



OAK BAY HIGH SCHOOL

Parent Advisory Committee (PAC) Meeting

Date: September 16, 2024 | 7:00 PM | Cafeteria

## MEETING MINUTES

### Attendees:

PAC Co-Chairs: Kalina Popova and James Chaney

PAC Treasurer: TBD

PAC Secretary: Karin Sweeney

PAC Members at Large: Michelle Appleton, Beth Boyd, Craig Hickie

VCPAC Rep: TBD

Principal: Shawn Boulding

Vice-Principal: Paul Ledet

Additional members: approximately 20

### 1. Welcome, Territorial Acknowledgement and Introductions

- Kalina welcomed everyone and gave a territorial acknowledgment
- Round table introductions

### 2. Adoption of Agenda

MOTION: *Be it resolved that the Agenda for September 16th be approved* - Approved

### 3. Adoption of Meeting Minutes

MOTION: *Be it resolved that the Meeting Minutes from May 27th be approved* - Approved

### 4. Administrative Report (Shawn Boulding, Principal)

- Newsletter announcement is sent out every Friday
- The focus for September is adjusting students timetables
- Cops for Cancer (1 million raised to date) bottle drive, car wash, garage sale on Oct 6
- Athletics and Performing Arts are both large programs at the school
- Boys soccer, girls field hockey, volleyball, rowing, cross country are in full swing
- General communication with students is through Google classroom in grade specific forums
- Grade 12 communication is through school email
- Club Day happening this week
- Thursday is Meet the Teacher night from 6-8pm; parents should bring a copy of their student's timetable
- Technology policy is off and away generally, with teacher discretion
- Chromebook supply is down 3 to 1 at the school (150 have expired) and they are also a security and privacy issue
- 4% administration fee paid through School Cash Online has been a cause for debate; cash will come back to school in a discretionary fund or capital fund for the school

- Leadership class for all Grade 9s, they can choose to be in leadership outside of class for the broader school community
- Oak Bay student population at just over 1300 students (capacity is 1286); has been overpopulated for the last few years and is down this year
- School received money last year for food program with Flourish

**5. Co-Chair Report** (Kalina Popova and James Chaney)

- What does PAC do? No fundraising!
- PAC fees from parents via School Cash Online and government Gaming Grant program
- Through these sources, PAC funds school athletics (uniforms), clubs (equipment), and extra needs (school bus)
- In the past, PAC has put on naloxone training events, a gang information night, and movie nights
- PAC also hosts a Teacher Appreciation Day every year
- PAC Executive positions available: treasurer, secretary, VCPAC rep
- PAC Constitution was updated last Spring
- CPR Training: programs specific to students that include naloxone
- Truth and Reconciliation Day: September 30th
- Oak Bay Reconciliation w/the Community Association of Oak Bay at the Sno'uyutt Pole
- School Reconciliation ceremony takes place on the Friday before
- Educational committee working with First Nations community; issue of capacity

**6. Treasurer Update** (James Chaney)

- See below

**7. VCPAC Update**

- 4% school cash online administrative fee
- Increasing funding for education
- Analysis of results of District wide survey
- Awards nominations and protocol

**8. Election of New Board Members**

MOTION: *Be it resolved that Krissy Johns serve as Secretary for the school year 2024/25. The Secretary may be added as a signatory to the Oak Bay High PAC bank account and in official documentation - Approved*

MOTION: *Be it resolved that Kerstin Heilgenberg, Krista Henry, Karen Meyer, and Karin Sweeney are elected as Members at Large for the Oak Bay High PAC for the 2024/25 school year. As Officers these people may be added as signatories to the Oak Bay High PAC bank account and in official documentation - Approved*

**9. New Business**

**10. Adjournment**

***Next PAC meeting: October 21, 2024***

Oak Bay High School PAC  
Financial Report  
June 30, 2024

	Gaming account	General account	Total	Approved funding	Variance
<b>Opening bank balance at June 30, 2023</b>	<b>\$91</b>	<b>\$8,651</b>	<b>\$8,742</b>		
<b>Revenues</b>					
Gaming grant	27,340		27,340		
Donations		6,295	6,295		
PST refund (2019-2023)		2,897	2,897		
Reimbursement of BCCPAC annual dues	75		75		
<b>Total revenues</b>	<b>27,415</b>	<b>9,192</b>	<b>36,607</b>		
<b>Total funds available</b>	<b>27,506</b>	<b>17,843</b>	<b>45,349</b>		
<b>Expenses</b>					
Funding requests					
Athletics fees	22,187		22,187	22,009	(178)
School bus		3,500	3,500	3,500	-
Aquarium water chiller	1,173	134	1,307	1,400	93
Larger scale 3D printer	1,281		1,281	1,299	18
3D printer supplies	232		232	200	(32)
Gardening supplies		515	515	525	10
Award maintenance	500		500	500	-
<b>Books and reading and writing contest prizes</b>			-	<b>400</b>	<b>400</b>
Trolley		295	295	295	-
<b>Total funding expenses</b>	<b>25,373</b>	<b>4,444</b>	<b>29,817</b>	<b>30,129</b>	<b>312</b>
Other expenses					
Bank charges	8	100	108		
Donation		100	100		
BCCPAC membership dues	75		75		
Staff appreciation		696	696		
Grad block party	141	221	362		
<b>Total other expenses</b>	<b>224</b>	<b>1,117</b>	<b>1,341</b>		
<b>Total expenses</b>	<b>25,597</b>	<b>5,561</b>	<b>31,158</b>		
<b>Bank balances before transfer to investments</b>	<b>1,909</b>	<b>12,282</b>	<b>14,191</b>		
Less: transfer to investments	-	(8,500)	(8,500)		
<b>Ending bank balances June 30, 2024</b>	<b>1,909</b>	<b>3,782</b>	<b>5,691</b>		
<b>Investments</b>		<b>8,500</b>	<b>8,500</b>		
1 year non-redeemable GIC, 5% interest, maturing March 30, 2025					