

**Bastion Elementary Parent Advisory Council (PAC)
Annual General Meeting Report
2025–2026 School Year**

Presented by: Sylvia Meikle, President/Chair

As I present this year's annual report, I want to reflect on what has been a truly meaningful journey. This marks my seventh year as part of the Bastion Elementary school community, and my final year as PAC President/Chair, as my daughter moves on to middle school.

It has been a privilege to serve alongside such dedicated parents, caregivers, and school staff. I am incredibly proud of the role the PAC continues to play in enriching students' experiences—whether through fundraising, school events, or class supports. The collective efforts of this group have made a lasting impact on our school community.

This year, we also recognize and extend our sincere gratitude to several PAC members who will be stepping back from their roles for the 2026–2027 school year:

- **Julie Dytynyshyn**, Vice President/Co-Chair, who has served in this role for one year.
- **Lorraine Bose**, Fundraising Coordinator, who has contributed over the past two years to supporting PAC initiatives.
- **Larissa Image**, Secretary, who has served in this role for three years.
- **Katy McCallum**, Fun Food Coordinator, who has dedicated five years to organizing and running this important program.
- **Sylvia Meikle**, President/Chair, who has contributed as a PAC Executive over the past eight years and as PAC president for 5 years

Each of these individuals has played a vital role in strengthening our PAC and supporting Bastion students. Their time, energy, and commitment have been deeply appreciated.

I would also like to recognize our executive member who wish to continue contributing:

- **Melodie Smith**, Treasurer, who has served for three years, took a one-year hiatus, and remained actively involved throughout. She returned to the Treasurer role this year and has expressed her intention to continue in the role, if elected, for the 2026–2027 school year, should no other long-term candidate step forward.

Their consistency and dedication provide valuable continuity for the PAC moving forward.

As I step away from my role, I do so with confidence that Bastion PAC will continue to thrive. The strength of this PAC lies in the willingness of parents and caregivers to step forward, get involved, and support our school community.

Thank you to everyone who has contributed this year—whether by volunteering, attending meetings, supporting fundraisers, or simply showing up for our students. It has truly been an honour to serve on the PAC Executive, and I will deeply miss the Bastion Elementary school community.

Respectfully submitted,
Sylvia Meikle
President/Chair - Bastion Elementary PAC

Bastion Elementary Parent Advisory Council (PAC)

Annual Report

School Year: 2025–2026

1. Introduction

The Bastion Elementary Parent Advisory Council (PAC) is pleased to present the annual report for the 2025–2026 school year. The PAC exists to support the school community by fostering parent engagement, enhancing student experiences, and contributing to a positive and inclusive learning environment.

Throughout the year, PAC members worked collaboratively with school staff, families, and community partners to support programs, organize events, and raise funds that directly benefit students.

2. Executive Summary

This year, the PAC successfully:

- Hosted several school community events for students and families
- Fundraised to support classroom resources, extracurricular activities, and school improvements
- Continued to encourage volunteer participation across PAC initiatives

The PAC remains committed to transparency, inclusivity, and supporting student success. Please see Addendum A for some brief information on what a PAC is.

3. PAC Executive (2025–2026)

- **Chair:** Sylvia Meikle
- **Vice-Chair:** Julie Dytynyshyn
- **Secretary:** Larissa Image
- **Treasurer:** Melodie Smith
- **DPAC Representative:** Open
- **Fundraising Coordinator** – Lorrain Bose
- **Fun Food Coordinator** – Katy McCallum

We thank all executive members for their time, leadership, and dedication.

4. Meetings

PAC meetings were held in September, October, November, January, February, and March during the school year. The AGM was rescheduled for June 1st – we do not typically have a meeting in June. Meetings provided a forum for:

- School updates from administration
- Discussion of PAC initiatives and funding requests
- Parent feedback and questions

Average attendance ranged from [8–16] parents per meeting. Minutes were recorded and shared with the school community.

