



**PAC GENERAL MEETING**

**TUESDAY, September 17, 2024 – 7:00 PM**

**Library, Citdadel Middle School**

**MEETING MINUTES**

**Members In Attendance:** 15 members in person

(Taryn Day, Shawna Comey, Andrea Rodriguez, Danielle Rulens, Anand Kanna, Lindsey Allen, Miya Yoo, Andrea Anthony, Anu Dawit-Kanna, Cara Schuster, Sean Lavergne, Kirina Stothers, Megan MacDonald, Rachel Sebestyen)

**1. Meeting called to order @ 7:04pm**

Anu Dawit-Kanna

Welcomed everyone and thank you to Citadel Middle School for allowing us to use their space for our meetings this year; we are happy to be back in our community.

**2. Agenda and Approval of Previous Minutes**

Anu Dawit-Kanna & Lindsey Allen

- a. Tonight's agenda, previously posted online, was left at each attendees' seat
- b. June's PAC Meeting Minutes were posted online and there was no feedback or requested amendments.
  - i. Motion to approve minutes as presented:  
M.M.
  - ii. Seconded: A.D-K.
  - iii. Call for Vote: Motion Passed Unanimously

**3. Chair's Report**

Lindsey Allen & Anu-Dawit-Kanna

- A PowerPoint was utilized and slides can be shared upon request
- Briefly discussed what a PAC is, who its Members are, and what we need to do in order to succeed as a Membership.
- To contact the PAC, reach us via email at [pachazeltrembath@gmail.com](mailto:pachazeltrembath@gmail.com)
- You can find us in our Facebook Group ("HT Parent Community"), on Instagram (HazelTrembathPAC), and on our new website advocating the rebuild of our school at <https://rebuildhazeltrembath.com>
- Our PAC is dedicated to bringing transparent communication to our Members and will continue to focus on advocating for the rebuild of our school and for Winslow Site improvements while we are there.



- The PAC will also continue active communication between us and the School District as well as the Ministry of Education and Childcare.

#### **4. Principal's Report**

Dave Phelan

- A staffing update was provided. We have two new teachers, four new EA's, a new Secretary, Youth Worker, and Counsellor. We have 9 divisions and 185 students so far.
- The previously announced playground should begin construction in October. This playground is designed for "primary" students (Kindergarten to Grade 2 aged).
  - o This project has been funded through the insurance claim; however, this claim may be closed when it is time to move the structure back to Hazel Site. This means there is an approximate \$70,000 move cost which will need to be funded through other means. The PAC has agreed to hold specific fundraisers to aid in this expense.
  - o Because of its age and location, "Red Slide" playground will more than likely be decommissioned during the school rebuild process and this new play structure will be in its place. Red Slide needs repair, at PAC cost, but it will not be necessary in this case as it would be replaced instead.
- There is nothing new regarding the Ministry. It was requested we as parents and a PAC continue to advocate for our school.
- The upcoming Pro-D day will be for teacher discussion on potential winter or spring shows by the students. More to come.
- Bus pickup at the new location appears to be working for the most part. Parents are once more reminded not to park on the street to the school nor to be on the roadway.
  - o This year we only have one EA volunteer and one youth worker riding the buses with students leaving three out of four buses without additional supervision.
  - o A reminder that the school code of conduct applies to students while on the bus. There have already been multiple reports of Bus A conduct issues and they are being dealt with on a case-by-case basis. If a student's behaviour reaches a certain point and all other disciplinary actions required have been taken, they can be prohibited from riding the bus and will be required to find alternate transportation for school.
- Volleyball stantions, nets, etc. are expected to arrive soon; however, it is too expensive to have the basketball nets lowered for elementary school height standards. It has been suggested that the school install elementary level basketball hoops in the outdoor space; it will be investigated for potential funding.
- Meet the teacher night is coming up this Thursday from 6-7pm; come from 5-6pm for a gym social and bring cash for the Grade 5 committee's snack and pizza concession.
- Upcoming dates include the September 30<sup>th</sup> Truth and Reconciliation Day as well as November 11<sup>th</sup> for Remembrance Day; the students will once again go to the Blue Mountain Park cenotaph for their ceremony.
- The Terry Fox run is upcoming and there is potential to bring students back to Hazel Site early so they can have their run around Settler's Park. Details to come, but that is our intent.



