



## PAC Meeting Minutes

Wednesday January 14, 2026

6:00 pm

North Glenmore Elementary School – Library

125 Snowsell St N, Kelowna BC, V1V 2E3

PAC Website: <https://www.ngepac.ca>

### 1. Call to Order

Maria Borsato (6:00pm)

### 2. Attendance

PAC Executive Present: Maria Borsato (President), Kim Doherty (Vice President), Sandra Newton (Treasurer), Leah Edwards-Smith (Hot Lunch Coordinator), Nicole Oaten (Special Events Coordinator, 6:10pm arrival)

Regrets: Whitney Oakes (Fundraising Coordinator), Ashley Dooley (Special Events Coordinator), Lindsay Trischuk (Secretary)

Staff Present: Lindsey Hamilton (Principal), Steve Cann (Vice Principal)

Parents Present: None

### 1. Approval Items

#### 1.1. Approval of Agenda

#### **Motion to approve agenda**

Moved by: Kim Doherty Seconded by: Leah Edwards-Smith

*Motion carried*

#### 1.2. Approval of Previous Minutes (Dec 2, 2025)

#### **Motion to approve Previous Minutes**

Moved by: Maria Borsato Seconded by: Leah Edwards-Smith

*Motion carried*

### 2. Reports

#### **2.1. President/Vice President's Report – Maria Borsato**

##### 2.1.1. Brainstorming



2.1.1.1. How can the PAC better support NGE goals? The primary area of support identified was **funding**. Key priorities discussed included:

- Courtyard turf installation and upgrades (commercial grade)
- Exterior façade improvements for the multipurpose room, including replacement of rotting plywood and the addition of a mural
- Installation of a permanent projector and sound system in the gym

Lindsey asked whether any of these projects could be completed within the current year. Sandra advised that this would not be possible, as such projects must be included in the annual PAC budget. The only potential option for funding within the current year would be through the “**teacher asks**” budget.

2.1.1.2. What is the school working on and how can the PAC be more involved? The school outlined several current and upcoming initiatives:

- Exterior painting to cover existing graffiti
- Repairs to the gaga pit and the remaining portion of the field
- Installation of new, improved basketball hoops mounted on the gym wall to redirect pedestrian flow to the far side of the gym, away from the wall and courts

In addition, the school has received a grant to create **two sustainable pollinator gardens** - one located in a full-sun area and one in the courtyard.

2.1.1.3. Brainstorm ideas & future projects with Admin Future project ideas and areas for collaboration with Administration were discussed and are reflected in the initiatives outlined in sections **2.1.1.1** and **2.1.1.2** above.

2.1.1.4. Send survey out to parents? It was agreed that a survey would be sent to parents. **Kim** will draft the survey for review and approval at the **Executive meeting on January 29**.

## 2.2. COPAC Report – Maria Borsato

2.2.1. **Enrollment** 2026/27 school year: 02 Feb 2026 @ 7am  
<https://www.sd23.bc.ca/school-enrollment>

2.2.2. Invitation to participate in **SD23’s future Strategic Plan**

- When you think about the world students are entering today, what do you believe students need most from their experiences in our schools?
- What is the single most important change you believe would improve student learning for all students?
- What would help families feel more meaningfully involved in supporting student learning?
- What is one change that would make schools healthier and more supportive places for students, staff, and families?



Please complete the [form](#) to participate or attend an engagement session at your local high school from 6:00 pm to 9:00 pm on one of the following dates: January 22 - RSS, January 26 - GESS, February 5 - MBSS, February 10 - KSS, & February 17 - OKM

2.2.3. COPAC Parent Education Conference: 28 Feb 2026 [REGISTER](#)

2.2.4. **Safe Routes to School** working group seeking input through a [Parent Priorities Survey](#)

2.2.5. Kelowna Museum: The next educational offering is “**Learning a Language: nsylxcen for Everyone – Level 3,**” starting January 20. Register [here](#).

2.2.6. [District Newsletter](#) It comes out monthly on the last Friday of every month.

## 2.3. Treasurer’s Report – Sandra Newton

### 2.3.1. Income

Income to date is approximately **\$22,000**.

### 2.3.2. Teacher Asks

Most approved teacher asks have been purchased. Teachers who received **petty cash approval** are reminded to submit their receipts.

### 2.3.3. Field Trips

No field trip invoices have been received to date this school year. Lindsey to follow up.

