

# PAC General Meeting Minutes

Herbert Spencer Parent Advisory Council

January 7, 2026 6:30PM | *Meeting called to order by* Courtney Daws

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## In Attendance

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Courtney Daws | Karyn Audet | Renee Nixdorf | Kimberly Thompson | Anna Carmichael | Amandeep Durha | Adam Cotterall | Manisha Rajora | Christina Service | Erin Bannister | Paul Manville | Leya Behra | Donald Rhee | Mandeep Purchal

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## Call to Order

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The meeting was called to order at 6:35 PM.

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## Land Acknowledgment | Courtney Daws

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

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## Approval of Agenda

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Approval of Agenda as presented, moved Renee Nixdorf, seconded Amandeep Durha, no abstentions, no oppositions, approved.

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## Approval of Minutes

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Deferred to the next meeting.

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## Correspondence | Christina Service

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- none

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## Principal's Report | Paul Manville

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- - Welcome back!
- - 5 days of giving a success; great Christmas vibe.
- - FSA's sent home for grade 4
- - Early dismissal jan 27<sup>th</sup>
- - Performance on jan 29<sup>th</sup> – precursor to black history month
- - Feb 11, 12 – early dismissal for student lead conferences
- - PRO D day – feb 17<sup>th</sup>
- - Mikes Critters March 3<sup>rd</sup>
- - Lego – grade 1 – January
- Bringing back district ball hockey tournament! March 4<sup>th</sup>. Grade 5 maybe grade 4. At Fraser River Middle school. Co-ed.

- Grade 5 otter Co-op dates still pending – should hear later this month

**Motion to spend up to \$500 to purchase 2 full sets of indoor golie gear – moved Amandeep Durha, seconded Christina Service; no abstentions, no oppositions, approved.**

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### Chair's Report | Courtney Daws

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- New School Trustee Liasson – Elliott Slinn
- Thank you to first light and craft fair team and volunteers
- Window paintings – Renee to speak about it. The current painting has been up for 1.5 years. Admin has an EA on staff who is an artist and will approach to see if willing to do window paintings (paid)
- Fish – Adam Cotterall – spoke to money needed to budget yearly. Filter assessment, inspection etc. Proposed \$600/year. Erin will « fish » around to see if any teachers want to take on a “fish club”. Adam is going to pilot a “fish club”. Budget to be increased at 2026 budget planning meeting. In the interim, Adam was encouraged to submit receipts for expenses he has incurred this school year. Kimberly volunteered her husband Dave to assess fish tank filters and see if it is in his skill set to address.
- Vacant PAC positions – Secretary, Yearbook (shadow opportunity), DPAC
- PAC facility rental dates : April 21st. Photo Shoot (fundraiser) on Feb 24<sup>th</sup>
- Update sent via email from Danielle Connolly from Dec 16<sup>th</sup> meeting:

#### **Long Range Facilities Planning**

*The District has been seeking, as part of its Board approved 5-year capital plan, a new site for a middle school in the Fraser River Zone, receiving support from the Minister in March 2023 to begin site selections to bring forward as a recommendation and for approval by government. To date, no recommended site submitted has been approved by the Ministry of Education and Child Care. Given the urgency for capacity within the District, the most expeditious way to get additional capacity is to utilize existing District-owned sites by intensifying site density (as has already been approved at the current Fraser River Middle School and new downtown elementary site).*

*Another strategy presented in October 2025 by staff included grade reconfiguration. At the December 16, 2025 board of education meeting, the following recommendations were supported.*

- 1. That the Board of Education of School District No. 40 permit staff to investigate site intensification strategies of existing owned property to meet capacity needs of the District which includes investigating the construction feasibility of multiple sites across the District for which capacity can be added.*
- 2. That the Board of Education support in principle the permanent grade reconfigurations across the District from K-5, 6-8 and 9-12 to K-6, 7-9 and 10-12 and direct staff to engage the community on what considerations the District should make as part of any future transitions.*

*These both include reporting back to the Board. Please note, grade configuration will not be feasible until the new downtown elementary school is complete which will not be until 2028.*

#### **E-Scooters**

The Board received a briefing report about e-scooters and e-mobility devices (bicycles) which can be read in full on page 28 of the December Board of Education agenda package:

