

McKenzie Elementary PAC Meeting Minutes

Wednesday, October 8, 2025

Meeting called to order at 6:33pm

Attendance: Angela Karangwa (chair), Melanie Nielsen (recorder), Wendy Anderson, Colleen, Krystina Cope, Tracy Len

Admin reps: Carmen Gauvreau, Jordana Beattie

1. Admin Updates – Carmen

- fire drills (every month) and earthquake drills (twice a year) this month
- photos - looking for parent feedback
- FSAs coming up for grade 4s, dates being coordinated before Nov. 10
 - Q: for split classes, what do grade 3s and grade 5s do? Can combine students into single-grade classes for those times.
- PT conferences coming up, note early dismissal day and online booking tool
- clubs: soccer, x-country, lego, craft, a few more as weather gets cooler/wetter
 - Q: how is info for out of school commitments, sign ups for clubs communicated? could this be added to the newsletter?

2. PAC Updates - all

- Dance - October 17, 6-7:30
 - Krystina to order pizza, get chips, candy, water - will check existing stock
 - will add hallway monitors to volunteer list (Shelley to post after this meeting)
 - snack table volunteers can double watching doors to parking lot
 - bake sale to be added to sign-up genius

3. Budget Discussion and Vote - Wendy (Budget Attached)

Approved Budget Adjustments

- Music budget: Reduced from \$650 to \$140.
- Field trips: Added line item \$4,000 (\$15 per student).
- Playground project: Kept \$25,000 as a line item.

Voting Outcome

- Motion to approve budget made by Tracy.
- Seconded by Angela.
- Vote: Unanimous approval, no opposing votes.

4. Outdoor Playground Project Overview - all

Project Background

- Planned in conjunction with childcare unit construction several years ago.
- Delays caused by permitting issues with Saanich and the school district.
- Cost has increased over time due to inflation and loss of original cost-saving opportunities.

Financial Status

- Current allocation: \$25,000
- Estimated total cost: \$35,000–\$40,000 (To be confirmed by Carmen)
- Amount raised over last 4 years: ~\$8,000
- Additional funds required: \$10,000–\$15,000

Challenges

- Rising construction costs.
- Slow fundraising progress.
- Concern from some parents about delays affecting current students.

Alternative Reallocation Options (if project is not pursued) - Full list will be presented at next meeting

- Gaga ball pit
- Swing sets
- Flexible seating for library/classrooms
- Gym equipment
- Outdoor equipment
- Field trip funds
- School-wide art project (e.g., mural)

Next Steps

- Carmen to request updated project quote.
- Detailed discussion to continue at November meeting which will be a special in-person meeting
- PAC - Clear communication with school community regarding project status.
- Decision on whether to proceed or reallocate funds will be revisited at that time.

5. Additional Discussions - all

- Consideration of Victoria PAC membership - do not renew.
- Fundraising ideas explored:
 - Hockey game
 - Purdy's chocolates
- Hot lunch program: Another volunteer still needed. Krystina Cope will volunteer

Action Items

- Obtain updated playground project quote (Carmen).
- Communicate budget approval to school community.
- Find volunteer for hot lunch program.
- Explore new fundraising opportunities.

6. Next meeting November 12, 6:30pm in-person
Adjourned: 7:49pm

McKenzie PAC 2025-2026 Budget		
Opening balances Oct 5 2025		
Operating Account	11,459.38	
Gaming Account - including gaming grant	15,717.08	
Savings Account	13,324.55	
School Account - at Sept 8, 2025	5,109.00	
Total	45,610.01	
PAC Expenses	Budget for 2025-2026	
PAC administrative costs	150.00	
Supplies/Software	400.00	
Speakers/Parent Education	157.18	
Staff lunch	300.00	
Misc	200.00	
Outdoor Project	25,000.00	
Grade 5 Grad	175.00	
Student Activities (Recreational)		
Special Request/School Clubs	200.00	
Bus Transportation/Field Trip	3,000.00	
Fun Day	1,300.00	
Sports Equipment and Uniforms	500.00	
Field Trips approx. \$15/student	4,000.00	
Student Activities (Cultural)		
Performing Arts	950.00	
Student Activities (Educational)		
Music	140.00	
Classroom Educational Aids (\$140/class)	1,680.00	
Library Resources	140.00	
Learning Assistance	140.00	
School Counsellor	140.00	
Student Activities (Administrative)		
Birthday Pencils and Lunch Supplies	50.00	
Strong Start	200.00	
Total	38,822.18	