



PAC GENERAL MEETING
TUESDAY, June 23, 2026 – 7:00 PM
Library, Citadel Middle School
MEETING MINUTES

Members In Attendance: 10

- 1. Meeting called to order @ 7:02 PM** A.M./A.K.
- 2. Agenda and Approval of Previous Minutes** Alaina Milicevic
- a. Tonight's agenda, previously posted online, was left at each attendees' seat.
 - b. May'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: D.M.
 - ii. Seconded A.N.
 - iii. Call for Vote Unanimous (Y)
- *Motion Passed*

- 3. Chair's Report** Alaina Milicevic
- Fabulous and successful fun fair! Thank you to all on Fun Fair Committee – particularly Shawna and Kirina. And to Megan in all the ways that she supports above and beyond her treasurer role.
 - Thank you to outgoing executive: Kelsey, Dave, and Anand.
 - It's been a fabulous year and we look forward to the next year.

- 4. Principal's Report** Principal Hewlitt
- **What has happened since our last PAC Meeting:**
 - May 21 – track and field meet, 50+ students participating. Thank you to Ms Gilligan, Ms Jack.
 - May 25 – Student Leadership Council came to our school and did a leadership summit with Grade 4/5 students.
 - May 29 – School Spirit Day/Rainbow Day. Coordinated with parent appreciation. Thank you to the parents who came to cheer the kids on. We're going to try the same thing next year, but it is dependant on the construction status.
 - June 3 – hosted incoming kindergarten students and their families for the morning.
 - June 4 – Grade 5's attended Citadel Middle School "Grade 6 for a morning".
 - June 5 – Pro D Day. And the Fun Fair. I thought it was amazing – so well organized, so well attended. Many thanks to all the parents that put that on and those who stayed and helped clean up. If we host again at Winslow, we can look at bringing in another 4 hour caretaker to assist.



HAZEL TREMBATH ELEMENTARY SCHOOL

- June 16 – Grade 5 Leaving Ceremony
- June 18 – Grade 5's went to Playland
- **Upcoming**
- Thursday, June 25: dismissal time is 11:45am. Arriving at Settlers Park just after 12pm.
- Wednesday, June 24: hosting an impromptu red and white theme tomorrow, encouraging kids to wear for the soccer game.
- PAC Meetings have been confirmed.
- Thursday, September 24th: "Meet The Teacher" Day. In past years we have done a barbeque.
- New district website: in July there will be a change-over, but the site will be fully ready by the end of summer.
- **Looking ahead to next year:**
- Staffed for 7 divisions
- Most likely moving our bus pickup and drop off to Confederation Drive. The signs are already there. Inquiring about lighting.
- Moving down to 3 buses.
- One of our EA's, Miss Kodeeswaran, will be leaving. She is on temporary contract.
- 4 teachers leaving: Mr Christensen, Miss Copeland, Miss Kropp, and Miss Stagg.
- Information about school start up will be sent to parents the last week before the labour day weekend.
- 2026-27 schedule (pro d days, stat holidays, etc) will be posted on the district website.
- Tentative date for Grade 5 leaving ceremony in 2027: Wednesday, June 16th.
- Recess will be delayed by 15 minutes – 10:15-10:30am.
- Next year there will be no cross over of our students at recess or lunchtime.
- Bus pickup time remains the same. 8:40am departure, 3pm arrival time.
- We will work with the construction company (whoever is picked) to allocate specific parking for the workers to ensure that the gravel parking lots remain for Hazel students/parents.

