

**STEEPLES SCHOOL PAC
MEETING AGENDA
Monday November 18, 2024 @ 5:30 pm**

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

In attendance:

Danielle V, Brittany S, Katie W, Jen De-Kieviet, Sharita B, Wendy B, Wendy T, Kate P, Erin B

Motion to pass the minutes from September meeting as read:

1st Sharita B

2nd Katie W **Passed**

Principal News - Updates on School Happenings from Mrs. Erin Boehm

- SD5 New website, updated Steeples portion, Subscribe to school calendar through website and app, (Android app hard to find)
- District Hot lunch pilot running well - Chef Scott providing delicious healthy meals, Salvation Army lunch students on the program.
- Early years to Kindergarten Program; connecting with community partners, making more casual school visits, working with Highlands elementary to facilitate smoother transition to Kindergarten for future students and families. Mrs. Boehm, Mrs. Graham, Mrs. Ma and Nicole Green (Strong Start Facilitator)
- Family Engagement Session November 28 7:00 to 8:30 Establishing Safe, Caring & Respectful Digital Communities.
- Volleyball underway - Tournament Nov 29 at the College
- Practices starting for Christmas Choir Concert Dec 4 @ 7 @ KCA for Grades 4, 5, 6
- December Christmas Concert Dec 18 @ 1:15
- PJ/Pancake Day Dec 20
- Dec 13 - District-wide Indigenous Professional Development Day

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

- Student Enrollment down 75 students in SD5. Impacts budget, etc
- New SD5 Website, with apps for apple and android
- Metis flag raising ceremony Nov 14 @ Mt. Baker Secondary
- Nov 22 - Indigenous Education Meeting

DPAC Update - Danielle Verhage

October 9 @ 6:30 via zoom - 6:00 AGM

Treasurer's Report:

Gaming Account: \$4897.85

Regular Account: \$3492.47

Superintendent Report: Viveka Johnson

- Grand Opening of New Playground at FJ Mitchell in Sparwood!
 - 26 grants, \$96000 from capital branch funds and many fundraisers, PAC efforts etc, Took 3 years.
- Nov 7 @ 6:30 - Community meeting to discuss Framework for Enhancing Student Learning and Strategic Plan
- DSAC - District Student Advisory Council meeting at Board office - 50 students attended
- Mt. Baker students hosted first Truth and Reconciliation Assembly
- School Childcare projects in the works throughout District
- New Fernie Elementary approved and set to be completed 2027
- New SD5 Website launching Nov 1, 2024, will affect school websites.

Trustee's Report: Wendy Turner

- Provincial General Election
- Community Engagement Oct 23 @ 6 Grasmere Hall - Discuss use of Grasmere Elementary Playground site
- Thank You letter sent to BC STA for sending revisory letters

- First session for early years to kindergarten program Oct 10
- Oct 23, 24 KBBCSA - Superintendents Meeting
 - SD5 Hosting Sd6, 5, 8, 20 and 10
- Nov 21- 23 Trustee Academy in Vancouver

BC Teachers Federation Report:

Larry Dureski

- Community has come together to help offer resources to help displaced teachers to fill classrooms with much needed resources
- District Health & Safety Meeting: Local Discussion Group

Adrienne Demers

- Staff shortage is still at the forefront
- Upcoming Election is very important; especially when considering Public Education
- FSA - Teachers stance on FSA is unchanged from previous years
 - FSA letters did not go out due to timing of Election and election rules

Individual PAC discussion:

Steeple Elementary: Fresh to You Fundraiser underway, DFS fundraiser starting next week, with Purdy's fundraiser to follow. First Family Movie Night - Migration set for October 24. Treat day Fundraiser Fridays planned to start next month and Popcorn/Freezie Fundraiser days planned to correspond with School dress up days. As the new Chair I am working to make guides for all our events, fundraisers, hot lunches etc so volunteers can be more confident running such activities.

Kootenay Orchard Elementary: Halloween Carnival, New Inclusive Playground plans, purchased stations with gaming grant in the meantime

Highlands Elementary: PAC Hosted Community Family Dinner, weekly hot lunch up and running, new Gaga pit being installed, Highland Huskies t-shirts for all new Amy Woodland students, PAC funded \$100 Scholastic book fair books for each class

TM Roberts Elementary: Back to school BBQ with school open house and book fair, Movie Night, School Counsellor proposed an 8 week parent and family workshop surrounding mental health

Isabella Dicken Elementary: Increased PAC attendance, New Executives, Chip Fundraiser, Tree Planting next to new addition, new basketball courts and swings.

Frank J Mitchell Elementary: New PAC members, New Playground finished and well received by the entire community: 3-4 years fundraising, worked closely with school admin, lots of work but super rewarding.

Fernie Secondary: Student numbers increased from last year. Great feedback from staff, students and parents for the new cell phone policy. Possible New Outdoor Education program: Asking PAC for funds, possible \$80000 expense, considering Corporate Sponsors - directed to Administrative Procedure under Board of Directors on SD5 website for procedures to follow.

