



PAC GENERAL MEETING

TUESDAY, October 13, 2026 – 7:00 PM

Library, Citadel Middle School

MEETING MINUTES

Members In Attendance: 7 members in person

1. Meeting called to order @ 7:01 PM

By Alaina Milicevic

2. Agenda and Approval of Previous Minutes

Megan MacDonald

- a. Tonight's agenda, previously posted online, was left at each attendees' seat.
- b. ** It was noted that the Treasurer's Report section was left off the agenda and will be added as item #8; Open Floor Discussion will be updated to item #9 within these minutes.
- c. September'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

Alaina Milicevic

Taryn Day

Unanimous (Y)

Motion Passed

3. Chair's Report

Alaina Milicevic

- Numerous fundraisers open: Spirit Bear Coffee is new.
- Santa's Breakfast tickets for sale.
- Munch a Lunch is open and ready for orders.
- Heading into busier fundraising time.

4. Principal's Report

Jason Hewlitt

- Successful welcome back BBQ/Meet the Teacher, thank you to those who attended and supported.
- Sep 25 - District Pro D Day
- Sep 29 – first schoolwide assembly. Indigenous activities are blended into each monthly assembly. Children are recognized for accomplishments; families are welcome to attend.
- Oct 1 – Terry Fox Assembly kicked off fundraising goal; also held first spirit day.
- Oct 6 – school photos held. They are coming back on Oct 27.
- Oct 7 - Successful Terry Fox Run at the old Hazel site – thank you for attending.



HAZEL TREMBATH ELEMENTARY SCHOOL

- Interim reports are being sent home on Thursday, see letter from Jason on Oct 9 outlining what to look for in the report.
- Oct 21 – 9:10am October monthly assembly.
- Oct 22 – parent teacher conferences with early dismissal. Individual teachers will be reaching out to parents to schedule conference.
- Oct 23 – Provincial wide Pro-D Day
- Oct 30 – Halloween Parade at 9:15, first Hot Lunch (Subway), early dismissal.
- There are 4 early dismissals in a year – school discretion.
- New language arts screening tool for K-3 teachers, early dismissal on Oct 30 will be spent reviewing this tool.
- Nov 2 – pyjama day
- Nov 3rd – 5th – IEP meetings being held.
- Nov 6 – Annual Terry Fox test day.
- Nov 10 – Remembrance Day Assembly, 10:45am. Will walk to cenotaph at Blue Mountain Park pending weather, otherwise it will be held at Winslow.
- Sports equipment total \$552.18.
- Construction company and the district will continue to provide us with updates and drone photos.
- District opened the bins at the old Hazel, and some of the items will be transported to Winslow site.

5. Committee/Fundraising Volunteers & Events

Multiple

- Welcome Back BBQ: went well; although lower enrollment numbers meant lower attendance.
- Created by Kids Art launched today. Teachers will send art home on or before Oct 26 – must be returned on or before Nov 3. Expected delivery is between Nov 23 – 27.
- Spirit Bear Coffee – 2 orders completed.
- Munch a Lunch open. New sushi provider. Signups can be done through Munch a Lunch for volunteering.
- Jars by Jodi – orders will start in the next week with rolling pickups.
- Santa's Breakfast – firefighters are paying for all the food again. RCMP will attend and bring their Safety Bear. Citadel students will volunteer for facepainting and crafts. Coquitlam Express players are coming. Tickets are on sale on Munch-a-Lunch.
- **Grade 5 Activities**
- -----Snack Sale – this Friday is the first snack sale at the Duck Pond. Cash only. Fun music and costumes! Next one will be held in November.
- -----Momentum Ninja Gym Kids Night Out + Excel Martial Arts Night in January
- -----Grade 5 bottle fundraiser is year-round.
- -----Grade 5 hoodie process starting today. Should be ready by mid November.



6. Treasurer's Report

- See below for more information on financial update.
- Motion to account the remaining budget that was used for planners for sports equipment – motioned by Dave MacDonald, seconded by Andrea Rodriguez. Passed unanimously,

Hazel Trembath - Monthly Treasurer's Report - SEPTEMBER 2026

Budget Line Item	Description	Expense (Out)	Budget Remaining	
PAC Meetings & Functions	Timbits for September's Meeting	\$5.49	\$194.51	
Welcome BBQ	Expenses for chips, juice, water, & condiments	\$305.08	\$94.92	
Childcare	Child Minding for September's meeting	\$50.00	\$350.00	
Fundraising Revenue		Revenue (In)	Less Expenses	Total Revenue to PAC/Committee
Welcome BBQ	Donations received by attendees	\$493.60	-\$305.08	\$188.52
Spirit Bear Coffee	E-Transfer for Orders (two timed to October)	\$100.00	\$0.00	\$100.00
Gaming Account Budget Line Item	Description	Expense (Out)	Budget Remaining	
Student Planners	2026-2027 student school planners	\$864.86	\$635.14	

7. School Board Update

Megan MacDonald

- Member attended the first public board meeting of the school year on Tuesday, September 22nd which would be the last board meeting held before the civic election.
- Meeting included the annual declaration of World Teacher's Day and covered regular business such as the Summer Learning Report, Financial Statements and Audit discussions and service recognition for Trustees Brodie and Park who were retiring at the end of this session.
- During the financial discussion, it was mentioned that the District surplus from prior year would be allocated to future year contingencies as their policy dictates. During question period, member asked about the incoming surcharge being passed on to the parents, guardians, and staff who use School Cash Online for payments of necessary items and why, during this time of a cost-of-living crisis, was this 4% surcharge not being reconsidered after confirming the district surplus from last year. Secretary-Treasurer Nita Mikl responded that this decision was in line with most of the other school districts who had already passed along this charge to the public and it was necessary to balance the budget as is mandatory from the Province. When asked if the District would reconsider due to the aforementioned surplus, member was told it would not reconsider during this active school year and would only perhaps for next year's budget discussions.

8. District PAC Representative Report

David MacDonald

- Sep 16 – superintendent provided some updates on custodial and maintenance staff.
- Beginning of the school year went smoother and quicker than any year district wide.



HAZEL TREMBATH ELEMENTARY SCHOOL

- Groundbreaking for Hazel was brought up and discussed. Monty Middle going to tender, with a few other construction projects on track.
- New school website was discussed – all schools and district information are under one umbrella.
- School district app has launched.
- District School Trustee information session was held for the first time.
- SD43 has AED's in every school; naloxone in every middle and highschool.
- Reviewing HVAC and filter cleaning procedures.
- Build a Biz Kids program – geared for elementary and middle school children to start a business and explore entrepreneurial.
- Discussion on digital literacy – working with the school district to improve digital literacy district wide.

9. Treasurer's Report

Megan MacDonald

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

10. Open Floor Discussion

Multiple

- Discussion held on school photo vendors – a new vendor was chosen this year.

11. Call to Conclude Meeting @ 7:48 PM

- Motion to end meeting
- Seconded
- Call for Vote

Megan MacDonald
Shawna
Unanimous (Y)
Motion passed

*** NEXT MEETING TO BE HELD:** 7:00PM on Tuesday, November 17th, 2026 at Citadel Middle School