



PAC GENERAL MEETING

TUESDAY, April 7, 2026 – 7:00 PM

Library, Citadel Middle School

MEETING MINUTES

Members In Attendance: Megan MacDonald, Dave MacDonald, Josephine Chan, Andrea Rodriguez, Shawna Comey, Danielle Murdoch and Kelsey Fligg.

1. Meeting called to order @ 7:02 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. February'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

Kelsey Fligg
Andrea Rodriguez
Unanimous (Y)
Motion Passed

3. Chair's Report

- There were no Chairs present at tonight's meeting.

4. Principal's Report

Jason Hewlett

- What has happened?
 - o Pink Shirt Day on Feb.25th
 - o Learning Updates were published on March 4th.
 - o School Spirit Day – Rainbow Day – there may be a possible redo on the missed Rainbow Run at Settler's Park...stay tuned for more information.
- What is happening
 - o School-wide Tennis Program – this program has been well received and was paid for by the Foundations
 - o April 2nd – Reading Link Challenge occurred, against 12 other schools in the district. Thank you to Mrs. Dorman for supporting this event.
- What is coming up?
 - o April 13th – Ceramic Program Starts
 - o April 15th - Citadel Middle School is coming to visit to do a Gr. 5 Transition Presentations
 - o April 15th – Grade 4/5's to take part in Como Lake Relays @ Como Lake Park 3:00 – 5:15 pm
 - o April 17th Hot Lunch – Taco Del Mar
 - o April 22nd – School Photos



HAZEL TREMBATH ELEMENTARY SCHOOL

- April 24th – Pro-d Day
- April 28th and 29th 1:30 Early Dismissal for Student Led Conferences
- Grade 5 Parent/Student Meeting at 6:30pm at Citadel regarding the Gr. 5’s Transition
- Architectural designs were shared at a City Meeting for the new Build. They are available online. Construction is still slated to begin July 2026.
- There was a question regarding Bus pick up and drop off for the upcoming school year and we learned that the site for pick up and drop off will shift back to the original site, off Confederation, to distance the kids from the construction.
- Next September, it is anticipated that we will be reduced to 3 buses, due to lowering enrollment. This is not just specific to our school, and this trend is being seen throughout the district.
- Thus far there are 17 Kindergartens registered for September 2026 Enrollment.

5. Treasurer’s Report

Megan MacDonald

Hazel Trembath - Monthly Treasurer's Report - FEBRUARY 2026

| Budget Line Item | Description | Expense (Out) | Budget Remaining | |
|--------------------------|--|---------------|------------------|--------------------------------|
| Hot lunch | February Hot Lunch (Pasta) + Purchases | \$890.68 | \$528.28 | |
| | <i>*Budget remaining is for purchases only; any overage will then be deducted from Hot Lunch Revenue</i> | | | |
| Childcare | Childminding expense for February PAC Meeting | \$50.00 | \$250.00 | |
| PAC Meetings & Functions | Purchase of snacks for February PAC Meeting | \$5.29 | \$446.20 | |
| Staff Leaving | Ms Sherle's promotion/leaving gift | \$50.00 | \$150.00 | |
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| Fundraising Revenue | | Revenue (In) | Less Expenses | Total Revenue to PAC/Committee |
| Hot Lunch | February Hot Lunch (Pasta Polo) | \$1,203.34 | -\$890.68 | \$312.66 |
| Purdy's | Christmas Fundraiser Deposit | \$133.72 | \$0.00 | \$133.72 |
| Meridian Meats | Fall/Winter Fundraiser Deposit | \$540.00 | \$0.00 | \$540.00 |

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



Hazel Trembath - Monthly Treasurer's Report - MARCH 2026

| Budget Line Item | Description | Expense (Out) | Budget Remaining | |
|---------------------|--|---------------|------------------|--------------------------------|
| Hot lunch | March Hot Lunch (Noodlebox) + Purchases | \$929.45 | \$289.33 | |
| | <i>*Budget remaining is for purchases only; any overage will then be deducted from Hot Lunch Revenue</i> | | | |
| Misc Contingency | Re-Issue of stale dated cheque from 2024 | \$72.79 | -\$156.28 | |
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| Fundraising Revenue | | Revenue (In) | Less Expenses | Total Revenue to PAC/Committee |
| Hot Lunch | March Hot Lunch (Noodlebox) | \$1,223.24 | -\$929.45 | \$293.79 |
| Gr 5 Graduation | Excel Martial Arts Movie Night | \$720.00 | \$0.00 | \$720.00 |
| Tru Earth | Purchase Revenue Deposit | \$15.38 | \$0.00 | \$15.38 |
| Gardenworks | Purchase Revenue Deposit | \$50.00 | \$0.00 | \$50.00 |

