MEETING OF THE PARENT ADVISORY COMMITTEE
OAK BAY HIGH SCHOOL

MEETING MINUTES
MONDAY, September 14, 2026, 7:00pm, OBH CAFETERIA

Meeting called to order at 7:01 pm

Attendees:

PAC Chair: James Chaney, PAC Treasurer: Melissa Donaldson, PAC Secretary: Krissy Johns, PAC Members at Large: Elizabeth Vitanza, Annie Chow, Craig Hickie Principal: Shawn Boulding, Vice Principal: Jared Adams, Vice Principal: Emily Kirzinger

Additional members: 6

Territorial Acknowledgment and Welcome

Approval of the Minutes and the Agenda

MOTION: *Be it resolved that the AGM Meeting minutes for May 11th be approved. (Elizabeth V, Craig H)*

Approved

MOTION: *Be it resolved that the Agenda for September 14th be approved. (Elizabeth V, Melissa D)*

Approved

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

Treasurer Update

See attached report

Special Guest - Heather Cochran Oak Bay Community Association

Oct 17 is election day. The All Candidates forums will be held on Oct 1 and Oct 8th, and the school trustee candidates forum will be held on October 13th, moderated by Charley Beresford.

MEETING OF THE PARENT ADVISORY COMMITTEE
OAK BAY HIGH SCHOOL

MEETING MINUTES
MONDAY, September 14, 2026, 7:00pm, OBH CAFETERIA

Action item 1:

{Insiya, Craig, and Annie, Elizabeth, and Krissy will assist with OBH PACs contribution to this event}

Action item 2:

{Elizabeth will make question contribution form to be sent out to schools}

Action item 3:

{Krissy will liaise with the administration from Willows, Monterey, and Oak Bay High to distribute the question form to school families}

Administrative update from Shawn Boulding

There's approximately 1400 students enrolled this year.

Emily Kirzinger and Jared Adams are Vice Principals at our school. Emily is new to the school this year. Jared is in his 3rd year at Oak Bay High.

The school admin team is fluid in their roles, so they are all available to talk to kids and support families.

The beginning of the school year start-up is busy, but most kids are getting settled in their classes.The goal is to have everyone where they need to be by the end of the week. Grade wide assemblies happened today.

Parking around the school is a real issue this year. Our staff of 125 does not have enough on site parking, and only 15-16 spots are available for students. We are

encouraging students to use other methods of active transportation for travel to and from school.

We ask that families help students arrive on time. A significant number of students are late.

Clubs

Sept 22 is club day. All sorts of clubs available for students to join - entertainment, philanthropic, fundraising, etc.

If students would like to participate in a club that isn't currently offered, come to the office with new club ideas and a teacher will be found to sponsor the club.

Canadian University Event (CUE)

Happening on Oct 29th in the large gym.- Over 30 post secondary institutions will be in attendance this year.

Athletics

Girls volleyball tryouts have started, with 120 girls interested

Field hockey and cross country are also starting up soon. The incoming Gr9s had a cross country camp in the summer.

Student athletics participation is high again, with a significant portion of the school population participating in at least one athletic activity.

Performing arts

Performing groups are getting started, with concert and show dates TBD.

MEETING OF THE PARENT ADVISORY COMMITTEE
OAK BAY HIGH SCHOOL

MEETING MINUTES
MONDAY, September 14, 2026, 7:00pm, OBH CAFETERIA

PAC Chair update

We need a new chair for our PAC executive. Please attend a meeting or email PAC at obhpacinfo@yahoo.com if you are interested in learning more about this role.

Parent engagement

Any PAC sponsored events or info sessions, please email both Shawn and Emily and they will send out the info to families. Emily is in charge of the school's social media this year, so she can also post about PAC events for us.

Parent Ed

Past PAC hosted events include a viewing and discussion of Screenagers, a presentation on gang activities in schools. and naloxone training. If you have any suggestions for presentations you would like to see, please contact PAC.

Secretary Update

PAC minutes are posted to the parent info area of the school website. This is the best way to keep updated about what happened at our meetings.

