



PAC GENERAL MEETING

TUESDAY, April 8, 2025 – 7:00 PM

Library, Citadel Middle School

MEETING MINUTES

Members In Attendance: 12 members in person

(Anu Dawit-Kanna, Cara Schuster, Anand Kanna, Rachel Sebestyen, Josephine Chan, Kelsey Fligg, David MacDonald, Megan MacDonald, Andrea Rodriguez, Taryn Day, Shawna Comey, Kirina Stothers)

1. Meeting called to order @ 7:02PM

By Anu Dawit-Kanna

2. Agenda and Approval of Previous Minutes

Anu Dawit-Kanna/Megan MacDonald

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

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

K.F. / C.S.

- ii. Seconded

R.S. / A.R

- iii. Call for Vote

Unanimous *Motions Passed*

3. Chair's Report

Anu Dawit-Kanna

- Lindsey sends her regrets that she could not make it this evening.
- Rebuild news! We're all happy to hear about the rebuild being officially announced! Our goal now will be to get the new Hazel Trembath built as quickly as possible.
 - o Next step – the school district has confirmed that they are waiting to learn the funding amount that has been allocated for the school rebuild. Our understanding from MLA Mike Farnworth is that the option chosen was the hybrid-prefabricated build that has a timeline of approximately 2.5 years plus building permit time. The City of Port Coquitlam has announced previously that they will be expediting permit approvals for our school rebuild.
 - o School Board Public meetings are coming up over the next three weeks to present, discuss, and approve the budget. (** see the Secretary's Report/School Board Meeting Update in Section 8)
- The May PAC meeting will be our Annual General Meeting where a new PAC Executive will be voted in. All positions are open for nominations.
 - o A reminder that if our Executive is not filled, we will not qualify for the provincial gaming grant. That is a significant amount of money that would be lost for our kids.



4. Principal's Report

Dave Phelan

- We are currently short a youth worker right now as she was recently hired as a TOC. In the meantime, you will see more of the youth worker supervisor and Principal around more.
- More insurance items came in today larger items are due to arrive soon. The insurance company is pushing to get it all done ASAP to prevent it from lagging through additional school years. We will continue to address storage space concerns as they arise.
- Grade 4 student learning service email out to parents (survey) as well as staff.
- Enrollment for next year is officially 163 students confirmed. We had 184 students this year and 204 the year before. This is a consistent reduction in new enrollment at the school that we can assume is due to our situation. Not a lot of parents bringing kids into Kindergarten are keen to put their young kids on a school bus. Because of this, we anticipate the drop of a division (for a total of 8).
- Bhangra dancing started this week, each class gets 3-4 sessions, Como Lake Relay is coming up next week, track and field practices started this week for grades 3-5 and early May is the district track and field meet.
- Student lead conferences will be April 30th & May 1st. Early dismissal will be around 1:39pm and buses will pick up at around 2pm. Communication is forthcoming.
- Class photos on April 23rd.

5. Treasurer's Report

Cara Schuster

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

Treasurer's Report Monthly Update				
February/March 2025				
Item	Item Description	Money out	Money In	Comments
Hot Lunch Fundraiser	Sushi Fu February 19 2025	\$ 1,013.13	\$ 1,396.26	Profit of \$383.13 for the 2025-2026 Operating Budget after expenses
Grade 5 Snack Day Fundraiser	Snack Sale February 21 2025	\$ 24.97	\$ 261.35	Profit of \$236.38 to Grade 5 Grad committee after expenses
Childcare	February Meeting	\$ 50.00		Funds from Childcare Expenses
PAC Meetings/Socials	February Meeting	\$ 6.70	\$ -	Funds from PAC Meetings/Socials
GardenWorks	March	\$ 290.00	\$ 360.00	Profit of \$70.00 for the 2025-2026 Operating Budget after expenses
GERR - Liscencing Issue		\$ 775.00		to Gaming account to recify 2023-2024 Fun Fair earnings re Raffle

- A copy of the Q3 (third quarter) financials were also left at each Members' seat; it can be provided upon request.

6. Budget Amendment Vote

Megan MacDonald

- On March 13th this Executive posted on our social media the intent to hold a vote at this meeting to amend the 2024-2025 budget to include a \$2,500 line item for expenses regarding the Spring Family Event & Fundraiser "Let's Glow Wild".
- There was no budget originally set for an annual event, like our Fun Fair, as we were uncertain an event of this type would be taking place after previous Executive informed us that Castle Park would be holding their own Fun Fair and we would not be able to use their



grounds. However, some amazing people have planned a new event in its place and for the PAC to assist with expenses over \$500, we need to hold this vote.

- No comments, questions, or concerns were raised from this post on social media.

Attendees were asked if there were any comments, questions or concerns at this time and there were not.

