McKenzie Towne School Parent Council Meeting
October 5, 2026 | 6:44 PM – 7:21 PM
Location: McKenzie Towne School

Call Meeting to Order – Thomas F.
Meeting called to order at 6:44 PM

Welcome and Introductions
Roll Call

In Attendance:
- Lorraine Slater, Principal (online)
- Karen Woodrow, Vice Principal
- Thomas Fuller, Chair
- Tiana Winter, Vice Chair
- Christine Carlson, Key Communicator/Fun Lunch
- Chriss Thorn, Yearbook
- Courtney Hall, Secretary
- Sarah Gyger, Fundraising

Janine Warkentin, Volunteer Coordinator
Brad Lepla, Treasurer (online)
Laura Erlandson
Yuri Jose (online)
Ysbelis Rondon (online)
Merdina (online)
Grade 4 team (online)

Motion to approve and accept minutes and agenda. Approved by Christine and Janine.

Administration Update (6:45)
- Grade 4 team presentation - Grade 4 legacy project, They will be researching native plants and making a plan for the outdoor learning space. They will need supplies in the spring (would be great to have a dedicated shed). Need a parent leader to organize volunteer maintenance over the summer. Have ordered worms to start a composting program for grade 4.
- Tree grant for outdoor classroom https://treecanada.ca/grants-awards/greening-canadas-school-grounds/
- Government-mandated assessment results have been submitted (grades 1-4 literacy and numeracy). It is a very time-consuming process, often requiring one-on-one time. Results will be shared with parents.
- Complexity teacher and two extra EAs come with massive burden of proof with details of services provided to each specific student.

Parent Council Business (7:00)
- Updated meetings to Mondays - could invite CBE trustees
- Moving Read-a-Thon to Nov 16 - Dec 4 with assembly before winter break. Send pledge sheets home about a week in advance. Announce it to parents a couple of weeks in advance. Volunteers go around to each class a week in advance to announce and answer questions.

- Fundraisers - Ask teachers about art cards and get a quote on an artist to come in to do them as a residency . Other ideas include Purdy's or spirit wear.
- Volunteer - community walks need more volunteers. Read-a-thon needs support. Fewer registered volunteers (likely due to change in the process). Need to send out instructions for parents.
- Should we pay for first aid for lunch supervisors? Teachers recertify in the fall and we could pay for the lunch supervisors at the same time.

Adjourn Parent Council Meeting
Motion to adjourn at 7:21 PM approved by Tiana and Sarah.

Next meeting: November 9, 2026.

McKenzie Towne School Parent Association Meeting
October 5, 2026 | 7:23 PM – 8:29 PM
Location: McKenzie Towne School

Call to Order
Meeting called to order at 7:23 PM.

Roll Call
In Attendance:

- Thomas Fuller, Chair
- Tiana Winter, Vice Chair
- Christine Carlson, Key Communicator/Fun Lunch
- Chriss Thorn, Yearbook
- Courtney Hall, Secretary
- Sarah Gyger, Fundraising

Janine Warkentin, Volunteer Coordinator
Brad Lepla, Treasurer (online)
Laura Erlandson
Yuri Jose (online)
Merdina (online)

Motion to approve agenda and minutes from the last meeting approved by Laura and Sarah.

Chair report

- Teacher supplies are ongoing. Cheques are here.
- Kindergarten wishlist - waiting for final bill
- Positions - need to find volunteers
    - Chair (Chriss)
    - Vice Chair (Janine)
    - Secretary (leaving at the end of the year)
    - Treasurer
    - Casino (leaving at the end of the year)
- Casino notices are going out regularly. We need more volunteers!
- Microsoft license is purchased (6 licenses). Shared calendars, meeting tracking, etc.
- Need a Read-a-Thon email address that everyone can log in to.

Upcoming Events / Communications

- Read-a-Thon
    - Prizes - Thomas to update the group over WhatsApp. Thomas and Tiana to finalize by Nov 9.
        - 250 free meals Boston Pizza (class prizes)
        - Code ninjas (40)
        - Lego (100) (ask Mrs.McLean if she can hand out when kids get their pledge sheets in)
        - Home depot sets
        - Flying Squirrel (2)
        - Boulder (10)
        - South Trial Barber
        - Reach out to the zoo, science centre, fidget toys for EES (15 students?) Budget one prize per kid. Talk to admin about zoo field trip.

    - Interface with admin - Janine
    - Tracking sheet - Janine to design
    - Payment collection - Janine
    - Go around to announce to classes week of Nov 2 - Laura, Janine, Christine, Courtney
    - Turn pledges in by December 11
    - Proposed prize assembly December 16
- Halloween Dance October 29 - Laura coordinator
    - **MOTION from Thomas - $1750 maximum for Halloween dance** (permit, food, decorations, pizza for volunteers, DJ, candy) **APPROVED Tiana, Sarah**
    - Booking and insurance is done
    - Laura - balloon arch, decorations ($200-$250 budget), snacks, volunteers
    - Tiana - games
    - Tiana - Evenbrite tickets
    - Lighting - Janine reach out to another school
    - DJ booking - Courtney
    - Pizza for volunteers
    - Tickets for snacks
    - Guess how much jar
- **Budget report**
    - $26302.52 general
        - $12,000 expenses (break-even depending on Read-a-Thon)
    - $65578.38 casino
        - $40,000 expenses (some room for a major project)
        - Will receive money from the casino in the spring

Round Table (8:12)
- Yearbook contract - need a binder section for procedures
- Grade 4 pizza (Boston Pizza?)
- **MOTION from Thomas - $50 for trifold update APPROVED Christine and Brad**
    - Tiana to update
- Brochures for parents were very successful. Will continue to hand out throughout the years.

Adjourn
Motion to adjourn at 8:10 PM approved by Tiana and Sarah.

Next meeting, November 9, 2026.