

English Bluff Elementary PAC Meeting Minutes

Date: April 23, 2025

Time: 7:00 - 8:30 pm

Location: EB Staff room & Zoom

Attendees:

In-person: Ashley Williams (Chair), Toshi Carleton-Gaines (Principal), Michelle Sullivan

Virtual: Leah Fox (Vice Chair & Communications), Michelle Ma, Cathy, Leah Chapman, Lori Schultz (Teacher)

Meeting Called to Order: 7:06 PM

1. Welcome & Approval of Minutes

- Introductions of PAC Executive members.
- Approval of March 31, 2025 Minutes: Summary of minutes was read through. Motion to approve by Michelle Sullivan, seconded by Cathy [Last Name], and approved.
- Approval of Meeting Agenda: Motion to approve by Michelle Sullivan, seconded by Cathy [Last Name Unknown], and approved.

2. Principal's Report – Toshi

- Please see attached report
- *Field Trip Discussion*
 - Outstanding field trip fees noted; Principal will report numbers and costs to PAC.
 - Example shared: ⅓ of students attending the SDSS play have unpaid fees; outstanding fees will be reviewed and reported to PAC.
 - Chair confirmed with Toshi \$200 in outstanding field trip fees
 - PAC asked to explore options for funding buses, including rotating cohorts.
 - Parents expressed concern about most field trips happening late in the year and requested PAC support for quality trips throughout the year.
 - Teachers have begun to seek more inexpensive field trips
 - Staff and Principal inquired about the \$60,000 placed in a GIC; PAC Treasurer confirmed funds are designated for a future playground project and were invested for one year to earn interest.
 - Concerns raised about PAC savings sitting unused while teachers face budget shortfalls for field trips.
 - Previously, PAC subsidized major field trips (e.g., Grouse Mountain, Science World) and provided buses; without support, many Teachers are considering lower cost field trips.
 - Reduced PAC funding has limited field trip opportunities.
 - PAC will revisit field trip and bus funding at the AGM.
- *Lockdown Drill: April 29th*
 - Drill is mandatory
 - Teachers discuss the drill with students in an age appropriate way
 - Students will not see police on premise during the drill however, students are used to seeing police liaison officers at the school

- *Book Fair*
 - The Librarian did hold back some of the more expensive, non book items such as erasers, pens & sharpeners
 - Mixed feelings regarding parent conferences being held in tandem with the fair
- *IB information session: New Date - May 2nd (Time: After Noisy Reading)*
 - Just had evening parent conferences and felt a day time meeting allows opportunity to those available during the day
 - Open Q & A

3. Chair Report

Upcoming Events:

- Mother's Day Photos (Apr 25–27): Sign-ups open; more slots added.
- Parent Social (May 3): At Tsawwassen Legion; prize donations and volunteers needed.
- Track & Field Concession (May 5): Organized by Cindy and Heidi.
 - Snack stand at concession being set up to sell chips, gatorade, candy bags
- Teacher Appreciation Lunch (May 6): Sandwiches/salads from La Aromas; desserts from Il Posto; platters from Neuman Fine Foods. Student art welcome.
- Red Cross Babysitting Course (May 16): Volunteers needed for check-in and pick-up.
- School Carnival (June 6): Urgent call for volunteers. Concession run by Il Posto. Volunteer Sign-Up Genius link shared.

Other Updates:

- Spirit wear sales postponed to September Welcome Back BBQ.
- Grade 5 parents reminded to contact PAC regarding Grade 6 camp fundraising.
- Freezie Fridays will be led by Grade 7 parents

2025–2026 PAC Executive Nominations:

- All roles open: Chair, Vice-Chair, Treasurer, Secretary, Communications, DPAC Rep, Members-at-Large.
- Submit nominations to: chair.ebpac@gmail.com
- Executive roles will be elected at the AGM on May 26.

Committee Opportunities:

- Seeking volunteers for next year: Hot Lunch, Site Safety, Accessibility & Inclusion, Fundraising, IB Vision, Promotions & Welcoming.

Communication Update:

- Growing Instagram presence: @englishbluffpac
- Considering Konstella app to streamline PAC communication and coordination.
 - Premium: \$849 / Platinum: \$1,049
 - Discussion around cost benefit
 - Hot lunch would remain and is roughly \$300-\$400 annually
 - Are there similar apps with a lower cost or free
 - Discussion tabled and will be discussed at AGM

4. Financial Report – Treasurer

Fundraising Overview: Past Events and Revenue

- Read-a-thon: \$2,395
- Neufeld Farms: \$475.25
- Total raised: \$2,870.25

Vote Held to Approve Expenditures:

- PE Equipment: \$700 (already purchased)
- Musical Performance: \$910
- Garden & Spirit Clubs: \$225
- Document Camera: \$800
 - Each expense was individually moved by Ashley Williams, seconded by Leah Fox, and voted to approve unanimously by remaining 2 PAC members present
 - Gaming grant and recent fundraiser funds will cover above expenses
- Additional teacher requests will be reviewed at a later date

School Survey:

- PAC and school seeking feedback; final review by PAC Executive is underway before submission to Toshi.

5. Open Floor: Questions and Suggestions

- A member inquired about Grade 7 fundraising plans for graduation; teachers are in communication with Cindy.
- Suggestions included repeating successful fundraisers from previous years, such as Freezy Fridays and a yard sale.
- Toshi will discuss fundraising details with teachers, who will then communicate with parents.
- A member expressed appreciation to the PAC Executive for their efforts.
- Hot lunch process improvements were discussed, including bagging orders in paper bags and exploring tray options.
 - The team is open to any ideas that simplify the process to encourage more volunteers.
 - It was suggested that offering one food option per hot lunch would streamline operations.
 - Hot lunch continues to be a successful, year-round fundraiser.
 - Seeking Hot Lunch Committee Members for 2025/2026 school year

6. Meeting Close and Next Steps

- The meeting was adjourned at 8:53 PM.
- The next meeting will be the AGM, scheduled for Monday, May 26th.