2011 and mostly include: Minutes, supporting documents to meetings, financial reports and related reports, grants records (applications and grants financial records) mostly having to do with the gaming grant processes.

4 CD Roms were found without specific detailed labels. Marc suspects they are PAC records past 2011. He will attempt to read the CDs in the near future.

An analysis of PAC records stored in past executive members’ homes and on various google drive platforms is necessary. Each executive Google email accounts have PAC records. These records form the most recent and active PAC records.

Marc volunteered to search for records with a view to centralizing a PAC archives. He will present a proposed retention and disposal policy and procedure related to PAC records. An application of a basic records retention schedule and policy is deemed advantageous.

Marc hopes to provide a report on this ongoing project during the PAC’s January meeting.

e. Nominations: Vice Chair

Marc reminded attendees to be on lookout for a volunteer to serve as Vice-Chair. The position is important as it serves as a potential succession to the Chair position for the 2026-27 year.

## **5. Treasurer's Report**

Pauline distributed and presented the PAC December 2025 Financial report. Gaming Grant process update: Letters with approved funding amounts were sent to the Administration for distribution to relevant parties. Some thank you note were sent to the PAC as a result. Our thanks to the administration and office staff for facilitating the process.

The BCCPAC annual membership fee (\$100) was paid. VCPAC no longer offer reimbursement to PACs for this membership cost. Based on a motion passed in September 2025, Gaming Grant funds will cover this expense now and in the future.

The signing authorities process with the bank is ongoing.

## **6. VCPAC Representative Report**

Hanne reported:

The Parent Education Fund is now administered by VCPAC. They have received \$3,000 from SD 61 and are mandated to disburse funds to eligible endeavours. VCPAC are working of procedure for this fund. One idea is to group schools together for one endeavour allowing enhance presentation and speaker quality. Granting groups of schools \$1,000 for an event is being considered.

VCPAC decided to place a hold on the Strategic Retreat venture. Only Reynolds Secondary PAC expressed interest in this retreat.

VCPAC continues to work on amending bylaws as it pertains to quorum for meetings.

VCPAC asked about how school's administer food programs. At Reynolds, Flourish provides for approx. 60 students, and the program is supported by the Community Garden and Food classes. Funds for this program are provided by Feeding Futures.

## **7. Principal's Report**

Bruce reported:

The work on the school goals continues. They are working on the Literacy component with a view to report in the New Year.

During the last school week in December, a winter assembly will take place along with holiday themed days for all.

A lockdown drill was held today. Saanich police in attendance were impressed with how well everyone involved took the drill seriously and how well it went.

Athletics continues to be busy and rewarding for all involved.

The Remembrance Day Assemble was a success. Many families gave stories and photographs of family members affected by their Canadian military service. The students in attendance received the event with proper respect and interest.

The November Pro D Day included topics on nutrition, CPR, AI, Google Read & Write.

The 3 student teachers assigned to Reynolds in the Fall for their practicum have moved on.

The activities for the Graduation Class of 26 continue: Pinnies were distributed and are worn with pride. The Winter Formal was very well received and many students were grateful for this most positive of experiences.

The Winter Concerts have all gone well with high attendance for every concert.

On behalf of the PAC, an expression of gratitude was expressed (via Maryse) to Bruce (and Megan, Lindsay) for all the work they do for the school in a collaborative spirit expressed gracefully and positively. They all work many evenings during the week, which cannot be easy, and yet always present themselves to others in a most

positive, kind, and welcoming demeanour. Our PAC appreciates working with Bruce, Megan, and Lindsay. It is a most pleasant experience to work with them.

#### **8. Other Business**

No other business was presented.

Next Scheduled Meeting: **Wednesday, January 7, 2026, 7 pm** in the school's Library.

#### **9. Adjournment**

Meeting adjourned at 7:55 pm