**MEETING OF THE PARENT ADVISORY COMMITTEE**
**OAK BAY HIGH SCHOOL**
**AGM MEETING MINUTES**
**MONDAY, MAY 11, 2026, 7:00pm, OBH CAFETERIA**

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**Meeting called to order at 7:02 pm**

**Attendees:**

PAC Chair: James Chaney PAC Treasurer: Melissa Donaldson, PAC Secretary: Krissy, Members at Large: Elizabeth Vitanza, Ann Chow, Craig Hickie Principal: Shawn Boulding

**Territorial Acknowledgment and Welcome**

**Approval of the Minutes and the Agenda**

MOTION: *Be it resolved that the Meeting minutes for April 20th be approved. (Melissa, Anne)*
**Approved**

MOTION: *Be it resolved that the Agenda for May 11 th be approved. (Elizabeth, Craig)*
**Approved**

Minutes will be published in pdf and available on the school website.

**Administrative updates from Shawn Boulding**

Staff meeting tomorrow (May 12)

Staff are busy getting ready for next year - building timetables is the biggest focus.

The heat pump in the school has never worked properly, so as warmer weather arrives, some classrooms are reporting temperatures beyond the recommended maximums set out by the district. A new heat pump system is being installed to hopefully rectify the situation.

Thursday (May 14) dismissal 12:20 for grades 9-11. Grade 12s stay for colour event in the gym. 325 grade 8 students will come in the afternoon for district transition day.

School liaison officers reinstated - so far going well.

Outdoor Pursuits

4 groups in and out of the west coast trail at the moment

Performing Arts

A number of year end concerts are happening between now and the end of the school year.

Athletics

Lots of athletics are still happening.

- Soccer and track have island championships ongoing
- Rugby in playoffs pushing towards playoffs
- Tennis and ultimate also working towards playoffs

Parking around the school is becoming a problem. The Goldsmith parking lot beside the track (recommended student parking area) has implemented a 3h parking limit due to increased need from municipal staffing use. The small lot between Cranmore and Cadboro Bay Rd has also been switched to a 3h parking limit, so students are encouraged to find alternate travel methods to get to school.

**PAC Chair report**

Screenagers Movie was shown in October with partnerships from middle schools. Logistically, it went well, but the hope for future events is for greater participation from Oak Bay High families.

Guest visitors

Heather Cochran from the Community Association of Oak Bay

- Looking to partner with PAC to help facilitate the all-candidates meeting for the school trustee elections in October

Bruce Kilpatrick from reconciliACTION Oak Bay

- Discussed the 10th anniversary of the Sno'uyutth Welcome Pole at Oak Bay High School

Fund requests disbursements were straightforward this year. 9 requests for funding representing groups from leadership, athletics, arts, science. All were approved in full this year.

A new bus for the school was purchased after multiple years of fundraising.

A staff luncheon was held on the semester turn around day in January.

Strategic Planning for 2026/27 school year

Set goals - decide on the calendar of events and consider inviting/sharing presentations with other school PACs to help with overall costs.

Trustee elections will be a big issue come October.

Over summer, it is suggested the incoming PAC should contact the Community Association of Oak Bay to coordinate how the PAC can be involved.

Naloxone training offer next year - possibly October or early November.

Focus on promotion of PAC for next year to increase event attendance and participation.

**Secretary Update**

Approved motions

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Elizabeth Vitanza, Ann Chow, and Jennifer Sainz were added as Members at Large

Elizabeth Vitanza was added as a signatory on the PAC account (this will be finalized over the summer)

Additional funds were approved for choir risers ($2500)

Parent donation increased to $40 for the 2026/27 school year

## PAC Executive Elections

Call to the floor for any further nominations:

Craig Hickie to be added to the slate of candidates for Member at Large

**Candidates for the 2026/27 school year:**

| POSITION | NAME | ELECTED |
|---|---|---|
| **CHAIR** | **James Chaney** | ☑ |
| **TREASURER** | **Mellisa Donaldson** | ☑ |
| **SECRETARY** | **Krissy Johns** | ☑ |
| **MEMBER AT LARGE** | **Elizabeth Vitanza** | ☑ |
| **MEMBER AT LARGE** | **Ann Chow** | ☑ |
| **MEMBER AT LARGE** | **Maria Romero** | ☑ |
| **MEMBER AT LARGE** | **Craig Hickie** | ☑ |

MOTION: *Be it resolved that the slate of candidates for the 2025/26 school year be elected. (Melissa,James)*

***Approved***

## PAC Treasurer Update

See detailed update at the end of the minutes

Paid by Lansdowne Middle School for their participation in the Screenagers event.

Clay club and Water is Life have been reimbursed according to their funding requests.

**VCPAC Business**

Volunteer appreciation strategic meeting - 5th street Bar and Grill on May 21st

- Craig and Elizabeth might be able to attend for Oak Bay High

Culturally responsive training - Shelly Wilton, and Kasari Davinder will be in attendance

- Reynolds High May 28th 6:30pm - 8pm

**Other business**

Grad Block party

June 12
The committee is working on final organizing bits.
School will cover beyond the $400 supplied by PAC

May 20th webinar on youth substance abuse Register Here

Next Meeting:

September TBD, 2026, 7:00 pm at Oak Bay High School in the cafeteria.

