



PAC GENERAL MEETING

TUESDAY, November 18, 2025 – 7:00 PM

Library, Citadel Middle School

MEETING MINUTES

Members In Attendance: 6 members in person

1. Meeting called to order @ 7:01 PM

By Anand Kanna

2. Agenda and Approval of Previous Minutes

Megan MacDonald

- a. Tonight's agenda, previously posted online, was left at each attendees' seat.
- b. October's Annual PAC Meeting Minutes were posted online on the Hazel Trembath school district website and there was no feedback or requested amendments.

i. Motion to approve minutes & agenda as presented:

A.M.

ii. Seconded

A.R.

iii. Call for Vote

Unanimous (Y)

Motion Passed

3. Chair's Report

Alaina Millecevic

- Our last meeting occurred before the rally and the exciting announcement regarding the announced rebuild of the school. Thank you again to all who came to support. More to come in the Principal's report and School District's report.
- We have multiple Christmas fundraisers ongoing at the moment; overview will be in the Committee/Fundraising report below report.

4. Principal's Report

Jason Hewlitt

- Interim report cards home on Oct 17th and Parent-Teacher interviews occurred on the 23rd.
- Grade 4's have completed the provincial foundations assessment and results will be sent home in the next few weeks.
- On October 31st we had a festive Halloween day; thanks to the families who came to the parade in the morning.
- The school continues to commit to a few more events at Settler's Park in 2026.
- IEP (Individual Education Plan) meetings have been completed .
- Terry Fox test day was a fun time with many events including sports, fear factor type challenges etc.



HAZEL TREMBATH ELEMENTARY SCHOOL

- Nov 10th Remembrance Day ceremony was held at Blue Mountain Park's cenotaph; a few classes read In Flanders Fields and the group as a whole sang Oh Canada and took part in the land acknowledgement.
- Today, Nov. 18th, was a wonderful cultural performance (drumming show) at Como Lake Middle; thank you to the PAC for agreeing to pay for our portion.
- Upcoming Events:
 - o Pancake breakfast at Citadel is coming up this weekend, logistics are complete
 - o Dec 9th and 10th are winter concert dates (times are in the weekly communications); students have been preparing for a while now within their music program. Big thanks to Mrs. Panwar for coordinating.
 - o Interim report cards will be posted Dec 17th
 - o Dec 19th is the final day before winter break; holiday attire theme day
- Construction updates:
 - o 4 Hazel teachers, Hazel Principal, and 16-17 other people from the District are involved with the design team meetings that started a week after the announcement was made.
 - o Three more meeting before Christmas; they have toured the newer schools in the district that were built with prefab additions and traditional builds to see the results and certain design elements.
 - o A usual design period is 18 to 24 months; however, Hazel's design is being fast tracked down to 6-7 months.
 - o Still waiting on "neighbourhood learning community" funding from the district as it still needs to be finalized; funds related to the proposed learning centre.
 - o For cost efficiency, the new school has potential to be 2-stories. This also takes up less space which would leave opportunity for growth in the future (portables or an addition).
 - o The District want students to be involved in the process. Currently, ten Grade 3 students have been selected to assist by visiting the ELC and talking to District staff. Those ambassadors will then return to the school to share what they've learned. The ten students chosen will be announced at the November assembly. Grade 3's were chosen because by the time the school is completed they will be in Grade 5 and be leaders in the school.



5. Treasurer's Report

Megan MacDonald

- The below report was read aloud to the members present:

