

SPUL'U'KWUKS ELEMENTARY SCHOOL

Parent Advisory Council Meeting

Minutes

Tuesday, June 24, 2025

Present: (via Microsoft TEAMS online)

Attendance:

Present:

- Elaine Stapleton (Principal)
- Phoebe Li (Chair)
- Nicole Zhou (Treasurer)
- Marco Li (Treasurer)
- Crystal Wu (Secretary)
- Tommy Yao
- Winnie

Absent:

- Henry Fung (Vice-Chair)

1. Land Acknowledgement

- We would like to acknowledge and give thanks to the First Peoples of the hən'qəmin'əm' 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: Crystal Wu /Carried.

4. Review/ Approval of Minutes

- MOTION: To approve the meeting minutes of May 20, 2025, as presented. Moved: Winnie / Seconded: Nicole Zhou /Carried.

5. Reports

a) **Administration** (by Principal Mrs. Elaine Stapleton)

i. **Summer Carnival Appreciation (June 14)**

Thank you for a wonderful Summer Carnival on the 14th! It was so smoothly run and well attended. What a success! We appreciate all the effort that PAC made on behalf of the school and community.

ii. **Visit from Japanese Students (May 22)**

We had a group of 44 Japanese students visit our school on May 22nd. We had an assembly for the whole school in the gym where our visiting students presented in groups about Japanese culture and tradition, then they joined Mr. West's and Mr. Brockington's class for a walk to Terra Nova Park. It was lovely to have the students visit us, as Richmond has a longstanding relationship with Japan.

iii. **Non-Instructional Day (May 16)**

May 16th was a Non-Instructional Day, with a focus on Indigenous Learning. Staff attended a keynote session at Burnett in the morning with speaker Laura Grizzlypaws who supported our development of cultural competency skills and effective communication strategies for engaging with Indigenous students, colleagues, and community members. In the afternoon, we returned to Spul'u'kwuks to watch a film called, "All My Father's Relations". It is the story of three siblings whose mother was from the Musqueam First Nation and their travel to their father's village in China to understand the challenges their parents faced and the impact on their lives. For many of us, we did not know of the connection between the Chinese settlers and the Musqueam. The day proved to be a significant learning experience.

iv. **Welcome to Kindergarten**

Welcome to Kindergarten was an opportunity to welcome next year's Kindergarten students and their parents/guardians to Spul'u'kwuks. They made our current Kindergarten students seem so much older! We enjoyed their visit, and they were able to complete some activities in the gym and outside to get familiar with the school.

v. **Grade 7 Volleyball Tournament at Burnett**

The Gr.7 Volleyball Tournament at Burnett was a success, under the guidance of Mr. and Mrs. Shackles. We appreciate Mr. West for attending to support and take photos of our students in action. We were impressed by the level of skill our students demonstrated!

vi. **Evacuation Drill and set up our Incident Command System**

Recently we completed an Evacuation Drill and set up our Incident Command System (ICS). The purpose of the drill is to prepare for a large-scale emergency when we may have students at school for an extended period of time due to road/bridge closures and difficulty for parents in picking up their children. We have a container outside the school that holds the emergency equipment we need, including water, bathroom facilities, first aid, student check-out, etc. The Incident Command System involves having staff complete duties through assigned roles to ensure the safety and comfort of students and staff and a smooth process for parents arriving to pick up their children.

vii. **National Indigenous Day (June 21)**

Last Friday, we acknowledged National Indigenous Day (June 21). We welcomed Debra Sparrow, who painted our mural last year, to introduce our assembly and had Kung Jaadee, an author and presenter, who shared her language, songs and stories of her culture, family, and regalia with us. National Indigenous Day is a celebration of Indigenous traditions, cultures, and contributions.

viii. **Sports Day (June 30)**

Sports Day is happening next Monday (June 30)! Our focus this year is on working together and teamwork...instead of doing separate team cheers, we are having one cheer for the whole school. Families are welcome to attend! All students and staff will receive a hot dog lunch...Thank you, PAC! If families would like to stay over lunch, you can sign out your child from their classroom and enjoy a lunch together outside.

