

PAC General Meeting Minutes

Herbert Spencer Parent Advisory Council

February 4 2026 6:30PM | *Meeting called to order by* Courtney Daws

In Attendance

Courtney Daws | Karyn Audet | Renee Nixdorf | Kimberly Thompson | Amandeep Durha | Adam Cotterall | Christina Service | Erin Bannister | Paul Manville | Leya Behra | Stephanie Mercier | Megan Valade | Elliott Slinn | Susanna Ciscar | Miyuki Davidson | Aaron Hufsmith | Leya Behra

Call to Order

The meeting was called to order at 6:32 PM.

Land Acknowledgment | Courtney Daws

We recognise 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 Renee Nixdorf, seconded Amandeep Durha, no abstentions, no oppositions, approved.

Approval of Minutes

Approval of January 2026 meeting minutes, moved by Karyn Audet, seconded by Renee Nixdorf.

Due to unforeseen circumstances, there will be no minutes from the November 2025 meeting.

School Trustee Report | Elliott Slinn

- Introduction: Main focus on relationships. Email if questions arrive. Lord of the Rings reference – New Westminster is the “Shire”.
 - Q: Additional information re: timeline for changing grade configurations
 - A: Lots of moving parts. No clear answer provided. Will follow up with PAC chair via email with a clearer answer.
 - Q: Catchment changes. Will reconfiguration happen to all the schools?
 - A: Not too sure. Discussions occurring. Likely if there were catchment changes it would affect all schools.
 - Q: Would LFI lose a year with the reconfiguration?
 - A: No answer provided Will get back to PAC chair with answer via email.
 - Q: Optional grade six is still occurring in September. Wouldn't this be problematic?
 - A: Superintendent has a sense that there will be “quite a number” of students who elect to stay for grade 6 in September 2026.

- There are some things we are unable to share right away, but will share as soon as they are able.
 - Q: How is the plan for the new school?
 - A: Still moving along

Correspondence | Christina Service

- none

Principal's Report | Paul Manville

- Busy few weeks
 - Orgins performance – AWESOME
 - Q: Is this something you are interested in doing every year?
 - A: fatigue associated with it. Could probably do it again but not yearly. Would like to do something like this yearly but not repeating same vendor yearly
 - Lots of clubs happening
 - Floor hockey kicked off. Tournament on March 4th afternoon.
 - Basketball – hoop shoot. Lots of kids! Tons of fun
 - Leadership club – going really well. The current focus is the Olympics.
 - Link to learning survey for grade 4 sent
 - Student lead conferences coming up
 - Feb 24th pink shirt assembly day
 - Selema Noon – alert parents April 1st parent information session. Education of kids April 8, 9, 10th. Schedules will be made available for families and communicated ahead of time so families can choose to opt out if they wish.
 - Q: Clubs – is the information communicated to parents?
 - A: Yes it is communicated in a principle message for the most part.
 - Track starts after spring break. Grade 4 and 5.
 - Issue with sports day – cannot book fields in queens park. May need to be on site at Herbert this year. Stay tuned.
 - Q: How many kindergarten EFI are moving here in September?
 - A: 1 class. The program at Herbert is doubling in size.
 - Q: How many more classes in total ? Planning for fun lunch supplies
 - A: will have a better idea in march
 - Q: traffic concerns. Is there a plan to address the incoming 80 families?
 - A: Not aware of it

Chair's Report | Courtney Daws

- No March PAC meeting. Next meeting April 8th/2026
- New West secondary school bursaries package should be arriving soon – we need to review them and select 5 to return to the school. Looking to see if anyone is interested in reading them? Renee and Amandeep would like to help.

- The Budget Committee is planning to meet in April. Patrick Service would say it is the “social event of the year” if he were here to give his opinion.
- Looking ahead – recruitment - PAC executives for 2026-2027 year.

Vice Chair's Report | Christina Service

- none

Chief Financial Officer Report | Christina Service

- About half of staff have claimed their discretionary funds and half the classes have used up their field trip money
- Things are on track and stable. Operational account sitting at \$75,442.06

DPAC Report | Christina Service

[dpac](#)

Committee Reports | Karyn Audet

Events Committee Carnival (Karyn Audet):

- Carnival – Email sent to those parents who were interested to help. Entertainment booked. Carnival games booked. Query Vancouver circus school – meeting tomorrow. The petting zoo has not responded to inquiries thus far. I still need food trucks and to see if Safeway is able to do a BBQ. Plan concession. Lots of planning is happening. Courtney to send Paul an email canvassing for carnival volunteers.
 - Q :Do we have capacity to invite incoming French families from the merger happening in sept 2026?
 - A: Discussion occurred.
 - Q: Do you have a set number of tickets you sell?
 - A: no

Fundraising Committee (Renee Nixdorf):

- Family photos fundraiser February 24th
- Easter Purdy's
- Created by Kids starting up; delivery after spring break

Fun Lunch (Amy Parr and Amandeep Durha)

- Neufeld farms - April 9-27 opens for ordering with delivery May 5th

Grade 5 Committee (Courtney Daws):

- Met last week.
 - April 24th was proposed as the date to host a grade 5 glow dance party. Paul is on board with this idea.
 - Asking DJ mom Kimerly for her DJ skills for the evening.

- Motion for \$1400 for grade 5 dance and asking budget committee to include additional funds in 2026/2027 budget.
 - Discussion re possibly calling it a grade 5 social instead of a dance.
- Motion approved – first Renee, seconder Amandeep

Motion approved to spend up to \$1400 for grade 5 social. Moved Renee Nixdorf, seconded Amandeep Durha; no abstentions, no oppositions, approved.

Next Meeting: April 8, 2026

Motion to adjourn meeting at 7:52PM, moved by Christina Service, seconded by Renee Nixdorf, no abstentions, no oppositions, approved.