

# SPUL'U'KWUKS ELEMENTARY SCHOOL

## Parent Advisory Council Meeting

### Minutes

Wednesday, January 21, 2026

#### **Present:**

- Meeting Format: Hybrid
  - In person – School Library
  - Virtual - Microsoft TEAMS

#### **Attendance:**

##### Present:

- Elaine Stapleton (Principal)
- Colin Chan (Vice Principal)
- Phoebe Li (Chair)
- Tommy Yao (Vice-Chair)
- Crystal Wu (Secretary)
- Nicole Zhou (Member at Large)
- Linda Mei (Member at Large)
- Katherine Myers
- Kamai Toy
- Rebecca
- Mag
- Yisha
- Karen
- Wilfred

##### Regrets:

- Henry Fung (Vice-Chair)
- Marco Li (Treasurer)

#### **1. Welcome and Land Acknowledgement**

- Chair Phoebe Li welcomed everyone to the first PAC meeting of 2026. 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.
- Chair Li thanked everyone for taking the time to join the meeting, noting that it was wonderful to host the PAC meeting in person. She emphasized that PAC is

about working together with families and the school to support our children, and that every voice matters.

- Chair Li reminded participants that PAC meetings are parent-led spaces. Parents participate as parents, while school administration, staff, and invited guests attend in an advisory role. Parents who also work for the school district are asked to disclose if a topic overlaps with their professional role and to step back from discussion or voting on that specific item if needed.
- This practice follows standard PAC procedures in BC under the School Act, with guidance from BCCPAC on managing overlapping roles through transparency and conflict-of-interest rather than exclusion. This approach ensures fairness and clarity for all participants.
- A note was made that the meeting is being recorded solely for minute-taking purposes to ensure accuracy. The recording will not be shared and will be deleted once the minutes are finalized. Participants were invited to voice any concerns regarding the recording.

## **2. Call to Order**

- Meeting called to order at 9:32am, by Chair Phoebe Li

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

- Linda Mei proposed adding an item under New Business: Urgency to Expand PAC
- MOTION: To approve the agenda as amended. Moved: Linda Mei / Seconded: Tommy Yao / Carried.

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

- MOTION: To approve the meeting minutes of November 18 2025 as presented. Moved: Linda Mei / Seconded: Tommy Yao /Carried.

## **5. Reports**

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

#### **i. Skiing for Gr. 5 Students**

- After speaking to staff involved, we are not going to proceed with Gr. 5 skiing this year. Significant cost increases combined with the level of risk, the amount of instructional time missed, and inconsistent weather conditions have been some factors in the decision.

ii. **Gr. 7 Updates**

- It is important that families are checking their email regularly and staying informed of deadlines related to **transition** to high school and Farewell. All students are automatically enrolled in their catchment high school. Students wishing to attend schools outside of their catchment can apply for a transfer, however, acceptance is dependent on space. A virtual **Gr. 7 Farewell meeting** will be held for parents and guardians on Wednesday, February 4th at 4pm. You will receive an email invitation with a Teams link. Join us to hear about the roles families can take to help make the students' end of elementary school special. Don't worry if you can't attend. Minutes of the meeting will be sent to all families and sign-up for participation will be online, so you won't miss out.

iii. **New Volunteer Driver Process**

- The school district has updated the requirements for new volunteer drivers. Drivers who have already completed the form for this school year can wait until next school year to begin the new process. An online Criminal Record Check (valid for two years) is required, along with a copy of the confirmation email from CRC submission and car insurance showing at least \$1,000,000 in third-party liability.

iv. **In-Person Outdoor Education Meeting**

- In-Person Outdoor Education Meeting for parents/guardians of Gr. 7 students on Tuesday, January 27 at 3pm. Families who have confirmed their child's attendance at Outdoor Education (June 24 to 26) and would like to know more about what to expect are encouraged to join us at school.

v. **Connections Childcare**

- Connections Childcare, already operating the 30-month to school-age program in the portable, will soon be opening before- and after-school care in the library. There is a flyer on the front door with a QR code to indicate your interest. A smaller group will begin, with a full group expected in September 2026.

vi. **Universal Hot Lunch**

- Universal Hot Lunch is a government program aimed at providing all students the opportunity to receive a free, healthy meal at school, regardless of income. Our district is in the initial stage of planning the program, with the intent to begin with one day a month. The Universal Hot Lunch program will not interfere with PAC Hot Lunch Days and will be scheduled on a different day of the week. Once the program is ready to be rolled out, families will be asked to go online to "opt-in" to the lunch (only one selection). If students do not choose to have the lunch, they can bring a lunch from home or order from Libby's Kitchen as usual.

vii. **Pink Shirt Day**

- Pink Shirt Day on Wednesday, February 25. We encourage students and staff to wear pink shirts on this day to show understanding of and commitment to the need to actively promote an inclusive and caring place. There will be a school assembly that day to share messages of kindness and positive behaviour that is also linked to our District Code of Conduct.

viii. **Early Dismissal for Conferences**

- Early Dismissal for Conferences Tuesday, Feb. 24 and Thursday, Feb. 26. Please let your childcare providers know that students need to be picked up at 1:45 both days. While teachers may offer conferences outside of these times, Early Dismissal applies to all students.

