

**STEEPLES ELEMENTARY SCHOOL PAC  
MEETING MINUTES**

Monday November 17, 2025

5:30 pm

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

**In attendance:** Katie W., Jen N., Jacqueline N., Raylyn O., Carly M, Wendy B, Scott H., Christa, Kate P., Katrina, Wendy T.

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

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

2<sup>nd</sup> Jacqueline N.

**Passed**

Failed

Tabled

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

- 2 New EAs
- School Has completed the Literacy testing
- New Building tour on Nov 25<sup>th</sup>
- Christmas Choir rehearsals are on the go.
- Christmas concert on Dec 17<sup>th</sup>
- Pancake breakfast on the Dec 19<sup>th</sup>
- Dec 10<sup>th</sup> intermediaries going to ELF production.
- Front playground will be replaced. Hopefully with money left over from construction from the new building

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

- Feeding Futures Initiative (2023-2026)
  - The government committed \$214 million to support school food programs. The largest investment of its kind in the province.
- National School Food Program (2025- Onward)
  - The Government agreed to access \$39.4 million over three years in additional funding. This complements the Feeding Futures and aims to expand and enhance food programs in schools
- Future commitment (2029+)
  - The Federal Government pledged to make the National School Food Program permanent, with \$216.6 million annually starting 2029
- Amy Woodland Elementary School – The formal replacement proposal has been submitted. The Board included a strong case for complete replacement on the current school site.
- The Board will be submitting a letter of support to further address Gender Based Violence in the workplace and in the school environment.
- Thanks to all the schools for the Excellent Remembrance Day celebrations

**DPAC Update** – Carly

- **Treasurer's report** - Chris, DPAC Treasurer \$6462.00 - gaming / 3068.62 regular plus another 2091 in addition - for 0.50 per child in district - DCCPAC registration?? Want to know how to spend the funds
- **Trustee's report**- Learn about the policies, decisions, and advocacy that may affect our schools and children's education. - Wendy, School Board Trustee - Was not able to log into the Zoom meeting - no report on this

- **Superintendent's report**- Learn about what is happening in our district, schools, upcoming events, and the work of our district administrators. - Presented by Mike Kelly, Director of Instruction Curriculum and Assessment. - Vivika was out of town so Mike presented - he didn't have and news to share. Spoke about his role within the district, stayed at the meeting for questions, etc.
- **BC Teacher's Federation Report** - All Cranbrook schools will have early dismissal at 2pm next year - everyone will be on the same page. No more each school does different things.
- Adrian Demers and Larry Durski - **Teacher's association update** - funding issues from the provincial government.. Teachers are bargaining right now to try to get more funding, etc. Red in support for ED - shows support for public education.
- Trustee election next year
- **DISCUSSION**
  - DPAC Rules of Engagement
  - Brainstorming meeting that are separate as there are too many people - meetings are long and go over.
  - Does Steeples want a Zoom License??
  - Chris Cook - If I can - excellent public speaker for students. Would be good to get him into our school if we could. I can look into costs etc.
- **BUSINESS FROM PREVIOUS MINUTES**
  - Spending DPAC gaming grant funds
  - Calendar App for PACs - they are working on developing this - the treasurer is a tech person and has experience with developing Apps

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

Account Balance in Gaming \$4630.46 (less budgeted spending = \$3132.98)

(Annual bank services fees- \$2.50x12 months = \$30.00, Shultz gymnastics -60.00, Walton/shultz swimming -147.48, Greenlee gymnastics x3 -180.00, Last year swimming -550.00, Last year gymnastics - 360.00, 3x Raffle Gift Cards - 150, 2x gaming licenses - 20.00) **\$1497.48**

Account Balance in General \$6,725.71 (less budgeted spending = \$3494.04)

(Annual bank service fees- \$2.50x12 months=\$30.00, Instruments -1401.29, Halloween treats -64.54, 2024/2025 remaining fees -1150.00, FTY expenses - 425.50, FTY Profits +198.74, market custodian - 120.00, Face Painting - 100.00, Panago Profits +160.00, Pizza Pizza Expenses - 299.08) **\$3231.67**

#### **Previous Business**

- An in-store pizza day has been set up with Panago for November 4th. Waiting for promotional materials
- We have 101 Domino's Pizza coupons we will be selling starting November 3rd and going to November 20th with the coupons being picked up on November 28th between 2:00pm and 3:30pm. If we sell all of them that is \$909 to the school.
- Fresh to you will be ending on October 24th and Delivery to the school will be Between November 17-25th. We will need volunteers available to help with sorting and getting each order ready for pick up. So far we have 7 orders.
- Are we doing any Markets this year?
- Mabels Labels did \$20 last year. I think we will be dropping it from our fundraisers.
- Purdy's?
- Scholastic Book Fair this week. Mrs. McDowell is still in need of volunteers for Wednesday.
- October 17th Popcorn/Popsicle day went well. 2 hours to pop 105 bags of popcorn, we had 7 left over and sold all 120 popsicles. Not sorting for all the classes made things go a bit faster.

- Next Popcorn/Popsicle day is November 14th. We will need 2 volunteers.
- We will skip December Popcorn/popsicle day.
- Maybe bring in a Nutritionist, Drug prevention, Eating disorders for presenters. Electronics and social media.
- Coffee and Cookie dough fundraiser? Carly
- Hot lunch pizza days November 7 and Dec 5<sup>th</sup> with Pizza Pizza.

### New 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? or-Dr. Swani
  - Rcmp Liason
  - Xtunaxa Presenter
- 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.
- I will not be available to pop popcorn on the 28th. I will make sure we have bags, oil, popcorn and popsicles on the 27th.
- We have been requested to use the south door across from the teacher parking for PAC meeting.

### Fundraiser

- **Panago Pizza Day** November 4th, 2025 \$5 from every Large Pizza ordered for pick up goes to Steeples PAC.
  - **Profit:** \$160
- **Pizza Pizza Hot Lunch** November 7th, 2025 \$4 per slice, \$1 juice box.
  - **Sales** (\$609.15) - **Cost** (\$299.48 (\$Cost of Pizza+Juice box cost+SCO Fees))
    - **Profit:** \$ 309.67
- **Fresh to You**
  - **Profit:** \$198.74
- **School Movie Night** - Elio - November 15th, 2025
  - **Sales** (\$375.60 - **Cost** \$8.56 (Extra Water))
    - **Profit:** \$367.04

We have raised approx. \$1,308.73 so far this year.

**Funding Requests:**

- The School has requested up to **\$2000** in funding for three ski days this winter for the grade 4-6 classes to help fund those children that would not otherwise be able to afford to go.
  - **Approved:** Via email Oct 20th: up to **\$2000** provided we have the funds
    - **1st:** Kasey K.
    - **2nd:** Carmel R.
- Funding for the Winter Market. Face Painter \$100, Custodian \$120, 3x \$50 gift card raffle (\$150)  
**Total: \$370**
  - **Approved:** Via email Nov 7th: \$370
    - **1st:** Katie W.
    - **2nd:** Jacqueline N.

**Discussion:**

PAC volunteer help for teacher holiday Coffee Cart/ Treat in December.

**Next Meeting:** January 19th, 2025 @ 5:30 in the Steeples Library