

PAC MINUTES

Richard Bulpitt Elementary PAC

January 20, 2026 @ 6:30pm | *General Meeting*

In Attendance

Executive:

Rahima Rana (*President*), Catherine Maxwell (*Vice President*), Simran Kaur (*Treasurer*), Christina Bally (*Hot Lunch Coordinator*), Tom Hancock (*DPAC Representative*), Marufa Parinas (*Member at Large*), Purty Saha (*Secretary*), Alex Hayer (*Member at Large*), Zoe Ma (*Hot Lunch Coordinator*)

Administration: Zoltan Bako (*Principal*)

Regrets: Daljit Dial (*Member at Large*), Fereen Lafleche (*Member at Large*), Edith Mok (*Volunteer Coordinator*)

Meeting called to order by Rahima at 7:04 pm.

Welcome and Acknowledgement

We respectfully and gratefully acknowledge that we live, learn, work and play on the traditional, unceded lands of the Matsqui, Kwantlen, Katzie, and Semiahmoo First Nations.

Approval of December 2025 Minutes

1st Alex Hayer, 2nd Tom Hancock. All in favour.

Principal's Report

- Winter concert : It went really well. Strong student improvement noted in a short time, ukulele performances, confidence, and showmanship were all highlighted. Families saw value from their instrument investment (approx. \$100 for ukuleles).
- Spring Concert will be held in April (date to be finalized within 1–2 weeks).
- Kindergarten Registration Update: Approximately 98 students currently, with potential growth, most likely 5 divisions, the school may serve as overflow given available space.
- School Action Plan for Learning: Primary focus is on writing (personal writing), with reading, numeracy, and SEL continuing. Staff reviewed grade-wide writing samples, comparing grade-level expectations and identifying next instructional steps to help students translate ideas into writing, increase volume, improve punctuation, and support reluctant writers. This year focus is on personal writing.
- Pink shirt Day: Wednesday, February 25
- Diversity & Respect Week: 23 -27 February
- Student Inclusive Conferences: Coming in February\March
- Inclement Weather: Ongoing reminders to staff and families regarding safety (salting, frost conditions).

Treasurer's Report

- General account: \$39,850.25
- Gaming account: \$9367.33

DPAC Report

- No new updates to report at this time, next meeting on Thursday January 22, 2026

Fun Lunch Update

- Divisions 4/5/6/7 early eating schedule is now running smoothly but requires strict coordination.
- Vendors require 7–10 days notice and handle hundreds of orders — last-minute changes cannot be accommodated. So any changes like field trips or change in eating time etc should be conveyed well in advance.
- Metrics from first lunch of the term: 13 students arrived without an order; only 2 unpaid remained (1 family on vacation).
- Refunds do not return to credit cards — they become account credits (Stripe/MunchLunch limitation).
- Grade 5 student helpers are praised as polite, enthusiastic, and reliable.
- Agreed Actions: Principal will add reminders at staff meetings, send a ~1 week advance reminder email before hot lunch days, and ask teachers to cross-reference field trip dates with hot lunch dates early in the term.

Fundraising Updates

Mini Spirit Wear Order: Distribution went well. One item had a small hole; the vendor offered a refund but the parent wanted an exchange.

Volunteer Report

- Hot lunch volunteer email sent.

Spring Fling Report

- Volunteer shortage remains a concern, urgency being communicated, including signalling potential cancellation to drive sign-ups.
- Goal: two leads per category so no single volunteer is responsible for the full event.
- Future event ideas discussed like art show and auction, community garage sale or talent show, if we don't organise spring fling next year due to lack of parent volunteers.

Item Review

- Pancake breakfast : Pancake breakfast went well, we had lots of volunteers, kids appreciated fluffy pancakes and apples on the side which was done for the first time.

- Multicultural Day dance to be held on 27 February. Ticket price will be \$3, timing will be 6:30 to 8:30pm and food should be pre ordered.

New Business

- Multicultural Day dance to be held on 27 February. Ticket price will be \$3, timing will be 6:30 to 8:30pm and food should be pre ordered.
- "Stay Safe" Program (Ages 9–13)
 - Delivered by First Aid Hero. Target: Grades 4–7 (ages 9–13). Duration: 6 hours. Certificate provided on completion.
 - Cost \$75/student (\$90 with lunch). Max 25 students, minimum 12. Reported to sell out quickly.
 - Content: home and community safety, unexpected situations and strangers, extreme weather readiness, basic first aid (choking, wound care, inhaler support, anaphylaxis/EpiPen use
 - Proposed Date: February 9 Pro-D Day alternative Pro-D dates discussed as backup.

Meeting Adjournment

1st - Catherine Maxwell, 2nd - Alex Hayer, all in favour

President Rahima Rana adjourned the meeting at 8:30 pm

Next Meeting - December General Meeting

Date: March 9, 2026 at 6:30 PM

Location: RBE School Library