

Seaforth Parent Advisory Council (PAC)

September 2025 General Meeting Minutes

Date, Time & Location:	25 September 2025, 7:00pm-8:00pm, Zoom virtual meeting		
Attendees:	• Anthony Yam • Amanda Coutts • Wendy Jang • Alison Cuvier • Céline Sutherland • Aliyah Walji • Zora Kotur • Sheena Vail • Phoebe Xia • Stephen B	• Caroline Raman • Emma • Jennifer Ryu • Stephanie • Stephen Wade • Jooyoung Jena Lee • Catia • Kimi Kajiwarra • David • Samah	• Jessica H • Nan • Bahar • Sara • David Nong • Bernard • Darwin Burns • Jie Fu • Sanya

Item #	Topic	Discussion	Action Required
1. <i>Report Updates</i>			
1a	Welcome to 2025/2026 School Year and New Families	• Welcome and introduction to past PAC members.	
1b	Principal's Welcome Note	• The school year has begun smoothly and positively. • 29 new students have joined across Grades 1 to 7. • 60 new students have joined Kindergarten. • Approximately 20% of the school's population is new this year. • A total of 21 divisions: 14 English and 7 French. • Continued focus on writing and socio-emotional learning. • The school's website outlines detailed goals and plans for the 2025/2026 academic year. • Artist Austin Harry will be painting a mural outside the gym, celebrating Indigenous culture and identity. • A school-wide email was sent out promoting Litterless Lunches • The initiative has already shown success in reducing waste at school.	
1c	Head Teacher's Welcome Note	• Amanda Coutts is the new head teacher. Teaching for 22 years • Terry Fox Run was held on September 25th. There was a great turn out for parent volunteers • Cross country season is currently happening. September 25 was the first meet. • Volleyball for Grade 6/7 next starting mid October	

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		Orange Shirt Day is Monday, September 29th. There will be an assembly on September 29th	
1d	PAC Overview	- PAC supports the school with fundraising to reduce the price of school programs, and bring fun events to school. - Any parent can nominate themselves for a PAC position - PAC initiates functions such as Holiday Marketplace, hot lunch and Popcorn Fridays to fundraise. - PAC meetings are held every 3rd Thursday of each month - PAC will subsidize programs to reduce amount paid by parents - PAC contributes a portion to the Grade 7 graduation - PAC also awards a scholarship to a Seaforth alumni when they are applying to university - PAC slide show will be distributed for parents to review - Ways you can support the PAC is by volunteering on the PAC executive and volunteering at fundraisers and events like the holiday market. There is an online form for you to put your name down to volunteer.	
1e	DPAC (District Parent Advisory Committee) Overview	- The DPAC representative acts as liaison between the school PAC and district PAC. - The DPAC representative reports on district matters that can trickle down to our school. - The time commitment is low. Meetings are usually held on the 3rd Monday of every month. - PAC is looking for a new DPAC representative for the 2025/2026 school year	
1f	CPF (Canadian Parents for French) Overview	- The main role of the CPF representative is the connection between the school and CPF. - The School needs a CPF representative to obtain grants for French literature and resources. - Socio-cultural grants allow the school to bring in French performers. - The main role of the CPF representative is to attend CPF meetings and report back to the school. - A CPF representative is needed to be able to take advantage of certain grants	
1g	Hot Lunch	The first hot lunch session started on Tuesday, September 23rd	Action: Mr. Yam to connect with the teachers to get feedback on adding

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		- Hot lunch is every Tuesday and is ordered through the Munch a Lunch system - Any parents interested in volunteering please contact the hot lunch team at seaforthpachotlunch@gmail.com. - The hot lunch team volunteers every Tuesday at 11:15am to 12pm to organize and distribute lunches to the classes - The school also has monthly fruit and vegetable distribution. <i>Apple fundraiser</i> - The apple fundraiser it's in its 3rd year. It has been a very successful fundraiser. Deadline is October 6th. - The details for pick up on October 20th will be emailed to everyone that purchased apples <i>Fantuan Discussion:</i> - Fantuan approached the Hot Lunch Team to discuss their hot lunch program. This would be adding another day. Parents would order through Fantuan. There is a variety of food. Fantuan will pack and deliver the food to the school. There is a percentage that will be donated to the school. The parents could deliver the hot lunches to the classrooms instead of the students - Mr. Yam will talk to the staff about adding an extra day of hot lunch with the teachers on the September 26th Pro D Day - An ask was to see what the benefit for return is. Hot lunch is a huge fundraiser for PAC and we don't want this to take away from the PAC fundraiser. There was also a concern about packaging (going against the Litterless Lunches initiative)	a 2nd Hot Lunch day
1h	Popcorn Fridays	- Popcorn Fridays will be running this year, as a brand new machine has been purchased by PAC - Start date will be Friday, October 10th - Popcorn cards will be available to purchase through School Cash. Cash will also be accepted the day of. The cost is \$1/bag - There has been an increase in popcorn and supplies. Oppose to raise to \$2/bag?	Action: Wendy to connect with Amy on popcorn
1i	Budget	- The direction was to keep fundraisers in one book. Alison is looking to itemize the fundraisers - Regarding fundraisers, the Apples, yearbook and Holiday Market did really well. Advanced sales for the Holiday Market and Sports Day was amazing.	Action: Anthony and Amanda to send PAC any line items needed for

