

**McKenzie Elementary PAC Meeting Minutes**  
**Wednesday, May 13, 2026**

Meeting called to order at 6:07pm

*Attendance:* Angela Karangwa (chair), Wendy, Emily Johnson, Peter Hunsinger, Allison Schein, Myra, Suzzanna

*Admin reps:* Carmen Gauvreau, Jordana Beattie

**1. Admin Updates – Carmen**

- School will continue with 12 divisions next year; current projected enrolment is 250 students.
  - Projected class configuration includes two full kindergarten classes, one K/1, two grade 1/2 classes, two grade 2/3 classes, one grade 3, and four grade 4/5 classes.
- Jordana Beattie is moving to McAuley next year as Vice Principal and will also support the district Feeding Futures program.
- Staffing updates:
  - Amy Polson is joining from Oaklands Elementary.
  - Catherine Frady is also joining from Oaklands Elementary.
  - Some temporary and maternity leave positions will be filled later in the summer.
- A hot lunch reminder email caused confusion about dates; staff supported affected students and ensured all children were fed.
- PAC previously budgeted \$1,300 for Fun Day inflatables; current quoted cost is \$1,135 for the obstacle course, bouncy castle, and dunk tank.
- School will send PAC itemized year-end amounts owing by June 15 so books can be settled before the district cutoff.
- PAC was asked to confirm support for Grade 5 year-end celebration cupcakes; follow-up to come on the final amount.
- School requested PAC dates for next year by the end of May so they can be included in planners and calendars.

**2. Treasurer Update – Wendy**

- Spring dance brought in approximately \$250 after expenses.
- Gaming grant application for next year has been submitted.
- Gaming account funds will support items such as field trips, inflatables, and other year-end costs.
- Funds were moved from savings to support the Gaga ball pit project.
- PAC received \$500 from Rifflandia and an e-transfer from Purdy's.
- Family photo fundraiser had six appointments; proceeds are still expected from Mountain West Photos.
- \$1,300 remains set aside for Fun Day inflatables.
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**3. PAC Elections**

- Discussion focused on roles that most need support for next year, especially secretary duties such as agendas, email monitoring, and posting minutes.

- Emily Johnson will serve as **Secretariate**
- Peter Hunsinger (Kindergarten), Krystina Cope (Grade 3) & Angela Karagwa (Grade 4) also offered to support PAC and serve where needed as **PAC Grade Reps**
- Wendy was nominated as **Treasurer**, the nomination was seconded, and no opposition was raised. Motion passed.
- Recognitions to those who have/are giving time/leading other PAC activities
  - Dances Organisers and Volunteers
  - Hot lunch organizers
  - Christmas tree cutting / seasonal fundraiser
  - Parent Education
- Additional PAC positions will continue to be advertised to the broader school community.
  - Positions still needed President, Vice President, Grade reps for the other Grades for 2027 school year

#### 4. Calendar Dates for Next Year

- PAC meetings will continue on the second Wednesday of each month, with a mix of virtual and in-person meetings alternating on each meeting.
- Welcome Back event is scheduled for September 23.
- Halloween dance date will be confirmed after further discussion; PAC may poll families on whether to hold it closer to Halloween. (October 16<sup>th</sup> or 30<sup>th</sup>)
- Family photo fundraiser is expected to continue next year.
- Admin shared that next year's school calendar includes an extended spring break through Easter, March 12<sup>th</sup> - March 31, 2027. & School starts September 8, 2026.

#### 5. Parent Education and Fundraising

- Parent education session on sleep and screens was scheduled for later that evening.
  - Sleep and Screens Parent education session recorded with link to the power point
    - { [Linked here](#) }
- Additional parent education ideas are being explored for next year.
- PAC discussed a possible ice cream truck fundraiser for the Welcome Back event; Wendy will confirm booking notice requirements and what happens if the minimum sales \$700 threshold is not met.
- Emily Johnson and Peter Hunsinger volunteered to help represent PAC at Welcome to Kindergarten and share information with new families.
- Angela will share PAC Slack information and the existing PAC poster with new volunteers.

Meeting adjourned at 6:52pm.

Next meeting June 17<sup>th</sup> – Hybrid Meeting