

McKenzie Elementary PAC Meeting Minutes

Wednesday, September 16, 2026

Meeting called to order: approximately 6:25 p.m. | Adjourned: 7:44 p.m.

Format	Hybrid, in person and virtual
PAC members, parents/caregivers	PAC members, parents/caregivers, school administration and staff. Names captured in the transcript included Angela, Colleen, Sydney Thomson, Allison Schein, Sonia, Nimra, Wendy, Krystina Cope, Brayden Doucette, Ashlee Scanlon, Alyssa Maranof, Emily, Mark, Peter Hunsinger, Lindsay Hollinger
School Administrators	Carmen Gauvreau, Jen Wanless and Natalie Coffin

Admin Updates

Enrollment, Staffing and Classes

- Enrollment is currently 251 students
- The school is operating at its maximum of 12 divisions.
- The class configuration includes
 - Two straight Kindergarten classes
 - One K/1 class
 - Two 1/2 classes
 - Two 2/3 classes
 - One straight Grade 3 class
 - Four 4/5 classes
- Combination classes were organized based on enrolment by grade, class composition requirements and class-size limits.
- Two new Grade 1/2 teachers joined the school: Kathryn Freire and Mattie Duddridge.
- Jennifer Wanless is our new Vice Principal.

PAC-Funded Improvements

- The GAGA ball pit is in regular use before, during and after school. A grade-based schedule is being tested and may be adjusted for younger students.
- School administration thanked the PAC for funding the GAGA ball pit and cost-sharing the new furniture, both of which are being well used.

Code of Conduct and Concern-Resolution Process (attached)

- Elementary schools across the district use a common code of conduct, with room for school-specific customization.
- The code emphasizes safe, caring and orderly schools, student rights and responsibilities, respectful conduct, privacy, personal space and cultural safety.

- Personal digital devices, including phones and smartwatches, must be turned off during the school day. School communication will continue to reinforce this expectation.
- For concerns involving a staff member, families are asked to contact the staff member first. School administration can support the conversation and assist with further steps when needed.

School Learning Goals and Activities

- The school will continue its literacy focus. Goals include helping beginning writers use pre-writing strategies and helping developing writers use resources to make writing clearer and more detailed.
- The school will hold a larger spring concert production in April instead of a winter concert. More information will follow as plans develop.
- Art cards will not be offered this year because the prior-year sales threshold was not met. The activity may be reconsidered in a future year.

Treasurer's Update

- The prior-year financial report and budget information will be attached below to the minutes for review.
- Major prior-year fundraisers included hot lunch, tree chipping, dances, family photos, bake sales and chocolate sales.
- The 2026/27 budget will be reviewed line by line through October and then brought forward for approval.
- A gaming grant application has been submitted. The amount is expected to be known in early October and will inform budget planning.
- The school and PAC will explore transferring approved funds earlier in the school year to simplify year-end accounting and reimbursement timelines.
- Banking administration is being updated. The PAC will need an additional account sponsor for next year and welcomes additional authorized signers.
- Angela will bring the receipt for the Microsoft licence, which was noted as previously approved.

Events

Welcome Back Event

- Classrooms will be open from 5:00 to 5:30 p.m.
- The fire truck is confirmed.
- The ice cream truck is confirmed for 5:30 to 6:30 p.m.
- The Korean corn dog vendor does not require a minimum purchase, but final attendance and timing still need confirmation.
- PAC will consider an additional food option if a vendor is available with no minimum, or a low minimum. A reduced menu may help keep service efficient.
- Families will be encouraged to bring blankets, outdoor activities and their own beverages. Messaging will be finalized once vendor times are confirmed.
- Additional activities, including face painting or simple activity stations, will depend on volunteer capacity.

Halloween Dance

- The dance is planned for Friday, October 30, 2026, tentatively from 6:00 to 7:30 p.m.
- Krystina volunteered to lead the event. (Many Thanks Krystina you did an amazing job last year)
- The PAC will reuse and update the previous SignUpGenius volunteer template.
- A cost-effective DJ option will be explored.

Parent Education

- Sydney will continue following up with Julianne Richards regarding a possible parent education session, including funding, attendance capacity and potential participation by nearby schools.
- The PAC suggested asking whether registered participants could receive access to a recording, subject to the presenter's permission and intellectual property requirements.
- Any unfunded presenter cost should be included in budget discussions.

Fundraising and Community Building

- Coupon book sales will launch early in the school year, with information expected in the school newsletter and materials sent home with students.
- Funds raised are expected to support whole-school priorities, including flexible classroom seating and hands-on activities that support student self-regulation.
- The PAC will gauge interest in repeating the wreath/greenery fundraiser.
- A possible Island Jerky fundraiser will be shared in the fundraising Slack channel for later discussion.
- A family board-game night with Board with Friends/Board Game Café was discussed as a quieter community event. November was suggested, subject to venue and vendor availability. The small gym would require approximately one month's notice if an existing rental must be displaced.
- PAC members will organize a review of stored event supplies and equipment, document available items and identify reusable materials.
- The PAC will explore a volunteer sign-up that allows families to lead or support specific events and fundraisers.
- A PAC/community bulletin board was proposed for PAC notices and family-owned local business or service information, subject to school guidelines.

