



**PAC GENERAL MEETING**

**TUESDAY, January 20, 2026 – 7:00 PM**

**Library, Citadel Middle School**

**MEETING MINUTES**

**Members In Attendance:** David MacDonald, Megan MacDonald, Kelsey Fligg, Andrea Rodrigues, Shawna Comey, Mary Dada

**1. Meeting called to order @ 7:00 PM**

By Megan MacDonald

**2. Agenda and Approval of Previous Minutes**

Megan MacDonald

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

D.M.

A.R.

Unanimous (Y)

\*Motion Passed\*

**3. Chair's Report**

Megan MacDonald

- Co-Chair Alaina Milicevic and Anand Kanna are absent tonight
- Welcome back!

**4. Principal's Report**

Jason Hewlitt

**What has happened?**

- Gr. 5 Volleyball Tourney – 2 teams participated from Hazel, with teacher sponsors Mrs. Jack, Mr. Smith and Mrs. Gillian
- Dec. 1 Hazel Spirit Day
- Dec. 9/10 – Successful Winter Concerts, they came together so well. Discussion of bringing Mrs. Karen back next year.
- Myed Term 1 Learning Updates were posted for parents
- Jan. 13 – Visit from Coquitlam Express – question and answers and a hockey game against the Gr. 5's
- Science's Up Program occurred over the past few days – groups of scientists went room to room to create science experiments for each class. These expenses were covered by the Foundation.

**Upcoming**

- **Monday, January 26** – Pro-D Day



## HAZEL TREMBATH ELEMENTARY SCHOOL

- **Tuesday, January 27 @ 12:30 p.m.** – Students will participate in the *Kind Mind Dance* with DJ Rock and Beau. Thank you to Shawna for bringing this program to Hazel—it has been very well received.
- **Wednesday, January 28** – School Spirit Day: *Crazy Hair, Sock, and Hat Day*
- **Friday, January 30 @ 2:00 p.m.** – Goodbye Assembly for Mrs. Sherle, who is moving to a Vice-Principalship at Walton Elementary. Families are welcome to attend.
- **February 2–4** – Poirier Recreation Centre skating. These expenses are generously covered by the Foundation.
- **February 11** – Western Theme Day
- **February 16** – Family Day (Holiday)
- **February 18–20** – Lacrosse Clinic, run by the PoCo Minor Lacrosse Association. Each class will have an opportunity to participate.
- **February 27** – Pro-D Day
- **Rebuild Update** – A rebuild update will be shared at the end of the day. Crews will be on site Wednesday and Thursday this week.
- **Community Engagement** – Once design plans are available, a community open house will be scheduled to share updates in the future.

### 5. Treasurer's Report

Megan MacDonald

- The below reports were read aloud to the members present:

#### Hazel Trembath - Monthly Treasurer's Report - NOVEMBER 2025

Budget Line Item	Description	Expense (Out)	Budget Remaining	
Childcare	Childminding expense for November PAC Meeting	\$50.00	\$350.00	
PAC Meetings & Functions	Purchase of snacks for November PAC Meeting	\$5.29	\$479.43	
Santa Breakfast	Purchase of items required for event*	\$415.71	N/A	
	** Invoiced Poco Fire Dept for reimbursement; cheque received and deposited at end of month	-\$415.71		
Miscellaneous Contingency	Decor and Coffee Purchases for Santa Breakfast + Round Up for total donation	\$183.49	-\$83.49	
Hot Lunch	November Hot Lunch (Red Robin) + Purchases	\$949.95	\$985.56	
Grade 5 Snack Sale	November sale purchases	\$142.80	\$25.95	
Fundraising Revenue		Revenue (In)	Less Expenses	Total Revenue to PAC/Committee
Hot Lunch	November Hot Lunch (Red Robin)	\$1,198.97	-\$949.95	\$249.02
Tru Earth	Deposit from Tru Earth Proceeds	\$51.25	-\$10.38	\$40.87
Created by Kids	Christmas Art Fundraiser	\$1,356.60	\$0.00	\$1,356.60
Santa Breakfast	Annual Santa Breakfast (all proceeds to families in need)	\$1,137.59	-\$1,137.59	\$0.00
	** Including round-up from PAC General Acct; Gift Cards purchased w funds	\$1,200.00		
Grade 5 Snack Sale	November 28th sales less expenses	\$410.00	-\$142.80	\$267.20
Grade 5 Hoodies	Non-budgeted item - hoodies ordered by Committee & paid for by families who ordered*	\$1,134.00	-\$1,144.50	-\$10.50
	*Vendor paid in December; Shipping fee deducted from Gr 5 revenue			
Gaming Account				
Budget Line Item	Description	Expense (Out)	Budget Remaining	
School Field Trip	Como Lake Middle School - "Art Start"	\$220.00	\$55.00	



