



Courtenay Elementary PAC Meeting Minutes

September 16, 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 (<i>New Position</i>)
Montessori Representative	Vacant
Events Coordinator	Vacant
Fundraising Coordinator	Vacant

Present

Tallina, Tara, Phylis, Lee, Noah, Shawn, Angie, Christine, Carlyan, Kendall, Jarry, Cyndie, Brittany, Kristen, Dan, Christina, Mackenzie, Naomi

Meeting called to order: 6:32 p.m. by Tallina

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

1. Principal's Report – Noah Burdett

Regrets: Catherine Munro, Vice Principal

School Updates

- New lighting system with dimmers has been installed.
- The school currently has 50 staff members, including:
 - 19 Educational Assistants (EAs)
 - 20 teachers
 - Other school staff
- Current enrollment is 232 students, including 41 Kindergarten students.
- Grade 4 Foundational Skills Assessment is coming up within the next couple of weeks.
- Cross-country running for Grades 3–5 will be starting soon.
- Grade 5 students will be going ice skating soon.
- Terry Fox Run: September 18
- School Open House: September 24 at 2:00 p.m.
- The wall has been removed from the playground. The school is awaiting a redesigned green-space plan for the area.
- There will be an increased emphasis on writing again this school year.
- School District update regarding the equity study:
[Equity in Action – Comox Valley Schools](#)
- Gift of Giving: Items are already beginning to arrive.

Motion – Beach Day

A motion was made to approve \$2,500 for Beach Day on June 16, 2027.

- Moved by: Christine
 - Seconded by: Kristen
 - Result: Carried unanimously
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2. Treasurer's Report – Tara Webb

Current account balances:

Account	Balance
Gaming Account	\$15,744.58
General Account	\$6,038.84

3. Chair's Report

Montessori Representative

- PAC is currently looking for a Montessori Representative.

Halloween Dance

- Halloween Dance planned for Friday, October 30, 2026, from 5:30–7:30 p.m.
- A subcommittee is needed to organize the event.
- Current subcommittee volunteers:
 - Kristen
 - Angie
 - Mackenzie
 - Tara
 - Carlyan
 - Christine
- Action: Tallina will send an email to get the subcommittee started.
- Lee will check last year's pizza spending.
- The budget will be determined and brought forward for a vote at the next PAC meeting.

Favourite Literary Character Dress-Up

- Idea discussed for a school-wide dress-up activity during the week of November 15.
- Suggested theme: Dress as Your Favourite Literary Character.
- PAC could potentially provide prizes, such as:

- Books
- Bookmarks
- Books for Brains in Comox may donate books.
- Coles may also donate books.

Custodian Appreciation Day

- October 2, 2026
- Harry can provide gift cards.
- Lee will purchase two cards and another small item for each.

Gift of Giving

- December 11, 2026
 - Courtenay Elementary parents and caregivers will be asked to donate gifts.
 - Donations will be collected from now until December.
 - Wrapping paper will also be needed.
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4. Other Business / Open Floor

PAC Account Usage

- Discussion regarding how the Gaming Account and General Account are used.

Sports Day / Annual Game Competition

- Idea discussed for a Sports Day or annual game competition.
 - Event would need to be cooperative in nature and organized in partnership with school staff.
 - Volleyball and basketball activities will take place for Grades 4 and 5 this year.
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5. Community School Report – Shawn

- Shawn shared the history of the Community School, which started in 2018.

- Community School website:
[Courtenay Elementary Community School Society](#)
- Community School programs include:
 - Lunch programs
 - Before-school programs
 - After-school programs
- Munchalunch is the school lunch program. Lunches can be ordered online or by paper form.
- Spiritwear fundraising is currently underway.
- Community School is looking for 3–4 additional board members.
- Community School will be doing a spotlight with CHEK TV.

DPAC Representative

- The PAC discussed the need for a DPAC Representative and reviewed the role.
 - Harry nominated himself for the DPAC Representative position.
 - Motion: Angie moved; Christine seconded.
 - Result: Carried unanimously.
 - Harry was elected as the PAC DPAC Representative.
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Action Items

Action Item	Person/Group Responsible	Timeline
Find Montessori Representative	PAC	Ongoing
Send email to start Halloween Dance subcommittee	Tallina	Upcoming
Organize Halloween Dance	Kristen, Angie, Mackenzie, Tara, Carlyan & Christine	Before Oct. 30
Determine Halloween Dance budget	Subcommittee / PAC	Before next meeting
Vote on Halloween Dance budget	PAC	October meeting

Collect Gift of Giving donations	PAC / School Community	Now to December
Collect wrapping paper for Gift of Giving	PAC / School Community	Before Dec. 11
Custodian Appreciation gifts	Harry / Lee	By Oct. 2
DPAC representation	Harry	Ongoing

Meeting Adjourned

7:47 p.m.

Upcoming PAC Meetings

Wednesday, October 14, 2026 @ 6:30 p.m.

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