

# PAC General Meeting minutes

Herbert Spencer Parent Advisory Council

June 4, 2025 6:30PM | *Meeting called to order by* Courtney Daws

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## In Attendance

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Karyn Audet | Erin Shaw | Jen Rhyne | Patrick Service | Christina Service | Erin Bannister | Paul Manville | Renee Nixdorf | Jennifer Orellana | Aaron Hufsmith | Hayley Renfrew | Rachel Abercrombie | Anna Carmichael | Mandeep Purewal-Sekhan | Danielle Connelly | Amandeep Duhra | Amy Parr | Donald Rhee

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## Call to Order

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The meeting was called to order at 6:34PM.

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## Land Acknowledgment

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*Herbert Spencer Elementary School is located on the unceded, shared homelands of the Halkomelem speaking peoples.*

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## Approval of Minutes and Agenda

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**Approval of Agenda:** Moved by **Jen Rhyne**, seconded by **Renee Nixdorf**. Motion carried unanimously (no abstentions, no opposition).

**Approval of May 2025 Minutes:** Moved by **Renee Nixdorf**, seconded by **Amy Parr**. Motion carried unanimously (no abstentions, no opposition).

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## School Trustee | Danielle Connelly

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- Special thanks to Karyn for her advocacy in keeping the Honours 10 Program open.
- Literacy Initiatives: \$200,000 government funding secured, with a portion allocated to the school. Paul will provide further details later in the meeting.
- Accessibility Committee:
  - Audits completed at Herbert Spencer and the High School.
  - No funding currently available; potential funding may come from facilities grants.
  - Goal: secure annual funding.
- New Elementary School: Still awaiting approval.
- New Middle School Property: Purchase option expires in June; extension is being sought.

- Partnerships:
  - Chamber of Commerce – co-op opportunities, guest speakers for middle and high schools.
  - New Westminster Police Department – new motion approved to strengthen partnership.

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## Principal's Report | Paul Manville & Erin Bannister

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- **School Highlights:**
  - Recent performances were successful!
  - **Choir Presentation** – June 10 at 6:00 PM.
  - **Learn to Ride** for Grade 4 – very positive; expansion to Grade 4 & 5 next year.
  - **Grade 5 Track** successful.
  - **School-wide trip to Mundy Park** was a success.
  - **Grade 5 Transition** – collaboration with Glenbrook staff ongoing.
  - **Open House** successful; Grade 5 tours scheduled for tomorrow.
- **Upcoming Events:**
  - **June 10** – Gr 5 Trip to Otter Co-op.
  - **June 13** – Graduation (11:00 AM ceremony, lunch outdoors, followed by water fight).
  - **June 19** – Sports Day (PAC volunteers thanked).
  - **June 26** – Last day of school; 2:00 PM dismissal.
  - **Yearbook distribution** – date to be confirmed.
- **Administration Requests:**
  - Motion passed to approve **\$7,200** for:

- 6 library tables (\$2,200).
- 3 classroom carpets (\$3,000).
- Art supplies (\$2,000).
- Motion: Amandeep Duhra, Seconded: Natalie Taha – **Approved unanimously.**
- Storage cage shelving and tubs to be reviewed next year.

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## Chair's Report | Karyn Audet

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- **Elections & Appointments:**

- **Chair** – Courtney Daws (Moved: Renee Nixdorf, Seconded: Adam Cotteral).
- **Vice Chair** – Christina Service (Moved: Natalie Taha, Seconded: Amandeep Duhra).
- **Secretary** – Position Open.
- **Treasurer (CFO)** – Donald Rhee (Moved: Amy Parr, Seconded: Renee Nixdorf).
- **Past Chair** – Karyn Audet.
- **DPAC Rep** – Natalie Taha.
- **CPF Rep** – Position Open.
- **Parent Ed Rep** – Position Open.
- **Members at Large** –
  - Amandeep Duhra (Hot Lunch Coordinator)
  - Amy Parr (Hot Lunch Coordinator)
  - Erin Shaw (Yearbook, Social, Website)
  - Kimberly Grant
  - Allison Mounsey (Yearbook)

- Jennifer Orellana (Events Committee)
- Aaron Hufsmith
- Mandeep Purewal Sekhan
- Renee Nixdorf (Fundraising Committee)
- **Approved unanimously.**
- CPF rep call-out to EFI parents to be sent.
- WhatsApp group to be updated; option for WhatsApp discussion at September's meeting.
- By-election for open positions in September.

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#### Treasurer's Report | Christina & Patrick Service

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- Adjusted Bank Balance presented.
- **2025/2026 Budget** motion passed (Moved: Karyn Audet, Seconded: Rachel Abercrombie).
- **Approved unanimously.**

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#### DPAC Report | Natalie Taha

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- Presentation: Literacy support K-12, identifying and addressing student needs.
- Advocacy: Rally in Victoria regarding capacity and overcrowding.
- AGM – BC Coalition for PACs: Focus on overcrowding, funding cuts, and EA placements.
- Concerns Raised:
  - Heat levels in portables (health and safety).
  - Food trucks conflicting with district bylaws – communication with city ongoing.
  - Parking issues at craft fair – request to include in city discussions.

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#### Committee Reports

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##### **Fundraising:**

- Two fun lunches remaining this year.
- Two additional fun lunches planned for next year.
- Freezie Fridays to continue.

#### **Yearbook/Communications:**

- Yearbooks have arrived; distribution in progress.
- Leftover copies will be sold.
- Website updates planned – ideally via WordPress.

#### **Grade 5 Graduation:**

- Thank you to Erin for organizing menus.
- Set-up and food delivery coordination requested.
- Parent questions regarding Otter Co-op field trip – park at capacity, no additional parent tickets available.

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#### Questions & Comments

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Yearbook portal closes Friday at **\$25**; remaining copies sold June 19–20 from 2:30–4:00 PM at **\$30**.

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#### Adjournment

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- Meeting adjourned at **8:25 PM**.
- Motion: Rachel Abercrombie, Seconded: Anna Carmichael – **Approved unanimously**.