## 2.4. Fundraising Report – Whitney Oakes

### 2.4.1. 50/50 Raffle Follow-Up

The fundraiser fell short of the target, generating approximately \$1,875 before fees. The winning ticket was held by Eli Bell, husband of Mrs. Bell.

### 2.4.2. Return-It Fundraiser (January)

A **Return-It recycling fundraiser** is planned for January. Whitney will send out communication encouraging families to donate their refunds to NGE.

### 2.4.3. February Fundraiser – Date Night Raffle

A **Date Night Raffle** will run from **February 1–14**, featuring two prizes:

- A **family date package** (dinner and Kelowna Rockets game)
- An **adult date package** (dinner and casino)

### 2.4.4.2.4.4 May Raffle

Planning is underway for a **May raffle**, which will be marketed as a summer-

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themed fundraiser. Whitney has secured **flight vouchers from WestJet**, similar to previous raffles.

## 2.5. Special Events Report – Nicole Oaten

- 2.5.1. Hot Chocolate- Difficulty with breakers going- Positive feedback from staff- liked that there were lids and options for kids who couldn't have hot chocolate
- 2.5.2. Proposed next movie date: Thursday February 12<sup>th</sup> Steve & Lindsey to confirm as there may be club volleyball that night.
- 2.5.3. Looking at the calendar for Intermediate School Dance- Possibly April

## 2.6. Hot Lunch Report

### 2.6.1. 2.6.1 Program Update

The Hot Lunch program is confirmed to begin next week. A total of 389 students are registered, generating approximately \$20,000.

### 2.6.2. 2.6.2 Student Helpers

Grade 6 student helpers from Amyotte will be assisting with the program this term, beginning at 11:00 a.m.

### 2.6.3. Admin Report – Lindsey Hamilton

2.6.3.1. Our learning focus continues with numeracy and school wide social emotional learning. After a proficiency report:

	Literacy 2024/2025	Literacy 2025/2026	Numeracy 2024/2025	Literacy 2025/2026
Emerging	27%	9%	33%	12%
On Track	64%	70%	64%	82%
Extending	9%	21%	2%	6%

2.6.4. We continue to work with the district on the overarching goal of "student agency." Working on project passion

2.6.5. We are working on a couple of "learning sprints" with a boys' outdoor education elective and a girl social skills group.

2.6.6. We are looking for feedback on the new format of the newsletter. Positive from the PAC executive.

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2.6.7.Coming up – Winter Olympics at NGE starting Feb 9. Hockey, curling, ski jump, figure skating, 4 teams, fun all around team building

## **Motion to approve reports**

Moved by: Sandra Newton Seconded by: Leah Edwards-Smith

*Motion carried*

## 3. Old Business

- 3.1. 2025/2026 Budget Updates – complete
- 3.2. NGE PAC Bylaws and Constitution – ongoing

## 4. Motions/New Business

- 4.1. Brainstorm: What are some projects we want to work on? What do we think the school may need? (Create survey for parent participation) - Discussed above
- 4.2. Courtyard Committee: Update, vision, how can the PAC help?
- 4.3. School grounds cleanup crew & Recycling program - did not get a chance to discuss, will be added to February agenda
- 4.4. Outdoor equipment for recess program - did not get a chance to discuss, will be added to February agenda
- 4.5. Round Table Discussion
  - 4.5.1. Students in split classes: are they included in all grade-specific events – yes but most field trips are done by class not grade.
  - 4.5.2. Open discussion \*

## 5. Action Items

### **5.1. Kim Doherty (Vice President)**

- 5.1.1. Draft the parent survey to gather input on PAC priorities and projects. Bring the draft survey to the Executive meeting for review/approval by **January 29**.

### **5.2. Lindsey Hamilton (Principal)**

- 5.2.1. Follow up on outstanding field trip invoices for this school year.
- 5.2.2. Confirm if **Thursday, February 12** works for the next movie night, considering possible club volleyball conflict.
- 5.2.3. Confirm if there is funding for the courtyard upgrades from district

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## 5.3. Teachers (who received petty cash)

5.3.1. Submit receipts for approved teacher asks.

## 5.4. Whitney Oakes (Fundraising Coordinator)

5.4.1. Send out communication to families about the January **Return-It recycling fundraiser**, encouraging them to donate refunds to NGE.

5.4.2. Provide an update at the next Executive meeting **January 29** on **Spring Fair planning**.

## 6. Next Meeting

February 11, 6pm

## 7. Adjournment

### **Motion to adjourn**

Moved by: Sandra Newton Seconded by: Leah Edwards-Smith

*Motion carried* (6:58pm)