ix. **Parent Appreciation (June 26)**

Parent Appreciation from the staff is happening this Thursday, June 26th from 8:15 to 8:50am. We will offer coffee, tea, and Timbits to parents and guardians by walk-up or

drive-through. We appreciate the partnership we have with our community to work together for student success! Families will receive an invitation today.

x. **Grade 7 Farewell (July 23)**

Gr. 7 Farewell planning is well-underway. The staff met this week to go over plans to make sure we are organized for the day. A ceremony for Gr. 7 students and their families will be held at 9am on Wednesday, July 23rd, followed by some time to take photographs with family and friends, and then a lunch. We will be asking for parent volunteers, in addition to those on the Food and Decorations committees, to help with set up for the lunch, serving lunch to students, and clean up before the afternoon. At 1pm on the same day, we are having a final school assembly so other students and staff get to see our Gr. 7 students walk across the front of the gym as well.

xi. **Question & Answer:**

A parent inquired whether any staff members would be retiring this year.

The School Administrator confirmed that while no staff are retiring, several will be leaving. She will send a list to the PAC for any potential farewell or appreciation gestures.

b) **Finance** (by Treasurer Nicole Zhou)

i. **General Account**

- Opening Balance: \$37,557.27
 - Paid bank monthly fee: \$6.00
 - Paid regular transaction fee: \$5.00
 - Paid \$1,448.35 to Hot lunch vender Fresh Slice
 - Paid \$995.50 to Hot lunch vender Carino
 - Paid \$950 to Hot lunch vender Fukuroku Sushi
 - Paid \$1,086.23 to Hot lunch vender Just Poke
 - Paid \$300 to DJ Shrek in Carnival
 - Paid \$328.65 to PX Craftivity for Carnival decorations
 - Paid \$350 to Kids art workshop in Carnival
 - Paid \$787.50 to School District Rental for renting Carnival's tables
 - Paid \$2,740.13 to PE equipment
 - Paid \$825 to Grade 7 Yearbook
 - Reimbursement to Hot lunch coordinator \$128.63

- Reimbursement to Henry for Carnival's Liability Insurance \$45.70
 - Reimbursement to Henry for Carnival expense \$140.12
 - Deposit \$1,970.23 from Hot lunch via Munch A Lunch's website
 - Received \$800 from Carnival on scent ticket selling
 - Received \$50 from Carnival vendors
 - Received \$1094 from Richmond community celebration grant
 - Received \$303.38 from online banking
 - Planned expense: \$0
- ii. **Gaming Account**
- Opening Balance: \$3,333.31
 - Received bank interest: \$4.96
 - Paid \$3,338.27 to PE equipment
 - Planned expense: \$0
- iii. **Fundraising Account**
- Balance: \$0

c) Chair/ Vice Chair Sharing (by Chair Phoebe Li)

i. Summer Carnival Fun Fair Recap

Our Summer Carnival was a big success! It was a wonderful day that brought the community together — not just our own families, but many from the wider neighbourhood came to enjoy the celebration.

We had support from groups like Block Watch, the Recycling Team, Richmond Fire-Rescue, and some amazing local vendors — many of whom shared that they'd love to return next year. Parents told us the games were fun and engaging, and many even invited friends from other schools to join.

A huge shoutout to our amazing student volunteers, including many Spul'u'Kwuks alumni, who helped run the game stations. Their presence added such a meaningful touch to the day.

Our DJ was a big hit! He kept the energy high with music and fun interactions, especially with the kids. We gave him five spot prizes to hand out through school trivia. I'm proud to say our students really knew their stuff!

