

English Bluff PAC AGM Meeting Minutes

Date: Wednesday, June 11, 2025

Time: 6:00 - 7:30 PM

Location: EB Staff Lunchroom

Attendees:

In-Person: Ashley Williams (President), Toshi Carleton-Gaines (Principal), Vanessa Sawrey (Secretary), Michelle Sullivan, Cindy Andresen, Jen Labelle, Leah Chapman, Nikki Bird

Virtual: Tamarah Nerreter, Mona Foufas, Jen Barber and Julie Marcopoulous

Meeting Called to Order: 6:09 PM

Approval of Minutes & Agenda

- **Approval of AGM Agenda:** Motioned by Leah Chapman, seconded by Jen Labelle
- **Approval of April 23 Meeting Minutes:** Motioned by Cindy Andresen, second motioned by Jen Labelle

1. Principal's Update

Principal's Report – Summary Highlights

Presented by: Toshi Carlton Gaines

- **Thank You to PAC**

Appreciation was extended to the PAC for their support throughout the year, including:

 - Organizing the successful school Carnival
 - Funding educational enhancements such as:
 - 20 iPads
 - PE/sports equipment
 - Musical performance
 - Document camera
- **IB Fees**

The current IB fee structure was discussed, with concerns raised that other districts do not charge similar fees. A meeting with a district representative is planned for the fall to review and clarify this.
- **Track Meet at SDSS**

English Bluff hosted a successful track meet, including a PAC-run concession. Students and staff were recognized for their efforts in setup and cleanup.
- **Anticipated Funding Requests for 2025–2026**
 - 20 additional iPads
 - 5 large classroom carpets

- \$250 per division for classroom supplies
- Reinstatement of the \$25 per student field trip subsidy
- Support for Garden Club, PASS Soccer, Rocks & Rings, HUB Cycling, dance and drama programs, music performance, and bus transportation for class field trips
- Proposed increase to classroom and field trip funds
- **Garden Club**
With Mrs. Forster retiring, a volunteer will be needed to support the Garden Club moving forward.
- **School Events & Initiatives (May–June):**
 - Track Meets (Regional & District)
 - Talent Show
 - Grade 6 Camp at Evans Lake
 - Grade 7 Exhibition
 - Inquiry Showcase (SEL focus)
 - Welcome to Kindergarten
 - Freezie Fridays
 - Carnival
 - Tomato Plant Sale
 - Grade 7 BBQ at SDSS
 - Lockdown Drill
- **Looking Ahead:**
 - Sports Day – June 13
 - Indigenous Cultural Visit – June 17
 - Kindergarten Ceremony – June 19
 - Grade 7 Celebration – June 24
 - Year-End Slideshow – June 25
 - Last Day of School – June 26 at 10:30am
 - 2025–2026 Calendar to be posted on the school website
- **School Goals**
This year’s school-wide focus was on Social Emotional Learning (SEL) and self-regulation. Next year, the focus will shift to **Numeracy**.
- **Staffing Updates**
 - Mrs. Reifel will step back from her Inclusion Teacher role but continue teaching on Mondays.
 - Several staff members are retiring, relocating, or completing term-specific roles.
 - A full list of staffing changes is included in the attached report.

The full Principal’s Report is attached for reference.

2. PAC Chair Report

Presented by: Ashley Williams

Fundraising Highlights

- Read-a-thon, Neufeld Farms, Thanksgiving Raffle, Track & Field Concession, Mother's Day Photoshoot

Student Enrichment & Support

- PAC funded:
 - 10 iPads, P.E. Equipment, Musical Performance, Garden & Spirit Clubs, Document Camera, Bus Transportation for Grade 6 Evans Lake Trip, Grade 7 Yearbooks & Grad Support

Events & Community Engagement

- Staff Appreciation Lunch
- School Dance (DJ Rachel Beau)
- Annual Carnival
- Trunk or Treat
- Volunteer coordination via email and Sign-Up Genius

3. PAC Committees

New committees formalized:

- Site Safety
- Accessibility & Inclusion
- Fundraising & Events
- IB Vision
- Promotions & Welcoming

4. IB Program Involvement

- The PAC Executive will collaborate with staff to improve family engagement with the IB framework.
- Future activities will be planned to promote IB values through PAC and parent-teacher events.

5. Communications

- Updates provided through monthly newsletters, Instagram, and Facebook.
- Emails sent through the Hot Lunch platform.
- A review is underway to streamline communication for the upcoming school year.

6. Constitution & Bylaws

- Revisions were made to the PAC Constitution and Bylaws.
- The proposed updates were approved unanimously.

7. Treasurer's Report

- A financial overview was provided and attached to the minutes.

8. 2025–2026 PAC Executive Election Results

- **Chair:** Ashley Williams
- **Treasurer:** Ashley Williams [Looking for Replacement]
- **Secretary:** [Position Open]
- **Communications Coordinator:** Michelle Sullivan
- **Members at Large:**
 - Michelle Sullivan
 - Nikki Bird
 - Dayna Switzer
 - Becky Jack
 - Nengah Sandy
- **DPAC Representative:** Sandy Atwal
- **Hot Lunch Coordinators:** Jen Barber and Hilary Binkley
- **Fundraising Committee:** Ashley Williams and Michelle Sullivan

9. New Business

Spirit Wear Update

- Michelle Sullivan presented a proposal to print 48 spirit wear items featuring new designs at a cost of \$572.
- Motion was approved unanimously.

Konstella Communication Platform Proposal

Presented by: Ashley Williams

Purpose: Enhance PAC communication and coordination.

Features:

- PAC-wide announcements
- Fundraising and payment collection
- Classroom group chats
- Direct email outreach to families

Notes:

- School communication will continue via Parent Connect and email, separate from PAC updates, as Konstella does not integrate with school systems.
- Annual cost: \$1,200

Discussion:

- Consider alternatives with lower costs.
- Trial use in one classroom suggested for evaluation.

Action:

- PAC will explore a trial in one classroom before deciding on full implementation.

10. Open Discussion & Questions

- No additional questions or comments.
- Parents are encouraged to email the PAC or use the suggestion box to share ideas.

11. Next Meeting

- **Date:** September TBD
- **Time:** *Potential change to an earlier start for 2025/2026 school year*
- **Note:** Babysitting will be offered by an EB student certified through the Babysitting Course.

Meeting Adjourned: 8:25 PM