

PAC General Meeting Minutes

Herbert Spencer Parent Advisory Council

May 7, 2025 6:30PM | *Meeting called to order by* Courtney Daws

In Attendance

Courtney Daws | Karyn Audet | Renee Nixdorf | Patrick Service | Anna Carmichael | Jennifer Rhyne | Amandeep Durha | Anna Carmichael | Adam Cotterall | Hailey Renfrew | Rachel Abercrombie | Kelsey Chow | Kimberly Thompson | Paul Manville | Erin Bannister | Danielle Connelly

Call to Order

The meeting was called to order at 6:33 PM.

Land Acknowledgment

We recognise and respect that Herbert Spencer Elementary School is on the unceded and unsurrendered land of the Halkomelem speaking peoples.

Moment of silence for the Lapu Lapu Tragedy

Approval of Agenda

Approval of Agenda as presented, adjusted to add school trustee presentation after approval of minutes: Jen Rhyne moved, Amandeep Durha seconded, no abstentions, no oppositions, approved.

Approval of Minutes

Approval of April 2025 Minutes: Renee Nixdorf moved, Karyn Audet seconded, no abstentions, no oppositions, approved.

School Trustee Report | Danielle Connelly

- Lapu Lapu also directly affected some New Westminster students who attended the celebration. Flags will fly at half mast until Kira's service.
- PAC Q: Is there enough support for the students and community? A: There is never enough. Any suggestions from organizations are welcomed.
- District budget was passed yesterday May 6, 2025. Recommendations to reduce resources and staff. Mandate to present a balanced budget. PAC Q: What is our budget out of the overall budget? A: 2.3 million is the New West budget.
- At a school trustee meeting in late April the motion was for more funding.
- There is a media and rally push with DPAC for more funding. It's not that the money isn't there, it is that they are not allocating the money.

- District sent a group of stakeholders to Victoria to advocate for funding. Said money was “earmarked”.
- PAC Q: Safe routes to school, any allocation for this? A: Mostly support from the city. But will find out more on the status.
- There are no dedicated funds to make schools more accessible.

Correspondence

- VSO with students. Students wanted to say thank you! Amazing experience and great time!

Principal's Report | Paul Manville

- Reading Challenge - the finals are on. Awesome program, thank you for supporting. It made huge difference for students - access made the difference for engagement and readership increased.
- Welcome to kindergarten went well.
- Spring shows went well - demonstrated what support can bring together. Intermediate show to come up: One during the day and one in the evening. Not ticketing, but RSVP required so we know the numbers. If the demand requires more than 2 shows, may do more.
- Gearing up for track May 29th - starting with Grade 5 - then possibly schoolwide. There have been requests for expanding the program. These types of programs/activities make it special for the children.
- Pragmatic about expenses, but doing well.
- Going through the orientation with grade 5 moving to grade 6 at Glenbrook. Glenbrook team meets with Herbert Spencer team to discuss needs.
- We have 61 kids coming in next year with 90 kids moving on next year. PAC Q: The last school board meeting discussed the possibility to move boundaries to include some of the Qayqayt catchment. A: There are many factors involved. It's a difficult thing to do. There is some rationale to do so, but it is unlikely to happen this year.
- Potentially go down to 21 divisions (down 2). May not do 2- could be just one. It impacts our teaching community. It's a complex conversation and a big decision. Last year was challenging but advantageous. Allowed for more manageable classrooms, and spread out resources. PAC Q: How many kids do we pick up from now to the start of the school year? And how many will come out of catchment? A: Little to none. Very rare for out of catchment. Only if a child started here then moved, would they be allowed to stay until they transition to the next level of school. Increasing divisions depends on the tipping point of numbers of incoming students.
- Addressing the EA situation, we will be less impacted than other schools due to our smaller size.
- Will be organizing classes in early June. When changes are made to class organization.
- PAC Q: Parents were asked for input previous years. A: It will happen but in a different way. Will not necessarily be direct requests. PAC Q: Would EAs know if they are staying? A: We have some

permanent (continuing contract) and temporary EAs. Cannot think of a time when an EA has lost their continuing contract and moved elsewhere.

