

**STEEPLES ELEMENTARY SCHOOL PAC**  
**MEETING MINUTES**  
Monday January 19th, 2026  
5:30 pm

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

**In attendance:** Wendy B., Katie W, Scott Holt, Katrina C, Raylyn O, Wendy Turner, Stephanie M.

**Motion to pass the minutes from Nov 17, 2025 meeting as read:**

1<sup>st</sup> Katie W  
2<sup>nd</sup> Raylyn O.      Passed      Failed      Tabled

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

- Lits Blitz 2026
  - K-4 Wednesday afternoon Literacy skills workshops up to spring break.
  - Numeracy skills with teachers
- Partnering with the college (future educators)
- Parking proposal
- Grand opening for the new building Feb 3

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

- New daycare guidelines from the province, effective April 1<sup>st</sup> 2026, set minimum 9.5 hours of care before extended-hour fees apply
- Formal Kindergarten registration starts Feb 2
- Prior to the break, the board had an opportunity to view the completed child care facility at Steeples Elementary School. The site is currently open and will have a Grand Opening Feb 3, 2026 Starting at 9:30am
- SD5 received funding from the Ministry to include a Child Care facility in the design aspects for the new Fernie school
- Final touches are being added to the Child Care facility in Jaffray

**DPAC Update** – Not in attendance

- Chris David has resigned as DPAC Treasurer. Looking for new Executive members
- Superintendent's Report
  - UFLI training for teachers and EAs; "Acadian/Acadience" screening used to identify needs and guide instruction
  - Community engagement: shifting from five small sessions to two larger sessions (one in Cranbrook, one in Elk valley- likely Elkford) with locations rotating annually.
  - Budget planning for 2026-27 underway, including meetings with the Indigenous Education Council regarding targeted vs. operational funding
  - Exploring student access (Gr. 7-12) to Microsoft Copilot within SD5's environment to support ethical AI use aligned with privacy and academic integrity expectations.
- Zoom Licenses for PACs: DPAC pursuing nonprofit discount via schoolboard status; evaluating multi-license setup to simplify hosting. Communications to PACs pending confirmation.
- Parent speaker series: DPAC exploring Dr. Jody Carrington for a district-wide virtual session with community watch events and moderated Q&A
- DPAC Constitution and Bylaws (Draft Revisions) circulated for review

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

Account Balance in Gaming \$4716.46 (less budgeted spending = \$960)  
(Annual bank services fees- \$2.50x12 months = \$30.00, gaming licences, Enns/Lentz swimming, Greenlee/Walton Arq, Shultz gymnastics) **\$3840.31**

Account Balance in General \$6,783.26 (less budgeted spending = \$1856.79)  
(Annual bank service fees- \$2.50x12 months=\$30.00, Instruments, FTY expenses) **\$4926.47**

### **Previous Business**

- Christmas movie day. This has been changed to a movie in the gym rather than the theater. The Primaries will have a movie in the morning of Dec 18th and the intermediates will be in the afternoon. This means popcorn will need to be popped the day before. Does PAC want to purchase some candy as well? It is water only in the gym.
- PAC sponsored School Movie night is Nov 14 the movie is Elio.
- Dominos Pizza coupon fundraiser order deadline is Nov. 20th
- We partnered with Highlands Elementary school for FTY to meet the minimum order. We will need volunteers to sort orders when the produce comes in. Should be Nov 19th.
- Do we want to see about bringing in a Dietitian for a virtual presentation on nutrition for our Jan 19th PAC meeting?
- Did we find anything out about a cookie dough fundraiser to pair with a coffee fundraiser?
- Winter Market Day is coming up. Where are we in planning? PAC voted to use \$370 for Gift cards, Face painter and Custodial services.
- Purdy's? We will only have a little over two weeks for Fundraising with this since it ends Dec 5th. Last year we raised approx. \$450. They are not able to do an In store promotion with us. There should be a Spring Fundraiser.
- Sharita will not be available to pop popcorn on the 28th. I will make sure we have bags, oil, popcorn and popsicles on the 27th. Katie and Raylyn have stepped up to run this one.