[https://newwestschools.ca/wp-content/uploads/2025/12/Agenda-Package-BM\\_Dec16\\_2025-1.pdf](https://newwestschools.ca/wp-content/uploads/2025/12/Agenda-Package-BM_Dec16_2025-1.pdf)

The Board was briefed on the safety and legal issues surrounding the use of e-scooters and -e-bikes, including that New Westminster is not included in the provincial pilot program for e-scooters so riding them on public roads or school property is prohibited. Recommended next steps included:

- A district-wide message to families to be sent prior to Winter Break outlining the legal status of e-scooters in New Westminster (prohibited on public roads and school property) and clarifying the district's position. This communication will set the foundation for the broader communications plan.
- Clarify expectations regarding e-bikes in terms of safe usage and storage.
- Develop an administrative procedure for e-scooters on school property.
- Communicate this administrative procedure clearly to families and staff.
- Monitor provincial updates and city participation in pilot programs.
- Continue to prioritize safe routes for students through existing programs.

#### **Preliminary Budget Process and Timeline**

The full timeline is available on page 27 of the December 16 agenda package, of note, the Budget survey for community, staff, parents and students is scheduled to be open from February 16 - 27.

#### **Ecole Herbert Spencer Elementary Operations Update**

Spencer Heat Pump - the installation of a heat pump will lower our carbon usage at Spencer. Heat pump installation is slated for December 10<sup>th</sup> and project completion by March, 2026.

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#### Vice Chair's Report | Christina Service

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- none

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#### Chief Financial Officer Report | Donald Rhee

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- Switched to etransfer
- Q? have bursaries been paid? Courtney to resend request

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#### DPAC Report | Christina Service

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- Marc Davidson - superintendent report:
  - New Elementary school to be built on Fraser River Middle school land. 4 stories, below grade level for parking, roof top play.
    - 605 students
    - to be public and parent input sessions
    - further details spring 2026
    - construction starts summer 2026 with completion July 2028
  - French consolidation : 1-2 portable anticipated; hockey boxes at herbert will not be affected

- Queen Elizabeth expansion doing well
- Project re: grade reorganization. Proposed k-6, 7-9, 10-12 to take pressure off high school. Like would do it piecemeal instead of all at once. Q? Re; what does the literature say about grade configurations? A: fewer transitions the better, longer the transitions the better. This leads to better academic and emotional outcomes

#### Chair Report:

cell phone ba feedback

- inconsistent. Staff are encouraging kids to connect via Instagram for sport schedules. COnsidering a survey to gather more evidence then present to district for action

Rolled out new website

SOGI meeting cancelled - next in February

#### Old business

- Received request for advocacy support for stop humps from New Westminster Walker Caucus. To be placed in front of stop lines in front of crosswalk - only at 4way/2way stops
  - Motion for DPAC to send email to city of new west in support of the stop humps

#### New Business

- SOGI subcommittee
  - document/photograph bathroom signage at all schools
  - asked school reps to do this at their schools

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### Committee Reports | Karyn Audet

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#### Events Committee Carnival (Karyn Audet):

- Committee – Karyn Audet
- Carnival update – saint johns ambulance, royal city cheer, 241 sports, royal city soccer, party works. Food trucks? Safeway BBQ? Need organizers for cake walk/cupcakes – Anna volunteered to organize. Need someone to organize volunteers (parent and middle school, high school kids).
- Carnival committee formed – Anna, Kim, Renne, Christina, Courtney, Karyn
- Q – food truck licensing
- Q – carnival is a school event, not a New West community event.
- Discussion re: how tickets are sold

#### Fundraising Committee (Renee Nixdorf):

- Created by kids – Can families submit art in place of the art done in the classes?
- Rocky point gift card fundraiser in works

#### Fun Lunch (Amy Parr and Amandeep Durha)

- current term dates live on munch a lunch

#### Grade 5 Committee (Amy Parr):

- plan to set a meeting date soon

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Next Meeting: February 4, 2026

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Motion to adjourn meeting at 8:23PM, moved by Karyn Audet, seconded by Renne Nixdorf, no abstentions, no oppositions, approved.