PAC General Meeting Minutes

Herbert Spencer Parent Advisory Council

Oct 7, 6:30PM | *Meeting called to order by* Christina Service

In Attendance

Christina Service, Dey Correa, Erin Bannister, Paul Manville, Stephanie Mercier, Suzie Ciscar, Renee Nixdorf, Karyn Audet, Wendy Rafuse, Kimberly Thompson, Leya Behra, Nav Dhaliwal, Joyce Azarcon, Natalie Strul, Hilary Kovacs, Donald Rhee, Alison Ytsma, Amandeep Duhra, Miyuki Davidson, Adam Cotterall, Natalie Stru, Shawna McCardell, Maura Giattas, Amy Parr

Call to Order - Christina Service

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

Land Acknowledgment – Miyuki Davidson

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

Approval of Agenda

Approval of Agenda as presented, moved Kim Thompson, seconded Shawna McCardell no abstentions, no oppositions, approved.

Approval of AGM Minutes

Approval of AGM June 2026 meeting minutes, moved by Renee Nixdorf, seconded by Natalie Stru.

Correspondence - Wendy Rafuse

- Flyers for restaurants offering hot lunch. Provided to hot lunch committee.

Principal's Report - Paul Manville

- Class reviews and finalizing supports for the classes and students.
- Ski Club meeting today. There is more demand than space and will be first come first serve. There will be a wait list for students who do not get a spot.
- Questions around a school calander link, however, this may pose a problem as days/times do change. Natalie will look into this further.
- Important dates – Photo Day Oct 15, Student Conferences Oct 21/22, Halloween Howl Oct 29th
- Clubs have now started.

- Request from performing arts teacher, Ms. Randford to purchase rights to a show and purchase props, costumes etc. at a cost of $2500. Paul provided a Powerpoint from Ms. Ranford and requested funding from the PAC to purchase rights and additional items.
- **Motion to spend up to $2500.00 to fund the Performing Arts Program to purchase rights to a show, props, costumes and other additional items for production; no abstentions, no oppositions, approved.**
- Discussion about reclaiming the stage, Paul is in discussion with the school board.
- Reading Link Challenge books - $500.00 is in the approved budget for PAC to purchase these.
- Request for more pinnies and to number current pinnies at a cost of $1600 total.
- **Motion to spend up to $1600.00 for more pinnies and to number the current pinnies; no abstentions, no oppositions, approved.**

Chair's Report – Christina Service

- No updates

Vice Chair's Report – Miyuki Davidson

- none

Chief Financial Officer Report - Donald Rhee

- BC Gaming Grant arrived for a total of ~ $9020. This money is to be used for class events such as field trips etc.
- Balance in the account is ~ $83, 000

CPF – Mozart Lee Sarmiento (unable to attend)- Update provided by Wendy

- CPF is awaiting books for Bonjour Bonne-Nuit. If books arrive in time the teachers would like to have Bonjour Bonne-Nuit on Nov 5/6 at the beginning of the school day.

DPAC – Joyce Azarcon

- Many changes in the district. School board is looking into Code of Conduct for parents to sign as there have been concerns re: aggression.
- Reminder to vote on Oct 17th for new school board trustees.
- DPAC meeting workshop on Oct 15, 2026 will include Parent Education session. Open to all that wish to attend.
- Likely to have parent education session on cyber safety - TBD

Committee Reports

Events Committee:

1. Craft Fair – Nov 28/26: Marva Pappas, Shawna McCardell

- All vendor tables are booked from 10 -3pm
- Applications for Cany Cane lane will be available after Thanksgiving. Candy Cane lane will now offer 3 time slots to accommodate more students. Open to all grade 4 and 5 students. Meeting with the students is scheduled for Oct 19th. No food related sales for Candy Cane Lane.
- Hilary Kovacs and Joyce Azarcon have agreed to run the Bisto this year.

2. Halloween Howl – Oct 22/26 @6:00PM: Karyn Audet

- Space will be expanded to include 2 additional classrooms this year.
- Sign-up Genius link sent to Paul to organize volunteers. Middle schoolers welcome to volunteer.
- Natalie will email flyer to Paul to help spread the information.

3. First Light – Nov 26/26: Karyn Audet

- Require approval from neighbours, insurance and permits.
- Suzie has volunteered to ask the neighbours for their approval.
- Event will require several volunteers to run smoothly.

Fundraising Committee:

- Christina started a Purdy's online fundraiser. Nov 6th the deadline, see online for when orders will be distributed.
- Read-A-Thon could be an easy fundraising option and Allison is willing to lead this. The dates can be tied in the Reading Link Challenge.
- Other options include: Mabels Labels (already a code for Herbert Spencer), Prints that Stick (Magnets), Photography (Family Photos) booked for Feb 6th.
- Neufeld Farms delivery for Dec 6th at 530PM.
- **Fun Lunch –** Amandeep Duhra and Amy Parr
  - Reminder to have your child speak up if missing items from their order.
  - Estimate $7000 profit so far from Fun Lunch based on past and future orders.

Yearbook Committee: Renne Nixdorf and Erin Shaw

- Link to order yearbooks has gone live and link to be added to social media.

Grade 5 Committee:

- Wendy, Karyn, Maura, Shawna and Nav are interested in being part of the Grade 5 planning committee this year.
- Grade 5 hoodie order ends tonight. Most families have purchased hoodies. Cost is $37 and includes a $3 profit. Extra hoodies will be ordered in case extra are needed or to exchange sizes.

Questions – Christina Service

- None

Next Meeting: Nov 4th, 2026 at 6:30 PM

Motion to adjourn meeting at 8:09 PM moved by Amy Parr seconded by Wendy Rafuse no abstentions, no oppositions, approved.