



PAC GENERAL MEETING

TUESDAY, September 15, 2026 – 7:00 PM

Library, Citadel Middle School

MEETING MINUTES

Members In Attendance: 6 members in person; 1 via Zoom

1. Meeting called to order @ 7:09 PM

By Andrea Rodriguez

2. Agenda and Approval of Previous Minutes

Megan MacDonald

- a. Tonight's agenda, previously posted online, was left at each attendees' seat.
- b. June's 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:
 - ii. Seconded
 - iii. Call for Vote

Dave MacDonald
Andrea Rodriguez
Unanimous (Y)
Motion Passed

3. Chair's Report

Andrea Rodriguez

- The chair welcomed everyone back to the school year and noted excitement over the official groundbreaking on August 24th. Appreciation was given to the PAC members and family members for all their advocacy.
- We are still seeking volunteers for our Back to School BBQ.
- Hot Lunch Update: Subway for October, Sushi for November. Still awaiting confirmation for Hot Lunch for December. There has also been a recent change to the Munch-a-lunch website. We still require parents to volunteer for Hot Lunch – requires 5 parents on-site. You can volunteer when you submit your munch-a-lunch order.

4. Principal's Report

Jason Hewlitt

- Principal noted that enrollment is down – 143 from 162, meaning we have gone down to 3 buses as well. Note that pickup is back to Confederation Drive. Very smooth start to the school year with 7 divisions. Classes were sorted by second day of school.
- Construction has started – the company takes regular drone photos which will be sent to families to keep track of progress.
- All SD43 school websites have been updated.



HAZEL TREMBATH ELEMENTARY SCHOOL

- SchoolCashOnline – the district is no longer absorbing the cost of this, and this will now be absorbed by parents. Messaging will come out in the next few weeks.
- New staff members: Mrs Lam (Grade 3, M/T/We with Mr. Smith – will be there until Christmas when Mrs Pham returns from maternity leave). Mrs Roos is a new EA, and Ms Koo is our new morning caretaker. Mr Christensen is back teaching Grade 4/5.
- School wide events for 2026/27:
 - o Karen with Lavish Sounds Music is back to help coordinate a performance for the Winter Concert.
 - o Last week of October: Rocks and Rings curling program in the gym
 - o January: Skating at Poirier
 - o February: Poco Minor Lacrosse association for a week.
 - o February 25: Schoolwide Snowday at Mount Seymour (tobogganing/tubing).
 - o Early April: Booked pickleball after Spring Break.
- Upcoming dates:
 - o Friday, September 11: welcome assembly was held – reviewed bus procedures and reviewed leadership expectations with Grade 4/5s.
 - o Thursday, September 24: Meet the Teacher/Welcome Back BBQ
 - o Friday, September 25: District Pro D Day
 - o Friday, September 29: 1st monthly assembly, parents are welcome to attend.
 - o October 1: Hazel Spirit Day, Terry Fox Assembly.
 - o October 6: School photo day
 - o October 7: Terry fox run, will be held at Settlers Park.
- Conversation re PAC allocation of 2026-27 funds for planners, sports equipment, busses, and teacher supplies. Will be further discussed at October meeting.

5. Vote to Approve 2026/2027 PAC Budget

Megan MacDonald

- There is no treasurer's report for July/August 2026 as all outstanding expenses were presented in the June meeting's report.
- The first draft of the 2026/2027 PAC budget was presented during the June meeting where feedback was received and, more recently, final divisions were confirmed. With this information the budget was slightly revised and those changes presented.
- After the discussion, a motion was called to approve the 2026/2027 PAC budget.

iv. Motion to approve minutes & agenda as presented:

Andrea Rodriguez

i. Seconded

Josephine

ii. Call for Vote

Unanimous (Y)

Motion (budget) Passed

6. Committee/Fundraising Volunteers & Events

Multiple

- Santa Breakfast planning will start shortly.



HAZEL TREMBATH ELEMENTARY SCHOOL

- It was discussed and agreed that the intention of “seed money” within the PAC budget is to assist with start up costs of fundraisers and is not an addition to the revenue raised.

7. School Board Update

Megan MacDonald

- The first public board meeting for SD43 is taking place next week on Tuesday, September 24th. Report will be given at the next meeting.

8. District PAC Representative Report

David MacDonald

- The first DPAC meeting of the year is being held tomorrow, Wednesday, September 16th.
- DPAC 101 is now a separate meeting and is online on Thursday, September 24th.

9. Open Floor Discussion

Multiple

- Conversation re: Earthquake Drills – 3 earthquake drills and 6 fire drills required. Potential budget allocation from PAC for extra emergency supplies when new school opens.
- District Wide emergency release pickup in Spring 2026 is not an annual event – may be conducted again in the next few years.
- The current playground at Winslow will be moving back to the original site once construction is complete.
- Conversation re cost of school supplies being substantially higher at Hazel versus other schools in the area. Looking at ways to keep costs down in the future.

10. Call to Conclude Meeting @ 7:49 PM

- Motion to end meeting
- Seconded
- Call for Vote

Megan MacDonald

Dave MacDonald

Unanimous (Y)

Motion passed

*** NEXT MEETING TO BE HELD: 7:00PM on Tuesday, October 13th, 2026 at Citadel Middle School**