McKenzie Elementary PAC Meeting Minutes

Wednesday, October 14, 2026

Call to order: 6:32 p.m. | **Adjourned:** 7:47 p.m.

Format	Virtual
PAC members, parents/caregivers	Angela, Colleen, Carmen Gauvreau, Emily Johnson, Beth and Curtis Machek, Wendy, Krystina, Shelley Pugh, Tracy Len, Kystina, Peter Hunsinger, Allison Schein
School Administrators	Carmen Gauvreau, Jen Wanless, Arlene Salido and Paula Currie

Administrative Updates

- **Gaga ball pit**
  - It's a hit. 😊
  - It is very popular with students, with grade-based access used to manage play.
  - Families also use it before and after school, making it a visible community-building addition.
  - The school will invite feedback from families.
  - Combined staff and parent perspectives will be shared at a future PAC meeting.
  - Great Canadian Shake Out earthquake drill: October 15.
  - Lockdown drill: planned for November.
- **Parent-teacher interviews**
  - October 27: after school & October 28: following early dismissal.
  - The online booking system was tested after a technical issue.
  - Teachers were expected to send registration links to families shortly.
- **Grade 4 Foundation Skills Assessment**
  - Participating families will receive the written booklet and online literacy and numeracy results.
- **"Find the Kenzie" newsletter activity**
  - More than 20 entries were received.
  - The October prize is reserved parking for the Halloween Dance.
  - Parking will also be reserved for PAC setup volunteers.
  - Monthly prizes will continue

Treasurer's Report and 2026–2027 Budget

- **Account position**
  - Operating account: $5,761.17.
  - School account: $5,847.00.
  - Gaming account, including grant: $5,140.00.
  - Available to spend at the start of the year: $11,608.17.
  - Total across all accounts: $16,748.17.
- **Cash-flow approach**
  - Avoid reducing the operating account to zero.
- **Classroom funding**

    - New classroom extracurricular allocation: $25 per student.
    - Total allocation: $6,250.
    - Eligible uses may include field trips, Mathletics, and other activities beyond regular classroom programming.
    - The school will track spending by classroom and request reimbursement later in the year.
- **Swim club**
    - No PAC funding is required this year, and Pacific Coast Swimming covered the swim-cap cost last year.
    - Possible future support will remain on the PAC's radar.
- **Budget approval**
    - A motion to approve the 2026–2027 budget was made by Angela and seconded Colleen.
    - No objections were raised.
    - The motion passed with approval from all members in attendance. Approved budget attached
- **Future spending**
    - Approved budget total: $14,724.00 and new requests or additional spending will depend on fundraising and available balances.

Events and Fundraising

- **Halloween Dance, October 30**
    - Several volunteers have signed up, but more are needed.
    - School Parent volunteered to DJ.
    - Equipment is being sourced through personal contacts and Long & McQuade. Estimates will be coming in for any costs (Thank you - Curtis Machek)
    - A direct email will be sent to families.
    - A firm volunteer deadline may be set because the event depends on sufficient help.
- **PAC storage and equipment**
    - Available items include carnival games, seasonal decorations, plates, napkins, wrapping supplies, and shopping baskets.
    - A popcorn machine and hot-dog maker were also found.
    - Existing supplies should reduce purchasing needs.
    - The popcorn machine may support future popcorn days.
    - The hot-dog maker may be used at Board Game Night.
- **Family Photos, November 13**
    - The fundraiser is confirmed.
    - It is expected to be a strong revenue opportunity.
- **Board Game Night, November 19**
    - Planned for the library.
    - Expected to require one or two volunteers unless food service is added.
    - Popcorn and hot dogs may be offered if the equipment is ready.
- **Holiday Shop**
    - Proposed as a free student gift shop using gently used donations.
    - Donations may include items for adults, teens, children, and infants.
    - The small gym is preferred because it offers more flexible setup space.
    - The event is tentatively planned for later in December.
    - Donations may be stored and sorted in the cleared basement.
    - Planning needs include donation intake, daily sorting, class scheduling, fair access, shopping lists or tokens, wrapping, protective packaging, bags, volunteers, and leftover items.
    - The school will explore coordinating donations with the seasonal food drive.

- **Spring Concert, April 7 and 8**
  - Planned as a glow-in-the-dark concert using puppets or shapes under black light.
  - Possible materials needed include lumber, black curtains or drape, paint, craft sticks, Bristol board, and staging supports.
  - An itemized estimate is still required.
  - Members will explore donated lumber, local business contributions, rental drape, and other in-kind support.
  - The existing $950 performing arts allocation may support the concert.
- **Concert-related fundraising**
  - Some or **all tree-chipping** proceeds may be directed to the concert.
  - Tree chipping has historically raised approximately $1,200 to $2,500.
  - Night of Lights and at least one wreath workshop may also contribute.
  - The school will check November 25 for the **wreath workshop**.
- **Purdy's and Island Jerky**
  - The Purdy's campaign is active.
  - Final Purdy's order date: December 5.
  - Island Jerky is being explored as a holiday fundraiser.
  - The PAC will investigate using the hot lunch platform for orders.
  - Pricing may be adjusted to cover transaction fees.
- **Tree chipping**
  - A date must be selected from the early-January weekends available.
  - A new event lead is required.
    - Prepare a recruitment message letting people know this may be the last year.
    - A stand-alone family message will explain that the lead does not need to attend regular PAC meetings.
- **Royals game tickets**
  - The idea was deferred.
  - It may require up-front funds and a volunteer lead.
  - It will return for discussion at a future meeting.

Next meeting: Thursday, November 12, 2026.

McKenzie PAC 2026-2027 Budget		
Opening balances Oct 6, 2026		
Operating Account ledger balance	5,761.17	
School Account - at Oct 7, 2026	5,847.00	
Total available to spend at start of year	**11,608.17**	
Gaming Account - including gaming grant	5,140.00	
Total of all accounts	**16,748.17**	
Budget Items	Budget for 2026-2027	
PAC Expenses		
PAC administrative costs	150.00	
Supplies/Software	450.00	
Speakers/Parent Education	79.00	
Staff lunch	300.00	
Misc	200.00	
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	reimburse at end
Sports Equipment and Uniforms	500.00	
Classroom Extracurricular $25/student	6,250.00	reimburse at end
Student Activites (Cultural)		
Performing Arts	950.00	wait until spring
Student Activities (Educational)		
Music	140.00	
~~Classroom Educational Aids ($140/class)~~	0.00	
Library Resources	500.00	
Learning Assistance	140.00	
School Counsellor	140.00	
Student Activities (Administrative)		
Birthday Pencils and Lunch Supplies	50.00	
Strong Start	200.00	
Total for start up items	4,870.00	
Total for all budget items	14,724.00	