

**STEEPLES ELEMENTARY SCHOOL PAC  
MEETING MINUTES**

Monday January 20, 2025

5:30 pm

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

**In attendance:**

Wendy T, Erin B, Kate P, Jen De-Kieviet, Sharita B, Wendy B, Katie W, Jacqueline N, Danielle V

**Motion to pass the minutes from November 18 meeting as read:**

1<sup>st</sup> Sharita B

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

**Principal News** - Updates on School Happenings from Mrs. Erin Boehm

- Construction Happening:
  - Before and After school building, housing Strong Start.
  - New Playground as well.
- Multicultural Day January 31. Classrooms represent parts of a culture.
- Talent Show Auditions starting January 21. 2nd Annual Steeples Talent Show!
- Volunteers needed for Scholastic Book Fair: February 5-6!
- Boys & Girls Basketball season starting.
  - March 13 - Year end tournament hosted at Mt. Baker Secondary.
- Upcoming skiing for intermediates.

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

- Province Supporting Foundry BC Services in Remote and Rural Communities.
  - The Foundry BC initiative is vital to inclusive and culturally appropriate mental health and wellness services for young people aged 12 to 24.
- Amy Woodland catchment amendment in place February 2025. In time for Kindergarten registration.
  - Transportation to and from Amy Woodland elementary school to continue.
  - Grasmere Community Request to use school grounds on the Grasmere Elementary site for a disc golf course granted
- New Minister of Education and Child Care, and a ministry created to support coordination of infrastructure. The board has prepared an invitation to both ministers to visit our district and an opportunity for SD5 to share the unique challenges of our urban-rural district.
- Budget Meetings Upcoming: Every school visited to give concerns surrounding the budget.
- SD5 was successful in securing Crown Land for the purposes of building additional living spaces for prospective new staff and day care for the community of Elkford.

**DPAC Update January 15, 2025-** Danielle Verhage

**Superintendent Report:** Viveka Johnson

- First semester is wrapping up
- BC Ombudsperson inquiry in to why students are excluded due to lack of support
  - Partial days are due in part to students not being able to regulate for a full day.
- It is less than 0.1 % of students in our school district

- Hopeful for more recognition from the Province for more funding for those needs
- Presenting to the Board at the next Committee Day
- Elk Valley- purchasing Crown land for building teacherage. Nick Taylor is working with the District and Elkford
- Strategic Plan is approved and going to be put on website as it is the 'road map for the next 4 years'
- Kindergarten registration is open Feb. 3. Out of catchment requests will all be considered. New catchment area adjusted 11 th Avenue South. Sending out communication this week for explanations. All current students remain status quo. Priority to keep siblings together. No grade 6's at Laurie Middle School this year.

**Questions:**

- Laurie- Do students currently in their new schools need to reapply? No status quo students will stay without transfer request. Regular out of catchment students (not Amy Woodland) will have to reapply every year for transfers. Amy Woodland school speed zone still in effect because of bussing and playground zone.

**Trustee Report:** Wendy Turner

- Passed a motion to accept the new catchment as proposed as of Feb. 1, 2025
- New Minister of Education and Childcare, and a Ministry created to support coordination of infrastructure.
- Grasmere Elementary site was requested to be used as a disc golf course and the ask was granted.
- District of Elkford- SD5 was successful in securing Crown land for the purpose of building additional living spaces for teachers in the Elk Valley.

**BCTF Report:** Larry Dureski

Highlights include:

- Teachers have been busy through December, especially music teachers. Typically 7 weeks preparation going in to Christmas production
- Adrienne and Larry meet weekly with Viveka and Brent to keep communication open and any problem solving required.

**Individual PAC discussion:**

**KO-** Pac Chair has stepped down so Kaitlyn is now Chairperson, so trying to find replacement for DPAC Rep.

**RMES-** They are busy fundraising for the playground. Did a cookie dough fundraiser which raised \$3800 and the Christmas Shop raised \$3600. Have had a difficult Dec. & Jan. A parent has passed away from Cancer. Then a car accident claimed 2 lives from the community, and then 2 weeks ago, 2 students lost their home in a house fire.

**Jaffray-** December has been very busy. Fundraisers have included potted roses, upcoming spaghetti lunch, and doughnut day \$200. Meeting next week to plan new year.

