



## **Courtenay Elementary PAC Meeting Minutes**

**September 17, 2025**

**Minutes taken by: Mackenzie Leslie**

**Minutes transcribed by: Lee Manson**

**Co-Chairs:**

Angie Wood & Krista Overwater

**Treasurer:**

Tara Webb

**Secretary:**

Lee Manson

**DPAC Rep:**

Mackenzie Leslie

**Community School Rep:**

Shawn Thir

**Vacant Positions:**

Montessori Rep

Events Coordinator

Fundraising Coordinator

**Present:**

1. Angie Wood
2. Shawn Thir
3. Mackenzie Leslie
4. Tara Webb
5. Vanessa Janzen
6. Shannon Aldinger
7. Nelson Hein

8. Catherine Munro
9. Noah Burdette
10. Krista Overwater

**Meeting called to order at 6:30pm by Angie**

**Approval of last meeting's minutes by Tara and Vanessa.**

| <b>Agenda Item</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>Action Required</b>                                                                                                                                                  |
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| <b>Welcome and land acknowledgement</b> <ul style="list-style-type: none"> <li>- Introductions</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                         |
| <b>Principal Report – Noah Burdett</b> <ul style="list-style-type: none"> <li>- Higher than expected enrollment rate (234 vs. 215)</li> <li>- Open House being planned</li> <li>- Equity scan being planned for mid-October</li> <li>- Question: what do I need to know about how PAC and admin work together?               <ul style="list-style-type: none"> <li>o Clear communication between PAC and admin important</li> <li>o PAC is actively recruiting volunteers, more help is needed</li> <li>o Comment from parent: confusion about what PAC does</li> </ul> </li> <li>- Safe and Active Schools Open House happening at Puntledge on October 3, 5-7pm</li> </ul> | <ul style="list-style-type: none"> <li>- Noah to share more information once planned</li> <li>- PAC will update outside information bulletin board regularly</li> </ul> |
| <b>Vice Principal Report – Catherine Munro</b> <ul style="list-style-type: none"> <li>- CE received \$3000 garden grant               <ul style="list-style-type: none"> <li>o Children appear to be very excited about gardening</li> <li>o Approximately 15 students are doing gardening each recess</li> <li>o A better watering system is being explored</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                           |                                                                                                                                                                         |

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| <ul style="list-style-type: none"> <li>○ Grant may be able to cover classes that would like to purchase seeds/plants</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                 |
| <b>School Board Report – Shannon Aldinger</b> <ul style="list-style-type: none"> <li>- Explained role as a trustee</li> <li>- Ministry has put out information on digital literacy and safety on the following topics: <ul style="list-style-type: none"> <li>○ Consent education for children to watch with parents at home</li> <li>○ Inclusive education</li> <li>○ Anti-racism</li> </ul> </li> <li>- Tuesday, September 30<sup>th</sup> is National Day for Truth and Reconciliation (Orange Shirt Day) <ul style="list-style-type: none"> <li>○ This year’s graduates will have learned about Canada’s history throughout all their schooling</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>- Shannon will send Angie links to more info</li> </ul>                  |
| <b>Community School Report – Shawn Thir</b> <ul style="list-style-type: none"> <li>- Welcome new cook, Victoria Evans</li> <li>- Last year: 19,911 lunches served</li> <li>- Served 105 today (first day)</li> <li>- Breakfast program has started up, available to any student who needs extra nutrition before school</li> <li>- After school activities <ul style="list-style-type: none"> <li>○ Morning gym, parents welcome</li> <li>○ Two active play clubs</li> <li>○ Lego</li> <li>○ Art</li> <li>○ Skateboarding</li> </ul> </li> <li>- Coffee Fridays will be happening</li> </ul>                                                                               | <ul style="list-style-type: none"> <li>- Shawn will confirm start dates and send out info to parents</li> </ul> |
| <b>Treasurer Report – Tara Webb</b> <ul style="list-style-type: none"> <li>- General opening – 5369.22</li> <li>- General Closing – 5369.22</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                 |

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| <ul style="list-style-type: none"> <li>- Gaming Opening – 17129.28</li> <li>- Gaming Closing – 17129.28</li> <li>- Waiting for gaming grant</li> <li>- Lee made a form to give to teachers to fill out if they have a request for funds from PAC</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>- Lee will send form to Noah once approved by PAC</li> </ul>                |
| <p><b>Chair Report – Angie Wood</b></p> <ul style="list-style-type: none"> <li>- PAC has hosted two coffee mornings so far</li> <li>- School staff, Alicia and Renee, have repainted the orange hearts outside</li> <li>- Possible movie night in October or November <ul style="list-style-type: none"> <li>o Brainstormed movies</li> <li>o Pizza could potentially be ordered through Munchalunch</li> <li>o Popcorn, pizza, Aha, water</li> <li>o Parent attendance mandatory</li> <li>o Requires eight volunteers</li> </ul> </li> <li>- Maker’s Market, November 22, 2025 <ul style="list-style-type: none"> <li>o Fundraiser and community event</li> </ul> </li> </ul> | <ul style="list-style-type: none"> <li>- More info to follow</li> <li>- Krista can bring coffee machine</li> </ul> |
| <p><b>Open Floor</b></p> <ul style="list-style-type: none"> <li>- Question from parent: why are there so many split classes? <ul style="list-style-type: none"> <li>o Noah responded –multiple reasons (age doesn’t determine academic level, restrictions on number of designations per class)</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                    |

**Meeting adjourned at 8:07pm**

**Next meeting: October 8 @ 6:30pm**