



## École Secondaire Ballenas Secondary School Parent Advisory Council AGENDA - General Meeting

**Date:** Thursday, September 11, 2025  
**Time:** 6:30pm  
**Location:** BSS Learning Commons - Library

---

### **Meeting Purpose:**

- Build relationships, share knowledge and create community
- Public meeting for all Parents/Caregivers with student(s) at BSS
- Opportunity to learn about Public Education and opportunities in Qualicum School District

### **Attendees:**

- BSS PAC Executive Team
- BSS Administration - Principal and/or Vice Principal(s)
- BSS Parents/Caregivers (All are voting members of PAC)
- Guests as requested & required (Eg: Student Voice, Teachers, QSD Trustees)

### **2025/2026 BSS PAC Executive Team:**

|                         |                   |                         |                 |
|-------------------------|-------------------|-------------------------|-----------------|
| <b>Available:</b>       | <b>Chair</b>      | <b>Michael Kilburn:</b> | <b>Director</b> |
| <b>Karri Kitazaki:</b>  | <b>Vice Chair</b> | <b>Cara McLaughlin:</b> | <b>Director</b> |
| <b>Amanda Hastings:</b> | <b>Treasurer</b>  | <b>Available:</b>       | <b>Director</b> |
| <b>Available:</b>       | <b>Secretary</b>  | <b>Available:</b>       | <b>Director</b> |

*Stay Connected & Informed:*

*Visit School District Websites for [PAC](#), [DPAC](#) & [QSD](#) Newsletters, Agendas, Minutes and more!*

---

1. **Call to Order:** *Time*
2. **Welcome / Traditional Territories Acknowledgment:**  
*"We would like to acknowledge that Qualicum School District exists within the territories of the Coast Salish People and with the shared traditional territories of the Qualicum and Snaw-Naw-As (Nanoose) First Nations"*
3. **Introductions & Quorum Declaration:** *Quorum: 5 voting members, at least 3 being Executives (This is ideal and will be reviewed following Constitution & Bylaws Review)*
4. **Approval of Agenda:** *Changes, additions, approval*
5. **Approval of Previous Minutes:** *Errors, omissions, adoption*
6. **Principal / Vice Principal's Update:** Trish Cathrine, Heather Deering, Mario Tenisci
7. **QSD Trustee Liaison Update:** Eve Flynn (2025/26)
  - COWS: All 3 Committee of the Whole meetings (Finance & Operations, Policy & Education) are next week. These are public meetings that all parents/caregivers in QSD can attend. Agenda & Minutes can be found on [QSD Website](#).

8. **Reports:** *Report, update, discuss, recommendations, questions*

a. Chair/Vice Chair

- THANK YOU to last years PAC Executive Team:

2024/2025 BSS PAC Executive Team:

|                    |              |                  |          |
|--------------------|--------------|------------------|----------|
| Karri Kitazaki:    | Chair        | Michael Kilburn: | Director |
| Brenda Fischer:    | Co-Treasurer | Cara McLaughlin: | Director |
| Amanda Hastings:   | Co-Treasurer | Nestle Williams: | Director |
| Andrea Richardson: | Secretary    |                  |          |

- Thank you to [Parksville-Qualicum Community Foundation](#) for supporting our Ballenas Community with 2 Grants:
  1. Senior Girl Volleyball Jerseys: \$3226 (Thank you Angel Delange for applying for this grant! Our grade 11/12 athletes will wear their new shirts with excitement and pride!)
  2. Whalers Football: *Details to be included in Meeting Minutes*
- Criminal Record Checks & Drivers Abstract: Your future self will thank your September self for actioning this now :O)
- [My School Day App](#): Great tool!
- Grade 10 Students: Learn CPR & AED
- Terry Fox Run: Friday, September 12th in A Block (10:17-11:39)  
*\*Students bring a Twoonie or Loonie\**

b. Treasurer:

- Review General & Gaming Account

9. **Unfinished Business:** *Items carried forward from last meeting*

10. **New Business:** *Items requiring a discussion, recommendation, decision*

- a. Call for Nominations for 2025/26 BSS PAC Executives - Please email your nomination to [ballenaspac@gmail.com](mailto:ballenaspac@gmail.com) before October 8, 2025. Vote will occur at the October 9, 2025 PAC meeting. (Note: Not all positions are filled in the Spring, we like to leave some open for new parents/caregivers who are joining BSS in September. Available positions are listed above and may change/evolve with PAC/School/District requirements and growth)

11. **Open Discussion:** *Questions, concerns or comments*

12. **Next Meeting:** Thursday, Thursday, October 9, 2025 @ 6:30pm in BSS Learning Commons - Library

13. **Motion to Adjourn:** *Time*