

South Poplar Traditional Elementary PAC Meeting Minutes

Wed, May 20, 2026

Prepared by Candace Payne, PAC Secretary

Start time: 7:05 pm

Attendees in person: Rani, Aman, June, Pinkey, Candace, Reena, Joti, Joanna, Chris, Jenny, Rupi

Online: Chan

Welcome Acknowledgement & introductions: Aman and Rani

Motion to approve meeting agenda: Chris; seconded by Candace. Addendum: Motion to add Grade 5 coordinator update to the agenda done mid-meeting.

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

Principal's Report: Shannon Manky

- April – Staff attended Peaceful Schools – talked about how to support kids being regulated at school (social emotional learning), i.e., calm corner, fidgets, etc. Aesthetics was brought up, and staff now looking at refreshing the school. Looking at dimmer switches for classroom lighting potentially covered by district as an example.
- Thank you to PAC for funds allocated for field trips. Every classroom has now used the funds gifted.
- Upcoming year staffing - all 5 EA positions remain, looking to hire permanent EA position to fill last position. Ms. Kaur's temp position ends in June; will have another temp position filled to cover for the mat leave portion next year. Mrs. Kantola will move to 4 days a week; another will teacher be hired for the extra day. Classroom changes: Mrs. McMillan coming into Mrs. Blouin's room, Ms. Blouin to move to Mrs. Kantola's room. Mrs. Kantola moving to K/1 portable, K/1 portable moving to portable by stairs. Mrs. Mitchell will remain on staff until May 2027 for maternity leave coverage. Question asked if split classes will continue next year, which they will. Wait list families will be contacted to fill spots within all grades with direction of district.
- Thank you to Joti and bookfair team for their work. \$3913 spent; \$560 earned for library, \$556 remaining to spend.

Treasurer's Report: Reena

- See Treasurer's report.
- Gaming: \$315 remains, all being used for grade 5 grad. Waiting for receipts. Account will be zeroed by end of year.
- General: \$34,000 in account. We've paid out some for carnival, with more receipts to come in, but carnival fundraising will bring amount back up. Staff appreciation \$939 allocated left for year-end lunch. Motion by Aman to supply fruit/snacks for grade 4/5 at track and field in

June. Discussion concluded to deny as we need to confirm if we should set precedent going forward.

Other Business:

- Hot lunch update - Candace: Awesome team of volunteers. Only Mucho Burrito Friday and hot dog lunch on sports day for this year.
- Fundraising - June: Freezie Fridays starting Friday. Will arrange end-of-year sell-off for remainder of inventory. Coupon book vendor has offered books off the printer end of September; confirmed.
- DPAC – Pinkey: AGM Thursday 7 pm at Abby Senior.
- Carnival – Jenny: Well on our way! Wristbands ready to go home on May 27th. Waivers going out for grade 5s to sign up for dunk tank and to be Wildcat. Still in need of parent volunteers to fill in timeslots as well as silent auction items.
- Date for staff appreciation will be June 4th. Narrowed down to Zaika and Chef Boss. Potentially looking for volunteers to help.
- Nominations for upcoming PAC elections update – Rani: AGM June 17th at 7pm in person. Voting must be in person, not on Zoom. All current exec members will step down in June, and looking for nominations for next year. Exec positions will be: President, Vice President, Treasurer, Secretary, Previous PAC President. Fundraising Coordinator was elected as an exec position for this school year and will be voted on as to whether this continues next school year. Leadership roles will be: DPAC Rep, Book Fair Coordinator, Staff Appreciation Team, Carnival Committee Lead and team, Yearbook Coordinator, and Class Parent Rep Coordinator. Roles can be shared, with exception of treasurer. If multiple parents come forward for a role, they may share the role, if agreed upon mutually; if not mutually agreed to, must go to vote. DPAC position has to be secret vote if more than one person nominated. If you're interested in a role, email PAC with your name and which position you're interested in.
- Grade 5 Farewell – Rupi and Pinkey: Notice sent to families. Parents already signing up to bring food items, and School Cash Online reflecting donations coming in.
- Open Floor for questions: Discussion to clarify how we can acknowledge sponsors for Carnival. Suggestion to add New Business to the agenda so that we don't need to amend agenda.

Motion to adjourn at 7:50 by Chris; seconded by Joti

Next PAC meeting: Wed. June 17, 2026, at 7 p.m.