Courtenay Elementary PAC Meeting Minutes

November 18, 2026

Minutes: Lee Manson

Executive Members:

- Chair: Tallina
- Co-Chair: Phylis
- Treasurer: Tara
- Secretary: Lee
- Community School Rep: Shawn
- DPAC Rep: Harry

Vacant Positions:
Montessori Rep
Events Coordinator
Fundraising Coordinator

Present:

1. Catherine
2. Christine
3. Mackenzie
4. Tara
5. Angie
6. Lee
7. Phylis
8. Shawn
9. Tallina

Meeting called to order at 6:30pm by Tallina

Approval of minutes by Tara and Christine

1. Office Report

- Parent-teacher conferences scheduled for November 19.
- Ms. Holt and Ms. Laforest will be going on maternity leave. Hiring will begin shortly.
- **Kindergarten Registration:**
    - Open house scheduled for November 25 at Queneesh.
    - Registration runs December 1 – January 18 through an expression of interest process.
- Volleyball is underway, with the first tournament taking place November 18.
- Darryl Mills has been added to the speaker series as an Indigenous speaker, focusing on perseverance and resilience.
- Joyce's presentation was well received. Upcoming speakers include Michael and John. Parents are welcome to attend.
- The Remembrance Day assembly was highlighted as a positive example of students demonstrating respect and attentiveness.
- Halloween dance feedback was positive, particularly regarding decorations. For next year, offering cheese pizza only was suggested to streamline the food line. Approximately 500 slices were served, at two slices per person.

2. Community School Report – Shawn

- Clubs are up and running. Fewer clubs are being offered this year to help offset some of Masako's lost wages.
- **Morning Gym:** Approximately 15–20 students attend, participating in indoor soccer, basketball and scooters. Students are organizing activities themselves and demonstrating inclusivity.
- **Active Play Club:** Two sessions offered, incorporating loose parts play.
- **Skateboarding Club:** Running with a small group.
- **Lego Club:** Currently underway.

Breakfast Program

- October: 423 breakfasts served (average of 21 per day).
- November: 239 breakfasts served to date (average of 20 per day).
- All breakfast food is 100% Canadian.

Lunch Program

- October: 2,999 lunches served (average of 154 per day).
- November: 1,706 lunches served to date.

- EAs are introducing students to the lunch program, contributing to increased participation.

Additional Updates

- Parents and PAC members are invited to volunteer in the kitchen.
- A holiday-themed lunch will be offered in December.
- Pancakes and sausages will be served on the last day of school, December 18.
- The Community School is exploring options to keep the kitchen operational during power outages and is applying for grants to purchase specialized equipment.

3. DPAC Report – Shawn

- Discussion focused on safety concerns during dark winter mornings when children are walking to school.
- The school district is not currently providing additional safety measures, such as crossing guards.
- Parents are encouraged to ensure children wear reflective clothing and carry flashlights when walking to school.

4. Treasurer's Report – Tara

Current Account Balances

Gaming | $19,654.58 |
General | $6,034.89 |
Halloween | $48.75 |
Cookie Sale | $73.25 |

Updates

- Halloween dance came in under budget.
- Halloween pizza donations totalled $259.

Halloween Dance – Future Purchases

- Discussion about purchasing Christmas lights for next year's Halloween dance.
- Tallina will investigate whether unspent Halloween dance funds can be carried forward for this purchase.

Funding Request

- Approved the outstanding $500 request from Ms. Heidebrech for the sensory room, originally submitted last year.
- Tara will issue the cheque.

5. PAC Chair Report

Winter Concert Fundraising (Dec. 15)

- 50/50 tickets: 3 for $5.
- Cookies: $1 each.
- 50/50 and cookie sales volunteers: Phylis, Tallina, Stacey, Angie
- Lee will create a Facebook post requesting cookie donations.
- Tallina will prepare cookie sale and 50/50 signs.
- Tara will create floats for the event.

Gift of Giving

- Volunteers are needed for setup, gift wrapping, and clean up.
- Grade 5 students may be able to help.

Reminder: PAC members are encouraged to check the PAC mailbox regularly.

6. Funding Request Application – October 19

Ms. Lepine – Salmon Education Kit

- Request for $500 to purchase a salmon education kit for annual use.
- Funding is required by December.
- Motion to approve $500 from PAC funds for the Library Learning Commons.
- All in favour. **Motion carried.**

8. Open Floor

- Tara requested that PAC make a $500 donation to a GoFundMe campaign for previous PAC member.
- Tara will investigate whether GoFundMe charges a percentage fee. If fees apply, PAC will arrange to donate directly to the family.
- Motion to approve the $500 donation. **Motion carried.**
- Gift basket was created by Angie. Please contact Angie if you would like to contribute to the gift basket.

Next Meeting: Wednesday, December 9, 2026, at 6:30 p.m. in the school library.

Meeting Adjourned: 7:23 p.m.