

SPUL'U'KWUKS ELEMENTARY SCHOOL

Parent Advisory Council Meeting

Minutes

Wednesday, March 18, 2026

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)
- Sonia
- YQ

1. Welcome and Land Acknowledgement

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

2. Call to Order

- Meeting called to order at 6:31pm, by Chair Phoebe Li

3. Amendments/ Approval of Agenda

- MOTION: To approve the agenda as amended. Moved: Crystal Wu / Seconded: Marco Li / Carried.

4. Review/ Approval of Minutes

- MOTION: To approve the meeting minutes of February 11, 2026 as presented. Moved: Crystal Wu / Seconded: Marco Li / Carried.

5. Reports

a) Administration (by Principal Mrs. Elaine Stapleton)

i. Student Washroom

- Student Washroom use has been concerning, with behaviours that do not show Caring for Others or Place. An email has gone home to all families outlining the behaviour and asking families to review the expectations with their children at home. Our Me to We leadership group is planning an education campaign to share with all students to promote proper use of our shared washrooms so that all students have access to a clean space. Thanks to Mrs. Myers and Mrs. Toy for their sponsorship of the Me to We group.
- Parent Feedback & School Response:
 - Parents shared concerns about the cleanliness of the school washrooms and how it is affecting students. Some children are even trying to avoid using the washrooms at school unless necessary.
 - Parents also asked:
 - Whether the school is doing any monitoring or checks to see if things are improving
 - If there will be updates on progress
 - Whether there are best practices from other schools that could be considered
 - School Response:
 - The school is currently planning a student-led awareness initiative (through the Me to We group), hoping that students can positively influence one another and promote proper washroom use.
 - Some measures already in place include:
 - Limiting washroom use to one student at a time where possible
 - Increasing regular monitoring and checks
 - Next Steps:
 - The school will review the impact after the initiative is launched and will share updates after Spring Break or at upcoming assemblies.
 - If the situation does not improve, additional measures may be considered (such as closer tracking and follow-up).
 - Additional Notes:
 - The school mentioned that this level of issue is not commonly seen in other schools.
 - Moving forward, the focus will be on:
 - Student education
 - Parent support at home
 - Gradual, step-by-step improvement

ii. **Report Cards**

- Report Cards will be released online after school on Monday, March 30. Our “access rate” from Term 1 was 71%, meaning that not all families are reading the reports. With the support of PAC, we would like to get that to 100% this term! Information is being sent home to families about how to see the reports. We suggest that parents and guardians download the report, as it is only available online for a few weeks.

iii. **Rummage Sale**

- Thank you to all the parent volunteers who supported the Rummage Sale! Your efforts helped to get the event set up and taken down in record time, and your selling throughout the day make the sale a success. We also appreciate the work from Mrs. Shackles, Ms. Rakhra, and their classes. Thanks to all involved!

iv. **Basketball season**

- Basketball season wrapped up with the Burnett Breakers Jamboree last week. Thank you to our coaches (Ms. Rakhra, Mr. West, and Ms. Yuen) and our parent/guardian drivers for their time and support. Our students have had a great season thanks to all who have pitched in!

v. **Talent Show**

- The Talent Show is scheduled for our last week of school. Thank you to all the students who submitted their applications and tried out for the show. We are impressed by the many skills of our students! Families of the performers are invited to watch their children perform. A large group of staff has helped to make this show possible. Thank you to Ms. Chen for spearheading the event with support from Mr. Brockington, Ms. Hwu, Ms. Lucy Lee, Mrs. Luick, Mr. Milks, Ms. Rakhra, Ms. Watanabe.

vi. **Track Meet**

- Our Track Meet is taking on a new format this year. The meet will be in a field trip format this year, with all students in Grades 4-7 attending. Students will rotate through all the events with an adult and will have the choice to join either the “Open Recreational” or “Open Competitive” options. The meet is scheduled for Wednesday, May 27th at Minoru. We will need drivers to drop off and pick up all our Intermediate students! If you are volunteering to drive students in addition to your own child(ren), volunteer driver paperwork must be in place.

vii. **Safety Procedures and Emergency Preparedness**

- As you are aware, the recent incident in Tumbler Ridge has shaken communities in BC. Our school district has done a review of safety procedures with administrators, and we have also reviewed the procedures

with staff to ensure that we are well prepared for any kind of emergency. The district shared a document called, “A Parent/Guardian Guide to Emergency Preparedness” (as attached). We will review it at this meeting and send it home again to families.

