

**Manoah Steves Elementary School  
Parent Advisory Council (PAC) Meeting Minutes**

**Monday 03 March 2025 • 6:30 pm**

**PAC Executives**

**Chair:** Noel Eaton • **Co-Secretaries:** Andrew Ip & Wincy Ranson • **Treasurer:** Ivy Haisell  
**RDPA Rep:** Samantha Cheung & Nhi Loi • **RAM Rep:** Karina Ho  
**Members At Large:** Joyce Fung, Len de Los Reyes, Candace ReidSohier

<b>1.0</b>	<b>(6:30) Welcome and Introductions</b>
1.1	(2 min) <a href="#">Territorial Acknowledgement</a> : Manoah Steves is situated on the unsundered territory of the Musqueam people located in the Sturgeon Bank Estuary and near the historical Musqueam camps of q <sup>w</sup> eyaʔx <sup>w</sup> (Garry Point) and ʔən <sup>w</sup> icən' (Francis Road). Traditionally and ancestrally, and since the beginning of memory, Musqueam people have shared the stewardship of this land, located at the mouth of a great river (stó:lō) with Tsawwassen, Kwantlen, and other Coast Salish Peoples.
1.2	(1 min) Attendance <ul style="list-style-type: none"> <li>• Nine attendees in person</li> <li>• 10 attendees online</li> <li>• Principal Corneil</li> </ul>
<b>2.0</b>	<b>(6:33) Approval of Agenda and Minutes</b>
2.1	(1 min) Approval of Agenda dated 03 March 2025 <b>MOVED</b> That the Agenda is approved as presented. <b>CARRIED</b>
2.2	(1 min) Approval of Minutes dated 03 February 2025 <b>MOVED</b> That the Minutes were approved as presented. <b>CARRIED</b>
<b>3.0</b>	<b>(6:35) PAC Reports</b>
3.1	(1 min) Chair: Noel Eaton UBC Computer Science Workshop for girls and non-binary youth. Registration fee is \$35. Workshop dates are March 29 & 30. Information will be sent to parents via email. Community Grant from City of Richmond - submission deadline has passed.
3.2	(3 mins) Treasurer: Ivy Haisell N. Eaton confirmed that signatories for the PAC are fully updated with the bank. Discussion regarding the possibility of changing banks. Deferred.
3.3	(2 mins) Richmond Association of Montessori (RAM): Karina Ho Membership fee for Montessori are due.

	RAM's current fundraisers are Mabel's Labels, TruEarth, Flip Give and First Aid Kits. First Aid Kits order deadline has been extended to March 15. A reminder to be emailed to parents.
3.4	<p>(3 mins) Richmond District Parent Association (RDPA): Samantha Cheung &amp; Nhi Loi RDPA is offering to fund one parent from each school to earn their Food Safe certification. If interested, they are asked to submit the receipt and certificate to the RDPA.</p> <p><b>RDPA Minutes Summary (March 4):</b></p> <p>(Next meeting - Apr 8, 2025, 2nd Tues of Apr, that's 2nd week after Spring Break)</p> <ol style="list-style-type: none"> <li>1. Guest Speaker - Ian Lai &amp; Rav Johal from District talked about Feeding Futures <ol style="list-style-type: none"> <li>1. Provide food to students</li> <li>2. Amount of funding to each school is depend on the size of the school</li> <li>3. Reach out to each school in the school district</li> <li>4. Partner with other organizations, such as Food Bank</li> <li>5. Get feedback from schools</li> </ol> </li> <li>2. Guest Speaker - Cst. Frank Tarape from RCMP talked about traffic safety <ol style="list-style-type: none"> <li>1. Working with School District, Enforcement</li> <li>2. Speed Watch, Road Safety Day (for High School), Think of Me</li> </ol> </li> <li>3. Guest Ken Hamaguchi, Chair of the Trustee <ol style="list-style-type: none"> <li>1. there will be Open Houses for Strategic Plan in April, parents are welcome to join</li> <li>2. Earthquake related - still have 22 schools waiting for seismic upgrade</li> </ol> </li> </ol>
3.5	<p>(2 mins) Treat Day / Fruit &amp; Veggie Program: Cucumbers and yoghurt were recently provided. The next event is not scheduled but the deliveries are provided with little notice.</p>
<b>4.0</b>	<b>(6:46) Administration Report</b>
4.1	<p>(15 mins) Report from Principal Corneil</p> <p>Health &amp; Safety - high confidence in the staff and earthquake drills and procedures have been discussed at staff meetings. Request for parents to ensure the Emergency Release information is up-to-date. Note: students are only released to those named on the form.</p> <p>New Kindergarten group is coming next week. Enrollment for 2025-2026 is yet to be finalized.</p> <p>Sports - Basketball team will attend the feeder Tournament allowing gr. 7s to visit high schools.</p> <p>Track &amp; Field - this year Steves students will participate in both an on-premise school event (all grades) and district-wide event (gr. 4-7). The various elementary schools will be grouped into zones; zones have been determined by school availability. A meeting has yet to be scheduled to determine the day's events.</p>

	<p>Further information to follow regarding specific dates and details, noting details have yet to be confirmed. The goal is to ensure maximum participation. Practices will be scheduled during PE and/or lunch time. Members discussed the various reasons why track events differed last year. Principal Corneil reported that the district track event is different because it occurs during instructional hours, noting that teachers have complete autonomy on how instructional hours are used. Parents requested that future decisions regarding participation, or lack of, in district events be discussed at the PAC.</p> <p>School Logo - committee is commissioning an artist. The goal is to have new spirit wear ready for the track and field event.</p>
<b>5.0</b>	<b>(7:01) Bring Forward Items</b>
5.1	<p>(3 mins) Fundraisers  Dim Sum - will be emailed tomorrow to parents and ordering will only open for one week. Delivery will be before Spring Break. Request made to offer two pick-up times.  Suggestions for future:  <a href="#">DJ Rock'N'Beau</a> school dance party - volunteer to provide more information  Neufeld Farms  Samosa ??  Krispy Kreme  Request for suggestions to be emailed to <a href="#">Steves PAC</a></p>
5.2	<p>(3 mins) Hot Lunch  Ordering for the next term (after Spring Break to June) will be available next week.  Two new restaurant additions: <b>belgian waffles and a taiwanese restaurant</b>  Hell Crust Pizza boxes will be blank in future deliveries.  Request for allergen information to be included in the order form.</p>
5.3	<p>(1 mins) Movie Night  District policy change (possible) - PAC may have to book the gym as a rental; actual fees have yet to be confirmed. Principal Corneil to follow-up.</p>
5.4	<p>(1 mins) Spiritwear - school logo  Please see the Principal update.</p>
5.5	<p>(10 mins) Spring Fling  Parent volunteer requested to organize. Suggestion to replace the event with the School Dance Party. Deferred to the next meeting.</p>
<b>6.0</b>	<b>(7:19) New Business</b>
6.1	<p>(5 mins) Track &amp; Field  Please see the Principal update.</p>
6.2	<p>(5 mins) answer questions and concerns  Request to increase tech at PAC meetings - investing in 360 camera/mics to increase participation. PAC to investigate options.  Request for PAC volunteers to run the social media accounts, etc.  N. Eaton to request RDPA for a Teams account.</p>

<b>7.0</b>	<b>(7:29) Bring Forward to next meeting</b>
7.1	School Rental for PAC Events
<b>8.0</b>	<b>(7:30) Meeting Adjourned at 7:52 pm.</b>
8.1	Next Meeting: April 7