

# **SPUL'U'KWUKS ELEMENTARY SCHOOL**

## **Parent Advisory Council Meeting**

### **Minutes**

**Tuesday, September 23, 2025**

Present: (via Microsoft TEAMS online)

#### **Attendance:**

Present:

- Elaine Stapleton (Principal)
- Colin Chan (Vice Principal)
- Phoebe Li (Chair)
- Henry Fung (Vice-Chair)
- Tommy Yao (Vice-Chair)
- Marco Li (Treasurer)
- Crystal Wu (Secretary)
- Nicole Zhou (Member at Large)
- Regina Tam
- Fiona Gan
- Angran Li
- Cindy Cheng
- Kristy
- Ashley Dong
- Bolin' Mother
- Mag Chan

#### **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 9:32am, by Chair Phoebe Li

#### **3. Amendments/ Approval of Agenda**

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

#### **4. Review/ Approval of Minutes**

- MOTION: To approve the meeting minutes of June 24, 2025, as presented. Moved: Nicole Zhou / Seconded: Henry Fung /Carried.

#### **5. Reports**

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

##### **i. School Start-Up**

- New Staff: Ms. Tilton (year-long leave for Ms. Stephenson), Ms. Tam (Gr. 6/7 maternity leave for Mrs. Paige), Ms. Lynda Lee (Gr. 3/4), Ms. Yuen (Gr. 3/4 maternity leave for Ms. Lin), Ms. (Ruby) Rubinstein (Resource maternity leave for Ms. Wong), Ms. Leigh (Part-time librarian), Mrs. Bailey (Educational Assistant), Mr. So (Noon Hour Supervisor), Ms. Hewamudalige (Speech/Language Pathologist), Ms. Jayarajah (Counsellor), Mr. Chan (VP)
- We spent the first three days in last year's classes while we confirmed enrollment for this year. We currently have 412 students in 17 classrooms. We were able to move to our new classes on Friday of the first week.
- Also during the first week was the Gr. 6/7 Leadership Conference. Students participated in a variety of activities to get to know each other, discuss the concept of leadership, listen to speakers share their ideas about belonging/responsible technology use/contributing to the community, and sign up for volunteer roles within the school.
- We have also had two assemblies: School Welcoming and Terry Fox and are busy preparing for next Monday's Truth and Reconciliation Assembly.

##### **ii. Drop-off**

- Thank you to families for making their drop-off speedier in the morning! It is helping to keep traffic moving and appears to be less frustrating for families. Next up - being on time, safe pick-up, and using the crosswalk.

##### **iii. Emergency Drills**

- We practice a range of drills including Fire, Earthquake, Hold and Secure, and Lockdown to make sure that if there ever were an emergency, our staff and students know how to respond in a safe and calm manner. We recommend that you have routines in case of an emergency at home, like an outdoor meeting place, so you know that everyone is out of the house. Also, be sure to have emergency supplies should there be an event like a major earthquake, as you will likely be on your own for days with no power or help.

iv. **Mural**

- Thank you to PAC for supporting the student mural project! All classes voted on the mural design and our Artist in Residence, Tarcila Neves, is overseeing the student work. The design connects to the mural at the front of the school as it reflects the bubbling water in the nearby river, which is what our school is named after. All students can take part in painting. When the mural is finished, it will be mounted at the back of the school for all to enjoy!

v. **Meet the Staff**

- Thank you to all the families who were able to join us at Meet the Staff last week. We continued with a similar format to last year with having presenters share on two timely topics: Play (Dr. Megan Zeni) and Technology (Mr. Chris Loat). As an extension of the presentations last year, our presenters shared tips on what you can do as a family to ensure that your children are well-balanced and safe.

vi. **Newsletters/Email**

- Newsletters are published at the end of each week. There may be the occasional week without a newsletter. Please read the newsletter for important and time-sensitive information. Also, make sure that you are receiving school emails to your inbox and not your junk mail and keep up to date.

vii. **Professional Days**

- We had our first Professional Day yesterday. The purpose of a Professional Day is for staff members to engage in a process of personal, ongoing growth throughout their careers to enhance their professional practice. Opportunities can take place at school or in other locations, depending on the area of focus. At school yesterday, staff engaged in curriculum and assessment work, specifically in literacy.

