

SPUL'U'KWUKS ELEMENTARY SCHOOL

Parent Advisory Council Meeting

Minutes

Tuesday, November 18, 2025

Present: (via Microsoft TEAMS online)

Attendance:

Present:

- Elaine Stapleton (Principal)
- Colin Chan (Vice Principal)
- Phoebe Li (Chair)
- Tommy Yao (Vice-Chair)
- Marco Li (Treasurer)
- Crystal Wu (Secretary)
- Nicole Zhou (Member at Large)
- Sandie Rai (Guest from Family Smart)
- Yiqiang Chen

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: Crystal Wu / Seconded: Marco Li /Carried.
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4. Review/ Approval of Minutes

- MOTION: To approve the meeting minutes of September 23, 2025, as presented. Moved: Crystal Wu / Seconded: Marco Li /Carried.

5. Reports

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

i. **Professional Day**

- Monday, December 1st is our next **Professional Day**. We will be off-site in the morning to hear keynote speakers and attend workshops, then back at school in the afternoon to work with one of the district's area counsellors on Social Responsibility.

ii. **Report Cards**

- Report Cards** will be available for parents at the end of the day on Tuesday, December 2nd. Families will receive an email stating the report cards are available for download. Please be sure to download your children's report cards over the break, as they will not be available after that.

iii. **Winter Concert**

- Our **Winter Concert** is scheduled for Thursday, December 4th at 9am. We plan to have an Open House in each classroom from 8:30-8:50 for families to attend. We are hoping PAC can support us by providing tea and coffee for parents and guardians. We will call families to the gym at 8:50 and will begin the concert at 9am. Hope to see you there!

iv. **Last Day of School**

- The **last day of school** before break is Friday, December 5th. Regular hours (8:45-2:45).

v. **K-Pop dance lessons**

- The first week back from break (January 5th-9th), we are having **K-Pop dance lessons** for our students. We are hoping to organize a parent performance at some point in January. We will let you know if we can make it work.

vi. **Technology**

- Thank you to PAC for the \$10,000 towards technology! We have purchased 5 MacBook Air Laptops with M4 chips, which are better devices than we have now.

b) Finance – Oct 20 to Nov 17 (by Treasurer Marco Li)

i. General Account

- Ending Balance: \$3,234.23.
 - Expenses:
 - Classroom Fund: \$10,000.00
 - Hot lunch: \$4,623.29
 - School Rentals: \$225.75
 - Monthly Website fee: \$150.00
 - Reimbursement: \$231.50
 - Income: Munch a Lunch: \$434.19

ii. Gaming Account

- Balance: \$ 6.29
- No planned expenses

iii. Fundraising Account

- Balance: \$0
- No planned expenses

iv. Updates on the Gaming Grant 2025-26:

- The PAC missed this year's Gaming Grant submission deadline due to a misunderstanding about the timing. Since our school year extends into July, the application was submitted in July instead of June, which fell outside the official window. As a result, we may not receive the Gaming Grant funds for this year.
- The PAC will be submitting a letter to Community Gaming Grants Branch requesting reconsideration. The School Administrator will provide a letter asking the concerned party for considering our submission.

c) Chairs Report (by Chair Phoebe Li)

i. 25th Anniversary T-Shirt Design Contest

- This year, instead of the Winter Poster Contest, we're launching the **Spul'u'kwuks 25th Anniversary T-Shirt Design Contest**.
- Reason for the change: the T-shirt design feels more meaningful for the school's 25th anniversary and gives students something special to create and wear.
- The contest is opened to all students.
- **Deadline** for submission: November 21 (This Friday)
- **Judging process:**
 - PAC Executive Team selects top 3 from primary and top 3 from intermediate.

- School community votes on the finalists.
- Teachers and students will also be invited to vote.
- **Winners:**
 - Primary winner's design goes on *staff* T-shirts.
 - Intermediate winner's design goes on *student* T-shirts.

ii. **Staff Survey**

- At our last PAC Executive meeting, we took some time to revisit our constitution and talk about how we can stay aligned with our core purpose of supporting the school community.
- To do that in a meaningful way, we want to hear directly from teachers and staff about what support would be most helpful. The survey isn't meant to evaluate anyone or any program. It's simply a guided way for us to learn where collaboration would be appreciated, where PAC can contribute, and what would make the biggest difference for staff and students.
- The school admin will share the survey with the school staff in January and it will also be available on the PAC website.

d) **New Business**

i. **Guest Presentation - Family Smart (Presenter: Sandi Rai)**

- We're very honored to have Sandi Rai from FamilySmart with us today as a guest speaker. FamilySmart is an organization that supports families and youth around mental health and well-being.
- FamilySmart supports parents and caregivers of children/youth facing mental health and/or substance-use challenges through:
 - Lived-experience-based peer support
 - Meeting preparation & attendance (including school meetings)
 - Connection to services and resources
 - Workshops including Help for the Hard Times
 - Supports available in English / Cantonese / Mandarin / Punjabi
 - Flexible meeting locations: school, neighbourhood, phone, virtual
- Upcoming workshop by FamilySmart:
 - Anxiety Turning into Anger — Dec 3 @ Richmond Public Library (English; language support available upon request)

- To connect with a Family Peer Support Worker:
 - Email: richmond@familysmart.ca
 - Telephone number: 604-607-9570
- Website: <https://familysmart.ca/>
- Please see the attached PowerPoint Presentation for more information.

6. Other and sharing:

- Nil

7. Next meeting:

[Post Meeting note: After the PAC meeting, the PAC Executives decided to change the PAC Meeting time to the evening time with an aim to allow more parents to join the meeting. Therefore, the next PAC meeting would be **Wednesday, January 21 2026 at 6:30pm**]

8. Adjournment at 10:05 am