Seaforth Parent Advisory Council (PAC) **October 2026 Annual General Meeting (AGM) Minutes**			
Date, Time & Location:	15 October 2026, 7-8:30pm, Zoom virtual meeting		
Attendees:	• Anthony Yam • Amanda Coutts • Dan Cabral • Alison Cuvier • Betty Hoang • Bob • Char Black • Connie Hobbis • Christian Cheung • Grace Yung • Carla Bell • Azra Hudda	• Céline Sutherland • Emily Cronk • Hanwei Sudderuddin • Irene Libby • Jeff Brady • Joseph • Leo Liu • Linda Watson • Kelly Fang • Melia Kinkade • Shazia Bhulji • Emma Kane	• Neena Purewal • Phoebe Xia • Rebecca • Rebecca Nelson • Roberta Cirello • Sameer Kajani • Stephanie Nakagawa • Tak Leung • Zora Kotur • Wendy Jang • Neetu Gujral

Item #	Topic	Discussion	Action Required
1. *Report Updates*			
1a	Welcome and meeting objective – AGM & Budget	• Welcome PAC Members to the AGM • Primary objective is to select PAC Executive committee for 2026/2027 and discuss/approve budget • Dan Cabral took over as chairing the AGM	
1b	Principal Report	**District Cybersecurity Incident** • Most school systems, including email, phones, and network access, have been restored. • Minor technical issues remain, and the district continues working toward full restoration. • Families are encouraged to review district communications regarding cybersecurity and data protection. **PAC Meetings & School Code of Conduct** • Clarified that PAC meetings are organized and chaired by the PAC Executive, with school administration attending as invited guests. • All participants are expected to follow the school's Code of Conduct and maintain a respectful, welcoming environment. **School Procedures & Safety**	

Item #	Topic	Discussion	Action Required
		● Parents and guardians are reminded to contact or visit the school office rather than entering classrooms during instructional hours (8:55 a.m.–3:00 p.m.). ● Students arriving after 8:55 a.m. must check in at the office to ensure accurate attendance records. ● Families are reminded to observe parking regulations and avoid double parking, blocking driveways, or stopping in restricted areas.	
	Head Teacher Report	● Orange Shirt Day gathering was successfully held in September. ● Cross-country season is concluding, with volleyball season underway. ● Halloween celebrations will include an assembly and a parade, weather permitting. ● Families are reminded to select respectful, school-appropriate costumes and leave costume weapons or props at home.	
2. *AGM - Executive Committee*			
2a	Election of 2026/2027 PAC Executive Committee	The following nominees were elected to the 2026/2027 PAC Executive Committee at the meeting: ● Chairperson - Wendy Jang ● Vice Chairperson - Irene Libby ● Former Chairperson - Dan Cabral ● Treasurer (Budget & Reconciliation) - Alison Cuvier ● Treasurer (Payables) - Céline Sutherland ● Secretary - Betty Hoang ● CPF (Canadian Parents for French) Representative - Hanwei Sudderuddin ● DPAC (District Parent Advisory Council) Representative - ● Members at Large - Sheena Vail, Shilpi Shah, Connie Hobbis, Stephanie Nakagawa, Phoebe Xia, Zora Kotur, Omnia Elzahar, Neena Purewal, Linda Watson, Jeff Brady, Sameer Kajani, Darwin Burns, Rebecca Broadhead ● Elections were conducted electronically (Mentimeter), with candidates requiring a majority of votes to be elected.	
2b	Budget Presentation & Approval	**Fundraising Highlights**	