viii. **Personal Devices at School: Elementary Schools (Kindergarten to Grade 7)**

- As a reminder, the Ministry of Education does not permit the use of personal digital devices at school. This means that once a student arrives at school, they are not permitted to have a device. This includes after-school and evening/weekend events. Devices, if they must be brought to school, must be powered off for the whole day and not used until students leave the school. Students who need devices for educational use and have the need documented, will be able to use the device.
- The district values the collaborative partnership among students, parents and staff. To maintain a focused learning environment, parents/caregivers are kindly asked not to contact their child on their personal digital devices during

the school day. In cases of an emergency, parent(s)/caregiver(s) should contact the school office where staff will facilitate the communication as appropriate.

ix. **School Story**

- Our school story this year will have a literacy focus. The district has directed all schools to have either a literacy or numeracy focus for their goal. We will continue to focus on the important work of belonging and community, but our focus for sharing with families this year will be through the lens of literacy.

b) **Finance** (by Treasurer Marco Li)

i. **2024 – 2025 Year End Report**

○ **General Account**

Opening Balance:	\$23,094.07
Ending Balance:	\$28,484.92
Money In:	\$46,865.62
Money Out:	\$41,474.77

Hot Lunch Income:	\$34,492.67
Hot Lunch Expense:	\$27,162.85
Hot Lunch Margin:	21.3%
Hot Lunch as % of Total Income:	73.6%
Hot Lunch + Libby's Donation as % of Total Income:	83.5%

○ **Gaming Account**

Opening Balance:	\$11.11
Ending Balance:	\$6.26
Money In:	\$8,064.53
Money Out:	\$8,058.27

○ **Summary of All Accounts**

Total Money In:	\$54,930.15
Total Money Out:	\$49,533.04
Total Surplus:	\$5,397.11

ii. **Current School Year Budget Planning**

○ **Income forecast**

Opening Balance (General):	\$28,484.92
Gaming Grant (Gaming):	\$8,000
Money In (forecast):	\$48,000
Target Ending Balance:	\$10,000

○ **Future Expenditure**

Technology Fund:	\$10,000
Teacher Wishlist:	\$5,000
Classroom Funds:	\$9,800
Mural:	\$6,000
Others:	\$10,000
Total:	\$40,800

- To bring down the surplus, we will be able to spend \$10,000 to \$15,000 more than last year, assuming income stays the same.

c) **Chairs Report** (by Chair Phoebe Li)

i. **Primary Playground Upgrade Advocacy**

Over the summer, the chair followed up with Councillor McNulty about our primary playground upgrade. He has committed to bringing our request forward to both the Parks Committee and the joint School/City Liaison Committee. We have sent another follow-up this month, and Councillor McNulty has informed me that the Parks Staff will reach out to me directly.

ii. **Traffic Committee Transition**

We would like to thank Vivienne and the parent volunteers who have led the Traffic Committee in past years — their work on drop-off and pick-up safety has been invaluable. This year, Vivienne is unable to continue, so we're looking for new volunteers. Two parents have already stepped up, which means we just need a few more to complete the team.

iii. **Welcoming Our New Newsletter Editor - Amelia Wang**

We are very pleased to welcome Amelia Wang as our new Newsletter Editor. Amelia has already begun translating the school newsletter and sharing it with families. Our

hope is that this ongoing work will help keep more families informed and connected to what's happening at the school and through PAC. We're so grateful to have her support in making communication more accessible for everyone.

#### iv. **Committee Updates**

This year, one of the PAC's biggest goals is to gather more families to be involved in ways that feel meaningful and doable for them. To support this, we set up a few committees that focus on different areas.

- **Community Resource Committee:** This committee shares helpful information and resources with families — from community programs to workshops and services that can make day-to-day life easier. We are happy to have **Mia Kawai** step in to lead this committee. One highlight is *FamilySmart*, an organization that supports the mental health of children and youth by working alongside families. FamilySmart will also be our guest speaker at the October PAC meeting.
- **Lunar New Year & Lion Dance Committee:** This group helps bring our community together to celebrate Lunar New Year traditions, including the Lion Dance. These events allow our students to experience cultural diversity and give families a chance to connect and celebrate together. We are happy to share that **Regina Tam** will be taking the lead on this committee.
- **Constitution and Bylaw Committee** – We have reviewed our current PAC Constitution and Bylaws, and it feels like the right time for an update. This committee will give parents the opportunity to be part of the review and refresh process. This committee will draft updates for the PAC Executive to review and then share them with all families for input and approval. We are happy to have **Paul Milaire** step in to lead this important work.

