

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

**Monday 08 December 2025 • 6:30 pm**

**PAC Executives**

**Chair:** Noel Eaton • **Secretary:** Andrew Ip • **Treasurer:** Nhi Loi  
**RDPA Rep:** Dionne Peralta • **RAM Rep:** Jenny Feng, Karina Ho  
**Members At Large:** Joyce Fung, Candace ReidSohier, Dionne Peralta

<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 - 6 ppl in person, 4 ppl online, Ms Corneil
<b>2.0</b>	<b>(6:31) Approval of Agenda and Minutes</b>
2.1	(1 min) Approval of Agenda dated 08 December 2025 – APPROVED
2.2	(1 min) Approval of Minutes dated 03 November 2025 – APPROVED
<b>3.0</b>	<b>(6:32) PAC Reports</b>
3.1	(1 mins) Chair: Noel Eaton <ul style="list-style-type: none"> <li>● Nothing to report</li> </ul>
3.2	(5 mins) Treasurer: Nhi Loi (absent) <ul style="list-style-type: none"> <li>● Created a spreadsheet of all transactions from the previous year <ul style="list-style-type: none"> <li>○ Still need to be categorized</li> </ul> </li> <li>● Bank balance is approximately \$23,000-24,000</li> </ul>
3.3	(2 min) Richmond Association of Montessori (RAM): Jenny Feng <ul style="list-style-type: none"> <li>● Had a meeting on Nov 25 <ul style="list-style-type: none"> <li>○ A Montessori night is planned for May, with details TBD</li> </ul> </li> <li>● Current fundraisers: <ul style="list-style-type: none"> <li>○ Tru Earth laundry strips: <a href="https://fundraising.tru.earth/RAM">https://fundraising.tru.earth/RAM</a></li> <li>○ FlipGive: <a href="https://www.flipgive.com/teams/217886-richmond-association-for-montessori?fundraiser_id=1172093">https://www.flipgive.com/teams/217886-richmond-association-for-montessori?fundraiser_id=1172093</a></li> <li>○ Mabel's Labels: <ul style="list-style-type: none"> <li>■ Go to: <a href="https://mabelslabels.ca/en_CA/fundraising/support">https://mabelslabels.ca/en_CA/fundraising/support</a> and type in: "Richmond Association for Montessori"</li> </ul> </li> </ul> </li> </ul>
3.4	(2 min) Richmond District Parent Association (RDPA): Dionne Peralta

RDPA Meeting Notes (Dec 2, 2025)

- Childcare: The government is expanding child care in existing spaces in schools
- IEP: Izabela Piekut, a learning specialist, explained what an IEP (Individualized Education Plan) is
- Fundraising session from PAC 101 - Some ideas discussed were:
  - Nellie's Detergent - 20% of all sales go to the PAC
  - Purdy's Chocolate Sale - classic seasonal fundraiser
  - Movie Night - sell pizza, popcorn & popsicles (note: school + PAC cover gym rental & movie license fees)
  - Christmas Market Fair - tables \$30 each (max 40-50); book through SD38 Facilities; food vendors need safety cert unless selling packaged snacks
  - Westcoast Kits - details still being confirmed
  - Growing Smiles Plant Sale - online fundraiser through DeVry Greenhouses ([info@growingsmilesfundraising.com](mailto:info@growingsmilesfundraising.com))
  - Neufeld Farm Market - sell farm products
  - Gift Card Fundraisers - FundScrip / ShopFunds (PAC earns % of each order)
  - Bubble Tea Sale - during school events
  - Car Trunk Sale - charge per parking spot
- Proposed Motion: Drug Use Prevention Education Advisory Committee
  - In response to the Board of Education Meeting held on Oct. 22, 2025, in which the expansion of district-wide substance-use awareness and prevention initiatives was discussed:

*THAT the Richmond District Parents Association recognizes the importance of comprehensive Drug Use Prevention Education and acknowledges the unique position of the Richmond School District in delivering such education effectively.*

*AND THAT, in support of the motion passed at the October 22, 2025 Public Meeting of the Board of Education regarding the assessment of Drug Use Prevention Education, the RDPA write to the Richmond School District to request that the following items be included in its assessment:*

    - Improved district-wide reporting on Drug Use Prevention Education initiatives and outcomes; and
    - Adjustments to the structure of SD38's advisory committees to allow for the creation of a Drug Use Prevention Education Advisory Committee.
- Proposed Motion: WhatsApp Group for RDPA members (will not be the official means of communication. Official communication will still be distributed by email.)