We were also honoured to welcome **City Councillors Chak Au and Bill McNulty, along with School Trustee David Yang**. They shared that they hadn't seen a PAC event of this scale involving so many community groups, local vendors, and student volunteers. It was a pleasure to give them a tour with Ms. Stapleton and Ms. Slinn and watch them engage with the community.

A big thank you to my planning team - Regina, Sylvia, Henry, and Crystal as well as our PAC Executives and all the parent volunteers. We started planning back in February, and this event wouldn't have been possible without everyone's time and energy.

It really reminded me why we do this. It's not just about events; it's about building memories and connection. I'm proud to say we did just that.

ii. **Teachers Wish List**

As we wrap up the school year, the PAC has decided to move the Teacher Wish List review to September.

The school is welcome to continue collecting wish list items from teachers in the meantime, and we'll revisit the list together in the **fall** once the new school year begins. This will give everyone a fresh start and help the PAC better plan for supporting classrooms in the year ahead.

iii. **Sports Day**

As part of PAC tradition, we'll be providing a Hot Dog Lunch for all students and staff on that day.

The PAC will also be hosting Parents and Volunteers Appreciation Coffee at the PAC Booth as we want to take a moment to thank you for all the support the parents give our school community. Parents are welcome to come enjoy a warm drink and bake treats while watching the kids in action and connecting with other parents and volunteers.

iv. **Hot Lunch (Munch-a lunch)**

Munch A Lunch is now offline as most schools head into summer break. We'll resume in the fall and more details to come.

Before we wrap up for the year, I want to take a moment to thank our Hot Lunch Coordinator, Winnie. She has been in this role for the past seven years, and her dedication and hard work have made a huge impact. With her children moving on to high school, Winnie will also be continuing her PAC journey at Burnett.

Winnie, thank you for everything. We'll miss you!

Hot Lunch Revenue 2024 – 2025

- Revenue: \$36,350.40
- Expenses: \$26,422.75
- Profit: \$9,927.38

v. Staff Appreciation Lunch

The PAC will be hosting a special lunch on July 9 to show our appreciation for all the hard work and dedication of our teachers and staff. They'll be treated to a delicious meal in the staff room — a small gesture to say thank you for everything they do throughout the year.

vi. AGM

Just a quick reminder that our PAC operates under a Constitution and Bylaws that outline our purpose, roles, and how we run meetings and elections. There are no proposed changes this year.

6. Other and sharing:

Nil

7. Chair's Year in Review (by Chair Phoebe Li)

Before I begin the year in review, I want to take a moment to thank our amazing PAC team. Your dedication and hard work throughout the year made everything we've accomplished possible — from planning events to supporting the school in meaningful ways. It's been a privilege to work alongside such a committed group.

The purpose of the AGM is to reflect on the past year and share what the PAC has been up to. I'm proud to say we started the year with a strong focus on connection and community — and we've kept that at the heart of everything we've done.

- **Meet the teacher night** - I had the honour of welcoming new families to our school community. Ms. Stapleton kindly introduced me and invited me to say a few words on behalf of the PAC. It was a lovely opportunity to connect early in the year and invite families to get involved.
- **Hot Lunch** restarted in October and A big thank-you to our Hot Lunch Coordinators — Terris, Winnie, and Maria — for organizing weekly orders and distribution. This continues to be a much-loved program.
- **Movie Night** in October was well-attended—thanks to Lucy, Yifeng, and all the volunteers who helped set up, coordinate dinner, clean up, and welcome families.
- **Family Photo Nights** in November Coordinated by Monica, this gave families an affordable, local option for portraits — a great fundraiser and community offering.
- **Winter Poster Contest** Led by Emi and the PAC executive, this gave students a chance to express their creativity. We were happy to award prizes to the winners — it was great to celebrate their effort and artistic talent!
- **Winter Celebration:** We partnered with the school to provide coffee and treats for families as part of a warm and welcoming seasonal gathering. This was followed by a wonderful **Winter Concert** hosted by the school. Thank you to the staff for organizing such a memorable event for our community.
- **Lunar New Year** - We worked with the school to host a Lion Dance performance. It was special to invite parents to join us outdoors in the morning, and later the children enjoyed an indoor show in the gym. I was honoured to help collect the lettuce alongside Ms. Stapleton — a truly memorable moment.
- **Summer Carnival:** A huge success this year, with over 30 vendors including food trucks, local businesses, and community partners like Richmond Fire Rescue, the Recycling Team, and Block Watch. We were able to receive **Community Celebration Grant** from the City of Richmond to help cover some costs for the Summer Carnival. The energy was high thanks to our amazing DJ, and the feedback from families and guests has been overwhelmingly positive.