By joining a committee, families can contribute their time and skills in ways that strengthen our community and make our school even better.

#### v. **PAC Community WhatsApp Group**

We have created a PAC Community WhatsApp group to make it easier for families to connect and access all PAC sub-groups (committees, events, etc.) in one place.

Parents can browse and join the groups that interest them, helping us keep communication more organized and accessible.

vi. **Burnett Secondary Robotics Team**

We have also been approached by the Burnett Secondary Robotics Team, who are interested in offering an information and presentation session for our Grade 6 and 7 students. This would give students a hands-on opportunity to explore what robotics is all about. As the PAC has already heard from families about interest in having robotics at our school, this will be a great way to gauge enthusiasm and see if there's strong interest from both students and teachers. Our school administration is currently looking into the logistics to see if they are able to accommodate this session.

d) **New Business** (by Vice Chair Henry Fung)

i. **PAC Website**

We are very excited to share that our PAC will be launching a **new website** this year! The site will serve as a **central hub** where parents can:

- Find PAC news, meeting minutes, and resources
- Learn about volunteer opportunities and open positions
- Stay informed about upcoming events and programs

Our hope is to make volunteering equitable and accessible for all families by offering different ways to get involved that match the individual interests, skills, and availability. Whether you can give a little time or a lot, there will be a place for everyone to contribute.

The website will also be viewable in Chinese, both traditional and simplified. So that we can make information more accessible for our diverse community. This new site will replace our Facebook page. It will become a central hub for families to stay connected and informed.

In addition, the website will feature a **Fundraising Partner section**. We are excited to announce our first partner, Eylumia. One of our Spulu'kwuks families is the founder of Eylumia. They will be donating \$30 to the PAC for every light purchased. Many of our families already use these lights at home, and this

partnership gives us another meaningful way to raise funds while also supporting a family-owned business in our community.

We also have Bubbling Water Eagle, a special design created by one of our own Spul'u'kwuks parents who is one of our PAC Executives. The Bubbling Water Eagle design first appeared on products such as shirts, stationery, and accessories at our Summer Carnival and was warmly received by families. **20% of all sales will go directly to support PAC initiatives**, helping us fund programs and activities for our students.

**ii. Hot Lunch Program**

The Hot Lunch Program will officially start on **October 6**. Ordering will open this week. This year, we'll have **five vendors**:

- Carino
- Fresh Slice
- Just Poke
- Fukuroku
- **New:** TTOP (Taiwanese cuisine) – our Hot Lunch team is trying this vendor for the first term and will evaluate if it becomes a long-term option.

**iii. Family Photo Night**

Family Photo Night is scheduled for **Nov 13 & 14**. The coordinator will be sharing more details soon, along with sign-up links.

**iv. Winter Poster Contest**

The contest will run from **Nov 12 to Nov 21**. The winner will be announced by the school during the **Winter Celebration**.

**v. Winter Celebration**

PAC will be **supporting the school** by helping to welcome families as they spend time in their children's classrooms before the concert. We will also be providing **tea and coffee** to create a warm, welcoming atmosphere. In addition, we will be calling out for **parent volunteers** to help us on that day.

**vi. Lunar New Year Celebration**

We are in the process of booking the **Lion Dance performance**. More details will be shared once confirmed. (Target date: **Feb 2026**).



**vii. Summer Carnival**

The Summer Carnival will take place on **Saturday, June 13, 2026, from 11:00 am to 3:00 pm**. Volunteer sign-up will be coming out next year, and we will need everyone's help and support to make this a successful community event. More details will follow as we get closer to the date.

**6. Other and sharing:**

Nil

**7. Next meeting:** Tuesday, October 21, 2025 at 9:30am

**8. Adjournment at 10:09 am**