Item #	Topic	Discussion	Action Required
		● **Hot Lunch:** Exceeded expectations, with strong participation throughout the year. ● **Fantuan:** Successfully introduced as an additional hot lunch option and generated revenue above initial projections. ● **Popcorn Fridays:** Significantly exceeded expectations, supported by strong sales and online ordering. ● **Holiday Marketplace:** One of the most successful years, generating approximately $5,000 in profit. ● **Art Cards:** Fundraiser did not take place during the 2025–2026 school year. ● **GIC Interest:** Introduced a rolling 30-day GIC to generate additional interest income on PAC funds. **Graduation Surplus** ● A surplus of **$230.65 from the 2025 graduating class** was included in the 2025–2026 reconciliation. ● Graduation committees manage their own fundraising and expenditures. ● Unused graduation allocations remain within PAC general funds. ● The 2026 graduating class reconciliation is still pending and will be reflected in the appropriate future financial reporting. **Year-End Surplus** ● The PAC reported an approximate **$13,000 surplus** for the 2025–2026 school year. ● The surplus was attributed primarily to successful fundraising initiatives. **Potential Uses for Surplus Funds** Suggestions included: ● Resource room improvements. ● Additional literacy and educational resources. ● Outdoor musical or interactive learning equipment. ● Other school-wide enhancements. School administration will consult staff to identify priority needs and present recommendations.	

Item #	Topic	Discussion	Action Required
		Decision: ● The **2025–2026 budget reconciliation was approved and closed**. ● Allocation of the approximately $13,000 surplus was deferred to the November PAC meeting. ● Parents are encouraged to submit suggestions to Principal Anthony Yam or Head Teacher Amanda for consideration. ## Proposed 2026–2027 PAC Budget The proposed budget was developed using conservative fundraising projections based on previous years' performance. **Key Budget Allocations** ● Grade 7 Graduation: Funding for graduation celebrations and activities. ● Classroom Resources: $12,000 allocated ($25 per student). ● Educational Resources: Support for library books, French resources, math, science, fine arts, music, and technology. ● Resource Support: Materials and equipment for resource teachers and education assistants. ● Sports: Funding for athletic equipment and school programs. ● Family Subsidies: Financial assistance for students and families in need. ● Garden & Grounds: Support for school gardens and outdoor improvements. ● School Events: Funding for student activities, celebrations, and volunteer appreciation. ● PAC Operations: Administrative expenses, memberships, and licensing fees. **Additional Budget Discussion – School Hygiene** ● Parents raised concerns regarding school cleanliness and hygiene following district funding reductions. ● School administration clarified that cleaning products and procedures must comply with district policies. ● A new **$500 cleaning/hygiene budget allocation** was added to support potential improvements.	

Item #	Topic	Discussion	Action Required
		● Further discussion will take place with school administration to determine suitable initiatives. ● Budget allocations may be adjusted throughout the school year through PAC approval. **Decision:** ● The **2026–2027 PAC budget was approved**, including the new $500 cleaning/hygiene allocation. ● The approved budget will be provided to school administration to allow planned expenditures to proceed. *Closed 2025/2026 Budget and Approved 2026/2027 Budget is attached at the end of the meeting minutes	
3. *Fundraising & Events*			
	2026/2027 Fundraisers and Events (see list below)	Upcoming Fundraisers and Community/Education Events:	
3a	Art Cards	● Art Cards fundraiser has returned for the 2026–2027 school year. ● Sample cards have been distributed to students. ● **Order deadline: October 24, 2026.** ● Printing and shipping are expected to take approximately 5–10 days following the order deadline.	
3b	Family Photo Night	● **Dates:** November 25–26, 2026 ● **Time:** 4:00–7:45 p.m. ● **Sitting Fee:** $30, benefiting the PAC. ● Payments will be accepted through SchoolCash.	
3c	School Swag	● Strong response to the new school merchandise featuring the updated Seaforth logo. ● PAC offered all school staff one complimentary T-shirt or an equivalent discount toward other merchandise. ● Orders are expected to arrive shortly. ● School administration expressed appreciation for the PAC's generosity.	

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3d	Yearbook	• Yearbook contract expected to be finalized shortly. • Production costs have increased by approximately $1 per book. • Fundraising is still expected to remain profitable. • Parent photo submissions will open once the contract is finalized. • Teacher participation in photo collection will be coordinated.	
3e	Holiday Market	• Vendor registration is approximately 75% full. • Several teachers and students have expressed interest in participating. • Volunteer recruitment and event planning will continue. • Additional information will be shared as preparations progress.	
	Sunoka Apple Fundraiser	• Fundraiser is now closed and the pick up is below • **Date:** Monday, October 19, 2026 • **Time:** 2:30–4:30 p.m.	
4. *General Housekeeping*			
4b	Next Meeting	Next Meeting – Thursday, 19 November 2026	

