



Courtenay Elementary PAC Meeting Minutes

October 14, 2026

Minutes prepared by: Lee

PAC Executive & Representatives

Position	Name
Chair	Tallina
Co-Chair	Phylis
Treasurer	Tara
Secretary	Lee
Community School Representative	Shawn
DPAC Representative	Harry
Montessori Representative	Vacant
Events Coordinator	Vacant
Fundraising Coordinator	Vacant

Present

Tallina, Tara, Phylis, Lee, Noah, Catherine, Shannon, Christine, Carlyan, Kendall, Harry, Kristen, Naomi, Sara, Krista

Meeting called to order: 6:30 p.m. by Tallina

Approval of previous minutes: Moved by Tara; seconded by Christine.

1. Principal's Report – Noah Burdett

School Updates

- Cross country is going well; 20 runners per meet. Noticing great sportsmanship.
- First lockdown drill: October 21 in the afternoon.
- Tables for Gift of Giving have been ordered.
- Winter concert: December 15.

- Shared plan for greenspace being added to the field.
- Loose parts shed will open when the greenspace is being worked on.

Sara Kerr requested funding for 34 students to go to Coastal Black – \$578 (entry and pumpkin).

Motion: Approve \$578 for Coastal Black field trip.

Result: Carried

Catherine Munro requested funding for two speakers (theme: perseverance, overcoming adversity) – Michael Bortolotto and John Dunn – \$1,250 – can be used from gaming as a science presentation.

Motion: Approve \$1,250 for two presentations for the entire school.

Result: Carried

2. School Trustee Report – Shannon Aldinger

- Role of trustee.
- New policies: sanctuary schools – ensures safe and equal access to education.
- Gender-based violence committee has expanded, with funding for staff.
- Consent Awareness Week: October 19.
- Indigenous policy framework provides guidance at a high level to reorient the relationship with the land that we live on (treatment, respect).
- Trustee elections: Saturday, October 17 – get out to vote.

3. Treasurer’s Report – Tara Webb

- \$4,640 from gaming grant.

Current Account Balances

Account	Balance
Gaming Account	\$20,384.58
General Account	\$5,656.47

4. Chair's Report

- Motion to amend bylaw section 16 – finances: amend from \$150 to \$250. Motion passed 100%.
- Reviewed budget and made changes: DPAC gives all schools \$10/child – \$280 total. This can be used for snacks, so the snacks line will be removed; add \$75 to gaming licence applications; remove skating/field trips and add a new field trips line of \$3,000; add a presentation line of \$1,500.
- Voting on the 2026/2027 PAC budget.
- All in favour of the changes, with the totals 100% unanimous – motion passed.

5. Other Business / Open Floor

- Halloween committee: box outside of the front door to collect decorations. Volunteers needed for a 30-minute slot (email or post on Facebook). Sensory-safe space in the library; games room; callout for baked goods. Phylis can be in the kitchen after 2 p.m. for baked-goods drop-off.
- Is there an Indigenous PAC this year? (Naomi) – will reach out to DPAC.

6. Community School Report – Tallina for Shawn

- Spirit wear coming soon.
- Pumpkin patch not happening this year; poor crop.
- Breakfast and lunch numbers are higher than last year. Please make sure to order lunch so Ms. Masako knows how much to prepare.
- Special thanks to Harry for donating hash browns; kids enjoyed them!

Meeting Adjourned — 7:47 p.m.

Upcoming PAC Meeting

Wednesday, November 18, 2026 @ 6:30 p.m.