

**STEEPLES ELEMENTARY SCHOOL PAC**  
**MEETING MINUTES**  
Monday April 14, 2025  
5:30 pm

**Hello everyone! Welcome and thank you for attending today's meeting**

**In attendance:** Wendy B, Katie W, Chris W, Brittney S, Scott Holt, Kate Porter, Wendy Turner, Jen De-Keviet

**Motion to pass the minutes from January 20, 2025 meeting as read:**

1<sup>st</sup> Jacqueline N

2<sup>nd</sup> Katie W                      **Passed**                      Failed                      Tabled

**Motion to pass the minutes from February 24, 2025 meeting as read:**

1<sup>st</sup> Jacqueline N

2<sup>nd</sup> Katie W.                      **Passed**                      Failed                      Tabled

**Principal News** - Updates on School Happenings from Mr. Scott Holt

- 220 students. Budget update. 12 classrooms +1. 15 EA's on the budget
- April 17 middle school principal visit.
- Ready set learn May 15 10 am rotary park.
- May 28, 29 kindergarten orientation (9:10 am for the library for PAC presentation)
- Parent teacher interviews coming up.
- Spring photos April 22
- April 23 Cardboard carnival
- Jump rope for heart April 30<sup>th</sup>
- New building should be good to go for September
  - Parking concerns have been part of the discussions with the new building.

**Trustee Report/Updates** – Updates regarding the School Board from Mrs. Wendy Turner:

- Highlands, Gordon terrace and steeples are the first three for the before and after school care program.
- **On the District Level**
  - Funding in this year's budget to replace Amy Woodland school. Up to Five years before doors are open.
  - April 29 Trustee Board meeting. Discuss current issues concerning education in each community.
  - Budget 2025 provides stable funding for the K-12 public education system but there are increasing financial pressures.
  - All three readings of the Capital Plan for 2025/26 were passed by the board.
    - Amy Woodland replacement
    - Mount Baker Plumbing Upgrades
    - Fernie Secondary Electrical Upgrades
    - Isabella Dicken Elementary Kitchen and equipment upgrades
    - Rocky Mountain Elementary Universally Accessible Playground Equipment
- April 16<sup>th</sup> school bus driver appreciation day.

### **DPAC Update: April 9, 2025 via zoom**

- I was unable to attend this month's meeting.
  - I do not have the meeting minutes.

### **Treasurer report** - Jacqueline Nielsen

Account Balance in Gaming \$2,761.88 (less budgeted spending = \$355.41)

(Annual bank services fees- \$2.50x12 months = \$30.00; Ski Days 2025x3 -\$1000.00; De-Kieviet swim - \$50.00; Greenlee Arq -\$316.30; Toffolo swim -\$71.50; Kessler KC Gym -\$60.00; Enns swim -\$47.67; Enns KC Gym- \$60.00; Enns Arq- \$356.00; Kent curling- \$415.00)

Account Balance in General \$8,993.29 (less budgeted spending = \$7,022.44)

(Annual bank service fees- \$2.50x12 months=\$30.00; De-Kieviet grade 6 t-shirts -\$537.80; KBAM!- \$693.00; Ma butterflies- \$118.00; Enns/Lentz Fish Hatchery- \$250.00; Catherall "health in space"- \$127.05; Boehm griddles- \$215.00)

### **Previous Business**

- **Remaining PAC meeting date:** June 9, 2025 (AGM/elections).
  - Meetings will be held in person at 5:30 pm in the Steeples Elementary Library
- **School Murals to Wall Art:** 7 Images of previous exterior artwork to be printed on metal and attached to Wall in the front foyer. Timeline still pending.
- **Steeple PAC & PAC Fundraiser/Event Guides** available on the pacprez@gmail.com google drive, via email or in PAC mailbox in office.
- **Spring Market:** Friday April 11, 2025
  - Market Vendors & Bake Sale along with Ms. De-Kieviet Class Cafe/Student Market.
  - **Profits: Vendors: + Bake Sale: =**
- **DPAC rep position vacant.** Who would like to take over this role for the remaining two months?
  - Remaining meeting dates May 14, June 11 @ 6:30 via Zoom.
  - Bring a couple updates about Steeples to share to DPAC, and bring an update from DPAC meetings to Steeples PAC meetings. A template and meeting minute samples have been included in the PAC Guide Portfolio for reference if needed.
  - Email DPAC Chair at [sd5dpac@gmail.com](mailto:sd5dpac@gmail.com), they will share the zoom link for the upcoming meeting May 14, 2025.

### **New business**

- Possible PAC meeting dates for the 2024/2025 school year:  
Sept 22, Oct 20, Nov 17, Jan 19, Feb 23, Apr 20, May 25, Jun 15 (AGM/Elections)  
Review and vote.
- Upcoming Popcorn/Popsicle Sale Days: Posters made and submitted to Jen Ney.
  - April 25, 2025 - Elemental Dress Up Day – Katie W, Sharita B
  - May 15, 2025 - Neon Dress Up Day - Who to run?
  - June 3, 2025 - Dress like your favourite book character - Who to run?
- Fun Day Treat Station: Date to organize with Jen (June 24)
  - Who to run? (Jacqueline can run with help)
  - How to guides available
- Silver Bucket Challenge Pizza Parties: Date to organize with Jen.

