

SPUL'U'KWUKS ELEMENTARY SCHOOL

Parent Advisory Council Meeting

Minutes

Tuesday, March 18, 2025

Present: (via TEAMS online)

Attendance:

Present:

- Elaine Stapleton (Principal)
- Jenny Slinn (Vice Principal)
- Phoebe Li (Chair)
- Nicole Zhou (Treasurer)
- Marco Li (Treasurer)
- Crystal Wu (Secretary)
- Annie Qiu
- Monica
- Sylvia

Absent:

- Henry Fung (Vice-Chair)

1. Land Acknowledgement

- We would like to acknowledge and give thanks to the First Peoples of the hən'qəminəm' language group, on whose traditional and unceded territories we teach, learn and live.

2. Call to Order

- Meeting called to order at 9:31am, by Chair Phoebe Li

3. Amendments/ Approval of Agenda

- MOTION: To approve the agenda as presented. Moved: Nicole Zhou / Seconded: Annie Qiu /Carried.

4. Review/ Approval of Minutes

- MOTION: To approve the meeting minutes of February 18, 2025, as presented. Moved: Crystal Wu / Seconded: Nicole Zhou /Carried.

5. Reports

a) Administration (by Principal Mrs. Elaine Stapleton)

i. Report Cards

We are in our last three weeks of the term! Report cards will be accessible online beginning after school on March 31.

ii. Band Concert for Parents

Parents of band students are welcome to attend a concert at 1:45 this Wednesday, March 12 to hear Mr. Milks and our band students. We hope you can make it!

iii. Technology Purchases

We have put in the order for the new iPads required and are waiting for the laptops to come available for purchase.

iv. Talent Show

Our very talented students have been auditioning for the Spul'u'kwuks Talent Show, taking place on Tuesday and Wednesday, April 1 and 2. Parents of the performers are welcome to attend.

v. Family Math Night

We had a terrific turn-out for our Math Night! Teachers, students, and parents from Divisions 13-16 came together to talk about enhancing math skills. Janice Novakowski, a Teacher Consultant with SD38 has been working with the teachers and students in class and came to lead the session called, "What does proficient Math look like in BC?". It was a wonderful opportunity to share what is expected of students and to have students demonstrate their skills. A flexible mind is required!

vi. Spring Assessment (ELL Students)

Every spring, our ELL teachers complete the Spring Assessment, gathering information on the growing language skills of our ELL learners. This assessment helps to determine what support is needed for next year.

vii. Update on Pocket Forest

After discussions about how best to complete the project, it has been decided that the Pocket Forest will be on City land, just north of the tennis courts. Our staff have been working with the City of Richmond and the Garden City Conservation Society

to plan the forest. It is anticipated that the project will begin after we return from spring break.

A parent raised a concern regarding the ways to fundraise for pocket forest. In particular, she thinks the school should be more mindful of promoting healthier options instead of selling hot chocolate. The school replied that the number of hot chocolate sale was only 4 times this year and the school will be mindful of what kind of treats they sell for fundraising in the future.

b) Finance (by Treasurer Nicole Zhou)

i. **General Account**

- Opening Balance: \$43,622.49
 - Paid bank monthly fee: \$6.00
 - Paid regular transaction fee: \$10.00
 - Paid \$1016 to Hot lunch vender Carino
 - Paid \$627.65 to Hot lunch vender Fresh Slice
 - Paid \$996.75 to Hot lunch vender Fukuroku Sushi
 - Paid \$1,172.06 to Hot lunch vender Just Poke
 - Deposit \$831.09 from Hot lunch via Munch A Lunch's website
 - Received \$1,190 from vendors of Carnival event on June
- Planned expense: \$0

ii. **Gaming Account**

- Opening Balance: \$3,320.31
 - Received bank interest: \$5.02
- Planned expense: \$0

iii. **Fundraising Account**

- Balance: \$0

c) Chairs (by Chair Phoebe Li)

- i. **Summer Carnival Fair** – Spul'u'kwuks Summer Carnival Fair will be held on Saturday June 14th 2025. So far, we have recruited 25 numbers of local vendors, including those selling jewelry, plants, toys, and handmade accessories, etc. The game passes will be available for purchase in May (\$20 early bird, and \$25 on the Event Day). PAC will need more volunteers for the event and we will give out details later. PAC hope the School can help distributing the event details via the school newsletter.

- ii. **Gym Equipment** - Some parents raised their concerns about some worn-out gym equipment (hockey nets, balls, etc.). PAC asked the school administrator for ways to improve this situation and how PAC can help in purchasing with fundings available.

School administrator replied that they conducted an inventory check, removed unused items, and replaced essential equipment. A list of required equipment has been compiled based on staff requests. There are some budget considerations as the cost estimates may vary due to supply chain factors.

PAC stands ready to support the purchase of new gym equipment and confirms that we have sufficient fundings, having a range from \$5,000 to \$8,000.

Motion for Gym Equipment Replacement

MOTION: To approve to use of PAC funding for gym equipment replacement.

Moved: Monica / Seconded: Annie Qiu /Carried.

Follow ups - The school will provide an itemized list of purchases by next week, with an aim for placing orders timely and delivering in May.

- iii. **Teacher's Wishlist** – Historically, teachers submitted a wish list annually but was paused due to the pandemic. The PAC has the financial capacity to support this initiative again. In the past, School to provide the teachers' wish list at the end of Term 1 for purchasing in Term 2 or 3.

This year, the school administrator agreed to bring back the Teacher's Wishlist. It was agreed that the Wishlist can be submitted for Term 3 of this year as the financial situation for PAC is healthy.

- iv. **Outdoor Shading** – Many parents have shared concerns about the extreme heat in classrooms and the lack of outdoor shade particularly in the primary grade area when school is still in session in July. These concerns were highlighted during the **Long-Range Facilities Plan (LRFP) Online Public Open House on January 14, 2025**, where many Spul'u'kwuks families participated to advocate for the installation of an HVAC system. The School District has acknowledged these concerns, and the LRFP is set to be finalized

and approved by the Board in **Spring 2025**. If approved, the HVAC system will provide a long-term solution to improve classroom comfort.

While we are hopeful that the HVAC installation will move forward, it's important that we work together to find ways to keep our kids comfortable while we wait for the long-term solution. The PAC has requested that the school consider short-term measures to help manage the heat this year. The school administrator has explained that the school is already taking the following steps:

- **Keeping windows and hallway doors open** to improve airflow.
- **Using fans** in all classrooms (replacements available if needed).
- **Turning off lights** where possible to reduce heat.
- **Encouraging shaded outdoor activities** and educating students on heat management, such as staying hydrated, wearing hats and sunscreen, and modifying outdoor activities as needed.
- **Exploring temporary shading solutions** for outdoor play areas.

The PAC will continue working closely with the school and RDPA to explore additional options and advocate for solutions to make classrooms and outdoor play areas more comfortable. Thank you to all the parents who have voiced their concerns. Your input is invaluable as we work together to support our children's well-being.

6. Other and sharing:

a) Nil

7. Next meeting: Tuesday, May 20, 2025 at 9:30am

8. Adjournment at 10:07 am