5. Fundraising Activities & Other Revenue

The PAC organized several fundraising initiatives to support school programs and resources, including:

- Cheque writing campaign
- Purdy's Chocolates
- Best Seats in the House
- Biochar
- Carnival
- Hot lunch program

Total Funds Raised: \$9,688.52

Funds raised were allocated to:

- Field trip support
 - Student activity classroom boxes
 - Winter outdoor items
 - 200 nights of reading
 - Teacher's classroom requests
 - A zero-fee Carnival event (except for concession items) and other school events
 - Staff appreciation luncheon
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6. Events and Activities

The PAC hosted and supported a variety of events throughout the year, such as:

- School dance
- Unplug and Play
- Winter movie night
- Carnival
- Staff appreciation event (upcoming in June)

These events helped strengthen community connections and enhance the student experience.

7. Volunteer Contributions

Parent and guardian volunteers played a crucial role in PAC's success. Contributions included:

- Breakfast program
- Hot lunch distribution
- Fundraising support
- Various school community events, but biggest volunteer hours went to Carnival

We extend sincere appreciation to all volunteers for their time and commitment. This year, parent volunteers had to run the Scholastic Book Fair, which was previously coordinated by the school librarian. Thank you to the parent volunteers for organizing and stepping up to help promote literacy in our school.

8. Financial Overview

Opening Balance: \$22,782.88 (September 2025)

Total Revenue: \$35,740.71 (year to date)

Total Expenses: \$28,632.71 (year to date)

Closing Balance: \$29,891.42 (total in chequing and gaming grant accounts)

A detailed financial overview will be provided by the Treasurer.

9. Achievements and Highlights

Key accomplishments this year include:

- Successful fundraising efforts and income that were in line with previous years. There was no big push for fundraising, as PAC does not have any major projects they are saving for at this time
 - Increased parent engagement – we had more new faces at meetings this year, and parents seemed to volunteer for PAC events more readily
 - Continued support for student learning and extracurricular programs. All PAC-sponsored events were at no cost to the school community, which made them financially accessible to everyone
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10. Challenges and Opportunities

While the PAC had a successful year, some challenges included:

- Engagement of new parents to undertake PAC Executive Roles for the 2025-2026 school year
- Core volunteers' time constraints. PAC has always had a group of core volunteers. While this is great for consistency, volunteers were more time-constrained this year. A larger group of consistent volunteers, or a push for more volunteer engagement and rotation, would probably be a healthier, more sustainable approach. It's surprising that volunteer burnout has not occurred this year.

Moving forward, opportunities include:

- Expanding communication channels – Instagram, more frequent PAC newsletters, and having PAC attend Kindy info sessions to share information
 - Better engagement to obtain more parent participation
 - New PAC Executives assisting in whatever way they can with the transition of Bastion Elementary to an English-only school, and ushering out the French Immersion way in a fair way
 - This can include a way to allocate a portion of the budget for French materials
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11. Goals for 2026–2027

The PAC aims to:

- Increase parent participation and meeting attendance
- Continue supporting school programs and student needs

Because of school reconfiguration changes beginning in the 2026-2027 school year, and likely a large turnover among PAC Executives, it's best for PAC to focus on maintaining consistency through the transition.

12. Acknowledgements

The PAC would like to thank:

- Bastion Elementary staff and administration
- Parents and guardians
- School district staff

Your continued support makes a meaningful difference in our school community.