## **5. PAC Fundraising and Events**

Lindsey Allen

- Fundraising activities will look and feel different at Winslow Site than in previous years as we lost all of our items in the fire and currently have no way to store items at Winslow.
  - o We are hoping this year we can encourage more family involvement in order to continue raising money for our school and students.
- The Welcome Back BBQ was replaced by the Grade 5 fundraiser in order to support our grade 5's ever increasing costs.
- We do not anticipate there being a Fun Fair this year. Castle Park Elementary, who let us use their site for ours last year, hold their own every two years and therefore cannot accommodate us this year.
  - o We realize this is a tradition and important to students so are hoping pull something together in a similar format; this may mean an event at Winslow Site which, while not ideal, may be our best option. If you have any ideas or would like to help, please reach out to us, the sooner the better!
- Please check website regularly for specific fundraisers that do not have volunteer coordinators; without a coordinator, we cannot run them. We understand that this may sound like a daunting task, but there are many available to help if asked.

## **6. Treasurer's Report**

Lindsey Allen & Cara Schuster

- A copy of the proposed budget for the 2024-2025 school year was given to all members in attendance. A copy can be provided to any member not present at the meeting upon request.
  - o It was noted that annual budgets are usually proposed and adopted at the end of a school year but due to the PAC executive changeover, this was not possible and is therefore being proposed and adopted this evening upon a vote.
  - o It was requested an amendment be added to the PAC expenses for the costs of our rebuild Hazel Trembath website.
- |      |   |           |
|------|---|-----------|
| i.   | Motion to approve budget with requested amendment and as presented: | A.K.      |
| ii.  | Seconded  | A.R.      |
| iii. | Call for Vote   | Unanimous |

\*Motion passed\*
- Treasurer announced our intentions to look to a bank change as our current Coast Capital branch is near Coquitlam Centre poses a location challenge as well as our potential move to using Square as a method of electronic payments at fundraisers.
  - o It was agreed to investigate the costs of startup and use of a Square for the PAC and will present at one of our next meetings.



## HAZEL TREMBATH ELEMENTARY SCHOOL

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- This move will not be brought to a vote until we confirm receipt of our gaming grant funds and alternate credit unions are researched.

### 7. DPAC Update

N/A

- None to report at this time; DPAC has yet to hold its first meeting.

### 8. Proposed Constitution & Bylaw Changes

Megan MacDonald

- Three documents were provided to the members present: our current C&B from 2019, a redlined copy showing all changes being proposed, and a clean copy of the proposed document that, if adopted at next meeting, would be our new Constitution & Bylaws document. A link to these documents will be provided in our next newsletter for those who would like to review and provide feedback.
- Per Section 9 of our current C&B, the HTPAC Executive hereby provides the minimum required 14 days' notice (35 in actuality) to the Membership that we intend to update, amend, and/or alter our current Constitution and Bylaws.
- These proposed amendments will be voted on at the next General Meeting held in October and shall pass with the required 2/3'rds majority approval of the attending members; otherwise, the motion will fail, and we will discuss further.
- We request all interested Members to review the provided documents and provide their feedback, if any, to the PAC Executive via our email.
- Primarily, our proposed changes are focused on corrections of typos and grammar, improved readability, clarification of defined terms and rolls, and changes regarding digitization of HTPAC files as well as inclusive language when referencing the Members.
- More comprehensive changes within the document include a paragraph being moved from one section to another, an addition to Section 4 that reflects our intent of being an inclusive and non-biased PAC, an additional section regarding Fundraising, and the removal of a paragraph referencing a requirement of the School Law Act that no longer applies.

### 9. Open Floor Discussion

All

- Reminder that Hot Lunch for October 11<sup>th</sup> is Subway and is now on Munch-A-Lunch.
  - November 22<sup>nd</sup> will be McDonald's
  - December 6<sup>th</sup> will be Red Robin.

### 10. Call to Conclude Meeting @ 8:35pm

Motion: A.D-K / Seconded: C.S.

**\* NEXT MEETING TO BE HELD:** 7:00PM October 15<sup>th</sup>, 2024 at Citadel Middle School

*(These minutes to be voted on and adopted at next PAC meeting)*