### **New business**

- Upcoming PAC Fundraisers:
  - Casey's Mothers Day Baskets: Orders due March 5th.
    - Volunteers to run? Sharita B
  - Purdy's Spring Fundraiser? Who wants to run this? Katrina and Raylyn Chocolate and Coffee.
  - Pizza Hot lunches? Should we set the days for the rest of the year? (Check with Jen Ney for dates)
    - subway?
  - Family movie night. Jan or Feb?
  - Spring Market? April?
- Carly has had to step back from DPAC Rep. Is there anyone who would like to take her place?
- February 12th is the next popcorn/popsicle day
  - We have been asked to reduce the amount of Flavacol (This has been adjusted on the guide on the machine and in the book) we use and move the sale time to 12:20pm to allow kids time to eat lunches before getting popcorn and popsicles.
- I have a lead on a cookie dough fundraiser with Mom's Pantry. I can forward info to whomever wants to run the fundraiser.
  - Will forward to PAC members for consideration
- Another Dominos Coupon fundraiser? When?
  - Possibly May.

- Who wants to look into bringing in a presenter for PAC?

### **Fundraiser**

- **Dominoes Coupons:** Nov 3rd - Nov 22, 2025 \$15 per coupon, \$6 per coupon to Dominos, \$9 per coupon to School PAC.
  - **Sales:** \$585- **Cost** (\$234 to Dominos Food cost)
  - **Profit:** \$351
- **Steeple's Winter Market:** Nov 22, 2025
  - **Cost:** \$470 (50/50 and Raffle Gaming license, Face painter, custodian, Gift cards, photography)
  - **Profits:** \$1970.60-\$470=**\$1500.60**
    - **Vendor Tables:** 16 x \$30=\$480, 3 Kids 3 x \$10= \$30
    - **Bake sale:** \$354
    - **50/50:** \$76.00
    - **Gift Card Raffle:** \$160.00
    - **Photo Booth:** \$108.00
    - **Donations:** \$52.60
    - **Silent Auction:** \$710
  - Thank you again Raylyn and Katrina for running this.
- **Popcorn/Popsicle Day:** Nov 28th
  - \$2 Popcorn/ \$1 Freezies Day
  - **Sales** (\$202.76 (\$86.05 + \$116.71)) - **Cost** (\$66.53 (Popcorn \$32.40 + Popsicles \$34.13))
  - **Profit:** **\$136.23**
- **Pizza Pizza Hot Lunch:** Dec 5th
  - \$4 per slice, \$1 per juice box
  - **Sales** \$691.52 - **Cost** (\$309.88)
  - **Profit:** **\$381.64**
- **Popcorn/Popsicle Sports Jersey Dressup Day:** January 9th
  - \$2 Popcorn/ \$1 Popsicle Day
  - **Sales** (\$ (\$164.65 + \$131.06) - **Cost** (\$ (\$32.40 +\$7.34))
  - **Profit:** **\$255.97**

### **Funding Requests:**

- The Staff of Steeple's school have requested **\$100** in funding for a drinks cart for Staff Appreciation for Christmas on Dec 8th -11th.
  - **Approved:** Via Email Nov 27th: **\$84.13**
    - **1st:** Katie W.
    - **2nd:** Raylyn O.
- Ms. Ma has requested **\$118+** tax in funding for school wide milk and cookies to replace Gingerbread making school event
  - **Approved:** Via email Nov 27th:
    - **1st:** Raylyn O.
    - **2nd:** Kasey K.

- **PAC Funded Movie Day For Christmas**
  - Approx. \$80.50 in popcorn supplies
    - Donated Chocolate
- Ms. Shultz has requested **\$60** in funding for her Grade 2 class to go to Keycity Gymnastics
  - **Approved:** Via email Jan 8th: **\$60**
    - **1st:** Katie W.
    - **2nd:** Jaime J.
- Mrs. Enns and Mrs. Lentz have requested **\$187.72** funding for their Grade 3 and 4 classes to go swimming.
  - **Approved:** Via email Jan 11th: **\$187.72**
    - **1st:** Katie W.
    - **2nd:** Raylyn O.
- Mrs. Greenlee and Mr. Walton have requested a total of **\$654.40** for their Grade 1 and 2 classes to go to the Arq Climbing Center.
  - **Approved:** Via email Jan 12th: **\$654.40**
    - **1st:** Karissa B.
    - **2nd:** Katie W.

**Discussion:**

Other fundraising ideas?

Dance, Spring Dance? Concession sales

Bingo?

January literacy day 2027 - consider some activity for participation

Father's Day fundraiser?

April 28<sup>th</sup> – May 1st Bookfair will need volunteers

**Next Meeting:** February 23rd, 2026 @ 5:30 in the Steeples Library