

Aspen Park Elementary Parent Advisory Council

November 18, 2025

Aspen Park Elementary – Multi-Purpose Room

Attendance:

Bryce Davis (Chair)	Chloe Berkenstock
Luba Hazeldine (Vice-Chair)	Caitlin Holst
Kim Haslett (Treasurer)	Michelle Townsend
Megan Tadeson (Secretary)	Steff Dzuba
Alex Sabell (Administrator)	Helen Williamson
Keltie Schalm	Sara Zacharias
	Kristen

Acknowledgement

We acknowledge that we are on the traditional grounds of the K'omox First Nations. It is a privilege to be here. We would like to thank them for the privilege of living on the land and working with their children.

Call to order: 6:32 PM

- Welcome and executive introductions
- For those present, kindly record your attendance on the sheet

Approval of Agenda:

- Motion to adopt the meeting agenda

Approval of Previous Meeting Minutes:

- Motion to adopt the minutes of the September 9th meeting was moved by Michelle and seconded by Luba. Motion carried.
- Motion to adopt the minutes of the October 14th meeting was moved by Kim and seconded by Sarah. Motion carried

Reports

Administration:

Reflecting Back

- Cycling Program (Oct 7–9): Our Grade 4/5 classes participated in a three-day cycling program focused on safety and skill development.
- ICBC Safety Presentations (Nov 6): Students learned key messages around road and pedestrian safety.
 - o Grades 5–7 took part in a focused pedestrian safety session.
 - o Grade 7s completed a Distracted Walking course.
 - o Kindergarten and primary classes engaged in hands-on pedestrian safety activities.
- Foundational Skills Assessment: FSAs for Grades 4–7 are now complete.

Upcoming Events

Book Fair: November 18–20

Parent-Teacher Conferences: Thursday, November 20

ENTER K–7 Program Expansion

We are excited to share that the ENTER program is expanding. ENTER is an innovative and engaging learning model that integrates engineering, technology, robotics, and design as pathways to deepen understanding of the core curriculum. This hands-on, inquiry-based approach helps students think critically, solve problems creatively, and apply learning in meaningful ways.

An Expression of Interest will be opening soon for students across the district to apply for the following classes:

- K–1
- Grades 2–3
- Grades 4–5
- Grades 6–7 (existing)

More information can be found here: <https://www.comoxvalleyschools.ca/enter-programs/> Open House: January 7, 5:00–6:00pm

Indigenous K/1 Program Coming to Aspen

We are very excited to welcome the Indigenous K/1 program to Aspen. This program is grounded in Indigenous teachings and the B.C. curriculum. It supports a deep sense of connectedness to the land, encourages pride in identity and cultural history, and creates meaningful learning experiences rooted in community and place.

Open House: January 12, 5:00–6:15pm

Thank You

A big thank-you to our volleyball coaches—Mr. Darnell, Mr. Moore, Ms. Danielson, Ms. Rehnby, and Ms. Brynn. The season will wrap up with the year-end tournament on December 3 and 4 for the experienced league.

Other/Reminders

Please take a moment to read this month's newsletter—lots of important information and upcoming dates are included.

Strong Start and salad bar on hold in the new year until

Lunch time supervisor needed! We have just reposted the job for a lunch time supervisor. Please pass along the message to community members.

Treasurer: Kim Haslett

Non-Gaming:

Non-Gaming funds come from fundraisers by PAC and can be spent at the discretion of PAC.

At the first PAC meeting in September there was a question on how the donations are recorded. As the online ordering system sends payments to our PAC account in lump sums, it isn't itemized or broken down to show how much was HL vs SB, vs donations. After connecting with the HL Coordinator, I was able to come up with a spreadsheet noting the amounts received by donations in the previous school year and the amounts that have been used to cover the HL. As of October 31, there had been \$669 in donations received, in the 2024/2025 school year, and \$204.50 of family's invoices covered in the 2024/2025 and so far in the 2025/2026 school

year. Leaving \$464.50 still to be used up. Being that very few families are utilizing this; I would suggest the PAC stop accepting donations until the funds have been used and the option can be added again at a future ordering cycle.

