

Courtenay Elementary PAC Meeting Minutes

November 12, 2025



Minutes taken 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
Fundraising and Events Coordinator

Present:

1. Angie
2. Mackenzie
3. Tara
4. Vanessa
5. Carolyn (Primerica Investments)
6. Catherine
7. Noah
8. Krista
9. Phylis
10. Naomi
11. Nelson
12. Lee
13. Sara (Safe and Active Schools)

Meeting called to order at 6:30pm by Angie

Approval of last meeting's minutes by Tara and Mackenzie.

Agenda Item	Action Required
Welcome and land acknowledgement We respectfully acknowledge that we are gathering on the Unceded Traditional Territory of the K'ómoks First Nation, the traditional keepers of this land. We are grateful for the honour of working with their children.	

Principal Report – Noah Burdett ● Family Teacher conferences will be taking place Nov. 20th. No school for students. ● Nature Learning: The district has received approx. \$200 000 (materials, labour, and maintenance) to add natural elements to Courtenay El. Students are being surveyed for their thoughts on how to develop the grounds and we will be sending a survey to families as well. After our surveys are complete the feedback will go to a landscape architect and they will finalize the plans in partnership with the grounds department of SD71. Hopefully beginning in the spring. ● A big thank you for a wonderful Halloween event. ● Winter Concerts will be December 17th 1pm show for students and community and 6 pm for families. Doors will open at 5:45 and students will go to their classrooms. The show will start at 6pm and should conclude by 7pm if not earlier. ● Communicating student learning. Those using the MyEd program will have reports coming home Dec. 12. Those using portfolios will be more flexible. ● Ms. McFarlane will be returning 3 days a week starting Nov. 24th. ● Please take some time to look at the survey regarding the potential May 15th Pro-D day sent out by the district. Please submit feedback prior to November 25th. You can submit feedback anonymously here: 2025-2026 School Year Calendar Update or email communications@sd71.bc.ca	
Vice Principal Report – Catherine Munro ● Treasure Sale (children can choose up to two gifts for family members) ○ December 19 ○ Will need 6 day of volunteers ○ Student leaders could help with wrapping ○ Set up throughout day of Dec. 18 ○ Rolling cart outside ● Volleyball tournaments are going well	-Phylis will be in charge of donations (retrieving bin from outside of school and rolling them into the storage space in the gym) -Mackenzie volunteered to help set up and will recruit her parents as well -Catherine will put a call out to school community for donations -Naomi can provide labels -Angie will bring in the wrapping paper that has been stored at her house -Lee will put a call out to parents/caregivers for day of volunteers on FB

School Board Report – Shannon Aldinger • School Liaison postings have been made, Shannon has been assigned to Courtenay EI for the next year (hooray!) • Change in school calendar in discussion right now - Friday, May 15 • School plans are being created right now, January 16 there will be a meeting for parents • Aspen and Cumberland schools are being expanded • Multiuse pathway that connects Lake Trail and Arden has been started • Public engagement session Nov. 18, 6-7:30 regarding budgeting • Next board meeting Nov. 26, parents can attend in person or online • Parents can contact Shannon with questions	
Treasurer Report – Tara Webb • General opening – \$5117.07 • General Closing – \$4709.04 • Gaming Opening – \$21567.54 • Gaming Closing – \$20686.64 • Halloween dance on budget \$1000	

Chair Report – Angie Wood • Movie night, Nov. 28 6pm-8pm ◦ After dinner ◦ Still have 500 popcorn bags ◦ Water, bubbly for sale ◦ The Grinch (new version) ◦ Wear festive gear ◦ \$2/bag of popcorn, \$1/drink ◦ Need volunteers ◦ Announcement of rules ahead of time (sit down event, parent supervision a must) • Krista shared a message from concerned parent regarding allowing children to have recess outside on stormy days ◦ Discussion occurred ◦ Upgrade will help provide shelter ◦ Reminder to parents to send weather appropriate clothing and extra clothing if clothes get wet ◦ No district policy other than severe weather warnings ◦ Winds above 50km per hour with mid to high rain - examples of when kids will stay inside ◦ Lunchtime clubs are happening (drawing, reading) ◦ Superintendent is responsible for implementing severe weather decisions	• Noah will notify parents by email • Lee will make a poster and advertise on FB • Vanessa has the movie • Angie will bring in the popcorn bags
Halloween Dance Debrief - Lee • Thank you to all the parent volunteers that made this event happen • In general, positive feedback, everybody had a good time • Suggestions: More parent volunteers, more games, more decorations • Clear message to parents that they are responsible for supervising their kids and teens at all times • More people at door to ensure the above rules are communicated to parents • Kids without parents will not be allowed into the dance • Pre-orders - Munchalunch - some parents didn't order, but we ended up with extra pizza so hopefully everybody was fed • Printout to be sent home with more information next time	

Safe and Active School Presentation - Sara • Working with parents to identify barriers to active transportation (biking, walking) • Recommendations will be made to make active transport safer • Program promotes safety and encourages children to walk or bike to school • CE, Puntledge, and Valleyview involved in project • www.courtenay.ca/safe-and-active-school • Nov. 18 walkabout at Courtenay EI, 200m around school, 9-10:30 all parents welcome • School community survey will be launched next week until Dec. asking school community what are barriers or dangers to active transport • Feedback obtained by PAC	
RESP and RDSP Presentation - Vanessa and Carolyn • Free government money available for kids (RESP) - grants and bonds • Money available for children or adults with disabilities - criteria is if family has disability tax credit (can be backdated) - can apply up to age 49 • Grants and bonds available for kids 6-9 • Canada Learning Bond \$500 • Single income families can earn even more • Parents can get free information and advice about these investments; www.primerica.com/carolynharmsworth	
DPAC - Mackenzie • Lack of supervision for children during recess is a problem across the district • Hiring for lunchtime/recess supervisor, posting is out - check Make a Future to see posting (5 hours per week) 11:50am start time	-Lee will notify parents of the listing via FB

Open Floor

- Concern about physical interactions between kids on the playground
- Catherine discussed consequences for children who are physical toward each other; all parents contacted, restorative justice
- Reporting is key
- Anyone who is unhappy with any event that happens at school can check out the Erase website, can be an anonymous reporting tool, gets escalated up to the superintendents
- School has code of conduct and repercussions can happen (removal of privilege all the way to suspension)

Meeting adjourned at 8:06pm

Next meeting: December 10, 6:30pm