



PAC ANNUAL GENERAL MEETING

TUESDAY, May 20, 2025 – 7:00 PM

Library, Citadel Middle School

MEETING MINUTES

Members In Attendance: 14 members in person

(Megan MacDonald, David MacDonald, Stephanie Scott, Lindsey Allen, Shawna Comey, Kirina Stothers, Anand Kanna, Cara Schuster, Alaina Milicevic, Andrew Milicevic, Kelsey Fligg, Josephine Chan, Rachel Sebestyen, Andrea Rodriguez)

1. Meeting called to order @ 7:00 PM

By Anu Dawit-Kanna

2. Agenda and Approval of Previous Minutes

Megan MacDonald

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

L.A.

D.Mac

Unanimous (Y) - *Motion Passed*

3. Chair's Report

Anu Dawit-Kanna & Lindsey Allen

- There is no further information on the Hazel rebuild other than it has been approved. We continue to advocate for updates and information to be released to the District and community.
- A new school zone sign has been installed on Lemax Ave but one on Porter St has not been approved by the City of Coquitlam as we are too far away from the street to warrant one. A big thank you DPAC Co-Chair Alaina for spearheading this with the City of Coquitlam. The kindergarten teachers were asked for comment and they think there should be more signage on Winslow which sees a lot of speeding traffic and is used by the school when classes walk to Blue Mountain; this will be our next topic of discussion with Coquitlam.
- This meeting will conclude with the election of next year's PAC Executive.
- Reminder that Co-Chairs, DPAC Co-Chair, and Secretary are stepping down tonight. All positions are open. PAC Exec will transition over the next few months and the new Executive will run the next meeting.
- We're happy to report that we have successfully used the majority of our supplied Gaming Grant Funds (which were received due to having a full executive) on class field trips and the school trip to Mount Seymour.



4. Secretary's Report/School Board Meeting News

Megan MacDonald

- Secretary attended all SD43 Public Board Meetings in April which included the budget proposal, feedback session, and approval.
- As mentioned in social media posts, there was only one mention of Hazel Trembath's rebuild project and that it was "information forthcoming". When asked directly, members of the Board and Executive Director of Facilities & Planning, Ivano Cecchini, reported that they did not even know what option had been approved by the Province but that meetings were upcoming.
- Secretary sent email correspondence on behalf of the HTPAC Executive to the Ministers of Education and Childcare and Infrastructure with a cc to Port Coquitlam Mayor Brad West and local MLA Mike Farnworth; we received no response other than the pre-set automated reply that our email had been received.
- Secretary attended the May public board meeting last week and there was nothing to report regarding Hazel; therefore, we began our latest Call to Action email blitz.

5. DPAC Representative Report

Alaina Milicevic

- April 30th meeting was primarily spent discussing the executive positions and their duties for the upcoming DPAC elections.
- Gaming Grant applications are now open with a new process; the new PAC Executive Treasurer will be responsible for applying for this grant before the deadline of June 30th.
- School Board rep shared what has going on throughout the district regarding school activities and programs. Items can be found in the posted DPAC minutes.
- Discussion amongst members regarding the use of Munch-a-Lunch and whether there were any other programs out there with cheaper fees or a better user interface.

6. Treasurer's Report

Cara Schuster

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

Treasurer's Report Monthly Update				
May-25				
Item	Item Description	Money out	Money In	Comments
Hot Lunch Fundraiser	NoodleBox	\$ 833.49	\$ 1,254.02	Profit of \$367.77 for the 2025-2026 Operating Budget after expenses. missing alaina's expenses
Childcare	April Meeting	\$ 50.00		Funds from Childcare Expenses
PAC Meetings/Socials			\$ 10.38	Funds from PAC Socials Expenses
GardenWorks Round 2			\$ 70.00	Profit \$70.00 for the 2025-2026 Operating Budget
Staff Luncheon	Beautiful Italian Lunch for our Amazing Staff	\$ 1,529.78	\$ 1,650.00	we had \$1650.00 total to work with after Family Donation and PAC budgeted funds. We have \$120.22 for Bus drivers?
Classroom Consumables		\$ 1,750.00		7 divisions used the Classroom consumables. \$500.00 remaining for Next Year
Decor		\$ 500.00		
Easter Cookies		\$ -	\$ 273.48	Profit of \$273.48 for the 2025-2026 Operating Budget after expenses
Lets Glow		\$ 158.06	\$ -	
Gaming - Bus Transport		\$ 1,800.00		Div 1 & 2 "Activate" / Div 6 & 7 "Planetarium" / Div 3 & 4 "Fort Langley"



7. PAC Fundraising and Events

Multiple

- This Thursday (May 22nd) after school is Kona Ice for Grade 5 grad fundraising
- Also this Thursday (May 22nd) the photo order forms are due for Kim Culbert
- Next Friday (May 30th) is our Let's Glow Wild Event – **VOLUNTEERS NEEDED**
- Gardenworks final deadline for gift card orders is Friday, June 6th
- This Friday (May 23rd) is Taco del Mar Hot lunch. Pasta Polo ordering is closing next week and will be on Friday, June 6th.
- Raffle baskets for the Glow Event are being collected; committee will be checking in with the classrooms to make sure all baskets are equally stocked.