b) Finance Report (presented by Treasurer Marco Li)

i. **General Account**

- Opening Balance: \$17,813.42
- Closing Balance: \$16,070.23
 - Income:
 - Munch a Lunch \$2,094.22
 - Net Income for Rummage Sale \$1,368.8
 - Income \$1,888.8
 - Expense \$120 (Henry’s inventory)
 - Expense \$400 (Money Float)
 - Lion Puppet Workshop: \$440
 - Expenses:
 - Hot lunch payment: \$4,131.15
 - Website: \$150
 - Lion Puppet Workshop: \$440
 - Lion Dance: \$900
 - Planned expenses:
 - Spul’u’kwuks 25th Anniversary T-Shirt Printing: \$3015
 - Grade 7 Farewell: \$975 (\$15/student – total of 65 students)
 - Burnett Scholarship: \$500
 - Parent/ Volunteer Appreciation: \$300
 - School Staff Appreciation: \$650
 - Staff funding request for term 3: \$2,500
 - Website maintenance increase from \$150 to \$180 starting next month

ii. **Gaming Account**

- Balance: \$ 6.31

iii. **Fundraising Account**

- Balance: \$0

c) Chairs Report (by Chair Phoebe Li)

i. **Lion Puppet Workshop**

- The Lion Puppet Workshop had a great turnout, with around 20 families joining us. It was busy, but in a good way, and it was nice to see families connecting.

We also had some teachers come by to support the event, which was really appreciated. This is exactly the kind of community-building event PAC hopes to continue offering, so we'll be looking into more of these.

ii. **Rummage Sale Recap**

- The rummage sale was a huge success. Thank you to everyone who helped make it happen. We have raised a total of \$1,368.80.
- A very special thank you to Mrs. Shackles' class. Her intermediate students helped with sorting, pricing, and selling the items. It was wonderful to see the students involved and taking ownership of the event. Several PAC parent volunteers also shared how much they enjoyed working alongside the students. Thank you as well to Ms. Rahkra's class for helping with the selling. The PAC really wants to acknowledge the students' effort, teamwork, and collaboration. One of the highlights was seeing the students pivot and come up with the idea of blind boxes to help generate more sales. It was such a creative idea and worked well.
- Thank you to all the PAC parent volunteers who came out to support the event. It was nice to see students, parents, and PAC members working together.

iii. **Krispy Kreme Fundraiser**

- Our Krispy Kreme fundraiser is now open for pre-orders through Munch-A-Lunch. This will help fund the 25th Anniversary T-shirts for students and staff. Orders close March 27, and pick-up will be on April 2 from 2:45 to 3:15 PM at the Primary Playground. We'll also have a limited number of donuts available for \$2 on the day.
- We're also collecting student T-shirt sizes through Munch-A-Lunch. Please send in your child's size if you haven't yet. We will be placing the order over Spring Break and expect the T-shirts to arrive in May.
- The volunteer sign-up link has been sent out, and we really appreciate everyone who has signed up to help.

iv. **PAC Fund Request Form for School Staff**

- The PAC Fund Request Form for school staff is now available. The form can be found on the PAC website, and printed copies are also available in the PAC mailbox at the school. This form replaces the previous Wishlist system. If staff would like PAC funding support for items or initiatives, they will need to submit a request through this form.

- The goal is to support initiatives that benefit students. Priority will be given to requests that support the largest proportion of the student population or have a meaningful impact on the school.
- The PAC will do its best to support as many requests as possible based on the funds available in our account.

d) New Business

i. Summer Carnival Planning

- For our Summer Carnival, planning is underway. We are currently inviting community organizations, clubs, and City of Richmond programs to host booths at the event. The goal is about building community and creating a fun event for families.
- On the same day, there will also be a tennis tournament organized by one of our Spul'u'kwuks parents, which will be happening alongside the carnival and will hopefully bring even more families to the school.
- We will be looking for parent volunteers to help make this event possible. More information will be shared soon.

ii. PAC Executive Update

- One of our Members at Large, Linda Mei, has recently stepped down from her position. On behalf of the PAC, I would like to thank Linda for her support and contributions during her time with the executive

iii. Parent Involvement and PAC Transition

- Lastly, I would like to highlight something important as we look ahead. We know many families enjoy the community events and fundraisers that PAC helps organize. To keep those activities sustainable, we do need more parent involvement beyond the current PAC executive team.
- PAC nominations will open in May, and elections will take place at the AGM in June. Several of our current executive members, including the Secretary, Treasurer, Co-Vice Chair, and myself as Chair, have completed their terms, and some of our children will also be moving on to high school. As a result, this will be a natural time for transition within the PAC team.
- If any parents are interested or even just curious about a PAC executive role, you are very welcome to reach out through PAC email or send us a message in parent chat groups (WeChat and WhatsApp).

- Thank you, everyone, for your continued support of PAC and our school community.

6. Other and sharing:

- Nil

7. Next meeting: Wednesday, May 20, 2026 at 6:30pm

8. Adjournment at 7:16pm