



PAC GENERAL MEETING

TUESDAY, January 21, 2025 – 7:00 PM

Library, Citadel Middle School

MEETING MINUTES

Members In Attendance: 6 voting members

(Lindsey Allen, Megan MacDonald, Cara Schuster, Rachel Sebestyen, Shawna Comey, Anand Kanna)

1. Meeting called to order @ 7:00pm

Lindsey Allen & Megan MacDonald

2. Agenda and Approval of Previous Minutes

Megan MacDonald

- a. Tonight's agenda, previously posted online, was left at each attendees' seat.
- b. November's PAC Meeting Minutes were posted online and there was no feedback or requested amendments.

- i. Motion to approve minutes & agenda as presented:

M. Mac.

- ii. Seconded

L.A.

- iii. Call for Vote

Unanimous

Motion passed

3. Chair's Report

Lindsey Allen

- Anu and Alaina send their regrets, they were unable to attend tonight's meeting.
- Ministry update on the Hazel Trembath rebuild:
 - o There have been no new updates from the Ministry
 - o Families who have emailed the new Minister of Education & Childcare, Lisa Beare, have all received the same response template we had been receiving from former Minister Rachna Singh. A PAC Executive request for a meeting was also ignored and we received the same letter in response.
 - o In September PAC Co-Chairs sent email correspondence to Port Coquitlam MLA Mike Farnworth's office. The response received was that he could not commit to a meeting as the Government was dissolving that weekend; we did not hear back after he was re-elected to his seat. On January 15th, PAC Secretary followed up on our request for a meeting; however, we have yet to receive a response.
- PAC Inventory update:
 - o The PAC supplies donated to Hazel Trembath School for use by the PAC to support school events are now in the process of being ordered for replacement and will be stored at Winslow Centre.



HAZEL TREMBATH ELEMENTARY SCHOOL

- Staff can pre-submit their bus and/or consumables reimbursements requests early, by April 1st, and follow up with receipts to expedite process.
 - o Staff have agreed to utilize \$300 per Division from their PAC field trip funds for the upcoming field trip to Mt. Seymour.
 - o This leaves Divisions 1-7 with \$300 each remaining for use while Divisions 8 and 9 have used their allotments for the fall trip to the Pumpkin Patch.
- PAC and Principal received correspondence from a concerned parent about divots/holes in the grass at the Hazel pick up site. Request has been placed to have them filled.

4. Ministry Advocate Committee

Lindsey Allen

- Many of our current Executive have older children within the school and it is unlikely our children will be at Hazel Trembath Elementary if/when the new school opens. For this reason, we are hoping parents/guardians of our younger students would like to take on the mantle to advocate for their children's future at a newly rebuilt Hazel Elementary.
- The PAC Executive will support this committee as needed.

5. Classroom Division Representatives

Lindsey Allen

- The PAC Executive are also looking for input and potential volunteers for classroom division representatives in order to help facilitate communication between parents and teachers as it continues to be apparent that there is a huge disconnect in communication and a loss of that community feel Hazel experienced in the past.
- This is a work in progress and we hope to bring further definition to the roles with more internal PAC Executive discussion and from input gathered from our members. We ask once more for our membership's input.

6. Treasurer's Report

Cara Schuster

- The following report was read aloud to the members present:

Treasurer's Report Monthly Update

Dec-24

Item	Item Description	Money out	Money In	Comments
Hot Lunch Fundraiser	Red Robin Dec 6 2024	\$ 1,028.38	\$ 1,370.87	Profit of \$342.49 for the 2025-2026 Operating Budget after expenses Profit of \$201.46 to Grade 5 Grad committee after expenses. *possible
Grade 5 Snack Day Fundraiser	Winter Snack Sale Dec 13 2024	\$ 27.54	\$ 229.00	1 receipt missing
Santa Breakfast	Santa Photographer	\$ 300.00	\$ 1,633.15	Santa Breakfast made \$1333.15 after expenses
Santa Breakfast Donation	GC Donation to 5 Families	\$ 1,325.00		
Purdy's Fundraiser			\$ 618.32	Profit for the 2025-2026 Operating Budget
Created By Kids Fundraiser			\$ 1,311.90	Profit for the 2025-2026 Operating Budget
Neufeld Farms	Missed from November Report		\$ 105.25	Profit for the 2025-2026 Operating Budget

7. Budget Amendment

Lindsey Allen

- A handout was provided to the members present and can be provided upon request; separate communication about this amendment will be communicated to members to assist in clarifying what is being presented and to request feedback before a vote is held at the February Meeting.