As the coordinator for the event, I want to thank the incredible team who helped make it all happen - Sylvia, Regina, Crystal, and Henry, as well as every parent

volunteer who gave their time to set up, run, and clean up. We started planning in February, and every morning coffee meeting and evening Zoom call helped build what turned out to be a truly joyful day.

vii. **Support for the School:**

This year, PAC funds helped enhance both learning and school spirit by supporting

- New **PE equipment**
- Jersey
- A **new score clock** for the gym
- Classroom funds
- Grade 7 Farewell

viii. **Advocacy**

As parents, we see firsthand what's happening in our children's classrooms and school environment. When families raise concerns, PAC takes that seriously and this year, we've worked to be a strong voice on your behalf.

This year, the PAC responded to concerns brought forward by families — particularly around the extreme heat in classrooms during warmer months. We brought this feedback to the district's strategic planning sessions and advocated for long-term solutions such as HVAC systems.

In addition, we're looking ahead to improvements in our outdoor spaces. Our primary playground is aging and lacks accessible features. I had the opportunity to connect with City Councillor Bill McNulty during our Summer Carnival, and I'm pleased to share that he encouraged us to reach out to him directly regarding a playground upgrade request. I'll be following up soon to begin that conversation and explore what support may be available from the city.

While changes like these take time, the PAC is committed to advocating on behalf of our school community and supporting initiatives that improve the learning and play environment for all students.

ix. **Other Contributions**

In addition to events and funding, the PAC also supported a few special initiatives this year:

- We awarded a **\$500 scholarship** to a former Spul'u'Kwuks student who is now attending Burnett Secondary. Thank you to Nicole for representing us and presenting the award on behalf of the PAC.
- We'll be hosting a **Parent & Volunteer Appreciation Coffee** on Sports Day, as a way to say thank you to the families and volunteers who've supported PAC events throughout the year.
- And we're planning a **Staff Appreciation Lunch in July** to recognize and celebrate the incredible work of our teachers and school staff.

These small gestures go a long way in showing our gratitude and building lasting relationships within our school community.

It's been a busy, rewarding year, and I'm so proud of what we've accomplished together. Thank you again to the PAC team, school staff, and every family who showed up, volunteered, donated, and participated. We truly could not have done any of this without you.

8. Elections for 2025-2026 PAC Executive

This year, most of our PAC executive team is continuing in their roles, and we're excited to welcome two new members who stepped up to join us.

As there were no contested positions or new nominations brought forward during the call for volunteers, a formal election was not required. Here is the list of PAC executive for the 2025–2026 school year:

Chair - Phoebe Li

Co Vice- Chair - Henry Fung, Tommy Yao

Treasurer - Marco Li

Secretary - Crystal Wu

Members at Large - Nicole Zhou, Linda Mei

9. PAC Associate Positions

Hot Lunch Coordinators - Terris Tsang, Maria Tse

Family Photo Coordinator - Monica Zhou

RDPA Representative - Nicole Zhou

Traffic Safety Committee Coordinator - Vivienne

11. Closing Remarks

This concludes our AGM for the 2024–2025 school year. Thank you all for being here and for your ongoing support. Together, we empower - building a strong, connected community where every voice is heard.

12. Next meeting: Tuesday, September 23, 2025 at 9:30am

13. Adjournment at 10:10 am