- Who to run? (Jacqueline can run with help)
- How to guides available
- Staff & Volunteer Appreciation Lunch last day of school: Last Day of School: **June 26, 2025**
  - Who to run? (How to guide with food order available) (Jacqueline won't be here)
- We have been sent some information for a "Your Green Kitchen" Fundraising. Do we wish to participate? Who wants to run this? Tabled Until we have more information.
- Upcoming June 9, 2025 AGM and elections.
- Jacqueline will be updating the online banking password now that Danielle is gone. She will update the other signing authorities when it is done and share the new login information.
- A Big thank you to Katie W. for taking over the Spring Market.
- May 9 Movie night.

### **Fundraising**

- **Domino's Pizza Day:** Date Pending
- **Panago Pizza Day:** Date Pending
- **Popcorn/Freezie Day:**  
\$2 Popcorn/ \$1 Freezies Day  
March 14, 2024 Tacky Tourist Day
  - **Sales** (\$342.59 (\$125.40 cash + \$217.19 SCO)) - **Cost** (\$60.90(Popcorn \$33.60 + Popsicles \$27.30))
  - **Profit: \$281.69**

### **Funding Requests:**

- Funding up to **\$1000** for SES Gr 4-6 ski day student financial support. 3 Ski Days planned. Teaming up with Steeples family affordability funds.
  - **Approved:** at October PAC meeting.
    - **1st:** Sharita B
    - **2nd:** Katie W
- Mrs. Enns is requesting \$60 for her grade 4 class to attend gymnastics.
  - **Approved:** February 25, 2025 via email
    - **1st:** Katie W
    - **2nd:** Sharita B
- Mrs. Enns is requesting \$47.67 for her grade 4 class to go swimming
  - **Approved:** March 6, 2025 via email
    - **1st:** Katie W
    - **2nd:** Jacqueline N
- Mrs. Ma is requesting \$118 + tax for 1 Butterfly Rearing Kit for each kindergarten class.
  - **Approved:** March 12, 2025 via email
    - **1st:** Kasey K
    - **2nd:** Katie W
- Mrs. Enns/Lentz are requesting \$250 for a trip to the Trout Hatchery for the grade 4s.
  - **Approved:** March 31, 2025 via email
    - **1st:** Katie W
    - **2nd:** Kasey K
- Mrs. Enns is requesting \$356 for her grade 4 class to go to the Arq climbing wall.
  - **Approved:** March 31, 2025 via email
    - **1st:** Katie W
    - **2nd:** Kasey K

- Steeple School is requesting \$693 to bring KBAM to the school. This is the cost after the District's payment.
  - **Approved:** April 8, 2025 via email
    - **1st:** Katie W
    - **2nd:** Kasey K

**Discussion:**

- **Upcoming June AGM - Elections June 9, 2025**

Steeple Elementary PAC Executive Position Roles & Responsibilities

A. The Chairperson will:

- convene and preside at all membership, special, and executive meetings
- ensure that an agenda is prepared and presented
- know the constitution, bylaws and meeting rules
- appoint committees where authorized to do so by the executive or membership
- consult with council members regularly
- ensure that the council is represented in school and/or district activities
- ensure that the council activities are aimed at achieving the objectives and purposes of the organization
- take such actions or ensure that such actions are taken by others to achieve the objectives and purpose of the organization
- be the official spokesperson for the organization
- be a signing officer
- submit an annual report
- ensure all records are submitted to the Councils upon vacating their Executive position

B. The Vice-Chairperson will:

- assume the responsibilities of the chairperson in his/her absence
- accept extra duties as required
- assist the Chairperson in the performance of his/her duties
- ensure all records are submitted to the Councils upon vacating their Executive position
- or may be a signing officer

C. The Secretary will:

- ensure that members are notified of meetings
- record the minutes of general, special and executive meetings
- keep an accurate and up-to-date copy of the Constitution and Bylaws and make copies available for members upon request
- distribute minutes to Council members
- use the Bcc option when notifying or contacting members via e-mail
- issue and receive correspondence on behalf of the organization
- ensure safekeeping of all records of the Council
- ensure all records are submitted to the Councils upon vacating their Executive position
- or may be a signing officer

D. The Treasurer will:

- ensure the safety and security of all funds and financial records of the Council at all times
- receive all funds for the council
- disburse funds authorized by the executive or members
- maintain an accurate record of all expenditures of the council
- give a written report of all receipts and expenditures at all general meetings
- deposit all funds collected on behalf of the council in an account at a recognized financial institution approved by the Council
- make books available for viewing by members upon request
- have the financial records and books of accounts ready for inspection or audit annually
- with the assistance of the executive, draft a tentative plan of expenditures as per Section VIII - 3
- ensure that another signing officer has access to the books in the event of his/her absence
- submit an annual financial statement at the annual general meeting
- ensure all records are submitted to the Councils upon vacating their Executive position

E. The District Parents Advisory Council (DPAC) Representative will:

- Attend all SD5 Southeast Kootenay DPAC meetings and represent, speak, and vote on behalf of the Council
- report regularly to the membership and executive on all matters relating to the DPAC
- seek and give input to the DPAC on behalf of the Council
- receive, circulate, and post DPAC newsletters, brochures, and announcements
- receive and act on all other communications from the DPAC
- liaise with other parents and DPAC representatives
- submit an annual report
- or may be a signing authority

**Next Meeting:** June 9, 2025 @ 5:30 in the Steeples Library. AGM & Elections.