- The PAC is recommending we adjust our 2024-2025 Operating Budget to account for lower fundraiser earnings while we continue to operate outside our community and while families are continuing to be hit hard by inflation and increased cost of living; it has been noted that fewer families have been participating in fundraising events so far this year when comparing to years prior. It is also apparent that costs for specific fundraising items, like Purdy's, have seen a spike in cost per unit that is increasingly becoming out of reach for many keeping a close eye on their family expenses.
- The PAC's main fundraising event, the Fun Fair, is not able to run while we are offsite and without our supplies without incurring significant rental fees and utilizing a community space that is not always going to be available for our use.
- With our major fundraising events complete for the year and only minor ones remaining such as Dine Outs, Snack Sales, Gardenworks, and Spring Photos, we anticipate the PAC will not be able to fund the 2025-2026 and 2026-2027 years to the same levels we have in previous ones.
- Within the 2024-2025 Operating Budget, there were funds put aside out of the school fire donation funds for Spring and Winter evening shows; we were informed that Hazel Staff would not be holding evening presentations this year. The fire donation fund currently holds \$11,647.57 of which \$1,647.57 is allocated for use this year.
 - o Therefore, it is this Executive's suggestion that the remaining funds from the fire donations received be carried over into the next two school years (\$5,000 per year) for the PAC to continue funding assistance for school events in the future.

8. PAC Fundraising and Events

Lindsey Allen and Megan MacDonald

- Grade 5 snack sale this Friday (January 24th) and another coming up February 21st.
- White Spot Hot Lunch on January 31st; order window closes January 23rd.
- Dine Out for January will be Emilio Finatti's Pizza on January 29th; you must mention Hazel Trembath's fundraiser when placing your order.
- Sushi Fu Hot Lunch on February 19th; order window closes February 11th.
- Gardenworks fundraiser will launch in March; details to be announced.
- Spring family photos will be happening in either March or April; details to be announced.

9. School Board Update

Megan MacDonald

- SD43 held their latest public board meeting on Tuesday, January 14th
- Agenda and meeting minutes can be found on the School District's website for more detail
- Board Chair Michael Thomas signed a declaration stating RAC (Real Acts of Kindness) Week will be February 9th – 15th this year.
- Secretary-Treasurer Randy Manhas will continue to fill in as District Superintendent as Rob Zambrano was announced to be retiring. They hope to have the position filled soon.
- E-books are coming to school district libraries in coordination with the Coquitlam Public Library. We anticipate more details to be released as the program launches.



10. DPAC Update

Rachel Sebestyen

- DPAC Co-Chair Alaina Milicevic attended the meeting on November 27th.
- District Principal Craig Mah went over student district survey results
- There was a presentation on MyEd BC due to the many difficulties with the site; they will be posting a how-to video on the district website on how to use it for specific needs.
 - o Student report cards should now also remain available in the student portal until July of each school year instead of overwriting previous postings.
 - o The government is also working on an upgrade to the website with better mobile device functionality.

11. Principal's Report

Dave Phelan

- We are looking forward to having the District Superintendent position(s) filled so we have an actual contact within the District for our requirements, needs, requests, etc.
- It is very quiet right now on all fronts; we continue to wait for news on the rebuild.
- PAC insurance items have been submitted for purchased by the District.
- Poco Lacrosse is at the school right now for a 4-day unit. Kids seem to be enjoying.
- 3-week gymnastic setup starting in Feb will take up the whole gym for that period of time.
- Skating field trip is upcoming; bus drop off will be right to the rink.
- Kindergarten registration is coming in a few weeks and we are slightly concerned that our enrollment trending downward will continue... keeping our fingers crossed.
- Grade 4's have a lot going on, as they do every year, with multiple tests and surveys put on by the district that are mandatory.
- Playground has been a big success. It is now fully open for use after gradual opening.
- Mt Seymour trip is upcoming and partially using PAC funds along with the Education Fund so there is no charge passed on to parents.
- Bangra dance is coming up in March; parents will see a "pay for" field trip (in school activity). A Painting workshop is also upcoming next month.
- Grade 5 basketball has started up.
- Mobile Coquitlam library is back every three weeks or so and is working pretty well.

12. Open Floor Discussion

- A question was posed to Principal Phelan about the date for class photos; that date has been chosen and will be put on the shared calendar shortly.
- Communication will be out shortly regarding a committee to plan an end-of-year family friendly dance party in place of the annual Fun Fair..

13. Call to Conclude Meeting @ 7:50PM

- i. Motion to end meeting
- ii. Seconded
- iii. Call for Vote

M.Mac.

L.A.

Unanimous *Motion passed*

*** NEXT MEETING TO BE HELD: 7:00PM February 25th, 2025 at Citadel Middle School**