

## **South Poplar Traditional Elementary PAC Meeting Minutes**

**Wed, Jan 21, 2026**

Prepared by Candace Payne, PAC Secretary

**Start time: 7:05 pm**

**Attendees in person: Rani, Chan, Jenny, Aman, Raman, Candace, June, Reena, Pinkey, Shannon Manky, Jenny, Chris, Joanna, Munni**

**Online: Cheryl, Rupl**

Welcome Acknowledgement & introductions: Rani and Aman

Motion to approve meeting agenda with added item of carnival: Chris; seconded by Jenny

Motion to approve last meeting's minutes: Aman; seconded by Reena

### **President's Report: Rani**

- PAC Code of Conduct reminder and review of parameters of meeting discussion. Concerns and comments about staff/classrooms will be considered after the meeting or to Mrs. Manky during school day.
- Staff gifts – Discussion was supposed to take place in October, as decided in September. Exec committee discussed the process in December after concerns were raised, and decision was made to continue with School Cash Online and with process of distribution as was chosen for this year; to be revisited in June for next year. Survey results discussed. School Cash Online platform was preferred. Comments reviewed. Some voiced they liked the inclusion of all staff and the fairness of splitting money raised evenly. Some concerns expressed: All staff did not receive a gift (Mrs. Manky clarified some staff in school are not staff exclusively at South Pop, but with the district and our custodian changeover had just happened about the time gifts were being given), transparency in distribution. Suggestions: Money contributions remain as they were last year, i.e., money given should stay with classroom teacher rather than divided equally among staff.

### **Principal's Report: Shannon Manky**

- Thank you to the PAC for everything since last meeting (movie night, hot lunch and popcorn teams, staff appreciation lunch after Christmas concert, generous gifts, cookie fundraising).
- Big Buddy Reading launched– 26 students in grades 1-3 meet with big buddy after recess for 15 minutes to read. Positive connecting point for both younger and older students.
- December to Remember (food bank, Christmas concert, and afternoon activity). Thank you to families for generous donations for both Christmas concert and food bank and for time and participation in activities.
- Wizard of Oz whole-school trip was a success.
- Traditional schools info night – successful with great turnout of families wishing to learn about traditional school system. Lottery happening soon. 2026-27 year has 40 kindergarten spots; 26 held by younger siblings, leaving 14 spots to lottery.
- Science Made Fun and Young Actors – Thank you PAC for nearly \$6000 that paid for 100% of presenter costs. Children and teachers had positive comments all around, and both were great learning experiences.

- Noisy reading – Record parent participation. Thank you, parents, for organizing hot drinks for older students and for reading with younger students.
- Childcare survey completed for the district– Our school has the space to provide care. Awaiting district feedback and direction.
- One School, One Book – Book has been chosen and purchased, with books coming Feb/Mar; \$1550 cost. PAC previously agreed to pay half.

Treasurer's Report: Reena

- See Treasurer's report.
- Gaming account: Previous vote in June for carnival games from gaming. Now short about \$105. Motion to move \$150 out of general to cover that. Seconded by Jenny and Chris. None opposed. Motion carried. Gaming account will be spent after previously approved items.
- General account: \$44,000; ~\$1000 left in budget for teacher appreciation.
- Check-in on e-transfers - \$1.25 charge per transaction; Reena to connect with Envision to inquire about free transactions. When e-transfers used, they have gone smoothly.

Other Business:

- Fundraising update: June
  - Hot lunch and popcorn, more orders than last year.
  - Cookies were lower than usual but still successful.
  - Dance date changed to Feb 20<sup>th</sup>, still confirming DJ/entertainment. One vendor charges \$1000 for setup with 2 hours of entertainment. Event will have glowsticks, etc, to be purchased by Fundraising Committee. Admission fee will apply; fee will depend on what entertainment is booked. Motion to approve \$1500 to be able to book entertainer for dance by June, if available. Moved by Jenny, seconded Aman. None opposed. Motion carried.
- DPAC update: Pinkey:
  - Feb 23<sup>rd</sup> Supporting Children Through Bullying webinar 7-9 pm.
  - April 8<sup>th</sup> Study Smarter, Not Harder @ Mouat Secondary 7-9 pm.
  - Bylaws committee draft completed and reviewing Jan 22<sup>nd</sup> at 7 pm.
- Traffic update: Chan: Correspondence with City, School District, APD, etc, via email. December response received from City with acknowledgement of the increased traffic, particularly with large trucks, as well as less than ideal school location and traffic flow. Suggestion from city of flashing lights to be placed approx. March.
- Approval of items to spend fundraised money on: Rani: See Excel sheet. Discussion of mural pricing update by Mrs Manky; artist coming in to discuss and potential for vinyl art. Potential that school is being painted, so this may be postponed. Defer to next meeting. Will update "Tech" item to strike Winbooks and replace wording to clarify to be laptops. Our current Winbooks were purchased by the school, but not enough for each student in classrooms to use at once; need 30 Winbooks for intermediates. Review of items proposed for approval of PAC spending as follows by majority vote:
  - \$650 first aid training –Red Cross provides babysitter's course as a fundraiser (students must be 11 yrs old). Parents can choose if they wish to have child participate. Will review in future. First aid training funding denied.
  - Grade 5 camp 50% of cost – Discussion about setting precedent in future and that funding may not always be available to pay for this trip. PAC would like to approve some funds if families come forward that cannot afford the trip; to be decided with Mrs. Manky. Funding in full as initially proposed denied.
  - \$2500 for presenters in future for Mrs. Manky and staff to allocate - Approved.
  - \$5000 Literacy - Approved.

- \$ 2750 Field trips - Approved
- \$10,000 Longterm outdoor equipment – Grants can be applied for. Suggestion to change wording to “Outdoor play” in order to not be limited to playground equipment – Approved.
- Gym art - TBA
- \$800 LLC materials (including STEM) - Approved
- \$5000 Tech – Approved.
- \$775 One Book, One School – 50% of cost – Approved.
- Art by Kezia – Denied
- Grand total approved – approximately \$26,000.

**Carnival: Jenny**

- Rules for inflatables have been changed by the district, so has taken time to sort. Behind on booking vendors as needing to find one willing to sign liability form. One great vendor has signed form, which has been forwarded to district for approval. This company will set up, provide staff to run them, and take down. Budget for carnival has increased from last year (prizes, concession, BBQ, bouncy castle, dunk tank). Last year \$3433 was spent but will be closer to \$5200 for this year. For reference, last year’s carnival cost \$6812, and we profited \$6118. Motion to approve budget for \$8000 by Jenny. Seconded by Raman. None opposed. Motion carried.
- Jenny suggested next year’s carnival budget be added to June meeting, so Jenny can begin booking in the fall next year.
- Next carnival meeting Feb 25<sup>th</sup> at 7 pm.

**Motion to adjourn at: 8:25 by Chris; seconded by Pinkey**

**Next PAC meeting: Wed. Feb 18, 2026**

ADDENDUM: February meeting, it was disclosed cost of books for One Book, One School were a bit higher than initial estimated cost. As PAC previously agreed to 50% cost, the amount now contributed will be ~\$850 rather than \$775 discussed in January.