3.5	(2 mins) Treat Day / Fruit & Veggie Program: Joyce Fung <ul style="list-style-type: none"> <li>• Cherry tomatoes were delivered at end of Oct</li> <li>• Next delivery will be mid-December before winter break</li> <li>• As this is Joyce's last year, she is seeking volunteers who will help take over the role next year.</li> <li>• Treat day has been going well with lots of parent participation</li> <li>• Next treat day: next Thursday</li> </ul>
3.6	(3 mins) Grad Committee: Rum Bhangu <ul style="list-style-type: none"> <li>• Currently working with black, silver, gold as colours</li> <li>• Currently deciding whether to do food-wise (dinner or snacks)</li> <li>• We have \$100 in decor that we can reuse</li> <li>• <b>Motion:</b> To have \$10 per student support to towards grad fund (total: \$310) – APPROVED</li> </ul>
<b>4.0</b>	<b>(6:43) Administration Report</b>
4.1	(15 mins) Report from Principal Corneil <ul style="list-style-type: none"> <li>• The school is shifting to a literary focus, with teachers collaborating to improve writing skills among students.</li> <li>• A parent is working on a new school logo (expected by end of December)</li> <li>• Basketball season will begin in January</li> <li>• Potential budget cuts may impact teacher consultant positions. No impacts on schools yet.</li> </ul>
<b>5.0</b>	<b>(6:48) Bring Forward Items</b>
5.1	(1 mins) Hot Lunch <ul style="list-style-type: none"> <li>• Last hot lunch this Friday</li> <li>• Should get a reconciled amount after this Friday for the season</li> </ul>
5.2	(1 mins) Movie Nights <ul style="list-style-type: none"> <li>• Movie nights have been successful; we've had 3 this year so far, with more planned in the new year</li> <li>• Q: Can we consider Saturdays in the future? <ul style="list-style-type: none"> <li>○ We've already booked our rentals for the year, but Noel will see if we can get something for next year</li> </ul> </li> </ul>
5.3	(2 mins) Fundraisers <ul style="list-style-type: none"> <li>• Unfortunately, we couldn't do Neufeld Farms <ul style="list-style-type: none"> <li>○ Will try in the new year</li> </ul> </li> <li>• Dim sum fundraiser planned for January</li> <li>• Teachers appreciation breakfast was well-received</li> </ul>
5.4	(5 minutes) Holiday Dance <ul style="list-style-type: none"> <li>• Holiday dance is coming up on Friday, with 43 tickets sold as of this morning</li> <li>• The dance is open to siblings and friends as long as they are supervised</li> </ul>
<b>6.0</b>	<b>(7:03) New Business</b>
6.1	(5 mins) Answer questions and concerns

	<ul style="list-style-type: none"> <li>● Discussion on field trips, which are dependent on teacher preference and class composition</li> <li>● Our gaming grant for this year didn't come through due to missed reports from the previous two years <ul style="list-style-type: none"> <li>○ Impact on subsidizing field trip costs (we may need to dip into our operating budget to cover the loss, but we'll play it by ear)</li> </ul> </li> </ul>
<b>7.0</b>	<b>(7:09) Bring Forward to next meeting</b>
7.1	(1 min) Non-profit status
7.2	(1 min) Spring Fling
<b>8.0</b>	<b>(7:11) Meeting Adjourned at 7:11pm</b>
8.1	Next Meeting: January 12, 2026