**b) Finance Report** (presented by Chair Phoebe Li in the absence of Treasurer Marco Li)

i. **General Account**

- Ending Balance: \$16,529.79
  - Expenses:
    - \$2,925.50 for hot lunch payments
    - \$300 for website costs covering December and January
  - Income:
    - \$15,630.98 in proceeds from Munch a Lunch
    - \$425 from Family Photo Night
    - \$356.75 received from the school for hot lunch payments
    - \$60 from our fundraising partner, Eyelumia
- Planned expenses:
  - Spul'u'kwuks 25th Anniversary T-Shirt Printing \$3015
  - Lunar New Year – TBD
  - Grade 7 Farewell: \$975 (\$15/student – total of 65 students)
  - Burnett Scholarship: \$500
  - Parent/ Volunteer Appreciation - TBD
  - School Staff Appreciation – TBD
  - Summer Carnival - TBD

Final costs for TBD items will be confirmed once details and vendor quotes are finalized.

ii. **Gaming Account**

- Balance: \$ 6.31
- No planned expenses

iii. **Fundraising Account**

- Balance: \$0

- No planned expenses

iv. **Updates on the Gaming Grant 2025-26:**

- The Gaming Grant application was submitted late this year, and the results are expected to be announced in late March. Moving forward, we'll be ready to submit the next application right when the intake opens.

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

i. **25th Anniversary T-Shirt Design Contest and Fundraising Events**

- The PAC received many thoughtful and creative submissions from students. It was challenging to narrow the entries down to the top three Primary and top three Intermediate designs, as every entry brought something special.
- The selection committee used the contest criteria to guide their decisions. Chair Li thanked everyone involved and congratulated the winning students:
  - **Intermediate Winner:** Renee Xie
  - **Primary Winner:** Elson Gu
- The Intermediate winning design will be featured on student T-shirts, and the Primary winning design will be featured on school staff T-shirts.
- To support this project, the PAC will host two fundraising initiatives in February and March to ensure every student and teacher receives a special 25th Anniversary T-shirt:
  - **Rummage Sale** – Donations accepted in January; sale on **February 11**, 9:00 a.m. – 2:00 p.m.
  - **Krispy Kreme Sale** – Orders from **March 24–28**, with pick-up before **April 2**. Volunteers will be requested for both events.

ii. **Traffic Safety**

- Chair Li addressed traffic safety, noting the PAC is seeking volunteers to help ensure children arrive at school safely in the mornings.
- To make volunteering manageable, an **online sign-up** will allow families to help on days that suit them. Any level of participation, even occasional, is appreciated

iii. **Lunar New Year**

- Due to a tighter budget this year, the PAC will not host a Lion Dance.
- The Lunar New Year Committee is exploring Chinese Calligraphy Sessions hosted by school parents. Further details will be shared once plans are finalized and coordinated with the school.

[Post meeting note: After further review the financial situation with our Treasurer Marco, the Committee decided to allocate a budget of \$1,000 for a Lion Dance performance. The details of Lion Dance performance will be announced later after confirming the details.]

#### **d) New Business**

##### **i. Updates on Constitution & By-Laws (presented by Secretary Crystal Wu)**

- Chair Li thanked PAC members who reviewed and provided feedback on the updated Constitution and By-Laws. The update reflects current PAC operations while staying aligned with district and provincial guidance. Please find the updated Constitution & By-Laws in **Appendix A**.
- Crystal summarized key updates that modernize rules, improve clarity, and support sustainable/inclusive volunteering, including:
  - Voting updates: allow in-person and electronic voting, no proxy voting; routine votes by show of hands; elections/special resolutions by secret ballot unless decided otherwise.
  - Membership clarification: parents who are also school district employees remain voting members and may serve on PAC executive with conflicts disclosed/managed.
  - Election and Term Section: Now limits executives to two consecutive terms in the same executive role, with flexibility if no successor is available; clarified one-year terms for coordinators/committee chairs.
  - Defined Member-at-Large role, workload limits, and formalized committees;
  - A new section on Role Activation and Workload Management ensures roles are active only when volunteers are available.
- A summary of changes and the reasons for the changes are summarized in a table as attached – **Appendix B**.
- **Motion:** To approve the updated SPAC Constitution and By-Laws. **Moved/Seconded:** Multiple members (names included: Tommy Yao, Linda Mei, and others as heard) **CARRIED** (*all in favour*)

ii. **Urgency to Expand PAC / Volunteer Recruitment**

- A discussion was held about PAC capacity and the need to recruit more volunteers/executive support to sustain activities and fundraising that benefit students (e.g., technology, enrichment opportunities, events).
- Key points raised:
  - Barriers may include language, time constraints, busy family schedules, and fear of long-term commitment.
  - Members noted more targeted, one-time/short-shift volunteer asks may be more successful than broad recruitment messages.
  - Suggestions included recruitment and visibility during high-traffic parent events (parent-teacher conferences, major school events), relationship-based outreach, and clearer communication about urgency without pressuring families.
  - Immediate needs identified included:
    - Hot Lunch Coordinator (critical to continue PAC hot lunch program next school year)
    - Treasurer succession planning/support (to transition before current Treasurer leaves the school community)
    - Additional Members-at-Large / volunteer support roles to reduce load and improve sustainability.
- PAC Executives will meet to reflect and develop next steps and strategies.

**6. Other and sharing:**

- Nil

**7. Next meeting: Wednesday, February 11 at 6:30 PM (Hybrid)**

**8. Adjournment at 7:25pm**