Important dates

Meeting dates for 2026/27 school year:

- Sept 14, Oct 19, Nov 16, Jan 18, Feb 22, Apr 19, PAC AGM May 17

- No meetings: December, March, June

Funding request allocations (Oct and November meetings)

Staff appreciation lunch (January 29)

AGM (May 17)

VCPAC Update

VCPAC has a number of events and info sessions for parents this year. Please watch communications from the school for more info on these events.

Sept 24th is the next meeting at Landsdowne Middle School.

Action item 3:

{Craig will go to the September meeting.}

The PAC executive will rotate attendance at these meetings. A sign up sheet will be distributed to the executive shortly.

Paid secretary vacancy

This person manages the website and shares the info out to school PACS. VCPAC is looking for a replacement person for this role.

Other Business

No other business at this time.

MEETING OF THE PARENT ADVISORY COMMITTEE
OAK BAY HIGH SCHOOL

MEETING MINUTES
MONDAY, September 14, 2026, 7:00pm, OBH CAFETERIA

Next Meeting:

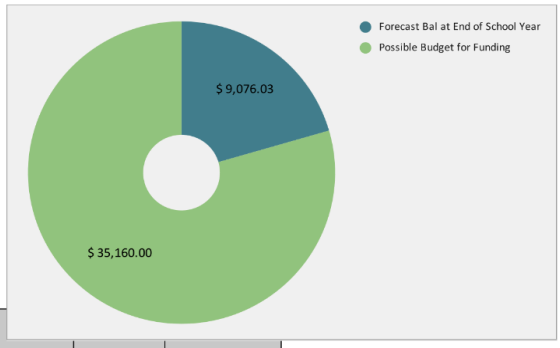
October 19, 2026, 7:00 pm at Oak Bay High School in the cafeteria.

Meeting Adjourned at 8:05pm

Oak Bay High School PAC
Financial Report
Sept 14, 2026

Bank Activities

	Gaming account	General account	Total	Cheque #	Notes
Opening bank balance at Sept 14, 2025	**$ 8,471.52**	**$ 5,764.51**	**$ 14,236.03**		
Planned rev - Gaming Grant	**$ 26,000.00**	**$ - .00**	**$ 26,000.00**		
Planned rev - Donations	**$ - .00**	**$ 4,000.00**	**$ 4,000.00**		
			$ - .00		
Projected Funds for 2026/2027	**$ 34,471.52**	**$ 9,764.51**	**$ 44,236.03**		
Forecasted Spend in 26/27	$ 22,735.00	$ 12,425.00	$ 35,160.00		
Forecast Bal at End of School Year			$ 9,076.03	**END OF YEAR, based on forecast**	
Actual Spend to Date	$ -	$ -	$ -		
Possible Budget for Funding	$ 22,735.00	$ 12,425.00	$ 35,160.00		
	11,736.52	**(2,660.49)**	**9,076.03**	**END OF YEAR, based on actuals**	



Possible Budget

	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	$ 500	$ -	$ 500
Total forecast other expenses	**$ 500**	**$ 2,425**	**$ 2,925**
Total forecast expenses	**$ 22,735**	**$ 12,425**	**$ 35,160**

Actual Budget

	Gaming account	General account	Total Actual Spend	Variance from Budget
Actual Funding Expenses				
Counselling - Food			$ -	**$ (500)**
Athletics - Fees			$ -	**$ (24,615)**
Counselling - Workshop			$ -	**$ (80)**
School Awards			$ -	**$ (500)**
Bowker Creek Restoration			$ -	**$ (385)**
Clay Club			$ -	**$ (600)**
Model Games Club			$ -	**$ (155)**
Water is Life Aquatic Club			$ -	**$ (400)**
Choir / OB Theatre Bookings - Risers			$ -	**$ (5,000)**
Actual Funding Expenses	**$ -**	**$ -**	**$ -**	**$ (32,235)**
Actual Other Expenses				
Bank charges			$ -	**$ (100)**
Events (Screenagers/etc)			$ -	**$ (1,000)**
Donation			$ -	**$ (100)**
BCCPAC membership dues			$ -	**$ (75)**
Staff appreciation			$ -	**$ (750)**
Grad block party			$ -	**$ (400)**
Other from prior yr			$ -	**$ (500)**
Actual Other Expenses	**$ -**	**$ -**	**$ -**	**$ (2,925)**
				$ -
Total Actual Expenses	**$ -**	**$ -**	**$ -**	**$ (35,160)**