

# PAC General Meeting Minutes

Herbert Spencer Parent Advisory Council

September 10, 2025 6:30PM | *Meeting called to order by* Courtney Daws

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## In Attendance

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Courtney Daws, Christina Service, Karyn Audet, Kimberly Thompson, Allison Mounsey, Leya Behra, Aaron Hufsmith, Liki Warkintin, Ishar Basraon, Raman Basraon, Mandeep Purewal-Sekhon, Suzie Ciscar, Miyuki Davidson, Erin Shaw, Amy Parr, Amandeep Duhra, Donald Rhee, Harun Arkaz, Stephanie Mercier, Mavra Giatras, Ali Smith-Cairns, Adam Cotterall

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## Call to Order

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The meeting was called to order at 6:33 PM.

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## Land Acknowledgment

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*We recognize and respect that Herbert Spencer Elementary School is on the unceded and unsundered land of the Halkomelem speaking peoples.*

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## Approval of Agenda

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Approval of Agenda as presented. Allison Mounsey moved, Karyn Audet seconded, no abstentions, no oppositions, approved.

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## Approval of Minutes

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Approval of June 2025 Minutes: Karyn Audet moved, Mandeep Purewal-Sekhon seconded, no abstentions, no oppositions, approved.

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## Round Table Introductions

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Each person in attendance at the meeting introduced themselves.

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## School Trustee Report - Danielle Connelly

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- There was a mention of an assassination in Idaho today, with graphic images circulating online. Reminder that it is important to be mindful of children's potential exposure to this content
- Traffic around schools in New Westminster. Temporary measures have been made city wide - details on website <https://www.newwestcity.ca/planning-building-and-development/projects-on-the-go/articles/8010.php>
- First school board meeting is at the end of month, all are welcome to attend.
- An advocacy plan was created last year and is due for review this fall
- Potential new middle school site fell through.
- No announcement for new elementary school
- Strong start programming maintained
- Discussion regarding calming measures at Herbert Spencer - Adam Cotterall updated PAC members on his correspondence with different stake holders

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## Correspondence - Christina Service

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- Fun lunch vendor mail

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## Principal's Report - Paul Manville

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- 452 head count, 21 divisions leaving 2 rooms available for use now with the drop in head count from previous year
- Start up for new school year smooth - able to organize classes on first day
- Kindergarten is completing gradual entry this week
- Community afterschool programs are available and details in principles weekly email
- Grade 5 active living pass now available
- Small school family group theme this year is forest, with focus on trees and flowers
- Upcoming events:
  - Reg review end of September - directly affects school funding
  - Sept 25: welcome back open house and Terry Fox run
  - Sept 24: orange shirt day and school assembly
  - Sept 29: Pro D day
  - Oct 9 - photo day - both class and individual photos
  - Oct 22 & 23: early dismissal for teacher/parent conferences
  - Oct 27: Paul Davis for grade 3, 4, 5 at 1:15 pm at Herbert Spencer; parents education night on topic is 6:30pm at Glenbrook School
  - Oct 28: Halloween Howl

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## Chair's Report - Courtney Daws

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- Identified the three committees in PAC: Events, fundraising (includes Fun Lunch) and Members communications/year book.
- Secretary and members at large have vacancies. Within members at large, Canadian Parents for French (CPF) liaison is vacant.
- Bi-Election and Appointments:
  - Members at Large (moved: Kimberly Thompson, seconded Mavra Giatras)
    - Leya Behra
    - Harun Arkaz
  - Grade 5 Committee - Amy Brunelle
- Sample Grade 5 hoodies arriving next week in office to try on; newsletter going out to parents soon and for sale on Munch-A-Lunch ASAP
- PAC storage area in basement organized - thank you to Paul Manville for coming in over summer to let PAC members drop off shelving/bins.
- Thank you to Adam Cotterall - the fish caretaker for keeping the fish afloat
- Thank you to Erin Shaw who overhauled the PAC website - looks AMAZING

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## Vice Chair's Report - Christina Service

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- Two letters from bursary awardees expressing gratitude for bursary money.

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## Chief Financial Officer's Report – Donald Rhee

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- This year's budget was previously approved at AGM in June 2025.
- Not many changes to the previous year budget. This year is a carnival year.
- Freezie Friday September made \$369.40

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## Canadian Parents for French (CPF) Update – Allison Mounsey

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- Position is open; recruiting for representative from Herbert Spencer School
- Trip to Quebec committees forming for 2027 and 2029 years (currently those students in grades 4&5 and 6&7). If interested in being a part of one of these committees you are encouraged to attend the AGM on September 16th.

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## DPAC Report I Natalie Taha

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- Representative not present
- Courtney Daws summarized the role of the DPAC rep

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## Committee Reports

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### Events Committee (Karyn Audet):

- Halloween Howl report: DJ booked; looking for committee members

### Fundraising Committee (Amy Parr and Am Duhra):

- Discussed fun lunch program
- Subsidized lunches for kids of families in need continue to be a PAC funding priority

### Members Communication/Yearbook Committee (Allison Mounsey & Erin Shaw):

- This is Allison's last year - seeking replacement for her to mentor
- Yearbooks are on sale now; Call out for photos year-round; PAC has subsidized year books available

### Grade 5 Committee (Amy Parr on behalf of Chair: Amy Brunelle):

- Grade 5 hoodies will be ordered early this year. There will be sample sizes in the library for kids to try on

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## New Business

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## Questions and Comments

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- Question – When is First Light?
- Answer: First Light is November 27<sup>th</sup>

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## Next Meeting: October 1, 2025

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Motion to adjourn meeting at 8:26PM, Christina Service moved, Karyn Audet seconded , no abstentions, no oppositions, approved.