

# Chair's Report

English Bluff Elementary Parent Advisory Council (PAC)  
2024–2025 School Year

## 1. Executive Summary

The 2024–2025 school year was marked by renewed community engagement, successful fundraising initiatives, enrichment program support, and efforts to strengthen communication and inclusion. The PAC prioritized activities that fostered school spirit, supported educational goals, and enhanced the student experience.

## 2. PAC Executive & Meeting Overview

- Regular PAC meetings were held monthly, including hybrid options for accessibility.
- The PAC Executive included:
  - Chair: Ashley Williams
  - Co-Chair: Leah Fox
  - Treasurer - Ashley Williams
  - Secretary - Vanessa Sawrey
  - DPAC Rep - Sandy Atwal
  - Members-at-Large - Rubina Patel, Cindy Andressen, Dayna S, Scott Honey, Susy Khunhun, Mona Foufas, Kenny

## 3. Fundraising Overview

Event	
Read-a-thon	
Red Cross Courses	
Neufeld Farms	
Additional fundraising from social events, raffles, and concessions	
Track & Field Snack Concession	
Mother's Day Photoshoot	

## 4. Enrichment & Student Support

Overview of PAC funded or supported initiatives and equipment requests.

## 5. Events & Community Engagement

Key events were coordinated to build school spirit and involve families:

- Teacher Appreciation Lunch (May 6)
- School Dance (DJ Rachel Beau)
- Annual Carnival (June 6)
- Ongoing volunteer participation through Sign-Up Genius and email outreach
- Trunk or Treat

## 6. Committee Development

To better support school operations and community needs, several PAC committees were formalized:

- Site Safety Committee
- Accessibility & Inclusion Committee
- Fundraising & Events Committee
- IB Vision Committee
- Promotions & Welcoming Committee
- Hot Lunch Coordinator (2)

## 7. IB Program Engagement

The PAC began working with school staff to re-engage families around the IB World School framework. Activities are being considered for future parent-teacher conferences and PAC sessions.

## 8. Communication & Operations

- PAC communication efforts included:
  - Monthly newsletters
  - Instagram updates (@englishbluffpac)
  - Email campaigns (Hot Lunch platform)
  - Constitution updates discussed for future implementation
  - Consistent distribution of meeting agendas and minutes
  - Whatsapp groups
- Konstella
  - More streamlined form of communication

## 9. Challenges & Considerations

- Some proposed committees overlapped with unionized staff roles – role descriptions under revision
- Volunteer recruitment remains a key challenge, especially for large events
  - Internal communication with staff to be improved

## 10. Next Steps

- Finalize Constitution updates
- Continue IB and inclusivity engagement
- Strengthen committee and volunteer engagement
  - **Welcome New Families Early**  
Host a casual “Welcome to EB” coffee morning in September for new and returning families to meet the PAC and learn how to get involved.
  - **Create a Clear “What is PAC?” Guide**  
Develop a one-page flyer or digital post explaining what the PAC is,

how it helps, and how parents can participate—distributed in school startup packages and posted online.

- **Make PAC Visible at School Events**  
Ensure PAC has a presence at all school events (e.g., curriculum night, concerts, sports day) with an info table and friendly volunteers to greet families.
  - **Strengthen Digital Communication**  
Continue using newsletters and @englishbluffpac on Instagram, while expanding reach with simplified visuals, short videos, and parent testimonials.
  - **Offer Bite-Sized Volunteer Options**  
Will look at breaking down big jobs into small, flexible tasks. Create a “One Hour Club” of parents who can help occasionally without a long-term commitment.
  - **Incentivize Attendance at Meetings**  
Offer draws or small giveaways at PAC meetings (e.g., gift cards, event tickets) to encourage first-time and returning participants.
  - **Send Personal Invites**  
Work with teachers, admin, and existing PAC members to personally invite parents to specific meetings, events, or volunteer opportunities.
  - **Pilot Childcare at Meetings**  
Explore options to provide child-minding during PAC meetings to increase accessibility for families with younger children.
  - **Recognize Volunteers Publicly**  
Highlight volunteers monthly in newsletters and social posts. A “Volunteer Spotlight” section.
  - **Collaborate with Staff & Students**  
Encourage teachers and students to share stories or photos of PAC-funded resources and events to reinforce the impact of parent involvement.
- Elect 2025–2026 Executive at May 26 AGM
    - Chair/Co-Chair
    - Chair/Co-Chair
    - Communications
    - Member at Large
    - Inclusion Committee
    - Hot Lunch Coordinator
  - Expand funding strategies