



Courtenay Elementary PAC Meeting Minutes

October 8, 2025

Minutes: 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. Mackenzie Leslie
3. Tara Webb
4. Kristin Oskam
5. Vanessa Janzen
6. Shannon Aldinger
7. Catherine Munro
8. Noah Burdett

9. Krista Overwater
10. Phylis Edgar
11. Naomi Coutts
12. Harjot Thiara
13. Lee Manson

Meeting called to order at 6:32pm by Angie

Approval of minutes by Tara and Mackenzie

Agenda Item	Action Required
Welcome and land acknowledgement	
Principal Report – Noah Burdett • Safe and Active Schools: We will be working with the city of Courtenay and a consulting group to look at active ways for students to get to school. Here is a site with more information: https://www.courtenay.ca/safe-and-active-school • Grade 4/5 volleyball up and running. • Teachers are discussing upcoming assessments and communicating student learning. Connect with your child's teacher to learn how they plan to report. • Fire safety for the grade 3 on Oct. 9. • We had a beautiful day for Terry Fox Run and raised approx. \$500. • Ms. Munro prepared a great learning session on Sept 29th as she shared the story behind Orange Shirt Day. • Ms. Hart not able to plan the Halloween dance for this year but willing to assist. • We will be conducting an Equity Scan of all staff on Oct. 14th. We will be connecting with families and students before Dec. 9th. ▪ https://www.youtube.com/watch?v=jOVsrWYLnwc ▪ Removing barriers to Indigenous success and improving learning. Shine a light on the good things and on barriers. Change towards equity. • Winter Concert date December 17th. Details TBD. • Parent Teacher conferences Nov. 20th, no school. • Communicating with the Aquatic Centre to bring back swimming lessons in 2026	
Vice Principal Report – Catherine Munro • Gift Exchange (possible date Dec. 3rd):	

○ Last year was very successful ○ Would like to support the gift exchange again this year, looking for someone to lead ○ Space has been cleared under the stage ○ Need help with moving donated items to storage, set up on day of and day before ○ Phylis volunteered her husband, Gerry ○ Need more gifts for dads this year ○ Leadership/older students to volunteer? • Need clothing for boys age 5-8 for wet weather	
School Board Report – Shannon Aldinger • District had meeting last night, led by Jessie Everson • Discussed ways of bringing in more Indigenous ways of being into the district • Can share ideas with City of Courtenay regarding kids getting school to safely using walking, biking, etc. instead of driving ○ See the city of Courtenay website for providing input • Ministry of Education, mandatory screening for literacy kindergarten students - will be expanded for older grades • Discussion from district about providing childcare • FREE Virtual Workshops for Parents from the Ministry of Education & Child Care through ERASE (Expect Respect & a Safe Education): ○ “Establishing Safe, Caring & Respectful Digital Communities” - Nov 12, Jan 21, Mar 11, and May 13 https://pages.saferschoolstogether.com/erase-family-session ○ NEW: “Establishing Family Practices for Safeguarding Against Cyberbullying” - Oct 15, Dec 10, Feb 18, Apr 8, June 10 https://pages.saferschoolstogether.com/erase-family-sessions	
Treasurer Report – Tara Webb • General opening – \$5369.22 • General Closing – \$5117.07 • Gaming Opening – \$17147.54 • Gaming Grant – \$4420 • Gaming Closing - \$21567.54 • Tara provided info on how we can use gaming (field trips, fun activities, skating, movies – nothing that the school should be providing) • 13 classes, idea to offer each class a bus for a field trip as that has been a barrier in the past	

• Add to budget \$1000 for Halloween dance • Vote: All in favor of proposed budget.	
Chair Report – Angie Wood • Meaghan Grzelo, school librarian, requested \$500 regarding literacy event (bringing in authors on tour). ◦ Vote: All in favor, passed, to be taken from gaming fund • Not able to do Makers Market in December, will host one in May, 2026 • Idea from Harjot: Food Fest Market - win-win, vendors inside gym, selling food, community event with picnic tables set up in middle, maybe February - Love Food Fest, Valentine’s Day, Family Day - date TBD • Movie night in November? Pizza, popcorn. Friday, Nov. 28th, movie TBD • Halloween dance brainstorm (Oct. 30, 5-7pm) ◦ Pizza by donation ◦ Mackenzie, Tara, Alicia, Harjot, Phylis - big kids can volunteer • Kids playing basketball on the court and other kids lining up are getting hit with balls before and after school - Noah will say no games on the courts, they can go into the gym to play • Presented Dave and Richard with gift for Custodian Appreciation Day	-Harjot will liaise with businesses to gage interest and bring back information -Lee to coordinate sub-committee
Open Floor • Mackenzie reviewed DPAC meeting minutes and said Family Smart is looking for community input on future workshops, more to follow. • Idea: Instead of Monday Fun Day, do treats on Friday afternoons, organized by classes instead of PAC? Last term of school, once a month to cut down on work and sugar. • Budget: School district provides \$400 for PAC meetings, snacks, photocopying. • Angie will talk to Shawn about the hot dogs PAC wants to donate	

Meeting adjourned at 7:54pm.

Next meeting: November 12, 6:30pm.