5. Treasurer's Report

Megan MacDonald

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



HAZEL TREMBATH ELEMENTARY SCHOOL

Hazel Trembath - Monthly Treasurer's Report - MAY 2026

Budget Line Item	Description	Expense (Out)	Budget Remaining	
Hot lunch	May Hot Lunch (White Spot) + Purchases	\$789.51	\$245.85	
	<i>*Budget remaining is now the net of total fundraised less expenses for Hot Lunch. (\$1,625.85 = total net revenue YTD)</i>			
Hot lunch	Munch-A-Lunch Annual Fee	\$369.60	n/a	
Bank Service Charges	E-Transfer Fee for Munch-A-Lunch Payment	\$1.50	\$48.50	
Gr 5 Bus Donation	PAC Donation to Grade 5 Bus to Playland	\$617.40	\$82.60	
PAC Meetings & Functions	Snacks for May PAC Meeting	\$5.49	\$435.22	
Child Minding	Child Minding for May PAC Meeting	\$50.00	\$150.00	
Classroom Consumables	Multi-Division Reimbursement Requests	\$1,217.58	\$572.26	
Supplemental Classroom Consumables	Library/Computer Class Reimbursement Request	\$239.32	\$10.68	
Supporting Classroom Cons.	Student Services Reimbursement Request	\$14.98	\$180.43	
Staff Appreciation	Fundraising Less Expenses	\$404.52	\$95.48	
Spring Family Event	Fun Fair Expenses for purchases and licenses	\$293.09	\$3,256.91	
Fundraising Revenue		Revenue (In)	Less Expenses	Total Revenue to PAC/Committee
Hot Lunch	May Hot Lunch (White Spot)	\$1,072.83	-\$1,159.11	-\$86.28
Misc Revenue	Sale of past-date potato chip inventory	\$20.00	\$0.00	\$20.00
True Earth	Fundraising Revenue Deposit	\$16.77	\$0.00	\$16.77
Gardenworks	Net Fundraising Revenue Deposit	\$40.00	\$0.00	\$40.00
Spring Family Event (Fun Fair)	Munch-A-Lunch Revenue noted to date (\$570 = 57)	\$546.72		
Gaming Account			Budget	
Budget Line Item	Description	Expense (Out)	Remaining	
Bus Transport	Div 7/8 - Poco Bowl Trip Reimbursement	\$432.60	\$3,610.35	

6. Vote on Gaming Account Expenditure

Megan MacDonald

- a. A notice of this vote was shared online with the agenda over social media and on the Hazel Trembath School district website; no feedback or inquiries were received.
- b. This vote is to either approve or decline the expenditure of \$1,825.00 of Gaming Funds to assist the school in purchasing new STEAM supplies as our 24-month grace period on carrying over Ministry monies is expiring. This expenditure will leave just over \$600 of funds in the Gaming account as contingency for next year's expected drop in funding.
 - iv. Motion to approve Gaming Funds Expenditure K.F
 - v. Seconded A.N
 - vi. Call for Vote Unanimous (Y)

Motion Passed

7. Committee/Fundraising Volunteers & Events

Multiple



- Year End Fundraising Summary – in the report from Megan M.
- Megan M will be the Fundraising Coordinator.
- Grade 5 Committee: discussion on whether there will be a cap on fundraising.
- Discussion occurred around Grade 5 grad fundraising and seed money as well as accessibility of snack sales if they are run again in the coming year. Line item within budget for seed money will be re-labelled and Executive to set expectation at September's meeting for its use.
- Executive to address volunteer committee leads at September's meeting for initialization.

8. School Board Update

Megan MacDonald

- Attended SD43 Public Board Meeting on June 16th.
- The district ended this fiscal year with a surplus. Will be allocated to prevent teacher layoffs. Any remaining will be allocated to enterprise management replacement cost (replacing computers to upgraded models to increase security).
- Question periods will continue at regular meetings.
- 2027/28 5 Year Capital Plan – tendering Hazel Trembath school rebuild.
- Keep your eye out in late August for the official 'groundbreaking' ceremony for Hazel.

9. District PAC Representative Report

David MacDonald/Taryn Day

- Meeting plus elections for the next school year.
- Treasurer's report – no questions raised from April financial report. Went over proposed budget for upcoming year – remains mostly unchanged. Some questions about \$5000 for DPAC additional funding. Answers that it would go to something that would benefit all schools.
- Annual Gaming process is underway.
- District enrollment is down by about 320 students; however, student support needs continue to increase.
- Summer learning registration continues through a lottery system.
- Due to budget constraints, EA's will not be provided during summer camp.
- Update from student wellness committee.
- Special congratulations was extended to Hazel Trembath along with 12 other elementary schools for perfect attendance at DPAC meetings.
- Recognition for 2 outgoing DPAC members who would be leaving their posts. One is heading to the BCCPAC (provincial).
- The next meeting is September 16th. DPAC 101. Very informative.

10. Open Floor Discussion

Multiple

- Assembly on Thursday to say goodbye to the 4 teachers and 1 EA that are leaving.
- Candy bags from Poco Sweets are complete. Need to purchase carnations/flowers. Anand will purchase from Safeway.



HAZEL TREMBATH ELEMENTARY SCHOOL

- Alaina will go to the Thursday assembly to give the flowers and candy bags out.
- Welcome Back Barbeque. Meet the teacher 5-7pm September 24th. Signup genius for next year. Alaina will ask for donations of hot dogs and will inquire with Safeway for donations of buns. Looking into halal/veggie hot dogs as an extra item to purchase.
- Inquiry into the PAC's charity #. Principal will look into this.

11. Call to Conclude Meeting @ 8:07 PM

- Motion to end meeting
- Seconded
- Call for Vote

M.M

A.N.

Unanimous (Y)

Motion passed

*** NEXT MEETING TO BE HELD:** 7:00PM September 15, 2026 at Citadel Middle School