- Grade 5 Social coming up - Erin, and Paul will not be able to attend. Gym and Janitorial booked
- Grade 4 Family fun day at Mundy Park. BC Wildlife is coming to all the classes. Cost associated but will ask parents. Massive playground, educators to do rotating workshops during the time there.
- Grade 5 trip to Otter water park. Graduation on June 13. Water fight date secured. Sports day June 19.
- Principle Ask: Highschools coming to support. Okay to support to feed them hotdogs? About 25. PAC Response: Yes. Will support 25 hotdogs, 25 bags chips and 25 juice boxes. If the highschool kids want a vegetarian option, we need to know up to a week before.
- PAC Q: Mme (?) reached out about a snack station at Sports Day. Unsure if that meant occupying or requesting? Principal A: Run it as a rest station run by the highschoolers/parents. 1 snack per kid. Look into offering freebies - inclusive of snack station or instead of snack station TBD.
- Kindergarten scissors break. A lot. Request parents to ask their child to bring back scissors? Will support the purchase of additional scissors.
- Principal Ask: How does PAC feel if the unused school supply packages are broken down into smaller packages and given to students/families who could use them. PAC Response: Yes. Send notices if they would like the used supplies, and to let us/school know.
- Principle Ask: Purchased some pinnies 60-70 (\$300-\$350). Would need \$350 dollars towards this purchase. Down the road would like to purchase jerseys with prints. CFO Response: We have \$1000 set aside for the athletic program. Did you want to use this for jerseys with prints? Did you want to get the ones you want instead of pinnies/singlets? Principal Response: It's about \$1500-\$1800 for the jerseys. Pinnies would be used for other events. We would use both. PAC Q: Are we keeping the Track program to grade 5? Are we including Grade 4? Principle Response: The numbers could be excessive. We could do it, but other schools may not be able to do both grade 4 and 5.

Motion to cover the \$375 on pinnies. Next year come back to the jerseys. Patrick Service moved, Adam Cotterall seconded. All in favor, no against, motion moved.

- PAC Q: Could we set aside more money towards art supplies to balance the purchases towards athletic programs? Principle A: Absolutely, if there are any requests, we can certainly look into purchases.
- One of the parents proposed book purchase for self regulation. Little spot regulation 12 book collection \$337.91 books on Amazon. K-3, housed in the library. Would be organized as a kit, to assist children with different support needs. Teachers supportive of purchase.
- PAC Q: Do parents know to ask Kim or teachers about emotional regulation with their kids and ask about support? Principle A: Good question, I would hope that they do, but I hear that it would be nice for new parents to know resources at the school. Kim has an open door and will see how to communicate this not just to new parents but to all parents.
- Karen to connect with Kim Thomas and Kinderbooks about sourcing the Little Spot Regulation books and the cost.

- CFO: We have a line item books for reading materials and books. We have \$1200 remaining.

Chair's Report | Courtney Daws

- Reminder for call for nominations 2025/ 2026 PAC
 - Chair, Vice Chair, CFO (CFO not allowed for more than 2 years)
 - Members at large etc
 - DPAC
- Next year will be the Chair and Vice Chair last year, as their kids will be moving on.
- Paul sent out the call for nominations.
- Can have up to 21 on PAC executive. Please reach out and ask questions. Reach out to other parents.
- Think about what barriers for folks not coming to PAC
- Sports Day reminder
- Carnival next year

Vice Chair's Report | Karyn Audet

- Approved with Glenbrook for joint presentation 3, 4, 5. Then Glenbrook 6, 7, 8. Glenbrook offered their gym for evening to invite parents for all of New West Oct 27 (Monday), 2025. Need to advertise. PAC Q to Principal: Do you have a strong preference? Principal Response: Let's go first, in the morning before Glenbrook. Finalize time in September.
- Christmas Craft fair folks - Confirm Nov 22, 2025 for Christmas craft fair. PAC Q: Would like to ask the school if it's okay to decorate the school that early. Principal Response: Yes.