For the period of August 1 to October 31, 2025, there have been a large amount of funds received for online orders for Hot Lunch and Salad Bar, as well as \$225 for the remainder of the Panago gift cards purchased last fiscal year. We received a portion of the unused class contributions from the previous fiscal year. And there were a few payments, \$180 total, sent to PAC by EFT in error for school supplies, I issued cheques payable to Aspen Park Elementary to avoid a refund to the parents and them having to issue the payment again to the school, I added both an expense and revenue item titled Misc – Others to record this under. Expenses were a few hot lunch invoices, as well as the approved amounts for Class Contributions, Learning Support Teacher, Counsellor and Strong Start.

As a note, as indicated above the Bambora payments are sent in lump sums, not itemized. I reviewed the reports and did some calculations and of the funds received 85.94% was HL and 14.06% was SB. I totaled the amount received and split it based on this percentage, which is how the figures in the Income Statement were arrived at.

The balance in the Non-Gaming account at October 31, 2025 is: \$15,519.19.

Motion to approve the Non-Gaming report for August 1, 2025 to October 31, 2025: Was moved by Chloe and seconded by Kristen. Motion carried

Gaming:

Gaming funds coming from a grant from the Provincial Government, gaming branch. They must be used on non-curricular expenses.

For the reporting period of August 1, 2025 to October 31, 2025, there were no expenditures. We did receive the gaming grant on Oct 3 in the amount of \$7,880.00. This is calculated at \$20 per student, based on the number of students at the beginning of the previous school year.

The balance in the Gaming account at October 31, 2025 is: \$10,615.71.

Motion to approve the Non-Gaming report for August 1, 2025 to October 31, 2025: Was moved by Michelle and seconded by Steff. Motion carried

Additional Treasurer Comments:

The PAC treasurer can hold the position for 4 years. At the end of the 2025/2026 school year will be the end of my 4 year term. If there is anyone interested in the position, I am happy to have them shadow me for the year. Additionally, my kids will still be at Aspen the following year and can be available to help in the transition to the new person. This position is ideal for someone who wants to be involved but doesn't have a lot of hours during the school day. I love the position because I can collect invoices from the school on my lunch break or have them sent home with my kids and then work on the statements and signing cheques in the evening. An accounting/bookkeeping background is not necessary for this position, but an understanding of how financial statements work and knowledge of Excel is helpful. The start of the school year can be a bit more time consuming with preparing draft budgets, and the end of the school year when many classes go on field trips, there is often more than usual cheques to be signed.

On most months, I spend 1-2 hours on treasurer duties, typically a little longer when preparing the draft budgets. A few of the job duties include:

- preparing draft budgets at the start of the school year,
- writing cheques and getting a second signature for expenditures that are outlined in the budget,
- depositing cash/cheques at bank after fundraisers or hot lunch orders,
- reconciling the bank statements each month,
- providing a treasurer report/income statement for the monthly meetings, and
- submitting documents to the gaming enforcement branch to receive funds each year as well as reporting the expenditures made from the gaming account.

Please reach out to me if you're interested and I would be happy to discuss the position
(kim.a.haslett@gmail.com)

Fundraisers:

- Art Cards – November 18
- Bake Sale – November 19
- Aspen Glows School Dance – November 27
- Regift Sale – December 11 – Nikkis email – sign up volunteers

Old Business:

- Family Game / Craft Night – It was to replace the movie, but we could collaborate with another PAC to obtain the licencing – Chloe can reach out to other PAC to inquire – possible February date prior to spring break
- DQ cards remaining – email if you would like to purchase
- Salad Bar Volunteers Needed

New Business:

- Tipping for hot lunch vendors – we are all in agree that we do not need to tip.
- Volunteers needed for school dance
- Salad bar fridge replacement – proposed budget amendment – Split cost with others for fridge ½ (farm to table and district - \$400 PAC to cover distance) motion to approve cost – was moved by Chloe and seconded by Kim, all in favour, carried.
- Luba will look into pizza price for ASPEN PAC
- Book fair volunteers

Open Forum / Questions Comments

Next Meeting: January 13, 2025

Motion to adjourn the meeting – Was moved by Keltie and seconded by Kim. Motion carried

Meeting adjourned

Time – 7:26 PM