## Hazel Trembath - Monthly Treasurer's Report - DECEMBER 2025

Budget Line Item	Description	Expense (Out)	Budget Remaining	
Hot lunch	December Hot Lunch (Sushi Fu) + Purchases	\$920.39	\$734.78	
	<i>*Budget remaining is for purchases only; any overage will then be deducted from Hot Lunch Revenue</i>			
Fundraising Revenue		Revenue (In)	Less Expenses	Total Revenue to PAC/Committee
Hot Lunch	December Hot Lunch (Sushi Fu)	\$1,240.58	-\$920.39	\$320.19

\*\* A Quarterly Report (Q1 – August to October) was also distributed to members present and briefly reviewed. It is available upon request

### 6. Committee/Fundraising Volunteers & Events

Multiple

- **End of Year Event.** We are hoping to recruit more volunteers and continue to grow our PAC. As we plan for a year-end party to welcome Hazel/Winslow families, additional volunteers will be needed to ensure this event runs smoothly.
- **Portrait Fundraiser (May)** – Planning to partner with Kim again; dates to be confirmed.
- **Garden Works Fundraiser** – No minimum order and minimal legwork required; PAC receives 25% of all sales.
- **Designer Cookies (Easter)** – Andrea will touch base next month after following up with the team.
- **Considering** – Entrepreneur Fair.
- **Purdy's Fundraiser** – Goal was not met; awaiting revenue update.
- **Meridian Fundraiser** – Awaiting cheque.
- **Consideration for Next Year** – Jars for Jodi fundraiser

### 7. School Board Update

Megan MacDonald

- Attended public meetings on November 25<sup>th</sup> and January 13<sup>th</sup>.
- No news from November meeting but on January 13<sup>th</sup> spoke to Chair Thomas afterwards who said he had signed off on the project approval. Asked him about previously mentioned "all-parents meeting" that Superintendent Tambellini had mentioned in October and he didn't have an answer. He wants to have enough important information to share before calling us all in to a meeting.
- Next meeting on February 10<sup>th</sup> as well as a special meeting on February 17<sup>th</sup>; will be attending.

### 8. District PAC Representative Report

Andrea Rodriguez

- This was an extra meeting, the focus was on Directions 2030. All the information is on the DPAC website.
- Next meeting is January 28<sup>th</sup>, 2026.
- Links to meeting notes can be found here: <https://share.google/voXn0dr15q4gDOTob>



## HAZEL TREMBATH ELEMENTARY SCHOOL

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### 9. Open Floor Discussion

Multiple

- Good bye gift was approved for Mrs. Lori Sherle who is leaving Hazel Trembath to move to a Vice Principalship to Walton Elementary and will be presented to her on Friday.

### 10. Call to Conclude Meeting @ 7:44 PM

i. Motion to end meeting

A.R.

ii. Seconded

S.C

iii. Call for Vote

Unanimous (Y)

\*Motion passed\*

**\* NEXT MEETING TO BE HELD:** 7:00PM February 24<sup>th</sup>, 2026 at Citadel Middle School