Treasurer's Report | Christina & Patrick Service

- 2024/2025 Budget: Bank accounts doing well, fundraisers did well.
- Craft fair line items are low because they've moved to the process of selling tables in one fiscal, and receiving profit funds from craft fair next fiscal. Same process with Yearbooks
- Line items for field trips and teachers fund will be spent, as receipts are yet to come.
- Learn to ride for Grade 4 (free). Did not find a grade 2-3 event. Paul to ask Gr2-3 teachers what to do next year. \$500 to spend.
- Overview of EHSS 2025/2026 PAC Proposed Budget
- Added operational line items for the different grades in Extra Curricular.
- Curriculum Enhancement line item increased to \$5000 from \$750 with the understanding that Paul Davis (\$5K) would be every other year moving forward.
- PAC Q: Paul and Erin, is there anything you would like for next year. Would be best to put in the budget and put to vote at the AGM. Principal Response: Digital Subscriptions (Mathletics - \$11 per license/child - rolled out to all intermediates including grade 3) services are costly and would like to continue. It would be one of the first places to look to reduce costs.

- Need to look at the things we can do for less, i.e. the performances on May 6-7.
- PAC Response: Put more support towards those types of performances. May is a great time. Loved the inclusivity of the performances in May.
- PAC Q: What about using Massey? Principal Response: Challenges with evening performances with teacher support, not to mention costs. It's not venues that make a good concert, it's the effort and community development from parents and teachers.
- Do we motion or hold off on including Athletics into the PAC budget? Principal and Vice Principal to think about what one off purchase to add as a PAC line item instead of Athletics. Principal and Vice Principal to put forth a wish list.
- Investigate GIC option for fund. Unsure due to the PAC's society status if an option.
- Cannot prefund events out of the Gaming event.

6th & 2nd Intersection Safety Improvement Update | Adam Cotterall

- Mike Anderson, City's Manager of Transportation - Budget approved, to direct toward the city. Get a consultant to look into the conflict analysis and find solutions. The consulting firm will submit findings mid summer, City Council will review late summer.
- PAC Q: Beyond this, will this look at safe walking all across New Westminster?
- PAC Q: What are other short term fixes to be done before the solutions are implemented?
- Adam: City Councilor Nadine asked about temporary speed bumps.

DPAC Report | Natalie Taha

- None

Committee Reports | Courtney Daws and Karyn Audet

Events Committee (Karyn Audet):

- Parents night out, May 31st. Tickets available. Please spread the word. DJ Mom (Kimberly), Columbia Sandwich Co for catering.
- Not fundraising. \$15 per ticket - covers cost of rental and food.
- Will need help to set up and take down.
- Need to print posters, blast on social media, spread through word of mouth.

Fundraising Committee (Renee Nixdorf):

- Little Miss coffee - brought in \$82.60 (10 % of sales)
- PAC Q: Could it be on the street next time? Response: You need a city permit, and they are hard to get.
- PAC Request: Bring in LMC for teacher appreciation for an hour. Response: Will ask LMC.
- \$690 from Neufeld order

Fun Lunch (Amy Parr and Am Durha)

- None

Members Communication/Yearbook Committee (Jen Rhyne):

- 100 yearbooks sold

Grade 5 Committee (Erin Shaw):

- Ceremony Update:
- - Food is confirmed for 89 gr 5 kids and 11 admin
- - Menu's will be circulated in the coming weeks.
- - Water guns have been ordered for the water fight
- Paul - Were you able to find out if the teachers have grad decor for the leaving ceremony?

Gr 5 Social Update:

- Happening Tuesday May 13th form 6-8.
- We have a DJ (thank you Kimberly!) for the glow in the dark dance, a photobooth, foosball tables, crafts and snacks!
- All is confirmed, we are excited!
- Please spread the word, it would be great to see the whole class out!
- Erin needs volunteers for Social. Number to be determined.

New Business

None

Questions and Comments

None

Next Meeting: June 4, 2025

Motion to adjourn meeting at 8:54 PM.