8. Principal's Report

Dave Phelan

- Introduction of Jason Hewlett, incoming new Principal.
 - o Jason spoke and thanked all for being so resilient and asked we keep doing what we're doing to get our rebuild done sooner rather than later.
 - o He will be sending an introductory letter through Dave in the coming weeks so people can get to know him. He is deeply rooted in Poco.
 - o He has set a meeting with Hazel's School District Representative and Ivano Ceccini, Executive Director of Facilities & Planning to get up to speed and has also scheduled a meeting with Mayor Brad West to see what he can do on the political side.
- Track and Field Como Lake Relays were done a little while ago. Kids have been practicing hard for the upcoming track and field day tomorrow.
- Speech finals were last Thursday; great job by all the students. Our two winners are going off to the District finals. Lots of hard work put in by the students who participated.
- Thank you for staff appreciation lunch. Food from The Golden Boot was great and the set up was lovely. Staff wanted to make sure we were told how wonderful it was.
- Literacy and self-regulation goals for the term are coming to an end and will continue next school year; same with indigenous studies.
- Lets Glow Wild coming up on Friday, May 30th and we are all very excited for it.
- Presentation from the District last week regarding anti-racism and diversity/inclusion.
- Sports recognition assembly on June 6th
- Connected to Kindergarten Event has been completed; Kindergarten for a Morning is coming up (approx. 15 kids in kindergarten this year which is down from previous years; however, it does seem to be down everywhere). This does mean we will be down a division for 2025-2026's school year.
 - o "Gallery room" where the 4/5's are currently located will become the library and computer room while the classroom currently being occupied by the library will be used for an actual class of students next year. All students will be in the same hallway starting in September.
- Grade 5 leaving ceremony and grade 5 playland trip upcoming as is Grade 6 for a day
- School-wide field trip to watch Citadel's annual play is coming up next month.
- Last day of school, June 26th, is early dismissal and buses will be back at the park by noon
- Insurance items for PAC supplies is wrapping up hopefully soon



9. PAC Executive Elections

Megan MacDonald / Anu Dawit-Kanna

- HTPAC's first call for nominees for Executive Officers was during our previous General Meeting in April, a second call was made on social media by PAC Secretary on April 28th, with a third call via social media and email as part of our monthly newsletter released on May 8th.
- At this time, no Members, other than Secretary, have announced their intention publicly to run for an Executive position and we will therefore call once more for nominations.
- Four current members are stepping down and do not intend to run again. As such, Anu Dawit-Kanna, outgoing Co-Chair, has volunteered to be our Election Chairperson and will facilitate the nominations and voting.
 - (a) Call for nominees for Chair/Co-Chair - COMPLETED
 - (b) Call for nominees for Vice Chair (if no Co-Chair) - COMPLETED
 - (c) Call for nominees for Treasurer - COMPLETED
 - (d) Call for nominees for Secretary - COMPLETED
 - (e) Call for nominees for DPAC Chair/Co-Chair - COMPLETED
- As there were no multiple nominations by Members for Executive positions, secret ballot voting was not required. The following Members are acclaimed as the new HTPAC Executive for the 2025-2026 school year and shall preside over the next General Meeting:
 - Chair/Co-Chair: Alaina Millecevic & Anand Kanna
 - (Vice Chair: Not Needed due to Co-Chairs)*
 - Treasurer: Megan MacDonald
 - Secretary: Kelsey Fligg
 - DPAC Chair/Co-Chair: David MacDonald & Andrea Rodriguez
- Thank you all for stepping forward to volunteer your time. Outgoing Executive will ensure to provide all the necessary documents and access required as we transition control.

10. Volunteer Call for Committee Lead Positions

POSTPONED TO JUNE MEETING

- In consideration of time, this section was agreed to be postponed until next month.

11. Open Floor Discussion

Multiple

- A point was made that the same people continue to step up for positions, volunteering, and committee leads and there is risk of burnout. We should be aware that in the future, without new help/volunteers, events may not happen or will need to be scaled back.
- It was also noted that if there is not a full Executive in coming years the school will miss out on thousands of grant dollars.

12. Call to Conclude Meeting @ 7:57 PM

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

L.A

M.Mac

Unanimous (Y) - *Motion passed*

*** NEXT MEETING TO BE HELD: 7:00PM June 24th, 2025 at Citadel Middle School**