**ID-** Had a Christmas plant fundraiser. Have done a Vision Zero grant for the crosswalk to ID. Question regarding the plans for the new elementary and the grade range.

**FJ Mitchell-** Going to do the Candy Gram fundraiser. Executive is a bit burned out from the playground fundraiser so taking a break.

**Highlands-** Had a very busy Christmas season. Made turkey dinner for the whole school. Have concerns regarding catchment changes and pressures on other schools. Concerns with traffic safety with so many more out of catchment students being driven. Snow

berms a big concern with streets being made so narrow.

#### **Business from previous meetings:**

- BCCPAC fees will not be covered by DPAC next year. It will be up to individual PACS to register and pay for their fees.
- Any updates to PAC constitution and bylaws should be communicated and sent to DPAC.
- Any contact changes to PAC executives needs to be communicated to DPAC.

#### **New Business:**

- BCCPAC missing registration information. In order to register and without info from certain PACS, we register under DPAC executive contact information
- Ombudsman feedback regarding exclusion available to give until April 1 st .
- Prom request for funds to be considered by DPAC Exec.

**Next meeting: Wednesday February 12, 2025**

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

Account Balance in Gaming **\$5488.46** (less budgeted spending = **\$3,699.93**)  
(Annual bank services fees- \$2.50x12 months = \$30.00; Ski days 2025 -\$1,000.00; Enns swim -\$47.67; Greenlee gymnasticsx3 -\$180.00; Porter/Toffolo swim-\$115.86; Kent curling -\$415.00)

Account Balance in General **\$10,093.11** (less budgeted spending = **\$8,472.70**)  
(Annual bank service fees- \$2.50x12 months=\$30.00; Catherall “health in space”-127.05; Beaulac class books -\$1,200.00; Boehm griddles -\$215.00; Catherall mice -\$48.36)

#### **Previous Business**

- Remaining meeting dates for the school year are Feb 24, Apr 14, Jun 9 (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.

#### **New business**

- **Steeple PAC Fundraiser/Event Guides** available via email or in PAC mailbox in office.
- **Volunteers** needed for **Scholastic Book Fair** February 5-6
  - Contact Lisa Beaulac (School Librarian)@ [Lisa.Beaulac@sd5.bc.ca](mailto:Lisa.Beaulac@sd5.bc.ca)
- **Annual Casey's Mother's Day Flower Basket Fundraiser:** Mrs. De-Kieviet and Grade 6's to run with proceeds going to fund the year end trip.
- **Spring Market:** Ms. De-Kieviet would like to team up to run another Market.
  - Friday April 11
  - Market Vendors & Bake Sale along with Ms. De-Kieviet's Class Cafe/Student Market.
- **Dress Up Freezie Days** a big success! Donated freezies almost gone. PAC to purchase No Name Space Pops (30 per box for \$6.60 for a cost of \$0.22 each) Sell for \$1 for a Profit of \$0.78 each), or other popsicles.
- **Winter Family Movie Day:** Kasey K ran the event with the help of the grade 6's. Profits are to be put towards the Grade 6 year end trip. \$619.05 in sales - cost \$100. **\$520 cheque to be made out to Steeples Elementary.**
- **Spring Fresh to You Fundraiser:** Application open Jan 20 - Feb 14. Feb 14: Acceptance or Non-Acceptance. Feb 14 - Mar 14: Pre-sell bundles. Submit orders by Mar 14, Payment by Mar 31. Apr 9 - 19, orders delivered. Ms. De-Kieviet and Grade 6's to run, with proceeds going to fund the Grade 6 year end trip!

