

McKenzie Elementary PAC Meeting Minutes
Wednesday, February 11, 2025

Meeting called to order at 6:33pm

Attendance: Angela Karangwa (chair & recorder), Colleen Leithwood,

Admin reps: Carmen Gauvreau, Jordana Beattie,

1. Admin Updates – Carmen

- Staff updates
 - School response to community tragedy
 - Admin opened with acknowledgment of the tragedy and shared that staff gathered that morning for support and guidance.
 - Classroom support guidance and scripts were provided to staff.
 - Additional support materials were shared from the district Critical Incident Response Team (CERT).
 - The district also sent a parent communication with trauma support resources.
 - Admin noted support teams are available if any students or families are directly impacted or require additional support in the coming day
 - Student transfer week
 - the following day was the last day for transfer requests.
 - This mainly affects Grade 5 students requesting transfer to a middle school outside their catchment area.
 - Kindergarten registration / projected divisions
 - 37 kindergarten students have registered to date.
 - This supports two full kindergarten classes and maintains a projected 12 divisions for next year (subject to change later in planning).
 - Student-led conferences / art show feedback
 - Admin reported student-led conferences went well and there was strong turnout.
 - The art show was highlighted as a success and well received by staff and families.
 - School will continue the pattern of:
 - Winter concert
 - Art show
 - Student-led conferences
 - This was described as more manageable for staff and students than rotating formats used in previous years.
 - PAC was invited to share parent feedback on the format.

- Literacy Week and sports activities
 - Literacy Week activities include
 - Hallway read (whole school reading together)
 - Dress as your favorite book character
 - Classroom literacy activities
- Current and upcoming sports-themed activities include:
 - Tennis (Tuesdays)
 - Indoor curling later in February
 - Jump Rope for Heart
- Tree safety / arborist assessment
 - Following a recent tree fall, the district had an outside arborist assess school trees.
 - Admin explained that historical field grading likely buried Garry Oak root systems, compromising tree stability.
 - One Garry Oak will need to be removed due to risk of falling.
 - If possible, the trunk will be retained as a wildlife tree.
 - Another tree near the lower parking lot also requires removal due to a major split and instability.
 - Split rail fencing will be extended in some areas to better protect tree roots while balancing safety and field access.

2. Treasurer's update

- Treasurer was not present.
- Treasurer's report was deferred and will be added to the meeting notes afterward.

3. Big projects

- GAGA ball pit
 - i. Admin confirmed the full estimate for the GAGA ball pit project (including ground preparation and assembly) is approximately \$30,000.
 - ii. PAC confirmed this aligns with the previously discussed outdoor project budget intention.
 - iii. Admin noted this is a school-funded project request and requires PAC confirmation quickly so the school can get in the queue before the annual cutoff.
 - iv. PAC indicated approval to proceed and agreed a confirmation email should be sent to the school as soon as possible.
- Library furniture (cost-sharing project)
 - i. Update provided that catalog options are being reviewed for library furniture.
 - ii. Pricing is not listed in the approved catalogs, so additional outreach is being done to other schools/librarians to compare what was ordered and costs.
 - iii. This project remains in progress and is the one expected to be cost-shared.

4. Events

- **Family photo sessions**
 - PAC discussed low current interest in booking another family photo day.
 - Potential dates reviewed:
 - **April 17**
 - **May 7**
 - PAC agreed to send out a poll to gauge interest.
 - If there is enough interest (even a small number), PAC will proceed with booking one session.
 - May 7 was noted as close to Mother's Day and could be promoted accordingly.
- **Spring dance (Spring Fling)**
 - i. PAC discussed interest in holding a spring dance, but noted volunteer capacity is a concern.
 - ii. Agreed to move forward if co-leads and volunteer support can be confirmed.
 - 1. Tentative date selected:
 - a. **Friday, April 24**
 - iii. PAC agreed to proceed with booking and begin planning, with volunteer outreach to follow.
- **Easter chocolate fundraiser**
 - i. PAC discussed running the Easter chocolate fundraiser again.
 - ii. A PAC member confirmed willingness to lead/help with the fundraiser again.
 - iii. Previous fundraiser process (online ordering and distribution) was described as manageable.
 - iv. Timing and logistics to be coordinated as part of spring fundraising planning.
- **Parent Education**
 - 1. **Inclusivity / disability-focused session (virtual)**
 - Focus on inclusion & accessibility
 - Approx. \$750
 - Cost would be split with another school
 - 2. **Allison Rees session (hybrid)**
 - Topic: guiding children in friendships / interpersonal relationships
 - March 9
 - Approx. \$395
- PAC members expressed interest in the inclusivity topic, especially because it is virtual.
- PAC agreed to continue the discussion online (Slack) and make a final decision there.
- School space is available if PAC chooses the hybrid option.

5. Action Items

- Confirm GAGA ball pit request is approved by PAC and proceed with next steps to get into the project queue before cutoff.
- Confirm final Treasurer's report details for inclusion in the official minutes
- **Gauge interest in spring family photo sessions (April 17 and/or May 7).**
- **Gauge interest** family photo session.
- Confirm spring dance viability (April 24) based on volunteer capacity.
 - i. Start spring dance planning (theme, posters, pizza, coordination) (Spring Fling)

- Coordinate Easter chocolate fundraiser timeline and logistics. (confirm volunteers)
- Make final decision on:
 - i. Inclusivity/disability-focused virtual session, or
 - ii. Allison Rees session (March 9)
- Promote joining the PAC – Join us on slack using this link - https://join.slack.com/t/mckenziepac/shared_invite/zt-2qgvsib0z-ZSExyWi6IXcmaJQKBIQzQ
 - i. Facebook
 - ii. Newsletter
 - iii. Short role descriptions
 - iv. In-person signage/flyers/sandwich board