13. Recommendations for Incoming PAC Executives

- Review the current bylaws and update. This may include:
 - Meeting methods (add an online option),
 - eventually, the name of the school noted in the document (has a French name),
 - The frequency of meetings is not monthly (meetings are not scheduled in December and June, or the month of spring break),
 - Bylaws mention Bastion being a dual track school. This should be changed at the May 2027 meeting.
 - In-person voting can be considered for a change because we have voted on items online before
 - The call for AGM has been in May as long as I can remember - the bylaws say it is September. I think the reason that's changed is that previous board members didn't show up for the September meeting (due to turnover), which became problematic.
 - The school planning council and the safe arrival committee haven't been active as long as this PAC President has participated in PAC (for the past 8 years). From what I can remember, the Safe Arrival Committee doesn't operate due to privacy concerns (they'd have to access student personal information in order to call parents). The School Planning Council has never been mentioned. We probably wouldn't have had enough volunteers to cover the 3 parents representatives mentioned in the bylaws
 - The Library Reading Program has basically slipped out of mention at PC meetings since Madame Murrells Allaway retired and teacher librarian hours were reduced.
 - Join BCCPAC (paid membership \$100 per year)
<https://bccpac.bc.ca/index.php/members/membership-renewal?view=registerPac>
 - Send a PAC Executive member to the BCCPAC conference
 - Reach out to DPAC for guidance for anything PAC related
 - Familiarize yourself with the School Act: The School Act gives parents **the right**, through Parent Advisory Councils (PACs), to provide feedback in their school. PAC is the officially recognized collective voice of parents of their school. A PAC, through its elected officers, may advise the school board, the principal and staff of the school respecting **any matter relating to the education of the students and the school**. PACs are forums within each school community to discuss matters affecting your school and the education of your children.
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13. Conclusion

The 2025–2026 school year was productive and rewarding for the Bastion Elementary PAC. Through collaboration and dedication, the PAC continues to enhance the educational experience for all students.

We wish the incoming PAC a successful year for 2026-2027.

Submitted by: Sylvia Meikle – President/Chair

Date: June 1, 2026

Addendum A.

What is a PAC

The School Act gives parents the right, through Parent Advisory Councils (PACs), to provide feedback in their school. PAC is the officially recognized collective voice of parents of their school. A PAC, through its elected officers, may advise the school board, the principal and staff of the school respecting any matter relating to the education of the students and the school.

PACs are forums within each school community to discuss matters affecting your school and the education of your children. Parents' voices are a tremendous value to their school. They offer a wealth of ideas and support in the challenges that face all public schools. PACs strive to represent the diversity within their communities and contribute to the benefit of all students by:

- providing opportunities to educate and inform parents about the school;
- involving parents in volunteer activities; and
- openly discussing parents' concerns and aspirations for their schools.

Who Can Become a Member of PAC?

According to the School Act (Section 7c), a parent/guardian of a school age student attending a school is entitled to belong to that school's PAC.

What Governs A PAC?

As an autonomous body, the PAC must abide by its Constitution and Bylaws and the School Act. PACs are NOT required to register as a non-profit or under the BC Societies Act.

How Does A PAC Work?

Through their elected executives from parents in the school, PACs communicate with their parent community gathering and discussing issues of importance regarding their school in order to adequately advise those that influence their school. In addition to PAC meetings communication may also be done through, newsletters, telephone, email, and websites so that all parents have the opportunity for input. PACs, with strong participation from parents, have an important influence on life at the school and the feelings the community has toward the school and education. There is strong evidence that increased parent involvement in the school results in increased student achievement, accomplishment, satisfaction, and bonding all of which result in decreased dropout rates and better citizen.

Purposes of a PAC

1. To advise the school principal and staff on parents' views and feedback about school programs, policies, plans and activities.
2. To organize PAC activities and events and endeavour to provide parent education.
3. To encourage parent involvement in the school, and to support programs that promote parent involvement.

4. To communicate with parents, and to promote co-operation between the home and the school in providing support for the education of children.
5. To assist parents in accessing the system and to advocate on behalf of parents and students.
6. To provide financial support for the goals of the PAC, as determined by its membership.
7. To advise and participate in the activities of the District Parent Advisory Council (DPAC) and the BC Confederation of Parent Advisory Councils (BCCPAC).

The business of the PAC shall be unbiased in respect of race, colour, religion, politics, family status, gender, sexual orientation or physical or mental ability. The PAC is not a forum for the discussion of individual school personnel, parents, or other individual members of the school community.

PAC 101

The BCCPAC Leadership Manual is a great resource for both PACs and DPACs. Tab 4 has tips on Getting Started in Your PAC/DPAC, including useful check lists. Looking for information and tips on how to write your PAC's Constitution & Bylaws? Check out Tab 6 of the Leadership Manual.

<https://bccpac.bc.ca/index.php/resources/16-dpac-pac/523-leadership-manual>