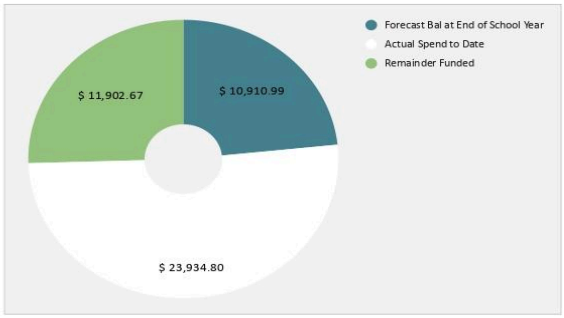
Meeting Adjourned at 8:07pm

# MEETING OF THE PARENT ADVISORY COMMITTEE
## OAK BAY HIGH SCHOOL
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### MONDAY, MAY 11, 2026, 7:00pm, OBH CAFETERIA

**Oak Bay High School PAC**
**Financial Report**
**May 10, 2026**

## Bank Activities

| | | Gaming account | General account | Total | Cheque # | Notes |
|---|---|---|---|---|---|---|
| **Opening bank balance at Apr 13, 2026** | | **$ 12,290.71** | **$ 10,522.95** | **$ 22,813.66** | | |
| **Rev** | | $ - .00 | $ 332.00 | $ 332.00 | NA | Screenagers(LMS) |
| **Exp** | Clay Club | $ 600.00 | $ - .00 | $ 600.00 | 72 | |
| **Exp** | Water is Life | $ 155.15 | $ - .00 | $ 155.15 | 73 | |
| **Exp** | | $ - .00 | $ - .00 | $ - .00 | | |
| **Exp** | | $ - .00 | $ - .00 | $ - .00 | | |
| **Exp** | | $ - .00 | $ - .00 | $ - .00 | | |
| **Exp** | | $ - .00 | $ - .00 | $ - .00 | | |
| **Ending bank balances May 10, 2026** | | **$ 11,535.56** | **$ 10,854.95** | **$ 22,390.51** | | |
| | Forecasted Spend in 25/26 | $ 23,398.00 | $ 12,439.47 | $ 35,837.47 | | |
| | Forecast Bal at End of School Year | | | $ 10,910.99 | **END OF YEAR, based on forecast** | |
| | Actual Spend to Date | $ 17,676.44 | $ 6,258.36 | $ 23,934.80 | | |
| | Remainder Funded | $ 5,721.56 | $ 6,181.11 | $ 11,902.67 | | |
| | | **5,814.00** | **4,673.84** | **10,487.84** | **END OF YEAR, based on actuals** | |




## Budget Allocated

| | Gaming account | General account | Total Budget |
|---|---|---|---|
| **Forecasted Expenses** | | | |
| Funding requests | | | |
| Counselling - Food | $ *500* | | $ 500 |
| Athletics - Fees | $ *19,615* | $ *5,000* | $ 24,615 |
| Counselling - Workshop | $ *80* | | $ 80 |
| School Awards | $ *500* | | $ 500 |
| Bowker Creek Restoration | $ *385* | | $ 385 |
| Clay Club | $ *600* | | $ 600 |
| Model Games Club | $ *155* | | $ 155 |
| Water is Life Aquatic Club | $ *400* | | $ 400 |
| Choir / OB Theatre Bookings - Risers | | $ *5,000* | $ 5,000 |
| **Total forecast funding expenses** | **$ 22,235** | **$ 10,000** | **$ 32,235** |
| **Other expenses** | | | |
| Bank charges | | $ 100 | $ 100 |
| Events (Screenagers/etc) | | $ 1,000 | $ 1,000 |
| Donation | | $ 100 | $ 100 |
| BCCPAC membership dues | | $ 75 | $ 75 |
| Staff appreciation | | $ 750 | $ 750 |
| Grad block party | | $ 400 | $ 400 |
| Other from prior yr | $ 1,163 | $ 14 | $ 1,177 |
| **Total forecast other expenses** | **$ 1,163** | **$ 2,439** | **$ 2,425** |
| **Total forecast expenses** | **$ 23,398** | **$ 12,439** | **$ 34,660** |

## Actual Spend

| | Gaming account | General account | Total Actual Spend | Variance from Budget |
|---|---|---|---|---|
| **Actual Funding Expenses** | | | | |
| Counselling - Food | | | $ - | $ **(500)** |
| Athletics - Fees | $ 15,640 | $ 5,000 | $ 20,640 | $ **(3,975)** |
| Counselling - Workshop | | | $ - | $ **(80)** |
| School Awards | | | $ - | $ **(500)** |
| Bowker Creek Restoration | | | $ - | $ **(385)** |
| Clay Club | $ 600 | | $ 600 | $ - |
| Model Games Club | | | $ - | $ **(155)** |
| Water is Life Aquatic Clu | $ 273 | | $ 273 | $ **(127)** |
| Choir / OB Theatre Bookings - Risers | | | $ - | $ **(5,000)** |
| **Actual Funding Expenses** | **$ 16,513** | **$ 5,000** | **$ 21,513** | $ **(10,722)** |
| | | | | $ - |
| **Actual Other Expenses** | | | | $ - |
| Bank charges | | $ - | $ - | $ **(100)** |
| Events (Screenagers/etc) | | $ 664 | $ 664 | $ **(336)** |
| Donation | | $ - | $ - | $ **(100)** |
| BCCPAC membership dues | | $ - | $ - | $ **(75)** |
| Staff appreciation | | $ 580 | $ 580 | $ **(170)** |
| Grad block party | | $ - | $ - | $ **(400)** |
| Other from prior yr | $ 1,163 | $ 14 | $ 1,177 | $ - |
| **Actual Other Expenses** | **$ 1,163** | **$ 1,258** | **$ 2,421** | $ **(1,181)** |
| | | | | $ - |
| **Total Actual Expenses** | **$ 17,676** | **$ 6,258** | **$ 23,935** | $ **(11,903)** |