



ÉCOLE ROYAL BAY SECONDARY SCHOOL

PAC MEETING

September 10, 2025 6:30pm

1. Welcome / Call to Order / territorial acknowledgement 6:30pm
2. Motion to approve agenda put forth by Sahye, seconded by Leanne, no one opposed
3. Motion to approve of Minutes from June 2025 put forth by Sahye, seconded by Melissa, no one opposed.
4. Reports:
 - President
 - We will be setting dates for various events - pac meetings, bake sales etc and these dates will be going into the Raven's nest, which this year will be going out bi-weekly, and will be coming out this Friday.
 - This year is the 10th anniversary for Royal Bay, so we'll put some thought into how to mark this.
 - We'll be working on Dry Grad celebration, and will get the number of grads from Melissa shortly.
 - Vice President - position not filled yet
 - Treasurer
 - Fiscal year ended August 31 so books have been closed.
 - Gaming account balance = \$6164.70
 - Chequing account balance = \$1120.21 - of that, \$533.11 is set aside for bursaries (as a result of fundraising from last year), \$587.10 left in our general account to cover speac dues and misc expenses as needed, which we will cover in our budget, to be done in November.
 - Gaming report is due within 90 days of closing the books and Melissa will be working on that this weekend. In May applied for a gaming grant. Indications are that we should be having approximately \$40,000 to work with. This is more than last year. There are no money unaccounted for or owing from the money we have.
 - Melissa D has already put together the application package for school staff to request funds, and these have been given to the school admin. October 17 (ish) is the deadline for all requests for funds.

- Secretary - position not filled yet, Tara acting as secretary tonight
- Communications - position not filled, no plan to fill this position this year
- SPEAC- position not filled yet, also, SPEAC meeting hasn't happened yet, will be next week
- Principal / Administration
 - Bottle Drive being held this Saturday (possibly for girls lacrosse team)
 - grade group assemblies will start happening next week and the week after
 - FRIMM BBQ is coming up, but with a date TBD
 - The affordability account that has been provided by the province in the past will sadly not be happening this year, which may affect a few things, ie ability for teachers to plan field trips
 - Belmont is maxed out for students and they have brought and will continue to bring students to join Royal Bay. Many don't have schedules yet but we have the room for them. Probably been about 30-40 so far.
 - Gr 12's have about 427 students, 1750 is the overall population of the school
 - Counsellors are doing online booking for appointments this year. So far this is going great. It allows counsellors to prepare for each individual student. They have computers in the counselling suite that students can use to book appts if they like. Parents can also book appts, there is a link in the Raven's Nest
 - Grad news - they had an area/background on the first day to take a photo
 - Friday morning is the time for the grad sunrise, which happens at Royal Bay beach at 6:30 am
 - Career class is twice a week. They will either be meeting with the teacher or they're in the library learning commons or they are off school property.
 - Raven's Nest will now come out twice a month now. It is a big load on clerical team to put together, hoping this will help.
 - Parking is much more limited with the addition of more portables over the summer. Therefore asking that if you are able bodied (and this applies to staff too), please park in the back to allow those with more challenges to park in the front. Working on getting more signage to this affect, including where visitor parking is but it may take a while. When dropping off, parents can stop in the red curb areas, but it's not for parking.
 - District Indigenous Learning day is Sept 22. Usually this would be a planning day of the schools, this year an Indigenous Learning day across the province. In the morning the 2 Keynote speakers will be Jodie Wilson-Raybould and Carolyn Roberts. Keynotes will be in our theatre in the morning, our staff can see it live, and it will be live streamed to everyone else in the district and in the afternoon there will be rotating workshops in the school
 - Feeding Futures program is back. Breakfast program is up and running now.

Senior food students will be coming up with food security initiatives, likely include bringing free healthy snacks twice a week, and that will likely start in the next few weeks. Robin Rough's afternoon class will be receiving food donations from the Mustard Seed that they will be turning into soup offerings for students and the Culinary Arts program will have an offering for lunch, either a food card that was done last year for students last year, or free main for all students. That's what Belmont and EMCS are doing, offering a free main for any student that needs it. Belmont was doing wraps and easy grab and go stuff. Trying to avoid stigma of having a card. If it's for everyone, it's easier. Working with Chef Rowan on that.

-Peer tutoring will start the week of Sept 23. Math, Science, and French Immersion. Gr 11 and 12 students will be offering the tutoring and that will be posted in the Raven's Nest about what days and what subjects. If there are students interested in becoming a peer tutor, contact Stephanie Vink.

-Clubs we have so far:

James Gibson doing mini war gaming/ war hammer

Chris McFarland and Joelle Brick doing Queer Club

Robin Rough Garden Club

Chris Moore is doing a Hockey Club

Joelle Brick doing Travel and Culture Club

Joelle Brick doing a TTRP Club (Table Top Role Playing - kind of like DnD)

-2 very hard to fill positions at the school right now. The Task Program - it has a Camosun teacher attached to it but also needs a classroom teacher. Tim Sorenson is on leave. Someone in there right now and a TTOC that was in the class last year coming in at the end of September, and he does have some background in training. The other position is Jessica Doyle's mat leave which is electronica, drafting, and wood. It's a really one of a kind position to fill.

-Wifi - there are lots of tech problems happening right now. Look for info in the Raven's Nest about how we'll proceed on that.

-Will there be any flow of traffic help within the school? Students are saying it's very difficult navigating the hallways and the stairs in particular. We will encourage teachers to come out and help direct traffic in the breaks between classes. We have spoken about some more visuals and signage to help people navigate the halls. Messaging about staying on the right side of the hallways.