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		- The surplus is close to \$20k so we need to spend some of the surplus. - Plan for the surplus by the next AGM. One option proposed is to buy signage and tents, which is around \$1,000 - Put out to the administration if there's anything the school needs - The previous surplus was put in to the playground fund (Phase 2). There is already \$40,000 towards Phase 2 of the Playground - Anthony has been speaking with Melia and Shannon on the playground options, which is the outdoor learning space - Proposal for the 2025/2026 budget will be presented at the AGM. We will need to vote on the upcoming budgets at the upcoming AGM - PAC has asked the school if there's anything needed for this year that should be included as a line item in the budget	this year for the budget Action: PAC needs to have a Plan to spend by the next AGM Action: Any proposals for the budget to be sent to Alison by email or in the PAC chat group
2. Fundraising & Events			
2a	2025/2026 Fundraisers and Events (see list below)	Possible Upcoming Fundraisers and Community/Education Events:	
2b	Art Cards	- Art Cards is a PAC fundraiser where cards are created from students' artwork. - Alina will be taking over art cards. She has put the packages together and is trying to expedite them to arrive before Christmas. The registration has been completed and we're waiting for Art 4 kids group to get back on the next steps	Action: Alina is waiting for next steps from Art 4 Kids
2c	Family Photo Night	- Family photo night is a PAC fundraiser which arranges a partnership with a photography vendor - PAC charges seating fee for family photograph, and family can order prints from vendor. - Photos are usually taken in the gym or library – tends to run in October and in the Spring.	Action: Amanda Coutts to reach out to Shilpi regarding photographer
2d	Eco Products Fundraiser	- This fundraiser falls along the line of litterless - Burnaby based company	Action: Céline to get a flyer and provide further details
2e	School Dances	- There is a company that has been hosting dances at schools. It has been split up between little kids and older kids - It's a great fundraiser, as PAC would be able to sell pizza and pop	Action: Come up with a calendar of events for Anthony's approval

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		- A concern what brought up that if it's an evening event, we need to pay for an evening custodian for a few hours - Anthony doesn't see any issues but it has to be a school function with kids attending Seaforth only	
2f	Trunk-or-Treat	- The Trunk-or-Treat fundraiser would be an event where parents decorate the trunk of their car and hand out candy. Where PAC would fundraise, is by selling spots. - We wouldn't be able to use the bottom field since it's not a parking lot - We could use the upper parking lot	Action: Come up with a calendar of events for Anthony's approval
3. General Updates & New Business			
3a	Logo for School	- We're currently waiting for a high res photo of the logo - Austin Harry is finalizing the latest version of the logo	Action: Anthony to send Celine the high res photo of the logo
3b	School Benches & Costing	Anthony is working with the district on the cost of benches	
3c	Quebec Trip for French Immersion	- This year might not be an option due to timing. Staff hasn't discussed a Quebec trip this year - Quebec trip was a yearly thing until covid. Unfortunately the costs have gone up. The costs went from \$2,500/student to \$3,500/student. Due to rising costs, there have been several schools that have stopped the trip. - There wasn't enough interest last summer regarding the trip from the Grade 7 class. - Discussions on whether there would be more interest if the trip could be open to Grade 6's and 7's	Action: Anthony to have a further discussion with Alison and Sheena regarding the Quebec trip for some options
4. 2025-2026 PAC Executive Nominations and Annual General Meeting (AGM)			
4a	2025-2026 PAC Executive Nominations	- Nominations are open for the following PAC executive roles: - Chairperson - Vice Chairperson - Treasurer - Secretary - CPF (Canadian Parents for French) Representative - DPAC (District Advisory Council) Representative - Members at Large - All parents are welcome to nominate themselves or another parent for any PAC role - sign up at	

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		https://site.seaforthpac.ca/pac-activities/ or email seaforth.pac@burnabyschools.ca if interested.	
4b	Schedule AGM	The Seaforth PAC AGM is scheduled to be held on Thursday, 16 October 2025 at 7pm.	