

Eagle View Elementary School – PAC Meeting Minutes

April 8, 2026

Meeting Commencement

The Parent Advisory Council (PAC) meeting was called to order at 06:39

Attendance

Present: Amber Parent, Jana Ralf, Susan Hensen, Jimmy Lau, Jess Velikorsky, Jason Baker, Chantal Levesque, Jen Kightley, Amilamia Gordon

Principal's Report

- The Story Studio program is currently underway, generating enthusiasm among students. Each class is scheduled for three sessions, with at least one book confirmed and the potential for a second. Additional books may not be available; Jana will email to explore options and inquire about digital copies.
- The Pen Pal project remains successful.
- School objectives focus on enhancing reading and writing skills. Data from report cards is vital in guiding instructional practices.
- Preparation is underway to ensure Grade 3 students are equipped for transition into Grades 4 and 5.
- Student-led conferences will take place on April 30.
- Class Photo Day is scheduled for May 6.
- Adjustments to fire safety drills have reduced the requirement from ten to six. Additional lockdown and earthquake drills have been included. Earthquake kits will be distributed during the final drill, which will occur outdoors in the last two weeks of June. A full evacuation will be practiced, and kits will be issued on the field.
- Beckwith Park event is planned for June 24, the last Wednesday of the month.
- Engagement with Parent Connect remains lower than desired; efforts continue to encourage more parents to log in and stay updated.
- Consideration is being given to a time capsule activity toward the end of the year.

Action Items

- Jana will email Story Studio program to explore options for second book and inquire about digital copies.
- For the Spring Fair, Jana will coordinate with Pam to ensure all areas at the school are appropriately reserved.

Spring Fair

- Event Date: May 29 (5:00–7:30 pm); rentals begin at 4:00 pm.
- Face painting has been booked at a rate of \$252 for one artist.
- Sign-up Required:
 - Bouncy castles
 - Food volunteers
- Sound system: Costco karaoke machine.
- Recommendation: Send multiple emails using the same sign-up platform.
- Cupcake walk will not be included.
- Michaels will host an arts and crafts table—organized by Melissa.
- Birdhouse studio installation will feature as part of arts and crafts activities.
- Susan will manage scavenger hunts.
- PAC storage contains items such as mini golf, giant clown face, sidewalk chalk, etc.
- Alisha will set up tent and background; no volunteer required.
- Silent auction will conclude earlier during the event this year.
- Shawn and two volunteers will manage food distribution; three individuals will handle food service (money collection, distribution, and coordination between BBQ and food stations), rotating every 30 minutes. An additional person will support during the first hour.
- Ticket Pricing:
 - One ticket equals one dollar.
 - Juice: 1 ticket
 - Bubly: 2 tickets
 - Chips: 1 ticket
- Watermelon managed by Amber/Jay.
- Giant clown and chalk activities available.
- Tickets will be sold after school on May 22.
- Fair planning meeting: Monday, April 27 at 3:00 pm.

Budget

- Vendor payments via e-transfer (\$2 per transaction), requiring two approvals.
- Business account is maintained with Coast Capital.
- Transaction fees are incorporated into budget planning.
- Vendors will be consulted regarding acceptance of e-transfers instead of cheques.
- Inquiry to account manager will determine whether fees can be covered by the account rather than incurring \$2 per transaction.

Community Garage Sale

- Scheduled for Sunday, April 26.
- Fifty tables will be available for purchase.
- Email notification will be sent to parents with info.
- Separate bottle drive event.
- Custodian fee is set at \$235.

- Tables arrival begins at 7:00 am, managed by Pam's order.
- Community advertising by Jason.

The meeting was adjourned at 8:24 pm. The next meeting is scheduled for May 13, with an outdoor walkthrough of spring fair stations beginning at 5:45 pm.