

**Courtenay Elementary PAC Meeting Minutes  
February 11, 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. Nelson
2. Breanne
3. Amy
4. Shawn
5. Catherine
6. Noah
7. Shannon
8. Lee
9. Tara
10. Angie
11. Krista

**Meeting called to order at 6:33pm by Angie  
Approval of last meeting's minutes by Angie 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>● We will be using the parent teacher conference software to book student led conferences on March 3 Student led conferences: In groups of 4-5 for a 40 min session. The schedule will come out when Ms. Tozer returns.</li> <li>● We have heard from 2 families about challenges and have a plan for those students. (EAs in library, gym, music room)</li> <li>● <b>Carnaval next week:</b> Learning about Quebec Carnaval (Bonhomme, Masks, Parade, music, etc...)</li> <li>● <b>Nature learning</b> Vs. 3. District redrawing plans as we were a little ambitious.</li> <li>● <b>Tumbler Ridge</b>, the district is sending out information. Here are some points we shared with teachers to help guide discussions:               <ul style="list-style-type: none"> <li>● There was tragic incident yesterday in Tumbler Ridge where some people have died and others were injured. This happened quite far away in northern BC.</li> <li>● It's normal to have questions as well, but we don't know very much right now, so it is important that we don't make things up and stick to the facts of what we know.</li> <li>● What is important is sharing your concerns, feelings and questions with a trusted adult at home or at school. We know you may want to talk to your friends about it, but we are asking you to talk to a trusted adult instead.</li> <li>● We canceled the fire drill as they can cause a lot of issues for those feeling vulnerable during these times.</li> </ul> </li> </ul>	

<p><b>Community School Team - Shawn</b></p> <ul style="list-style-type: none"> <li>● 2695 lunches cooked in January, 252 breakfasts</li> <li>● Biggest lunch in January: French toast</li> <li>● Snack bowl is now out between 10-10:30am, leftovers in the kitchen at lunch</li> <li>● Finding creative ways to create zero waste</li> <li>● Friday night badminton club happening at Lake Trail until March 13</li> <li>● Applying for grants for kitchen items</li> <li>● March 23, Breakfast Club of Canada interviewing Shawn and Masako about the diversity of food at the school</li> </ul>	
<p><b>District Report - Shannon</b></p> <ul style="list-style-type: none"> <li>● Student leadership group in district spoke at district meeting about belonging and connection in the school and how connecting to adults other than teachers was meaningful</li> <li>● Budget survey on district website</li> <li>● Job posting: teacher lead to look at state of health education and gender based violence, will create more systemic approach</li> <li>● Minister of Education posted a shout out to Courtenay EI's food program</li> </ul>	
<p><b>Treasurer Report - Tara</b></p> <ul style="list-style-type: none"> <li>● No change in \$ since last month</li> <li>● Funding requests: <ul style="list-style-type: none"> <li>○ \$23.57 scissors and tape reimbursement <ul style="list-style-type: none"> <li>■ 4 voted yes, approved</li> </ul> </li> <li>○ \$800 track and field for 4/5s - already budgeted, no need to vote</li> <li>○ \$1500 bussing for beach day - could be gaming funds <ul style="list-style-type: none"> <li>■ 4 voted yes, approved</li> </ul> </li> </ul> </li> </ul>	

**Chair Report - Angie**

- Mother's Day Market - May 2
  - Tables organized
  - Need volunteers
  - Scaling back: 1 basket for raffle
- Fun Fair - June 12
  - Will be using Crazy Jumpers for inflatables because other company isn't available
  - Survey sent home, received 7 back so far
- Ideas: Golden rock hunt for St. Patrick's Day, guessing jar - combined activity where classes are encouraged to find the rocks together
- Movie night tentatively scheduled for April
- Treat days will be coming back, after Spring Break
- April secretary day, May teacher day

Angie will make 40 golden rocks and jelly bean jar; school will oversee the guessing

Catherine will reach out to 3/4/5 teachers to get student volunteers to help; sales will be recorded this year

**Meeting adjourned at 7:38pm**

**Next meeting: March 11, 2026**