2026/2027 Fundraisers and Events

Event Date	EVENT	Lead
Sept 2026	Art Cards (Fundraiser)	Alina
Sep 15 - Oct 6, 2026	Sunoka Apples (Fundraiser) *Order pick up Oct 19	Phoebe
Sep 15 - 30, 2026	School Swag (Fundraiser) *Order pick up Nov 2	Céline
Sept 24, 2026	Terry Fox Run *Assembly at 1pm followed by the run	School
Sept 29, 2026	Orange Shirt Day	School

Sep 15 - Oct 6, 2026	Sunoka Apples (Fundraiser) *Order pick up Oct 19	Phoebe
Oct 2026	Family Photos (Fundraiser)	Shilpi
Oct 2 - 22, 2026	Neufeld Farm (Grade 7 Grad Fundraiser) *Order pick up on Oct 29	Grade 7 Committee
Oct 9, 2026	Student Individual Photos	School
Nov 2, 2026	Student Individual Photos Retakes	School
Dec 2026	French/English Book Fairs (Fundraiser)	Alison
Dec 2026	Jingle Bell Walk	School
Dec 4, 2026	Holiday Market	Irene
Dec 17, 2026	Pancake Breakfast	Melia/Kat
Feb 12, 2027	DJ Rock n Beau Dance	PAC
Feb 24, 2027	Pink Shirt Day	School
Mar 2027	Giving Tree	PAC
April 2027	Alumni Scholarship Submissions	PAC
May - June 2027	Gaming Grant Application	Alison
May 2027	Fruit and Veggie Program Submission (School contacts PAC)	School
May 21, 2027	Sports Day (PAC runs concession)	School
June 2027	Grade 7 Grad Lunch (Grade 7 Grad Committee organizes)	School
June 2027	Grade 7 Grad (Grade 7 Grad Committee organizes)	School
June 2027	Yearbooks	Irene

Upcoming Dates for PAC Meetings (Tentative)

Event	Date
November PAC Meeting	November 19, 2026
January PAC Meeting	January 21, 2027
February PAC Meeting	February 18, 2027
April PAC Meeting	April 15, 2027
May PAC Meeting	May 20, 2027

Closed 2025/2026 Budget

Seaforth Elementary School PAC
General Account
Budget Operating
2025-2026

	Actual	Proposed Budget	
Receipts (net of costs)	2025-2026	2025-2026	Variance
Hot Lunch	23,452.67	$ 20,000.00	$3,452.67
Fantuan	5,885.73	$ 3,000.00	
Popcorn Sales	4,354.00	$ 1,500.00	$2,854.00
Art Cards	0.00	$ 1,500.00	($1,500.00)
Sports Day Concession	1,165.00	$ 800.00	$365.00
Spirit Wear	500.00	$ 1,000.00	($500.00)
Apples	2,056.00	$ 2,000.00	$56.00
Native	176.95	$ 200.00	($23.05)
Other Cobs, Mabels Labels, etc	354.76	$ 500.00	($145.24)
Yearbook	2,298.64	$ 2,000.00	$298.64
School District PAC Grant	190.00	$ 175.00	$15.00
Holiday Marketplace	4,867.54	$ 1,500.00	$3,367.54
Parent Donations	0.00	$ 2,500.00	($2,500.00)
Family Photo Night	625.00	$ 1,000.00	($375.00)
Readathon	0.00	$ -	$0.00
GIC Interest	710.05	$ -	$710.05
Grad surplus from 2025	230.65	$ -	$230.65
Net Receipts	$46,866.99	$ 37,675.00	$6,306.26

