

English Bluff PAC Meeting Agenda

Date: October 20th, 2025

Time: 9:15 - 11:00 a.m.

Location: EB Staff Room & via Zoom

Zoom Details:

Meeting ID: 615 7338 0084

Passcode: 357587

Zoom Link:

<https://ca01web.zoom.us/j/61573380084?pwd=8J67BDhBkKfAUtAkBHPA74yCltMbdW.1>

1. Welcome & Call to Order

- Introductions
- Approval of June 11, 2025 AGM Minutes
- Approval of October 20, 2025 Agenda

2. Principal Report

- School updates: highlights, upcoming events, and initiatives to support students, staff, and families

3. Chair Report

PAC Meetings

- Held the last Tuesday of each month.
- Babysitting services available (registration required)

Constitution/Bylaws

- Vote to remove signature block

Temporary Executive Appointments

- Secretary - Vanessa Sawrey
- Co-Chair - Michelle Boles

Open Vacancies

- Executive Positions
 - Co-Chair
 - Treasurer
 - Secretary

New Business

- Bookkeeper/Accountant
 - Proposal to hire Amir Accounting - \$200/month
 - Monthly support includes:
 - Reconciling and updating records
 - Entering transactions accurately and preparing reports
 - Year-end preparation

- Budget setup and ongoing financial guidance
- *Staff Support and Requests*
 - Classroom Support & Improvements (\$250 per classroom)
 - Staff Spirit Wear Contribution (\$16 per EB staff)
 - Pass Soccer Program (\$2,500)
- *Review of upcoming fundraising opportunities and community events*
 - Spirit Wear (Live on Hot Lunch)
 - Trunk or Treat - October 23rd (5-8pm)
 - PJ Day - November 28th
 - Holiday Market - Dec 2 (3:00-5:30pm)
- *Student Fundraising & PAC Coordination*
 - All class-led fundraisers (Grade 5-7) must be approved by the PAC and Toshi to avoid scheduling conflicts and ensure parent volunteer capacity.
- *Grants*
 - Gaming Grant money received: \$5,020.00
 - Opportunities
 - Variety - The Children's Charity of BC
 - Indigo - Literacy Fund Grant
- *Playground*
 - Meeting with Sukhi Dherari (Manager of Procurement) on Oct 15th to discuss moving forward with a new playground
- *Hot Lunch*
 - Ordering available through hot lunch website
- *Classroom Whatsapp Groups*
 - Discussion on usage and guidelines

4. Treasurer Report

- Discussion of proposed budget for 2025/2026 school year

5. Open Floor Discussions

6. Next Meeting

- Mark Your Calendar: PAC Meeting – November 25 (Time To Be Determined)

7. Adjournment