## Fundraising

- **Purdy's Chocolates: Nov 4-22.** 25% Profit, no minimum order. Coordinator Jacqueline
  - **Profits: \$455.96**
- **Panago Pizza Day:** November 18, 2024 - \$5 from every large pizza ordered for pick up goes to Steeples PAC. Coordinator Danielle
  - **Profits: \$155**
- **Winter Market Nov 21:**
  - To run along with Ms Dekiviet and grade 6s to fundraise for Grade 6 year end trip to Calgary: estimated \$7000. Vendors, Bake Sale, 50/50 Draw, Silent Auction, Grade 6 Mall & Cafe (33 students)
  - Cost: 50/50 Raffle gaming license: 500 tickets @ \$2 each (\$10 cost donated by Jacqueline, Thank You!)
  - **Profits: \$1959.75**
    - Vendor Tables:  $30 \times 25 = \$750$
    - Bake Sale: \$590.75
    - Silent Auction: \$530
    - 50/50 Raffle: \$89.00
- **Treat Fridays:** Kasey has volunteered to sell \$2 Ice cream sandwiches & \$1 Frozen treats at lunch. First day November 28, 2024 during lunch hour.
  - **Cost:** \$112.58 purchased October 2024 (Roughly \$70 worth of treats used)
  - **Profits:** \$294.19 - \$70 = **\$224.19**
  - **Sales:** \$294.19
    - Cash: \$137.05
    - School cash online: \$157.14
- **Sports Jersey Popcorn/Freezie Day January. 10:**  
\$2 Popcorn/ \$1 Freezies Day Coordinator: Danielle, Volunteers: Sharita
  - **Sales** \$325.98 - **Cost:** \$33.60 popcorn supplies, freezies donated!
  - **Profits: \$292.38**
- **Family Movie Night: January 17 - Wish - Coordinators: Kasey & Carmel**  
**Cost:** \$100  
**Donation Jar:** \$249.05  
**Concession:** \$370  
**Profits:** \$619.05 - \$100 (Supplies) = **\$519.05**  
**Make cheque of \$520 payable to Steeples Elementary for grade 6 year end trip.**

## 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
- Funding **up to \$2500** for School Wide Movie Day at Landmark Cinemas December 2024
  - **Approved:** at October PAC meeting. **\$2719.08**
    - **1st:** Brittany S
    - **2nd:** Sharita
- Funding **up to \$350** for gingerbread house supplies.

- **Approved:** at October PAC Meeting: **\$202.21**
    - **1st:** Katie W
    - **2nd:** Brittany S
- Mr. Catherall has requested **\$127.05** for his grade 5 class to participate in a “**Health in Space**” **field trip** at the Cranbrook History Center.
  - **Approved:** via email Nov. 25: **\$127.05**
    - **1st:** Katie W
    - **2nd:** Jason V
- Mrs. Enns has requested **\$47.67** for her grade 4 class to go **swimming**.
  - **Approved:** via email Nov. 29: **\$47.67**
    - **1st:** Katie W
    - **2nd:** Sharita B
- Lisa Beaulac (School Librarian) has requested **\$1200** (\$100 for each enrolling teacher) to be spent at the Scholastic Book Fair Feb 5-6 to purchase **books for each class**.
  - **Approved:** via email Dec 12: **\$1200**
    - **1st:** Sharita B
    - **2nd:** Katie W
- Steeples (Erin Boehm, Jen Ney) has requested to spend **up to \$500** to purchase **griddles** to be used for the school to make pancakes, hot dogs, etc.
  - **Approved:** via email Dec 13: **\$215**
    - **1st:** Katie W
    - **2nd:** Kasey K
- Mrs. Greenlee has requested **\$180** for her class to attend **Key City Gymnastics 3x** (\$60 each time).
  - **Approved:** via email Dec. 20: **\$180**
    - **1st:** Katie W
    - **2nd:** Brittany S
- Mrs. Porter/Ms. Toffolo has requested **\$115.86** for **Class swimming/Extra Life Guard Charges**:
  - **Approved:** via email Jan. 7: **\$115.86**
    - **1st:** Jason V
    - **2nd:** Sharita B
- Mrs. Kent has requested **\$415** for 4 classes (Gr. 6,  $\frac{3}{4}$ ,  $\frac{2}{3}$ ,  $\frac{4}{5}$ ) to participate in **Curling**
  - **Approved:** via email Jan 8: **\$415**
    - **1st:** Katie W
    - **2nd:** Kasey K
- Mr. Catherall has requested **\$48.36** for his grade 5 class to purchase **10 wired computer mice** for their classroom.
  - **Approved:** via email January 13: **\$48.36**
  - **1st:** Katie W
  - **2nd:** Sharita B

#### **Discussion:**

Danielle Verhage (Current PAC Chair & DPAC Rep) possibly moving away by April 2025. Jacqueline N (Treasurer & Secretary) has offered to take over running PAC for the remainder of the year. With scheduled AGM to vote in new executives in June 2025.

**Next Meeting:** Monday February 24, 2025 @ 5:30 in the Steeples Library.