

## McKenzie Elementary PAC Meeting Minutes

Wednesday, April 8, 2026

**Meeting called to order:** 6:41 pm

**Attendance:** Angela Karangwa (Chair & Recorder), Colleen Leithwood, Allison Schein, Sydney, Melanie Nielsen, Wendy

**Admin reps:** Carmen Gauvreau, Jordana Beattie

### Admin Updates – Carmen

- Staffing & Enrollment
  - School is entering the April–June staffing period.
  - McKenzie is currently projected to remain at 12 divisions next year.
  - Kindergarten registration supports two full kindergarten classes, with additional students on a waitlist.
  - Enrollment patterns across the district vary significantly this year.
  - Families will receive communication requesting notice if students are not returning next year.
- Staff Leaves
  - Jackie McGregor – maternity leave
  - Chantal Daychief – upcoming maternity leave
  - Julia Zhang – expecting; plans to remain for the full school year
  - Matt Scott – upcoming paternity leave
- Emergency Preparedness
  - Upcoming drills include fire, lockdown, and earthquake drills.
  - The first lockdown drill of the year will occur in the coming weeks.
  - Updated procedures are being trialed following a recent tragedy in northern BC.
  - Jordana Beattie is involved in both school-level and district safety committees and will provide feedback on new procedures.
- School Activities
  - Busy period with field trips and year-end events.
  - Grade 4 Student Survey to be completed before mid-May.
  - Themed activities include:
    - Curling (completed)
    - Gymnastics (late April)
    - Golf (later in the school year)
    - Ongoing focus on the school literacy goal.

### Treasurer's Update

- PAC account balance is currently lower due to a \$25,000 payment for the GAGA ball pit.

- Recent and upcoming items include hot lunch, Spring Fling, family photos, and Purdy's fundraiser.
- GAGA pit payment was confirmed as cleared without issue

## Events

### Spring Fling (School Dance)

- Volunteer sign-ups are progressing well; efforts will continue to fill remaining spots.
- DJ has been booked.
- *Pizza ordering to be finalized.*
- Decorations may include student-created artwork and balloon décor.
- *Email request to the be sent in to the office*
- *PAC will coordinate payment logistics for DJ and pizza.*
- *PAC members will bring debit machines for event stations*

### Family Photo Sessions

- Event scheduled for 4:00–8:00 pm. May 8<sup>th</sup>
- To book your Family portrait sitting, please visit this link:
- [McKenzie Elementary School Family Sittings](#)
- *PAC will set up a SignUpGenius closer to the date for volunteers (1–3 needed).*
- School will include the link in the newsletter; PAC will promote via Facebook

## Fundraising

### Purdy's Easter Fundraiser

- Raised approximately \$56.
- Purdy's requested e-transfer; PAC confirmed this is acceptable via the PAC Gmail account.
- *Colleen to finalize arrangements.*

## Parent Education

### Potential Sessions for this year

- Sleep & Screens presentation (free, virtual) [Alicia Parayno](#) Island health - Wendy
- Discussion on potentially hosting the presentation:
- Polling – for 2026/2027 interest – [Poll Link](#)
- As a standalone virtual event

### Additional Presenter

- Julianne Richards (virtual presentations on child anxiety and related topics).
- Quoted cost: \$1,000 + GST.

- Presenter noted some sessions may be partially funded by external nonprofits (likely next year).
- Opportunity identified to partner with other schools to share costs.
- Sydney to follow up regarding:
  - Funding options
  - Maximum participants
  - Multi-school partnership model

### PAC Elections & Meeting prep for the next few meetings

- PAC elections (notably Treasurer) typically occur in May or June.
- Elections can be held virtually.
- Role description slides ([President](#), [Vice President](#), [Treasurer](#), [Secretary](#), [Grade Rep](#)) were identified.
- Plan to:
  - Share role descriptions with families
  - Send as a standalone email with newsletter reminders
  - PAC to confirm preferred meeting cadence and format for next school year
  - *Confirm Library spend with Linda*
  - *Angela will create a meeting*

### Action Items

- ✓ Confirm remaining volunteer needs for Spring Fling and post updates.
  - Baked goods - 7 volunteers 50ish items so far.
  - Set up - 2 of 4 slots
  - Door / Hallway Monitor- All 2 slots filled
  - Concession - All 4 slots filled
  - Activity Booth - 0 of 2 slots filled
  - Clean Up - 2 of 4 slots filled
  - Bring taps to event
  - Krystina getting the chips, candy, water and decor
- ✓ Finalize DJ and pizza payment process.
- ✓ Set up and promote the Family Photo volunteer SignUpGenius.
- ✓ **Colleen** assist in completion of Purdy's fundraiser e-transfer.
- ✓ **Sydney** to follow up with parent education presenters and confirm feasibility.
- ✓ Angela will share PAC role descriptions and calls for elections. Received from Wendy.
- ✓ Confirm meeting schedule and dates for the next school year.

<b>Balances April 8, 2026</b>			
Operating Account	1,570.88		
Gaming Account	15,717.08	Total of all accounts	23,086.68
Savings Account	402.72	Budgeted amounts to spend	10,521.37
School Account at Jan 31, 2026	5,396.00	Surplus	12,565.31
<b>Fundraising Activity</b>	<b>Income</b>	<b>Expenses</b>	<b>Profit</b>
Hot lunch	5,825.15	3,095.84	2,729.31
Halloween Dance	1,371.39	534.61	836.78
Wreath making	1,200.00	723.08	476.92
Family Photos	510.00		510.00
Winter concert bake sale	756.09		756.09
Tree Chipping	1,816.08		1,816.08
Purdy's Christmas Chocolates	693.00		693.00
Totals	12,171.71	4,353.53	7,818.18
<b>Budget Items</b>	<b>Budget for 2025-2026</b>	<b>Spent in 2025-2026</b>	<b>Balance Remaining</b>
<b>PAC Expenses</b>			
PAC administrative costs	150.00	65	85.00
Supplies/Software	400.00		400.00
Speakers/Parent Education	145.12	66.12	79.00
Staff lunch	300.00		300.00
Misc	200.00	167.63	32.37
Outdoor Project	25,400.00	25400	0.00
Grade 5 Grad	175.00		175.00

<b>Student Activities (Recreational)</b>			
Special Request/School Clubs	200.00		200.00
Bus Transportation/Field Trip	3,000.00		3,000.00
Fun Day	1,300.00		1,300.00
Sports Equipment and Uniforms	500.00	500.00	0.00
Field Trips approx. \$15/student	4,000.00		4,000.00
<b>Student Activites (Cultural)</b>			
Performing Arts	950.00		950.00
<b>Student Activities (Educational)</b>			
Music	140.00	140.00	0.00
Classroom Educational Aids (\$140/class)	1,680.00	1,680.00	0.00
Library Resources	500.00	500.00	0.00
Learning Assistance	140.00	140.00	0.00
School Counsellor	140.00	140.00	0.00
<b>Student Activities (Administrative)</b>			
Birthday Pencils and Lunch Supplies	50.00	50.00	0.00
Strong Start	200.00	200.00	0.00
Swim Club	486		486
<b>Totals</b>	<b>39,570.12</b>	<b>29,048.75</b>	<b>10,521.37</b>