

**STEEPLES ELEMENTARY SCHOOL PAC
MEETING MINUTES
Monday June 15th, 2026
5:30 pm**

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

In attendance: Jacqueline N., Wendy B., Sharita B., Katie W., Raylyn O., Wendy Turner, Scott Holt,

Regards: Katrina C.

Motion to pass the minutes from April 20th, 2025 meeting as read:

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

Motion to pass the minutes from May 25th, 2025 meeting as read:

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

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

- Kate Porter is going to Laurie as Vice-Principal
- Lauren Dragen is Coming to Steeple as Vice-Principal
- Cranbrook city track meet went well after the reschedule due to weather.
- Father's Day kindergarten event coming up
- Indigenous history

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

- The BCSTA (British Columbia School Trustees Association) has developed a number of resources to support and inform individuals who may be interested in running for office as a school board trustee in October 2026. As reported last month, helpful resources are available on the <https://bcsta.org/elections/>, including a recent addition, "*Understanding the Role of a School Board Trustee*," which is well worth reviewing

Board Business

- On the business side, the Board has passed the third and final reading of the 2026–2027 budget. We extend our thanks to all levels of management, employee groups, and the community for their valuable input throughout the process.
- Next week, Chris Johns will present our district's concerns to the Select Standing Committee. This annual opportunity allows districts to contribute to provincial budget discussions. SD5 has consistently advocated for increased funding to support students with diverse needs and for continued investment in the replacement of aging school facilities across the province.

DPAC Update - No meeting this month

Treasurer report - Jacqueline Nielsen

Account Balance in Gaming \$4703.96 (less budgeted spending = \$4208.08)
(Annual bank services fees- \$2.50x12 months = \$30.00, 2x gaming licenses - 20.00, \$120 gymnastics, \$187.72 swimming, \$634.83 ARQ, \$1800.53 Skiing, \$440 Radium, \$400 Shultz ARQ, \$190 Lentz/Enns swim, \$200 Johnson/Shultz mini golf, \$185 Greenlee/Enns mini golf) **\$495.88**

Account Balance in General \$6765.89 (less budgeted spending = \$3354.42)
(Annual bank service fees- \$2.50x12 months=\$30.00, \$120 Mrs. Ma/ Graham Butterflies, 105 Shultz Cranbrook History Museum, \$250 Enns/Lentz Trout Hatchery, \$150 Walton turtle truths, \$200 PAC Brochures, \$397.42 Pizza Pizza Day, \$370 Greenlee CBEEN, \$282 Pizza coupons, \$410 Pizza Pizza Day, \$250 staff appreciation, \$250 Ice Cream fun day, \$250 Silver bucket, \$300 lifeguards) **\$3411.47**

Previous Business

- June events:
 - Pac funded treat station or Ice cream truck?
 - June 23rd
 - At April's PAC meeting we talked about PAC purchased treats.
 - Budget? Coordinator- Jacqueline
 - Silver bucket challenge. Date and winners
 - Mrs. Greenlee classroom 5 and Mr. Hammond classroom 13
 - Use the Chips from the dance.
 - Volunteer Sharita, Wendy. Coordinator Katie W.
 - Staff & volunteer Appreciation Lunch Thursday June 25th
 - Sharita will be able to help with the planning but will be out of town the day of.
 - Need Vegan options.
 - volunteers?
 - Change to Snack Bar and Gift Card Draw.
 - Jacqueline will look into prices and various snack options.
 - PAC funded lifeguards for intermediate year end Moyie Trip
 - Gift Cards
- Proposed PAC meeting dates for 2026/2027
 - Sept 21
 - Oct 26
 - Nov 23
 - Jan 25
 - Feb 22
 - April 19
 - May 17
 - June 14 AGM
- Popcorn/Popsicle Days for 2026/27
 - Oct 9th
 - Nov 6th
 - Jan 22nd
 - Feb 19th
 - March 12th
 - April 23rd

- May 21st
 - More popcorn and oil will need to be purchased before the Oct 9th date.

New business

- Keep in mind PAC funded welcome back coffee and cookies on the first day of school
 - Who maybe available
- Fundraiser review
- Funding requests review
- Where are we with Silver bucket, Teacher Snack Bar and fun day treats?
 - Ice Cream day treats projected cost **\$150**
 - Silver Bucket Pizza ordered.
 - Teacher Snack Bar projected cost **\$250**
 - Not doing Gift card draw.
- PAC Brochures are in the PAC closet
- DPAC is covering the cost of School Calendar Magnets
- BCCPAC Membership payment?
- Gaming Grant Application

Fundraiser

- **Pizza Pizza Hot Lunch:** June 4th \$4 per slice, \$1 per juice box
 - **Sales** \$670.89 - **Cost** (\$409.56)
 - **Profit: \$261.33**

Funding Requests:

- Mrs. Greenlee has requested **\$367.50** for her Grade one class to participate in 2 CBEEN programs. Amazing Beavers program and Agriculture in the classroom.
 - **Approved:** Via email June 4th: **\$367.50**
 - **1st:** Katrina C.
 - **2nd:** Raylyn O.

Discussion:

Parking is still being discussed.

Next Meeting: Sept 21, 2026 @ 5:30 in the Steeples Library

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

Elections

Our current executive members are:

- o DPAC Rep: Sharita B.
- o Treasurer: Jacqueline N.
- o Secretary: Sharita B.
- o Vice Chair: Katie W.
- o Chair: Sharita B.

- **Our nominated executive is**

- o DPAC Rep: ___ Open _____
 - Motioned By: _____
 - Passed By: _____

- o Treasurer: ___ Chris Wardman _____
 - Motioned By: ___ Katie Wardman _____
 - Passed By: ___ Jacqueline N. _____

- o Secretary: ___ Sharita Brown _____
 - Motioned By: ___ Jacqueline _____
 - Passed By: ___ Katie _____

- o Vice Chair: ___ Katie Wardman _____
 - Motioned By: ___ Raylyn O. _____
 - Passed By: ___ Jacqueline N. _____

- o Chair: ___ Sharita Brown _____
 - Motioned By: ___ Katie W. _____
 - Passed By: ___ Jaqueline N. _____

Congratulations to our new executive members!