



PAC GENERAL MEETING

TUESDAY, June 11, 2024 – 7:00 PM

JB Young Room, Port Coquitlam Community Centre

MEETING MINUTES

Members In Attendance: 11 members in person, 3 members virtually (non-voting)

(Anu Dawit-Kanna, Megan MacDonald, Lindey Allen, Naomi Kato, Kelli Cardinal, Shawna Comey, Tanya Nicoll, Kim O'Neill, Nicole Robles, Kim Dunbar, Rachel Sebestyen, Anand Kanna, Alaina Milicevic (v), Andrea Rodriguez (v), Cara Schuster (v))

1. Meeting called to order @ 7:00pm

Anu Dawit-Kanna

2. Agenda and Approval of Previous Minutes

Anu Dawit-Kanna & Lindsey Allen

- a. Tonight's agenda, previously posted online, was handed out to attendees
- b. May's PAC Meeting Minutes have not been publicly posted as of this meeting. A draft of the minutes was circulated internally between outgoing and incoming PAC executives for review and an outgoing executive member requested an amendment be made.
 - i. Motion to approve amendment: K.D.
 - ii. Seconded: L.A.
 - iii. Call for Vote: Motion Passed Unanimously

3. Principal's Report

Dave Phelan

- A recap of the recently distributed school newsletter was completed.
- Students attended the Citadel production of Beauty and the Beast today. Thank you to Mark, Principal of Citadel, for putting this on for us.
- "Kindergarten for a Morning" is coming up on June 13th. Incoming parents will be given the information they require for graduated entry, including the bus schedules.
- Grade 5 leaving ceremony and Playland trip are upcoming on June 19th and June 20th respectively.
- School field trip to Cineplex Coquitlam to see Inside Out 2 is coming up on Friday, June 21st in the morning; information has already been given to parents.
- Last day of school is Thursday, June 27th and there will be early dismissal. Buses will arrive at Settlers Park around 12:05pm. Report cards will be posted online on June 26th.
- Winslow site update:
 - o There was a fence installed on the grassy side of the school beside the lane for the kids to use; it is about the length of two classrooms.



- Meeting with Rob Zambrano from the District regarding smaller play items for the younger children to use but there are logistical items to discuss and figure out.
- The Rebuild Business Plan is still scheduled to be submitted this month.
- Multiple disruptions to students' learning spaces were caused by pre-planned District events (such as the Steam Days). Principal has requested to the District that those events be moved elsewhere while Hazel is occupying Winslow.
- Bus schedule will shift 5 minutes earlier in September. Schedule will be announced.
- The Education Foundation funds balance stands at \$98,620 approximately. This amount will decrease as the remaining planned trips/expenses are reimbursed during the next few weeks. A general breakdown can be provided upon request.
- There are approximately 185 students enrolled, enough for nine divisions. Due to this reduction, staffing changes are currently in progress.
 - Music teacher will not be returning in September which means the school will not have a dedicated music program; however, the plan is to use the Education Foundation funds to provide music and art-type programs for the students.

4. Chair's Report

Anu Dawit-Kanna & Lindsey Allen

- Thank you to the outgoing PAC Executive members.
- The Winslow Site Committee submitted a report to the District and it will be shared for all members to see shortly.
- The incoming PAC has chosen their primary focus for the 2024-2025 school year to be advocating for the rebuild of Hazel Trembath and improving Winslow site.

5. "Go-Fund-Me: The Staff and Students of Hazel Trembath" Update

Lindsey Allen

- Outgoing PAC provided the incoming PAC with a breakdown of the monies spent and the balance remaining in the fund. A copy of this breakdown was provided for attendees.
- The total Go-Fund-Me ("GFM") raised was \$14,987.72 and was spent on the following items: Young Actors, Tennis, Umbrellas, and Staff Supplies. The total remaining funds in the GFM = \$8,628.00 and, upon voting, will be distributed to the staff of Hazel Trembath per the proposal submitted to the teaching staff.
 - i. Motion to approve release of GFM to staff: L.A.
 - ii. Seconded: A.DK.
 - iii. Call for Vote: Motion Passed

6. PAC Goals for 2024-2025 School Year

Anu Dawit-Kanna

- To advocate for the rebuilding of Hazel Trembath and for Winslow site improvements.
- PAC plans to increase communication to the parent members via monthly newsletters, monthly calendars, posted meeting minutes and engagement on social media.
 - Note that the #HazelStrong chat will be shut down at the end of the school year. If parents would like it reactivated in September, we can do so but it will be used for parent-to-parent communication only. PAC Executive can be contacted through our email.



7. PAC Fundraising – Fun Fair Update

Kim O’Neill

- Adult volunteers still needed for the Fun Fair on Friday, June 14th
- Will run rain or shine; however, if it is pouring there will be changes to outside offerings.
- Lost and Found items from Winslow will be brought over to Castle for the event in hopes they will find their homes.

8. Treasurer’s Report

Tanya Nicoll

- Non-finalized budget vs expense and revenue provided to attendees
- Gaming Grant has funds remaining that need to be spent; outgoing PAC to complete before compiling necessary reports to apply for the 2024-2025 grant by the June 30th deadline.

9. DPAC Update

Megan MacDonald

- DPAC registration completed by Alaina
- Members invited to look online at the DPAC’s website for their meeting minutes, but it was noted that previous DPAC President Rosey Manhas was re-elected to her position.
- Looking ahead, DPAC’s goals/focus for the upcoming year was reviewed; details can be found in their minutes.

10. Hazel Trembath PAC Constitution & Bylaws

Lindsey Allen

- It is the incoming PACs intent to refresh our current 2019 Constitution and Bylaws. Members are encouraged to review the document posted on the PAC website and provide feedback.

11. 2024-2025 Budget

Lindsey Allen

- Budget will be brought for discussion and approval so new PAC Executive has time to review this year’s financials and plan for the upcoming year.

12. Open Floor Discussion

All Members

- Upcoming PAC meetings starting in September will now be held at Citadel Middle School (room to be determined) and childcare will once more be provided.
- Principal Dave Phelan personally thanked the outgoing PAC.

13. Call to Conclude Meeting @ 8:15pm

Anu Dawit-Kanna

*** NEXT MEETING TO BE HELD: 7:00PM September 17th, 2024 at Citadel Middle School (room TBD)**

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