Jaffray Elementary/Jr. Secondary: Hot breakfast for Terry Fox run, Pancake hot lunch, Gr. 7-10 school dance during Fall Fair

Rocky Mountain Secondary: Inclusive Playground on forefront: no public parks are accessible for diverse students, PAC members took Food safe to be able to allow more hot lunch options being made in school

New Business:

11.1) Announcement of New DPAC Executive 2024/2025

Chair: Lisa Rogers

Co-Chair: Lies Salvadore

Secretary: VACANT

Treasurer: Chris

11.2) Motion to Remove Tara Stare as signatory on BMO bank account - PASSED

Motion to add Lisa Rogers as signatory on BMO bank account - PASSED

DPAC Update November 13 @ 6:30 via zoom

Treasurer's Report:

Gaming Account: \$4895.35

Regular Account: \$6244.12

Superintendent Report: Viveka Johnson

- Consultation regarding Grasmere School. Community looking for next steps regarding building and property use.

- Amy Woodland Consult Meeting: Amy Woodland future plan still unknown.
- Catchment Meeting to address kindergarten student placement in 2025. Nov 28 @ 6:30 at Board office or via Microsoft Teams
- Final Enrollment Number for SD5 is down 75 students. Pretty significant.
- New SD5 Website is up and running. Android & IOS apps to be rolled out soon
- Virtual Engagement Night: 50 people in attendance. Strategic Plan posted publicly, looking for public input.

Trustee's Report: Wendy Turner

- Attended Steeples Remembrance Assembly: After assembly, students came into the audience to receive hugs and kisses from family members. Very touching.
- Metis Flag Raising Ceremony November 14 @ Mt. Baker School

BC Teachers Federation Report:

Larry Dureski:

- GT Elementary Remembrance Day Assembly: Slideshow of relatives of the families at the school, posted along with photos of related students. Touching Feature.

New Business:

11.1) Kootenay Orchard Elementary gives a \$500 Bursary to Mt. Baker Graduate, curious of other school bursary amounts, etc. (Consensus: Other schools don't do this)

11.2) BCCPAC Membership Fees: 2024/2025 will be the last year DPAC will be paying for BCCPAC membership fees for each school due to cost. Roughly \$100 for membership.

11.3) DPAC 2024-2025 Budget \$9500(\$3500 surplus carried from previous years). Typical Annual year budget is \$6000.

11.4) PACs advised to send Updated PAC Constitution & Bylaws when revised, Updated Executive Contacts, etc. to DPAC email: sd5dpac@gmail.com

Correspondence:

Elkford Secondary Graduation Thank You Note Received (Only letter ever received for Prom/Grad DPAC Funds given)

Next DPAC Meeting: January 15 @ 6:30 via zoom

Treasurer report - Jacqueline Nielsen

Account Balance in Gaming \$5017.54 (less budgeted spending = \$4987.54)
(Annual bank services fees- \$2.50x12 months = \$30.00)

Account Balance in General \$7316.50 (less budgeted spending = \$4716.76)
(Annual bank service fees- \$2.50x12 months=\$30.00; school murals to photos - \$545.00)

Previous Business

- Sharita donated 12 boxes of freezies! Thank You Sharita!!!
- Gaming Grant application approved! \$4500 deposited! Thank You Jacqueline!
- Monthly Pizza Days
 - Domino's Pizza to run 2 pizza fundraisers per school year. 1 per semester. Allowing equal opportunity for all Cranbrook Schools. 1st Domino's Pizza days a success.
 - Panago Pizza date November 18, 2024

New business

- **Winter Market Update:**
 - November 21, 2024 5-8 with setup from 3-5.
 - Local Vendors, Silent Auction & 50/50 tickets - Gym
 - Bake Sale - Entry Hall
 - Kids Movie - Library
 - Student Mall - Hallway
 - Student Cafe - Ms. De-Kieviet's Class
- Kasey K volunteered to run Treat Fridays at lunch starting Nov 28, 2024. \$2 Ice cream sandwiches & \$1 frozen treats.