5. New Business:

-Elections for available PAC positions, Vice President, Secretary and SPEAC rep.

-Kristen Manieri accepts the nomination for Vice President, no opposition and no other names proposed.

-Tara Campbell accepts the nomination for Secretary, no opposition and no other names proposed.

-Allison Hyatt accepts the nomination for SPEAC Rep, no opposition and no other names proposed.

-New members will need to read over the constitution and by-laws and sign the form to say they understand

Therefore our complete executive PAC team for 2025/26 will be:

President- Sahye Guandique Cummings

Vice President- Kristen Manieri

Treasurer- Melissa Da Silva

Secretary- Tara Campbell

SPEAC Rep- Allison Hyatt

-Signing authority- we will need to remove Caroline Aked as sponsor and signing authority. We will need a Coast Capital account holder as a sponsor - that person doesn't necessarily need to have signing authority. Leanne Renfrew and Melissa Da Silva both have Coast Capital accounts. Leanne Renfrew has offered to be our sponsor, and we'd like to add Melissa Da Silva and Sahye Cummings as signers, and Kristin Manieri will also be added as a signing authority.

-Sahye puts forth a motion to remove Caroline Aked as sponsor and signing authority, add Leanne Renfrew as sponsor, and add Sahye Guandique Cumming and Kristen Manieri as Signing authority, and keep Melissa DaSilva as signing authority. Kristen Manieri seconds the motion, no one opposes. Only question is if it is joint signing? Yes, all cheques will need 2 signatures. Motion passed.

6. Bursary Fundraising

-Potential dates for bake sales and Burger and Beverage. We want to do this fundraising because we are no longer allowed to use gaming funds for bursaries and we would like to offer as many graduating students financial aid as we can. All money raised will be solely for bursaries and won't be touched for any other purpose.

-Bake sales October 17; January 23; March 6 and potential 4th sale if needed May 29. We'd like to try a theme for each of them. Fall or Halloween for the October

one, Winter for January, Spring for March, maybe summer for May. We will put info into The Raven regarding this. We will touch base with Chef Rowan and Leadership to make sure these dates work with their plans. Having bake sales on pizza day could be great.

-We are working on getting a Zeffy account as it is free and it allows you to use your phone as a tap device. Kristen has used Zeffy. Kristen was met with the issue that it only accepted credit cards and not debit cards. Melissa would like to set up an account and just try with her own debit card to see if we can make this work. Would be great to offer this at bake sales. Kristen will figure out some details and bring this to the next meeting, also may have an alternative site that could work.

-Sahye will send info out to parents and all of parents here tonight, sharing what we're looking for (last year we averaged \$450/ bake sale). No nuts/peanuts in baking and GF must be clearly labelled and wrapped individually. Sahye will be encouraging parents to individually wrap each piece. It's much easier and cleaner and better for everyone involved. Sahye will provide gloves and make sure people do not handle both money and food.

-Everyone in attendance agreed to allow Melissa to set up a Zeffy account on our PAC's behalf to be used for fundraising events hosted by our PAC.

-Garden Works Gift cards is a fundraiser we could do if needed. It's quite simple, just need to connect with Garden Works and let them know we want to join. We earned a few hundred dollars with that 2 years ago, so pretty good for low effort.

-Kristen noted an opportunity to offer bake sales outside of school hours. The Dance open house near end of the year, and maybe sports tournaments. Could be opportunity here. However, may need some discussion, as the groups (ie dance and volleyball) may want a cut of what is raised, or may already have some sort of concession. So let's have the discussion among us and with these groups and explore the potential. Teresa brought up that we might need to get a permit from the health inspector as we would be inviting the public to this.

-Burger and Beverage

It is the 10th anniversary of our school. Let's open discussion of maybe inviting alumni, not just focus on current parents. Last year we sold 55 tickets and raised enough for 1 bursary. Alcohol was donated for that, which helped, and Chef ended up donating the food costs. Melissa H brought up capacity consideration. Question is how to invite alumni? Students are dropped from the system at end of each

school year. Last year it was 19 years and up because alcohol was present. Holly (parent present online) has experience with social media and could have some ideas to help with this. Two potential dates are Nov 7 or 14. Menu is up for debate whether it is burgers or pasta or something else. Could also do this in February - less happening at this time of the year, might be better received. Could be non-alcoholic. Sahye proposes we have a sub-committee to discuss and then present to the larger group their findings, and asked for volunteers and will contact those who volunteer to find a time to meet.

-We could do with some information going out to parent community about what PAC is and what they do. Suggestions for venues - Burger and Beverage night, parent teacher interviews etc. This could be helpful overall to reach parents to explain what we are.

7. Other

-Should we be fundraising for field trips? Short answer is probably not.

-Sahye would like some budget for miscellaneous expenses ie a sandwich board to advertise for PAC meetings. Melissa answered that that can be discussed with when budget is discussed.

-Can we put more info on the FB page about who PAC is and what we do? Yes, let's use social media to our advantage.

-Will there be traditional parent teacher interviews this year? In discussions with staff. Lets have standing table for PAC/Dry Grad to put out info to parents (and include treats!!)

8. Adjourn at 8:02

Next meeting will be held October 1, 2025 @ 6:30pm in Learning Commons

In attendance: Sahye G C; Kristen M; Tara C; Allison H; Candice M; Stephanie T; Melissa D; Leanne R; Vanessa R; Kate R; Natalie C; Marita A; Teri W; Teresa J; and online Holly and Heidi