Communication and Participation

- The school will use a reverse-permission process before sharing parent/caregiver email addresses with the PAC.
- New volunteers will be invited to the PAC Slack workspace, where much of the planning discussion occurs.
- The PAC intends to offer a mix of virtual and hybrid meetings to support broader participation.
- PAC meeting minutes and dates will continue to be available through the school website.
- PAC 101 is scheduled for Thursday, October 1, from 5:25 to 8:00 p.m. at the location identified in the meeting as "SJ Willer." The location will be SJ Willis.

Other School Community Updates

- A welcome coffee for multilingual families is planned for September 29. PAC members and community volunteers who can support welcoming, language access or computer navigation are invited to participate.

Decisions and Agreements

- Proceed with planning the Halloween dance for October 30, 2026.
- Continue developing the welcome event once food vendor availability and timing are confirmed.
- Review and approve the annual PAC budget through the October budget process.

- Continue exploring parent education, fundraising and community-event options, with final commitments subject to cost, capacity and volunteer availability.

Action Items

Action	Lead	Timing
✓—Confirm the Korean corn dog vendor and timing for the welcome event. Done	Colleen	Before event messaging is issued
Confirm final welcome event details and prepare a standalone poster.	Angela/PAC and school office	By end of week
Lead Halloween dance planning and update the prior volunteer sign-up template.	Krystina Cope	Before October 30
Explore DJ options for the Halloween dance.	PAC	Before October 30
Follow up with Julianne Richards on funding, capacity, partnerships and recording options.	Sydney	Report at next PAC meeting
Launch and promote coupon book fundraiser.	School/Natalie Coffin	Late September
Island Jerky fundraiser information for discussion.	Krystina Cope	Upcoming planning cycle
Develop a list and volunteer sign-up for events and fundraising leads.	Angela/Wendy/PAC	Before next planning meeting and post
Arrange a review of PAC storage and document reusable supplies.	Open for PAC volunteer	Date to be scheduled
✓—Invite new volunteers to Slack and collect email addresses. Done	Angela	After the meeting - Done
We welcome a back up bank signer	Open for PAC volunteer	During 2026/27 - Needed
Bring Microsoft licence receipt.	Angela	Next meeting
Post the draft budget and confirm early transfer/reimbursement approach.	Treasurer & PAC	October budget meeting

Next Meeting

- Wednesday, October 14, 2026, planned as a fully virtual meeting.

McKenzie PAC Treasurer's Report - Year End				
Balances July 12, 2026				
Operating Account	4,223.82			
Gaming Account	0.00	Total of all accounts	9,619.94	
Savings Account	0.12	Budgeted amounts to spend	2,016.37	
School Account at Jan 31, 2026	5,396.00	Amount available	7,603.57	
Fundraising Activity	Income	Expenses	Profit	
Hof lunch	6,375.84	4,961.42	1,414.42	
Halloween Dance	1,371.39	534.61	836.78	
Wreath making	1,200.00	723.08	476.92	
Family Photos	780.00		780.00	
Winter concert bake sale	756.09		756.09	
Tree Chipping	1,816.08		1,816.08	
Purdy's Christmas Chocolates	693.00		693.00	
Spring Dance	868.67	615.01	253.66	
Riffandia	500.00		500.00	
Purdy's Easter Chocolates	54.52		54.52	
Totals	14,415.59	6,834.12	7,581.47	
Budget Items	Budget for 2025-2026	Spent in 2025-2026	Balance Remaining	
PAC Expenses				
PAC administrative costs	150.00	65	85.00	
Supplies/Software	400.00	315	85.00	
Speakers/Parent Education	145.12	66.12	79.00	Increased March 11
Staff lunch	300.00		300.00	Covered with Country Grocer card
Misc	200.00	167.63	32.37	
Outdoor Project	25,400.00	25,400.00	0.00	Increased March 11
Grade 5 Grad	175.00		175.00	Covered with Country Grocer card
Student Activities (Recreational)				
Special Request/School Clubs	200.00	50.00	150.00	
Bus Transportation/Field Trip	3,000.00	3,000.00	0.00	
Fun Day	1,300.00	1,140.00	160.00	
Sports Equipment and Uniforms	500.00	500.00	0.00	
Field Trips approx. \$15/student	4,000.00	4,000.00	0.00	
Student Activities (Cultural)				
Performing Arts	950.00		950.00	
Student Activities (Educational)				
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	
Student Activities (Administrative)				
Birthday Pencils and Lunch Supplies	50.00	50.00	0.00	
Strong Start	200.00	200.00	0.00	
Library Furniture		4,770.00		
Swim Club	486		486	
Totals	39,570.12	37,553.75	2,016.37	