



## Hawthorne Elementary School PAC

5160 Central Ave, Delta, B.C. V4K 2H2

PAC Website: [www.hawthornepac.ca](http://www.hawthornepac.ca)

General Inquiries Email: [info@hawthornepac.ca](mailto:info@hawthornepac.ca)

PAC Co-Chair Email: [chair@hawthornepac.ca](mailto:chair@hawthornepac.ca)

### **PAC Executive Meeting Minutes**

**Date / Time:** Thursday, March 12<sup>th</sup>, 2026 @ 6:45pm

**Location:** Il Posto Restaurant @ 4866 Delta St., Ladner

#### **Attendees**

Stefanie Vandermeer  
Alicia Guichon

Lindsay Halliday  
Ashli Owen

Jasmine Cheema

#### **Call to Order**

Lindsay called the meeting to order @ **7:19pm**, shared the land acknowledgement and welcomed all executives. Lindsay shared the meeting agenda and some additional housekeeping items.

#### **Adoption of Agenda**

Adoption of March 12<sup>th</sup>, 2026 Executive Meeting Minutes

MOVED: Jasmine Cheema; SECONDED: Stefanie Vandermeer

**CARRIED.**

#### **Adoption of Meeting Minutes**

Adoption of January 22<sup>nd</sup>, 2026 Executive Meeting Minutes

MOVED: Ashli Owen; SECONDED: Alicia Guichon

**CARRIED.**

#### **Treasury Updates**

- General Account Balance: **\$47,449.37**
- Gaming Account Balance: **\$ 2,016.63**
- Anjel has not yet received access to on-line banking; she will continue to follow-up.
- Cheque was issued to the school for outdoor equipment (as per the annual budget) as money has been spent and hardship fund reimbursements for hot lunch.

#### **Meeting w/ DPAC**

Lindsay met with Jennifer Rak (DPAC Vice-Chair) on March 6<sup>th</sup>, 2026 via zoom to discuss our PACs support needs, fostering PAC independence, ensuring all PAC members voices heard and respected, financials, and other questions. Here are the key highlights:

- Jennifer offered to mediate and attend meetings at our request.
- School staff and administration cannot make motions at PAC meetings.
- School staff and administration may attend meetings, ask questions, or propose items but **cannot guide or direct PAC meetings in any capacity.**
- Voting to be done by **voting members** independently; consider limiting administrations floor after their presentation, many PACs do this). and admin leave during the new business / voting portion of their meeting to foster independence and inclusivity for all PAC members and their various comfort levels.
- Suggested we host the final 2 PAC meetings (General and AGM) at the school and host all executive meetings offsite.
- This recommendation is aimed to support staff participation as staff mentioned they would feel excluded if the meetings were held off site.

### **PAC Meeting Locations & AGM**

The meeting locations and dates for the next PAC general meeting and AGM were discussed.

**Dates:** The April 15<sup>th</sup> general meeting will remain the same. We would like to move the AGM to Tuesday, June 2<sup>nd</sup> (previously set for June 3<sup>rd</sup>).

**Location:** Our final two meetings are currently scheduled at the Cromie Barn but may be moved to the Hawthorne library; Chairs will meet with school administration after spring break to discuss.

Alicia will cancel / amend the Cromie Barn bookings as needed.

### **Meeting Procedures & Practices**

A discussion took place regarding current and past PAC meeting practices and various conduct, here are the key highlights:

- New business should require prior submission as a **notice of motion** (ie: send information in two weeks prior to the meeting).
- Current practice allowed on-the-fly new business to be moved, seconded, discussed, and voted in the same meeting, if attendees accept. This proved to be a challenge at our AGM in 2024 and 2025, and other meetings from November 2024 to present.
- Chairs retain discretion to allow immediate discussion or defer new business to the next meeting; reliance on Robert's Rules recommended to manage procedure and conflict.
- Executives must declare before the AGM to run if the position of interest is currently filled and the executive is running for re-election.
- We have requested Jennifer Rak to attend our AGM in June.

### **Gaming Grant Update**

Stefanie has followed up with the Gaming branch multiple times and as of now we have not received our grant, although other late applicants have (there was an early February release of grants). It was advised that if we have not received our gaming grant by now, or if we do not receive it shortly, it is highly unlikely we will receive it for this year. Stefanie will follow-up and provide update.

Anjel, Lindsay, Stefanie, Ashli and Jasmine to discuss gaming grant procedure and establish a timeline to ensure the grant is submitted on time this for 2026/27.

### **Events, Field Trips & Equity**

A discussion took place regarding field-trip funding and frequency as concern has been raised by parents who feel some classes / teachers take part in more field trips than others each year. Here are the following highlights:

- PAC-funded field trip resources were perceived as unequally distributed among classes as some classes attend more fieldtrips than others, some not at all.
- Students in the same grade don't attend the same number of field trips each year. This is determined by each teacher's preference and comfort, not the PAC.
- Parents have offered to volunteer to support, donate, coordinate and book field trips with / on behalf of their student's teachers but this was inconsistent and unsuccessful.
- In-school alternatives have been utilized for some; ie: Backroads Farm Market (Alicia Guichon) donated 40 pumpkins for a Kindergarten on-site school pumpkin patch.
- Consensus is to discuss with administration to inquire what we can do, from a PAC standpoint, to prioritize equal field-trip access for all students moving forward.

### **PAC Member Outreach & Inclusion, Yearbook**

A discussion took place on how to increase accessibility and inclusivity for all PAC member voices to be heard and recognized. We also discussed how to effectively share information about the PAC to increase visibility, as well as various ways to solicit new ideas and volunteers. Here are the key highlights:

- It would be beneficial to send an email to all parents asking for their ideas for presenters, entertainment, cultural education, and any other suggestions they may have regarding how we can improve and enhance students experience at Hawthorne.
- Ask Tricia to include this in the Hawthorne Heralds for March 13<sup>th</sup>, if possible (tomorrow), if she's able to. Stefanie or Lindsay to email Tricia.
- Create a google-doc and ask Tricia to circulate it in the Herald, if she is unable to include a PAC request in the Herald.
- Print and circulate "about the PAC" info sheets to be handed out to all students after spring break (prior to the April 15<sup>th</sup> meeting).
- Ask if the PAC announcement in the Herald can include a post looking a Yearbook / Communications coordinator, as well as to fill vacant PAC Executive roles.

### **Future Meetings with Administration**

We discussed various future and upcoming meeting needs, here are the key highlights:

- Executive to meet with Principals and Jennifer Rak (DPAC) to provide clarity in various areas moving forward, prior to our next PAC meeting. Lindsay will reach out to Jennifer for meeting availability (April 10<sup>th</sup>), Stefanie will reach out to Tricia and Darryl.
- Meet with Tricia to discuss library availability for PAC meeting dates, communication, wish-list, field-trip funds, and other outstanding items for this year.

### **Next PAC Meeting**

Date / Time: Wednesday, April 15<sup>th</sup> @ 7pm

Location: TBD

### **Adjournment of Meeting**

Motion to adjourn the March 12th, 2026 PAC Executive meeting @ **8:40pm**.

MOVED: Ashli Owen; SECONDED: Alicia Guichon

**CARRIED.**