

STEEPLES ELEMENTARY SCHOOL PAC
MEETING Minutes
Monday April 20th, 2026
5:30 pm

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

In attendance: Katie W. Raylyn Wendy B. Wendy T. Kate P.
Regards: Katrina C

Motion to pass the minutes from February 23rd, 2025 meeting as read:

1st Katie W.
2nd Raylyn **Passed** Failed Tabled

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

- Planning 2026/2027 school year
- Parents can make classroom placement requests
- 11 classrooms, 13 EAs,
- Band will return to Steeples
- Literacy testing part 3 coming soon
- New playground going in soon
- Conversations on parking are taking place
- New student laptops and IPADs

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

- Fernie Elementary School and Childcare planning is back underway. There were some delays associated with environmental studies that needed to be concluded.
 - The Planning Committee met recently and reviewed the changes to the design associated with the inclusion of the daycare facility. It was suggested that further community consultation would be arranged as formal construction starts in the new school year.
- Mountain View Elementary has been a topic of discussion recently. A portion of the building has been leased for office space and the remainder provided a home for the Treehouse Daycare.
 - As the lease used for office space expired, work is required to convert, the gym in particular, back to the original intended design. Renovations will start shortly and as the Elk Valley has an increased need for recreation space, bringing the gym back into use will be of great benefit.
- A new daycare facility will be added to the Amy Woodland Elementary site.
 - An agreement has been reached with the Métis Nation of British Columbia, with additional support from the Ktunaxa Nation, allowing the daycare to proceed.

- The daycare will be located on the lower portion of the property, separate from the existing building footprint.
- April 14th marked the official opening of the Jaffray Daycare facility, offering a welcome opportunity to celebrate this valuable addition to community services.
- The Capital Plan was successfully approved at our recent board meeting.

DPAC Update – Sharita Brown

- DPAC is in desperate need of executive members. Currently running with one member. If you are interested email sd5dpac@gmail.com
- Suggestion for increased participation. Tap Parent friends for help with PAC events.
- PAC Brochures were well received. DPAC has been wanting to do something similar. DPAC will fund the printing for brochures and send them out to school parents/guardians in each school (geared for each school) from the District.
- **Highlands Elementary:** Did a Disney music bingo. No money to play, had a concession.
- **Rocky Mountain Secondary:** Cup of noodles fundraiser. Where they sold the noodles and all they had to do was fill the cups with water.
- Mount Baker prom funding request
 - If requested Spending up to \$5 per student for Prom
- PAC Brochures
- DPAC is looking at funding school calendar magnets.
- Children’s festival is looking for volunteers and Face painters. DPAC will send out that information to PACs.

Treasurer report - Jacqueline Nielsen (updated)

Account Balance in Gaming \$4703.96 (less budgeted spending = \$3633.08)
 (Annual bank services fees- \$2.50x12 months = \$30.00, 2x gaming licences - 20.00, \$120 gymnastics, \$187.72 swimming, \$634.83 ARQ, \$1800.53 Skiing, \$440 Radium, \$400 Shultz ARQ) **\$1070.88**

Account Balance in General \$8819.09 (less budgeted spending = \$3473.55)
 (Annual bank service fees- \$2.50x12 months=\$30.00, **Online banking not working**) **\$5345.54**

Previous Business

- Upcoming PAC Fundraisers:
 - Next popcorn/popsicle day is March 13 and April 8th
 - May have to move to March 12th due to Ski day
- Mother’s Day Flower Basket orders are due Feb 26th and the cheque to Casey’s is due March 5th.
- A PAC login for Purdy’s has been created. The PAC Document on Google has been updated with this information.
- Purdy’s Fundraiser is due Feb 11th. Delivery April 1st. Thank you Katrina.
- Pizza Day March 6th, orders due March 2nd. Thank you Katie.
- Fernie Roasting Company orders due March 13th, delivery April 1st. Thank you Katrina.
- Do we want to renew our BCCPAC membership? \$100 for the year. **Tabled Reviewed and approved for renewal**
 - As a BCCPAC member, your PAC will:
 - Have a voice in provincial education conversations

- Vote at the 2026 AGM, if registered by December 31
 - Submit and vote on resolutions that shape BCCPAC's advocacy
 - Participate in the 2026 Annual Conference & AGM
 - Join our Fall Membership Summit (online)
 - Access workshops and training throughout the year
 - Receive up-to-date resources and information to support your work
 - Get guidance from our staff and Board when issues arise
 - Pay for next years membership
- Dance April 24th
 - School wide
 - Parents stay
 - PAC Table
 - Other needs/ideas/considerations?

