



P.A.C. GENERAL MEETING MINUTES

June 17, 2025

7:00 – 8:00 pm

Meeting held via Zoom

Present at the Meeting: ~20 attendees

P.A.C. Team:

Stephanie Clark – Co Chair

Stephen Smart – Co Chair

Vanessa Mitchell – Social Media & Events

Erin Alexander – Treasurer (Departing)

Lindsay Carlson – Secretary

Mona Tavassoli / Sarah Andrews– Fundraising Coordinators (Mona Departing)

Julie Hebb – Volunteer & Class Rep Coordinator

Julie Hebb – After School Programs

Haley Park – Hot Lunch Coordinator

Catherine Kowalski– Hot Lunch Volunteer Coordinator (Departing)

Amanda O'Reilly – District PAC Rep

Saman Hamidi – Communications & IT

Kendra Low – Safety Committee Lead & Past Chair

Canyon Heights Administration:

Kevin Ward – Principal (Absent / Departing)

Sarah Dawson – Vice Principal

Meeting Members:

There were approximately 13 additional parents in attendance

1. Call to Order
<ul style="list-style-type: none">• Speaker: Stephen Smart (PAC Co-Chair)• Time: 7:02 PM

2. Land Acknowledgement
<ul style="list-style-type: none"> • Speaker: Stephen Smart (PAC Co-Chair)
3. Approval of Previous Minutes (April 23, 2025)
<ul style="list-style-type: none"> • Motion: Stephanie Clark • Seconded: Amanda O'Reilly • Vote: Approved unanimously
4. Principal Update
<ul style="list-style-type: none"> • Speaker: Sarah Dawson • End-of-year activities underway: Grade 7 graduation, field trips, farewells • Success of Bike/Walk/Roll to School Week • Announcement: Joe Campbell to join as Principal (coming from Cleveland Elementary)
5. PAC Updates
<p><u>Current PAC Team & Acknowledgements</u></p> <ul style="list-style-type: none"> • Overview of continuing and departing executive members • Notable changes: <ul style="list-style-type: none"> ○ Treasurer: Erin Alexander stepping down ○ Secretary: Lindsay Carlson continuing second term ○ Fundraising: Transition from Mona to Sarah Andrews ○ Volunteer/Class Rep/After School: Julie continuing ○ Hot Lunch Volunteer Coordinator: Katherine Kowalski stepping down ○ DPAC Rep: Amanda O'Reilly up for re-election • Gratitude expressed to all outgoing and continuing members <p><u>Election of New PAC Executive</u></p> <ul style="list-style-type: none"> • Treasurer: Sarah Driscoll (CPA) • Fundraising: Sarah Andrews (continuing) • Social & Events: Vanessa Mitchell (continuing) • DPAC Rep: Amanda O'Reilly (re-elected for one-year term) • Vote: All positions confirmed by unanimous approval <p><u>Events Update – Year in Review</u></p> <ul style="list-style-type: none"> • Ice Cream Social • Two Movie Nights • Winter Dance • Winter Holiday Market • Pancake Breakfast • Spring Music Festival • Spring Bike, Walk & Roll to School Week (~1,000 trips logged) • Staff Appreciation Luncheon (upcoming) • Fun Day/Sports Day (returned post-hiatus) <p><u>Fundraiser's Update</u></p> <ul style="list-style-type: none"> • Successful campaigns: The Card Project and Purdy's • New fundraising options being explored for next year

After School Programs:

- Transition from Jocelyn Chang to Julie Hebb
- New programs added this past year: Chess, Jiu Jitsu
- Upcoming: Hip-Hop and STEM programs in September

Volunteerism

- Strong community engagement highlighted
- Julie seeking a deputy to eventually transition out of Volunteer Coordinator role
- If you are interested in helping her with this role, please email her at volunteer@canyonheightspac.org

Budget & Financial Review

- Treasurer Report (Stephen on behalf of Erin Alexander):
 - \$18,000 in cash + \$9,400 in gaming funds
 - \$7,140 in additional gaming grant received
 - Hot Lunch: ~\$40,000 raised (top fundraiser)
- \$100,000+ spent over two years on:
 - Classroom audio systems
 - iPads
 - Events & staff appreciation
 - Grade 6/7 activities
- Future planning to continue with new principal Joe Campbell

Safety Update

- “PAC Parking Tickets” available to gently address unsafe parking
- Two safety blitzes completed; RCMP enforcement increasing
- September: District reviewing eligibility for another sustainability grant (bike parking)
- Advocacy continues for:
 - Paid crossing guards (district pilot underway)
 - Additional crosswalks, especially on north side of school

Upcoming & Year-End Events

- Last Day of School (Next Thursday): Student dance party planned (weather permitting)
- Planning already underway for 2025–2026, beginning with Ice Cream Social in September
- Parents encouraged to connect with PAC with any ideas or concerns
www.canyonheightspac.org
 Instagram: canyonheights_pac

6. New Business

- **Next Meeting:** September 2025 (exact date TBD)

7. Close of Meeting


- **Time: 7:45 PM**
 Wishing all families a wonderful summer!

Submitted by Lindsay Carlson, Secretary:

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Signed by Stephen Smart, Co Chair:

Signed by:

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