



PAC GENERAL MEETING

TUESDAY, October 15, 2024 – 7:00 PM

Library, Citdadel Middle School

MEETING MINUTES

Members In Attendance: 9 voting members + 2 non-voting members (Hazel Staff)

(Anu Dawit-Kanna, Cara Schuster, Megan MacDonald, Shawna Comey, Rachel Sebestyen, Taryn Day, Andrea Rodriguez, Lindsey Allen, Anand Kanna, Jenny Kask (nv), Lori Sherle (nv))

1. Meeting called to order @ 7:03PM

Anu Dawit-Kanna

Welcome everyone and thank you for coming to tonight's meeting.

2. Agenda and Approval of Previous Minutes

Lindsey Allen & Megan MacDonald

- a. Tonight's agenda, previously posted online, was left at each attendees' seat. It was noted the order of items will be adjusted for this evening but all items will be covered.
- b. September's PAC Meeting Minutes were posted online and there was no feedback or requested amendments.

- i. Motion to approve minutes as presented:

MMac

- ii. Seconded

RS

- iii. Call for Vote

Unanimous

Motion passed

3. Chair's Report

Anu Dawit-Kanna & Lindsey Allen

- A PowerPoint was created but due to technical difficulties was not shared at the meeting; if you would like a copy of this presentation please reach out to the PAC.
- Discussed the anniversary of the Hazel Trembath fire and the PAC's desire to do something to mark the occasion.
 - o It was noted that we proposed an idea involving the Hazel site to the School District but they rejected it and asked that we hold off.
 - o PAC then decided to give thanks to our PoCo firefighters and a call was put out to the school community to join us on Monday, October 14th at the Port Coquitlam Fire Hall where 35-40 people joined us. Details and pictures were shared on socials.



- PAC item replacements from the insurance claim appears to potentially be cash instead of specific items which works for us as we currently have no place to store items we would receive. We will continue to follow up to make sure we get those funds.
- PAC Co-Chairs will be sending out a notice regarding “order of contact” for specific issues as we are being approached by members with concerns that need to be addressed at the school level first.

4. DPAC Update

Rachel Sebestyen & Anu Dawit-Kanna

- Multiple PAC Executive members attended DPAC’s first meeting for a PAC 101 presentation.
- It was noted BCCPAC is also an entity above DPAC but it is not as active at the moment so is not a very useful resource at this time.
- DPAC confirmed that there are currently 4 Executive positions within a local PAC that must be filled; we now meet these requirements.
- Anti-Spam legislation was discussed for PAC-Member communication but because we are using the school secretary to email out correspondence and parents are specifically joining our Facebook and other social media offerings, this is their acknowledgement to subscribe to our outgoing communications.
- DPAC also reiterated that they are more than happy to assist in advocating for our Rebuild Hazel initiative if requested.

5. School Board Office Meeting Update

Megan MacDonald

- The first meeting of the year for SD43 public board meeting was held on Tuesday, September 24th.
- As the new playground was mentioned within the Superintendent’s Report, Secretary used open question period to ask what the District had planned for the moving costs of the structure. District Secretary-Treasurer Randy Manhas assured that the District would use their own funding to pay for the move of the structure. Not the school, nor the PAC, would be responsible to provide any funds.
- Secretary will continue to attend meetings as schedule permits and provide updates.

6. Proposed Constitution & Bylaw Changes

Megan MacDonald

- At last month’s meeting it was discussed that this PAC Executive intended to update our Constitution & Bylaws. These proposed changes were briefly reviewed and Members were asked to review documents provided in paper, or online, and provide feedback if necessary.
- At the time of this meeting, no feedback or requests for changes were sent to the PAC. A final question was posed to the members present if there were any changes or feedback on the proposed document, there were none.
- A motion was then brought forward to vote to adopt the proposed changes to the Hazel PAC Constitution.
 - o Motion to adopt proposed changes to C&B: M.Mac
 - o Seconded A.D-K.



- Call for Vote

Unanimous
Motion Passed

7. Treasurer's Report

Cara Schuster & Lindsey Allen

- Line by line review of expenses incurred and revenue generated within the month of September; document can be provided upon request.
- Gaming Grant funds were deposited into the PAC's Gaming Grant account in October and will be covered in next month's report.

