

**STEEPLES ELEMENTARY SCHOOL PAC  
MEETING MINUTES  
Monday May 25th, 2026  
5:30 pm**

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

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

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

1<sup>st</sup> Katie W.

2<sup>nd</sup>

Passed

Failed

**Tabled**

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

- Construction on the new playground has started. 3 week build time line
- Ready set learn May 27<sup>th</sup>
- June 9<sup>th</sup> Band concert at Key city theater
- June 12<sup>th</sup> no school day
- Kindergarten grade June 22<sup>nd</sup>
- Last day of school June 25<sup>th</sup>
- 17 down to 13 EAs

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

- Sends regards

**DPAC Update** -

- 1) Lisa Rogers is the only Executive member of DPAC. Which puts it at risk of dissolving.
  - a) If anyone has an interest please email [sd5dpac@gmail.com](mailto:sd5dpac@gmail.com) for more information.
- 2) DPAC is willing to pay for school calendar magnets. DPAC will send out communication to the schools to let them know.
  - a) Maybe a choice between magnets or brochures for DPAC funding.
- 3) Clarification: Parents that are staff are eligible to be on PAC and part of the Executive. Should remove themselves from voting on things that could be a conflict of interest.

**Superintendent Report:** Viveka Johnson

- 4) The Ministry is tracking attendance at the school level with Framework for learning. Attendance is up since Covid for Primary attendance but down for the higher grades. Indigenous Education Council now oversees targeted funds for Indigenous students and how the funds are spent.


**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 licences - 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 = \$1222.42)

(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) **\$5543.47**

### Previous 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
  - Spring Fresh To You has been cancelled By Fresh To You due to limited produce choices.
  - 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.
- 
- <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](mailto:stephaniemcdowell@sd5.bc.ca)

### New 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.

### Fundraiser

- **School Dance:** April 24th
  - **Sales and donations:** \$215.25 - **Cost:** approx \$200
    - **Profit:** Approx. \$15.25
  
- **Pizza Pizza Hot Lunch:** May 8th \$4 per slice, \$1 per juice box
  - **Sales** \$627.68 - **Cost** (\$427.42)
    - **Profit: \$200.26**
  
- **Popcorn/Popsicle Day:** Neon Dressup Day May14th  
\$2 Popcorn/ \$1 Freezies Day
  - **Sales** (\$288.49 (\$133.50 + \$154.99)) - **Cost** (\$62.30 (Popcorn \$30.80 + Popsicles \$31.50))
  - **Profit: \$226.19**

### Funding Requests:

- Mr. Walton Has requested **\$150** for his Grade1/2 Class to attend a Turtle Truths program through CBEEN.
  - **Approved:** Via email April 23rd: **\$150**
    - **1st:** Katie W.
    - **2nd:** Karissa B.
  
- Mrs. Johnson and Ms. Shultz have requested **\$200** to take their classes to Mini-golf at Elizabeth Lake Lodge.
  - **Approved:** Via email May 4th : **\$200**
    - **1st:** Katrina C.
    - **2nd:** Jacqueline N.

- Mrs. Greenlee and Mrs. Enns are requesting **\$185** to take their grade 1 and 4 classes on a buddy field trip to Elizabeth Lake and Mini-Golf. There may be an additional bus cost.
  - **Approved:** Via email May 19th: **\$185**
    - **1st:** Katrina C.
    - **2nd:** Katie W.
  
- PAC requested funding for printing PAC info Brochures.
  - **Approved:** Via email May 20th: **\$194.66**
    - **1st:** Katie W
    - **2nd:** Katrina C.

**Discussion:**

In desperate need of a treasurer.

When counting money, two people need to count, written out numbers with signatures and dates.

Look into other Banking options for PAC funds. No charge for cash deposits.

**Next Meeting:** AGM June 15th, 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