Hazel Trembath - Monthly Treasurer's Report - OCTOBER 2025				
Budget Line Item	Description	Expense (Out)	Budget Remaining	
Website	Hazel Rebuild Website Annual Hosting Fee	\$179.88	\$120.12	
PAC Meetings & Functions	Purchase of snacks for October PAC Meeting	\$5.29	\$484.72	
Childcare	Childminding expense for October PAC Meeting	\$50.00	\$400.00	
Hot Lunch	October Hot Lunch (Subway)	\$620.28	\$1,592.05	
Grade 5 Snack Sale	October Sale Purchases	\$149.39	\$168.75	
Fundraising Revenue		Revenue (In)	Less Expenses	Total Revenue to PAC/Committee
Hot Lunch	October Hot Lunch (Subway)	\$765.70	-\$620.28	\$145.42
Grade 5 Snack Sale	October 30th sales less expenses*	\$348.00	-\$149.39	\$198.61
Brightraiser	Fundraising profits*	\$136.11	\$0.00	\$136.11
	*(Revenue Deposited in November)			
Budget Line Item	Description	Expense (Out)	Budget Remaining	
** Gaming Grant Deposit	Budgeted = \$3,680 Actual Received = \$3,620	N/A	-\$60.00	
Student Planners	Chq to Hazel Trembath Elementary	\$1,273.16	\$0.00	
Bus Transport	Chq to Hazel Trembath Elementary (Div 7/8)	\$757.05	\$4,042.95	

6. Committee/Fundraising Volunteers & Events

Multiple

- Santa Breakfast ~ As previously mentioned, is coming up this Saturday and main logistics have been completed. Final items are being purchased, silent auction items are complete (and have been posted on our Facebook group for viewing). Ticket sales are strong and we look forward to seeing everyone there.
- Created by Kids ~ Purchases will be delivered to the school within the next week and will then be distributed to classrooms for students to take home. Still waiting on final revenue numbers so will report at our next meeting.
- Purdy's ~ No representative currently present. Noted that it struggled last year and appears to be doing the same this year. PAC to continue promoting and asking members to share with their friends and families.
- Meridian Meats ~ Fundraiser is online and while heavily infers cards must be used for delivery, they are just e-cards sent to an email for online ordering. Only a few purchases completed so far but multiple people have said they are going to be ordering soon. Closes December 4th.
- Tru Earth ~ Purchases are still rare with this fundraiser but we did receive a revenue deposit in November via wire instead of usual payment method. This caused a wire fee from our financial institution. PAC Treasurer has been in communication with both parties and was told the funds were paid by wire in error and has submitted a reimbursement request to the vendor for the wire fee. We've been assured it will not happen again.
- Hot lunch this Friday – Red Robins – approx. 125 orders purchased for this week. Sushi Fu is coming up in December; ordering deadline is December 4th.



7. School Board Update

Megan MacDonald

- Attended public meeting October 21st
- Spoke off-record with multiple board members, including Superintendent, Board Chair, and Coquitlam Teachers' Association President about rebuild announcement and next steps.
- Please see update posted to Facebook group regarding more details.
- We await the announcement for an "all-parents meeting" to discuss the rebuild as promised by the District at the meeting.
- Next meeting on November 25th and will be attending.

8. District PAC Representative Report

David MacDonald

- Directions 2030 survey results were reviewed and they were happy about responses. Final draft to present at the School District Board meeting next month and will then be sent out to parents early next year.
- Mentioned that enrollment across the district is down and they are looking at capitalizing on Bill 19 to fill empty space with new childcare spaces.
- Hazel rebuild was mentioned at meeting but no new information provided aside from what we have already been told. The new Burke Mountain school was ahead of schedule which is a positive note for our rebuild.
- Discussion about French immersion in the district; enrollment is difficult based on availability of teachers, not related to student enrollment (of which there are many).
- There was a presentation to round out the meeting from concussion awareness and training group based in BC (<https://cattonline.com/home>); they are the group responsible for training anyone who is in charge of a group of kids (like teachers etc). Training is open to all for a short 30-minute session, and you get a certificate of completion (it's free).
- Next meeting is November 26th on Zoom.

9. Open Floor Discussion

Multiple

- Briefly mentioned Grade 5 hoodies have been paid for by students wanting them and ordering will be completed shortly.

10. Call to Conclude Meeting @ 6:50 PM

- Motion to end meeting
- Seconded
- Call for Vote

D.M.

A.M.

Unanimous (Y)

Motion passed

*** NEXT MEETING TO BE HELD: 7:00PM January 20th, 2026 at Citadel Middle School**