- o Motion to approve amendment to budget as presented M.Mac.
- o Seconded K.F.
- o Call for Vote Unanimous *Motion Passed*

7. PAC Fundraising and Events

Fundraiser Coordinators

- Purdy's is closed for ordering now. Revenue will be reported next month.
- Gardenworks:
 - o As per the Treasurer's Report, we received \$360 worth of orders for our first round of gift cards which provided the PAC with a \$70 profit.
 - o The next deadlines to order will be Friday, April 18th, another on May 9th, and a final deadline of June 6th.
- TruEarth reminder to use our fundraising link (which can be shared if you can't find it) to order your eco-friendly cleaning items. April 7th through 20th will provide Hazel with 25% commission on purchases.
- Let's Glow Wild/End of Year Event:
 - o Silent auction is looking amazing; 42 companies are donating items.
 - o Our DJ is also a teacher and will ensure it will be an age-appropriate experience. He will also be doing interactive games throughout to keep up energy and engagement.
 - o There will also be some volunteers to pump up the crowd to keep the kids dancing.
 - o Ice Cream Truck (Rolled Ice Cream) will be stationed outside the gym near one small bouncy castle. There will be glow stick sales, bingo, glow in the dark face painting, silent auction, raffle and more.
- Portraits:
 - o Orders due by May 22nd. Please share with family and friends if they would like to participate; they would just need to email the PAC or email Shawna to get your time booked and fee paid.
- Excel Martial Arts was a huge success, over \$900 raised (see Treasurer's Report).
- Upcoming Grade 5 fundraisers will be Kona Ice at bus drop off in April and May.
 - o Grade 5 committee fundraising revenue will be paying for all of the year-end expenses (Playland, ceremony, gifts, etc.) It is stressed that this year has seen exceptional fundraising by the Grade 5 Committee members and is not a precedent.
- Teacher's Appreciation Lunch will be held on Tuesday, May 6th.
 - o Rachel and Anu are heading this committee and would welcome any volunteers who could assist planning and/or day of the event. Patina Brewing was lined up to cater the event but they dropped the ball and could apparently no longer accommodate. We are now looking for other options so if anyone has any ideas please let us know.



- School Cash Online will be used to email parents requesting donations. The PAC has \$500 dedicated within our budget for it right now; anything we raise beyond that from parents will go to the teachers.
- Dine Out is coming back May (Emilio Finattis) as they want to support us again.

8. Secretary's Report/School Board Update

Megan MacDonald

- Secretary could not attend the March Public Board Meeting due to scheduling; however, the agenda available online for any who are interested. Minutes will be posted after next week's meeting once they are approved by vote.
- As mentioned in the Co-Chair's Report, next week is the first of three Public Board Meetings regarding the budget process for the 2025-2026 school year.
- Next Tuesday, April 15th, at 7:00pm is the first meeting in which the 2025-2026 budget will be put forward for review and comments and this is where we anticipate to hear more details regarding our rebuild. If anyone is free, please join us to show we are actively waiting for our detailed school announcement; a few members have already mentioned they will be joining HTPAC Secretary for this first meeting.
- The following week, April 22nd, will be a special meeting held for feedback presentations on the budget to attempt any changes or tweaks from the public or special interest groups.
- The week after that, April 29th, is the final meeting of the month where the budget will be voted on and approved by the Board.
- Secretary will be actively going over the agenda documents posted by the District and will share what important info she finds on our socials. Secretary encourages all members to read through this.
 - The Board accepts questions at two points during the meeting but will only take questions if they relate to agenda items. Secretary plans to take the opportunity to speak at the podium on behalf of all of us to thank the District for their support and urge them to continue their advocacy and expediency on our rebuild.

9. DPAC Update

Megan MacDonald

- DPAC Co-Chair Alaina Millicevic could not make it this evening and sends her regrets; she passed on the following report.
- There were two DPAC meetings since our last General Meeting. More detailed minutes can be found on the DPAC's website.
- The February meeting was open-forum where important topics were discussed such as:
 - How to build/improve relationships between the PAC and the School Admin.
 - Retention/recruitment for PAC Executives and some successful approaches as well as encouraging members to attend meetings
- The April meeting consisted of a presentation by Shannon Sullivan, the Coordinator of Counselling Services, about executive functions and what they are (essential skills to help on be successful) and how it relates to kids in school.



HAZEL TREMBATH ELEMENTARY SCHOOL

- Superintendent Nadine Tambellini also acknowledged the good news about Hazel, thanked parents for advocating, and said the District will share next steps when more details are known.

10. Open Floor Discussion

All

- Multiple questions asked about the use of current Gaming Grant funds as we are unsure how much longer the Gaming Department will continue to allow the PAC to roll over unused funds. Options proposed for use of funds included:
 - A school rebuild celebration at Hazel Site/Settler's Park
 - The creation of a shaded outdoor learning space at Winslow Site
 - Another Planetarium visit to the school
 - Purchase of umbrellas or some sort of other shade providing items for the outside courtyard as there are few sheltered places outside for the students to gather.
 - **Anu will speak to Gaming and see what feedback they provide.
- DPAC Co-Chair took up the task of communicating with Como Lake Middle and the City of Coquitlam regarding playground zone and speed zone signage around Winslow-Hazel after Principal had done all he could from his end. The City gave us the same response as the school, that a playground zone/30km sign on Porter Street between King Albert and Winslow had been removed in the summer of 2014 after a review of industry-accepted standards and guidelines.
 - The City did install playground area "warning" signage but it does not require a specific 30km/hr speed zone.
 - DPAC Co-Chair has asked the City for their consideration of Hazel being in our current location for the next few years and has also been in discussion with Principal about advocating for fences between the fields and roadways.
 - This was brought to our attention by a concerned parent. PAC Executive thanks this member for reaching out to us and bringing it to our attention.
- Let's Glow Wild committee is struggling to find a new year-end tradition to replace the dunk tank (which has been removed throughout other school districts due to the racial intonations of the activity). If anyone has any ideas for a new fun tradition the Grade 5's could have starting this year, please reach out!

11. Call to Conclude Meeting @ 8:17PM

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

M.Mac.

D.M.

Unanimous *Motion passed*

*** NEXT MEETING TO BE HELD: 7:00PM May 20th, 2025 at Citadel Middle School**