8. PAC Fundraising and Events

Lindsey Allen & Coordinators

- McDonald's (Nov) and Red Robins (Dec) hot lunches will be opened for ordering on Munch-A-Lunch at the same time so parents/guardians can place both orders at once if so desired.
- Grade 5 Snack sale this Friday at bus drop off.
- Sushi Fu is the upcoming restaurant for Dine out which is next Tuesday, November 22nd.
- Created by Kids fundraiser is coming up and will begin on October 21st.
- Return-It Fundraiser for Grade 5 Grad has been launched and promoted online.
- Santa Breakfast will be held on Dec 7th at Citadel like last year; details to come. Reminder that PAC pays for expenses; however, revenues go to kids in need within the community.
- Purdy's is coming up again in time for the Christmas season; more info to come.
- Neufeld Farms fundraiser opens November 1 and will close on the 18th; more info to come.
- Reminder about our two passive fundraisers at Cobs Oxford (say it's for Hazel at the store) and Tru Earth (you must use our special link).
- Gardenworks coming up in 2025 to replace last years' Growing Smiles fundraiser.

9. Principal's Report

Dave Phelan

- Specific mention of current PAC Instagram and our Socials for being so active.
- The new playground completion now appears to be trending into late November as parts are still slowly arriving due to shipping delays.
- Staff PowerPoint upcoming to supply parents with a picture of our teachers and staff as there are many new faces.
- Winter and Spring performances were discussed at the latest staff meeting and it was decided there will NOT be any evening performances.
 - PAC requested that the afternoon performances be recorded for people who cannot take time off work to come; Principal will look into logistics.
 - Winter performance dates are currently scheduled for December 11th and December 12th in the late morning. More details to come soon. School is in discussion with Place Des Arts.
- We now have a license for the "Music Play" program which is designed for individual classroom implementation. Issue is that we are still waiting for our replacement musical instruments (such as guitars and ukeleles etc.) but we do have some recorders on site.



HAZEL TREMBATH ELEMENTARY SCHOOL

- PAC requested to have this introduced in the November newsletter as we are hearing from many parents about the lack of a music program; agreed.
- The Education Foundation fund has approximately \$70k within. Currently, the intent is to use it for school events that benefit all students. Principal requested confirmation from the PAC that this is still the intended purpose; the PAC agreed.
 - Other use for this fund is top ups to bus costs for field trips over the budgeted \$600 provided by the PAC.
 - Question from PAC about earmarking a small amount of this fund to assist set up at New Hazel, when built, while still using the majority of the funds on current students. Principal agreed to look in to budgeting some funds for this purpose.
- New School District Superintendent is Rob Zambrano; they are now within hiring an assistant who will be responsible for Hazel as part of their portfolio.
- Bus company made a few changes to operations and seems to find it acceptable.
 - Discussions regarding bus behaviour is occurring with families when required.
 - Volunteering monitor numbers can vary; however, attendance is now taking place consistently and is not taking as long as it used to.
- Past events were successful such as Truth and Reconciliation Day assembly and, of course, we had our Terry Fox Run completed at the old Hazel Site which has now raised over \$4,000!
 - Staff shared that having something back in the community was wonderful and they will try and find other opportunities to get us back to Hazel Site for certain events more often (perhaps something for Christmas or Earth Day etc).
- Upcoming events include a guest speaker on November 6th, that will contain a magic show, and our Remembrance Day ceremony at the Blue Mountain Park cenotaph rain or shine.

10. Open Floor Discussion

All

- Potential for a presentation at Hazel school site with “Stream Cleaners”.
- Upcoming teacher’s appreciation was discussed and staff were asked for ideas.
- The change in location of the library was addressed and staff report that it’s been working out well. The change of environment, away from District staff, has been a positive and the book collection is continuously increasing. Potential for mobile library with Coquitlam.
- A request put forward that PAC purchase a sandwich board for PAC bulletin/news items as we had one in the past and it is on our replacement list. Will source out.
- It was also mentioned that “Spiderweb” playground is at least 15+ years old. This is now on the PAC radar for potential repairs utilizing our playground contingency fund.

11. Call to Conclude Meeting @ 8:10pm

Motion: A.K / Seconded: L.A.

*** NEXT MEETING TO BE HELD:** 7:00PM November 19th, 2024 at Citadel Middle School

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