

**Courtenay Elementary PAC Meeting Minutes  
January 14, 2026**



**Minutes taken by: Lee Manson**

**Meeting facilitated by: Angie Wood**

**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. Krista
2. Vanessa
3. Catherine
4. Noah
5. Nelson
6. Lee
7. Shawn
8. Tallina

**Meeting called to order at 6:32pm by Angie**

**Approval of last meeting's minutes by Nelson and Lee**

Agenda Item	Action Required
<p><b>Welcome and land acknowledgement</b>            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.</p>	
<p><b>Principal Report – Noah Burdett</b></p> <ul style="list-style-type: none"> <li>● Continuing to advocate for the undercover area, will continue to Spring Break at least</li> <li>● Have had more indoor recesses because we haven't been able to provide clothing after they get wet</li> <li>● Montessori registration opened this week and will stay open until Friday</li> <li>● Nature Learning Space proposal submitted (advocacy for multiple pathways, climbing, building, balancing, hilled area)</li> <li>● March 3, student led conferences, child care available to parents who need it</li> <li>● League basketball starting next week (20 4/5s)</li> <li>● School goals;               <ul style="list-style-type: none"> <li>○ Inclusion - creating routine planning for EAs on call so they know what is expected of them during the day</li> <li>○ Student centered assessment (focus on writing) - created a book club with journalling, book making</li> </ul> </li> <li>● May 15 pro-d day confirmed</li> <li>● Fund request from Ms. Hart, indoor climbing               <ul style="list-style-type: none"> <li>○ Unanimous vote to allot up to \$350 from gaming funds to this event</li> </ul> </li> <li>● End of year beach trip</li> <li>● Questions:               <ul style="list-style-type: none"> <li>○ Hired a recess supervisor, going well</li> <li>○ Sensory room update: haven't been able to install the swing, but the room is being well used by students</li> </ul> </li> </ul>	<p>Noah will draft a proposal for PAC to fund buses</p>

**Community School Team - Shawn**

- Shout out to 4 service workers who filled in for Masako while she was away, they did a lot and got the job done
- Masako is back, she's doing breakfast and lunch - breakfast is a sit down experience for them
- March 27, Breakfast Club of Canada will interview Shawn and Masako
- Snack bowl is getting eaten at lunch (veggies)
- Friday table is always full these days, great for helping with cost of living - food donated by Food Bank
- Minor construction in kitchen, can't use oven until it is done
- Sunday hosted Food Safe Level 1 in library
- Friday night badminton being done at Lake Trail, anybody can go (6:15pm to 8pm) - everyone welcome (community event), suggested drop in fee is \$2 (14 - seniors)
- Cookbook fundraiser will happen in Spring
- Summer cooking camp may be a possibility, teach basic skills and knife skills
- Question from parent about allergies and how the kitchen can accommodate

**Chair**

- May Market - Saturday, May 2
  - Need volunteers
  - Friday night set up
  - Saturday all day
  - Have to get tables from district
  - Bake sale
  - No hotdogs this year
  - Raffle - 1 or 2 baskets
- Fun Fair - Friday, June 12 (3:30-5:30)
  - Will need volunteers to run this event
  - If we don't get enough parents, we'll need to make the event a lot smaller
  - Problem in past years is lack of supervision
  - Inflatable basketball, obstacle course

PAC will organize a Fun Fair Committee and book date for first meeting shortly

<ul style="list-style-type: none"><li>○ Hot dogs, hamburgers</li><li>○ 50/50</li><li>○ No face painting? Line ups are so long.</li><li>○ 3D printing sales?</li><li>○ Photo booth was a highlight in past years, but we could make our own as well</li><li>○ Volunteers by spring break to know how big</li><li>○ Tallina committed to volunteering and Nelson said he could create a backdrop for the photobooth</li><li>○ Fun Fair planning meeting at Gladstone in the next few weeks</li><li>○ School has old school games we could use</li><li>○ Grade 5 sendoff ideas are welcome</li><li>○ Tug of war, 3-legged race, potato sack races</li><li>○ Megaphone needed</li><li>○ Will create flyer asking for volunteers, pair it with ask for fun fair - QR code (Mackenzie) or form to bring back</li><li>○ St. John Ambulance, Fire Fighters</li></ul>	<p>Lee will create a notice to be sent home to parents requesting volunteers (with QR code)</p>
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**Meeting adjourned at 7:48pm**

**Next meeting: February 11, 2026**