- Top Crop Spring Hardy Rose Fundraiser Opportunity - PAC, Steeples or Grade 6's?
 - Input via email: collective concern of minimal success running along other current fundraisers. Decided to pass on the opportunity at this time.
- Dress Up Treat Day Schedule:
 - Jan 10 Sport/Jersey, Feb 13 100's Day, Mar 14 Tacky Tourist, Apr 25 Elemental, May 15 Neon, June 3 Favourite Book Character
- Danielle purchased \$108 worth of clearance maynard Halloween candy to sell at future Movie Nights, treat days, etc. Purchased 5 popcorn kernel jugs from Costco for future popcorn fundraising.
- 40 remaining Movie Night candy bags donated to Ms. De-Kieviet's Grade 6 Market Cafe

Fundraising

- **Mabel's Labels:** May 1, 2024 - Ongoing. Coordinator Jacqueline.
 - **Profits to date:**
- **Fresh to You:** Sept 26 - Oct 16. Delivery Nov 20. 40 % Profit with 40 bundle minimum order. Minimum \$400 profit. 2 \$25 bundles to choose from. Coordinator Danielle.
 - **Sales:** 55 Bundles @ \$25 = \$1375 - \$885(produce/shipping) - School Cash Online Fees \$51.36
 - **Profits: \$438.64**
- **Fall Family Movie Night:** October 24 - Migration; Coordinators: Kasey & Carmel
 - **Cost:** \$100
 - **Donation Jar:** \$167.95
 - **Concession:** \$430
 - **Profits:** 597.95 - \$100 (Supplies) = **\$497.95**
- **Domino's Pizza Day** Oct 28-29. \$5 from every \$12 large Pepperoni, Hawaiian, Cheese or Veggie pizza ordered for pick up using code:FUND goes to Steeples PAC. Coordinator Danielle
 - **Profits: \$290**
- **Halloween Popcorn/Freezie Day Oct 31:** to Coordinate with dress up days. \$2 popcorn, \$1 freezies. Coordinator Danielle with volunteers Katie, Sharita
 - **Sales** \$354.54 - **Cost:** \$32.40 Popcorn supplies, freezies were donated! Thanks Sharita!
 - **Profits: \$322.14**
- **Winter DFS:** Oct 15-Nov 4. 30-53% Profit. Bonus 3% for signing up before June 30. Coordinator Jacqueline
 - **Profits: \$89.44**
- **Dress up like Teacher Day/ Rock your Mocs Nov. 15:**
\$2 Popcorn/ \$1 Freezies Day Coordinator:Danielle, Volunteers: Katie & Sharita
 - **Sales** \$309 - **Cost:** \$32.40 popcorn supplies, freezies donated!
 - **Profits: \$276.60**
- **Purdy's Chocolates:** Nov 4-22. 25% Profit, no minimum order. Coordinator Jacqueline
 - **Profits:**
- **Treat Fridays:** Kasey has volunteered to sell \$2 Ice cream sandwiches & \$1 Frozen treats at lunch. First day November 28
 - **Cost:** \$112.58 purchased October 2024
 - **Profits:**
- **Winter Market:**
 - To run along with Ms Dekiviet and grade 6s to fundraise for Grade 6 year end trip to Calgary: estimated \$7000. Vendors, Bake Sale, 50/50 Draw, Silent Auction, Grade 6 Mall & Cafe (33 students)
 - Cost: 50/50 Raffle gaming license: 500 tickets @ \$2 each (\$10 cost donated by Jacqueline, Thank You!)
 - **Profits:**

- Vendor Tables: \$30 x 23 = \$690
- Bake Sale:
- Silent Auction:
- 50/50 Raffle: \$1000 Potential

Spending requests:

- Mr. Catherall has requested \$156.20 to purchase a snap circuit set to engage grade 5 students.
 - **Approved** via email Sept 26: Cheque from General Account paid October 2024.
 - **1st:** Jacqueline
 - **2nd:** Sharita
- Kasey to spend up to \$200 to purchase frozen treats for Friday Treat Days
 - **Approved** via email Sept 30: \$112.58 Cheque from General Account paid October 2024.
 - **1st:** Jacqueline
 - **2nd:** Katie
- Funding \$172 for Halloween School Centres & Activities
 - **Approved** via email Oct 30: \$172 Cheque from Gaming Account paid November 2024.
 - **1st:** Katie
 - **2nd:** Jacqueline
- Funding up to \$1000 for SES Gr 4-6 ski day student financial support. 3 Ski Days planned. Teaming up with Steeples family affordability funds.
Approved.
 - **1st:** Sharita B
 - **2nd:** Katie W
- Funding up to \$2500 for School Wide Movie Day at Landmark Cinemas December 2024
Approved
 - **1st:** Brittany S
 - **2nd:** Sharita
- Funding up to \$350 for gingerbread house supplies.
Approved
 - **1st:** Katie W
 - **2nd:** Brittany S

Pending Business:

- School Murals to Photos, Location, Timeline
 - 7 Images of previous exterior artwork to be printed on metal and attached to Wall in the front foyer. Timeline still pending.

Questions/Concerns

- Student Landon Miller - Recent cancer diagnosis, in Calgary Children's Hospital, Prognosis good. How can the PAC and School best support Julia and Landon during this time?
 - Stuffie walk planned for December, cards being made by students to be sent to them. Ms. De-Kieviet idea to make a quilt with help from peers. Possible care package to be made up. Possible Funds from Steeples Winter Market. Donation Jar with story on display at Market.

Next Meeting January 20, 2024 @ 5:30 in the library