

PAC General Meeting Minutes

Herbert Spencer Parent Advisory Council

October 1, 2025 6:30PM | *Meeting called to order by* Courtney Daws

In Attendance

Courtney Daws | Karyn Audet | Renee Nixdorf | Kimberly Thompson | Anna Carmichael | Amandeep Duhra | Nina Priddle | Adam Cotterall | Christina Service | Erin Shaw | Danielle Connelly | Donald Rhee | Kimberly Thompson | Allison Mounsey | Aaron Hufsmith | Wendy Rafuse | Rachel Abercrombie | Hailey Watkins | Mandeep Purewal | Leya Behral | Harun Arkaz

Call to Order

The meeting was called to order at 6:37 PM.

Land Acknowledgment : Coutney Daws

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

Approval of Agenda

Approval of Agenda as presented:

Moved by Renne Nixdorf, seconded by Erin Shaw, no abstentions, no oppositions, approved.

Approval of Minutes

Approval of September 2025 Minutes: moved by Karyn Audet, seconded Erin Shaw, no abstentions, no oppositions, approved.

School Trustee Report | Danielle Connelly

- Capital funding - have not received any notification from province re: any new capital projects in New Westminster. Hoping for funding for new elementary and middle school but as of now, will have to be creative with resources
- Literacy initiative: Province is mandating screening for k-3 however no money allotted for interventions.
- Updating Advocacy plan – increasing accessibility through dedicated funding. Update – no funding will be coming
- board received the vessel report - will be reviewing the report.
- no new childcare funding update - no clear direction
- motion was passed at board meeting to incorporate swim lessons in conjunction with the city
- new meeting schedule has been put out in the board package; hybrid format; encouraged to attend

- minor capital submission was put through the ministry; \$650,000 asked to complete second phase of HVAC
- received updated district financials - discussions have not commenced; affordability funding no longer apart of district financials
- Re: French immersion program from review done in 2023; specifically with regards to consolidating the French program into 2 schools. Communication will be going out this fall with regards to what direction this will be going. Encouraged to keep attending board meetings re: merge of French programs
- Open house re: French merger in November – no date yet.
- Allison Mounsey spoke to questions re: French merger. Question and Answer period ensued.

Principal's Report | Paul Manville

- Recap on previous week: powerful orange shirt day/assembly; open house; terry fox run all great success
- Class review with school-based teams - first of 2 meetings completed
- Photo Day Oct 9th - individual and class photos on same day this year
- Early Dismissal later October for parent teacher meetings
- Literacy initiative discussion: new literacy screen mandatory for all K; New Westminster is doing K and grade 1. Takes place throughout the year with reassessment each term. Next year extended to grade 2 and 3.
- Performance idea pitched for January - Origins Performance. Would help kick off black history month. It would be a school wide performance approx. 1 hour long. Approx \$1500 for whole school. Tentative date booked end of January.
- Discussion re: Origins Performance. Paul will get a firm number to PAC to bring back to next PAC meeting for possible vote.
- Questions addressed re: literacy screening. Screening measures success of students. ++ concerns re: no funding to implement interventions; questions addressed re: how data will be shared.
- Addressed FSA and how its data is shared
- Question addressed re: forest families asked; Will commence October 8th. Plan is to involve grade 5's more in a leadership role.
- Question addressed re: grade 5 year end grad activity. Waiting to hear from otter coop.

Chair's Report | Courtney Daws

- No report

Vice Chair's Report | Chistina Service

- Correspondence - none

Chief Financial Officer's Report | Donald Rhee

- gaming grant money received.

- Question asked by Paul re: difference between enrolling and non enrolling teachers discretionary funds. Would be a total increase of approx. \$300 per school year. Will bring exact increase back to next PAC meeting. PAC to vote at next meeting on increasing non enrolling teacher discretionary funds to same amount as enrolling teachers.

DPAC Report

- DPAC rep not present

Committee Reports

Events Committee (Karyn Audet):

- Halloween Howl
 - best DJ in town has been booked.
 - Amy selected crafts (thank you!): Karyn Audet and Christina Service sourcing and purchasing for total of two crafts.
 - Christina will purchase for bistro - coordinate with craft fair to limit waste.
 - Volunteer sign up to go out soon.
- First light
 - Karyn will get insurance and apply for permit.
 - Need neighbor approval for houses out front of school (Anna volunteered to do this).
 - Question addressed to Paul: Would there be any signing/music? Nothing in the works, will follow up.
- Carnival
 - booking inflatables, emails sent out.
 - Karyn's last carnival. Shout out for someone re: succession planning
- Craft Fair Update
 - all vendor tables booked
 - Custodiam and chairs and tables booked.
 - Candy Cane lane for grade 4&5 meeting Oct 15.

Fundraising Committee (Renee Nixdorf):

- Neufeld Farms opens end of October with delivery November 27th.
- Purdy's and Created by Kids fundraisers are a go ahead
- Will likely drop winter greenery fundraiser (Glenbrooke Middle School looking at doing it this year - Herbert can advertise this)
- Adding family photos Feb 24th.
- Question addressed re: tea towel fundraiser. Please bring information to Renee to look into
- Vancouver Giant ticket fundraiser will go ahead.
- Someone is looking into pedal heads coupon and Native shoes.

Fun Lunch (Am Duhra)

- Fun lunch coming up this week. Whats App group for volunteers set up.

Members Communication/Yearbook Committee (Allison Mounsey and Erin Shaw):

- Jostens open for yearbook sales
- Looking for succession planning to replace Allison for next year. Will put recruitment notice in principles weekly email.

Grade 5 Committee (Amy Brunel):

- Hoodies ordered

CPF report : Allison Mounsey

- Wendy Rafuse as new CPF liaison.
- CPF concerned about getting changes in French immersion programs out to the incoming Kindergarten families.

Next Meeting: November 5, 2025

Motion to adjourn meeting at 8:18 PM by Courtney Daws, moved by Adam Cotterall, seconded by Amandeep Duhra, no abstentions, no oppositions, approved.