Expenditures				
PAC Priorities				
Grade 7 Graduation	3,000.00	$	3,000.00	$0.00
Rainy Day Boxes	0.00	$	-	$0.00
Staff/PAC Exec/Volunteer Appreciation Luncheon	1,000.00	$	1,000.00	$0.00
Jingle Bell Walk	500.00	$	500.00	$0.00
General Operations & Admin (including fruit & veg. program)	150.00	$	150.00	$0.00
Membership Dues and Conferences	0.00	$	100.00	$100.00
Gifts / Community Donations	0.00	$	100.00	$100.00
Total PAC Priorities	4,650.00	$	4,850.00	$200.00
School Expenses				
Classroom Resources	10,000.00	$	10,000.00	$0.00
School/ Technology Upgrades/ IT Resources	1,500.00	$	1,500.00	$0.00
French Resources/Quebec Trip	1,500.00	$	1,500.00	$0.00
Library Books	1,500.00	$	1,500.00	$0.00
Sports	5,171.00	$	5,000.00	($171.00)
Math and Science	6,000.00	$	6,000.00	$0.00
Fine Arts and Music	1,000.00	$	1,000.00	$0.00
Student Council	500.00	$	500.00	$0.00
Resource support	1,000.00	$	1,000.00	$0.00
Family Subsidies	500.00	$	500.00	$0.00
Grounds Improvement / Garden Works	500.00	$	500.00	$0.00
Total School Costs	29,171.00	$	29,000.00	($171.00)
Total Expenditures	33,821.00	$	33,850.00	$29.00
Surplus (Deficit) - Current Year	$13,045.99	$	3,825.00	$9,220.99

Approved 2026/2027 Budget

Seaforth Elementary School PAC
General Account
Budget Operating
2026-2027

	Actual	Proposed Budget	
Receipts (net of costs)	**2025-2026**	**2026-2027**	**Variance**
Hot Lunch	0.00	$ 20,000.00	($20,000.00)
Fantuan	0.00	$ 3,500.00	($3,500.00)
Popcorn Sales	0.00	$ 2,500.00	($2,500.00)
Art Cards	0.00	$ 800.00	($800.00)
Sports Day Concession	0.00	$ 800.00	($800.00)
Spirit Wear	0.00	$ 1,000.00	($1,000.00)
Apples	0.00	$ 2,000.00	($2,000.00)
Native	0.00	$ 200.00	($200.00)
Other Cobs, Mabels Labels, etc	0.00	$ 500.00	($500.00)
Yearbook	0.00	$ 2,000.00	($2,000.00)
School District PAC Grant	0.00	$ 190.00	($190.00)
Holiday Marketplace	0.00	$ 3,000.00	($3,000.00)
Parent Donations	0.00	$ 1,000.00	($1,000.00)
Family Photo Night	0.00	$ 500.00	($500.00)
GIC Interest	0.00	$ 200.00	($200.00)
Grad Surplus	0.00	$ 800.00	($800.00)
Net Receipts	$ -	$ 38,990.00	($38,990.00)

Expenditures				
PAC Priorities				
Grade 7 Graduation	0.00	$	3,000.00	$3,000.00
Rainy Day Boxes	0.00	$	800.00	$800.00
Staff/PAC Exec/Volunteer Appreciation Luncheon	0.00	$	1,000.00	$1,000.00
Jingle Bell Walk	0.00	$	500.00	$500.00
General Operations & Admin (including fruit & veg. program)	0.00	$	150.00	$150.00
Membership Dues and Conferences	0.00	$	100.00	$100.00
Gifts / Community Donations	0.00	$	100.00	$100.00
Total PAC Priorities	0.00	$	5,650.00	$5,650.00
School Expenses				
Classroom Resources	0.00	$	12,000.00	$12,000.00
School/ Technology Upgrades/ IT Resources	0.00	$	3,000.00	$3,000.00
French Resources/Quebec Trip	0.00	$	2,000.00	$2,000.00
Library Books	0.00	$	2,000.00	$2,000.00
Sports	0.00	$	4,000.00	$4,000.00
Math and Science	0.00	$	3,000.00	$3,000.00
Fine Arts and Music	0.00	$	3,000.00	$3,000.00
Student Council	0.00	$	750.00	$750.00
Cleaning	0.00	$	500.00	$500.00
Resource support	0.00	$	1,500.00	$1,500.00
Family Subsidies	0.00	$	750.00	$750.00
Grounds Improvement / Garden Works	0.00	$	750.00	$750.00
Total School Costs	0.00	$	33,250.00	$33,250.00
Total Expenditures	0.00	$	38,900.00	$38,900.00
Surplus (Deficit) - Current Year	$ -	$	90.00	($90.00)

	$25.00