6. Committee/Fundraising Volunteers & Events

Multiple

- Taryn and Cara have booked the caterer, organized gifts and decorations for Staff Appreciation Lunch on May 5th. We are hoping more donations will be coming through to cover the costs, donations can be made through [School Cash Online](#) until April 29th.
 - A note from the organizers: We are also still looking for a few more volunteers to help set up and take down before and after the Lunch on May 5th. Here are the timeframes where support is needed:
 - **Set-Up (10:45–11:45 am):** Help decorate, set up the space and prep for the caterers (about 60 minutes).
 - **Take-Down (beginning at 1:30pm):** Helping remove decorations and reset the space. The caterers will handle most of the food-related clean-up, so this shouldn't take long.
 - If you can help during any of these times, please let the organizers know or email the PAC at PACHazeltrembath@gmail.com
- Issues with TruEarth have been resolved; \$10 fee has been refunded.
- Spring Portraits are due Friday – taking place on April 17th and 18th. \$40 goes directly to the school and the portraits will go ahead rain or shine.
- Year End Fun Fair Committee has lots on the go with tons of fun things planned! A call out for day-of event volunteers will come out closer to the date with short 30-minute time slots to sign up for. This will take place on Friday, June 12th from 5:00 – 8:00 PM.
- The Grade 5 Un-Fundraiser is now closed. Thanks to all who supported this!
- Garden Works is running until May 1st.
- Hot Lunch dates have been booked until the end of the year. Taco Del Mar, White Spot, Pasta Polo, TCYB Frozen Yogurt Treat Day.

7. School Board Update

Megan MacDonald



- There were no meetings scheduled since the last meeting; however, there will be one per week over the next three weeks as the annual budget process runs its course.
- Plans for the new build have been released and available online.
- These meetings are open to all SD43 parents.

8. District PAC Representative Report

David MacDonald/Andrea Rodriguez

- Feb. 25th –Surveys have been sent out to parents, and the district is eager to redesign parent communication for June 2026.
- Directions 2030: This report is in the final stages and will be presented to parents and staff in the coming weeks.
- Discussion on Enrollment. The low enrollment being seen district wide, except in French Immersion, but their challenge is getting qualified French speaking Teachers.
- The district recognizes staffing shortages in Learning Assistance and is actively working to recruit qualified teachers.
- Ben King was a presenter – He spoke about the SD43 WORK in Trades Program – Gr. 11/12 coursework to help them move into Trades vocations. (More geared towards Middle and High School)

Career & Trades Programs - School District No. 43 (Coquitlam)

www.sd43.bc.ca

- Next Meeting: April 29th, 2026

9. Upcoming Annual General Meeting

Multiple

- This is the first official call for nominations for new PAC Executive members for the 2026/2027 year.
- Megan and Alaina are re-running for their current positions. Thank you!
- Positions that will be open: Secretary, Vice-chair/Co-chair, and DPAC Representative.
- We are hoping to onboard and train new parents to ensure we have a strong PAC representation!
- May 19th: Next month's meeting we will have the vote; Anand will do the official calls for nominees.

10. Open Floor Discussion

Multiple

- Ideas for new fundraisers – Save On Foods, First Aid Kit, Josephine will forward the information she has found. Any ideas can be emailed directly to the PAC or bring it forward to a PAC meeting.

11. Call to Conclude Meeting @ 7:34 PM

- Motion to end meeting
- Seconded
- Call for Vote

Dave Macdonald
Shawna Comey
Unanimous (Y) *Motion passed*

NEXT MEETING: AGM - **May 19th**, 2026 at 7:00PM, Citadel Middle School