New business

- Upcoming PAC Fundraisers:
 - Next popcorn /popsicle day is May 14th Neon Dressup Day
 - This will be our last one for this school year
 - Jodie's Ice Cream Wagon is inquiring about coming in for an end of school Icecream day
 - At \$3 a cone if PAC were to purchase this would be around \$600-\$750
 - Look into alternatives
 - Spring Fresh To You has been cancelled By Fresh To You due to limited produce choices.
 - Kindergarten Orientation June 3&4
 - AGM in July
 - I have made up a PAC Brochure intended for the Kindergarten welcome packet and handed out at other school events.
 - I have also created a google form parents can fill out to send us their information if they want to be involved in PAC. I have also created a QR code that will take them to the form.
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- <https://docs.google.com/forms/d/e/1FAIpQLSeNyBVEYpLpB1RaF9w7KV5L4C2Wt0sUuTV5XbqhApjiSXXsjA/viewform?usp=header>
- DPAC can fund the cost of printing and wants to use the brochure as a template for other schools.
 - Fundraiser Idea. Garden seeds. I found a company that partners with Scouts Canada. Info packet coming.
 - <https://makeitsow.com/>
 - Setting up a Domino's coupon Fundraiser for May.
 - Fundraiser overview for 2026/2027
 - Volunteers needed for the Book Fair next week. Please email Mrs. McDowell at stephaniemcdowell@sd5.bc.ca
 - We have some wooden Tokens being made for PAC treat days. These will be for Mrs. Fode to add to her lunch program, Mrs. Andrew to give to students she knows may not normally be able to purchase PAC treats and Mrs. Ney to give out as well. They will be handed out and returned on the same day. This should make sure the kids who can't buy get something and stop PAC members, who don't know all the kids, guessing if they should hand out free treats or not.

Fundraiser

- **Casey's Mother's Day Flower Baskets**
 - **Sales:** (\$1872.96 (\$150 cash + \$1722.96 SCO) - **Cost** (\$1254.10)
 - **Profit:** \$618.56
- **Popcorn/Popsicle Day: Tacky Tourist Day March 12th**
\$2 Popcorn/ \$1 Freezies Day
 - **Sales** (\$274.03 (\$163.05 + \$110.98SCO)) - **Cost** (\$58.64 (Popcorn \$31.90 + Popsicles \$26.74))
 - **Profit: \$215.39**
- **Pizza Pizza Hot Lunch March 6th, 2026 \$4 per slice, \$1 juice box.**
 - **Sales** (\$ 573.71- **Cost** (\$299.15 (\$Cost of Pizza+Juice box cost+SCO fees))
 - **Profit: \$274.56**
- **Popcorn/Popsicle Day: Crazy Hair Day April 8th**
\$2 Popcorn/ \$1 Freezies Day
 - **Sales** (\$259.01 (\$ 109.75cash + \$149.26 SCO)) - **Cost** (\$49.73 (Popcorn \$31.90 + Popsicles \$17.83))
 - **Profit: \$209.28**
- **Pizza Pizza Hot Lunch April 10th, 2026 \$4 per slice, \$1 juice box.**
 - **Sales** (\$590.96 - **Cost** (\$ (\$333.89 +plates \$13.37))
 - **Profit: \$243.70**
- **Fernie Roasting Company Coffee Fundraiser** Coordinator: Katrina O.
 - **Sales:** \$783.66 (\$420 cash + \$363.66SCO) - **Cost** \$559.60
 - **Profit: \$224.06**

Funding Requests:

- Mrs. Ma and Mrs. Graham have requested **\$99.95 +S&H & taxes** to purchase painted Lady Butterflies Larva Kits for the Kindergarten classes.
 - **Approved:** Via Email March 9th:
 - **1st:** Katie W.
 - **2nd:** Katrina C.
- Mrs. Shultz is requesting **\$400** for her Grade 2 class to go to the ARQ Climbing center which includes equipment rental.
 - **Approved:** Via Email March 13: **\$400**
 - **1st:** Katie W.
 - **2nd:** Jaime J.
- Mrs. Shultz is requesting **\$104.50** for her grade 2 class to attend the Cranbrook History Museum Fossil Program.
 - **Approved:** Via email March 13: **\$104.50**
 - **1st:** Katie W.
 - **2nd:** Kasey K.
- Mrs. Enns and Mrs. Lentz are requesting **\$250** to take their classes to the Trout Hatchery
 - **Approved:** Via Email April 11: **\$250**
 - **1st:** Carly V.
 - **2nd:** Katie W.

- Mrs. Enns and Mrs. Lentz are requesting **\$187.73** to take their classes swimming in May.
 - **Approved:** Via Email April 17th: **\$187.73**
 - **1st:** Katrina C.
 - **2nd:** Katie W.
- Mrs. Porter is requesting **\$440** to help take the Grade Five class on a trip to Radium for their Year end trip. This would cover admission to Radium Hot Springs.
 - **Approved:** Via Email April 18th: **\$440**
 - **1st:** Katie W.
 - **2nd:** Katrina C.

Discussion:

Up to \$200 for Dance decorations, prizes and concessions.

1st: Katie w.

2nd: Raylyn O.

Approved.

Class playground afterschool get together with PAC. Possible Networking.

Next Meeting: May 25th, 2026 @ 5:30 in the Steeples Library

Steeles 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