



PAC Meeting Minutes

Tuesday December 2, 2025

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 (6:07pm)

2. Attendance

PAC Executive Present: Maria Borsato (President), Kim Doherty (Vice President), Sandra Newton (Treasurer), Leah Edwards-Smith (Hot Lunch Coordinator), Ashley Dooley (Special Events Coordinator), Lindsay Trischuk (Secretary)

Regrets: Nicole Oaten (Special Events Coordinator), Whitney Oakes (Fundraising Coordinator)

Staff Present: Lindsey Hamilton (Principal)

1. Approval Items

1.1.Approval of Agenda

Motion to approve agenda

Moved by: Sandra Newton Seconded by: Ashley Dooley

Motion carried

1.2.Approval of Previous Minutes (Nov 4, 2025)

Motion to approve Previous Minutes

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

Motion carried

2. Reports

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

2.1.1. Goals: Overview of accomplishments to-date, updates on projects in-progress, events/projects beginning in 2026, discussed putting together a timeline for events/needs

2.2. COPAC Report – Maria Borsato



2.2.1. Input requested for SD23 PAC & Principal Guidebook - Monthly toolkit for PAC meetings. Link to online form (on COPAC website)

2.2.1.1. Brainstorming topics for the toolkit, schedule topics for each month to keep things on track

2.2.2. **Save the Date:** COPAC Parent Conference Saturday February 28, 2026, Hollywood Road Educational Services. Stay tuned for more details

2.2.3. New District Newsletter: <http://app.smore.com/n/5fbdj> Coming out the last Friday of every month

2.3. Treasurer's Report – Sandra Newton

2.3.1. Black Friday Funded Items

2.3.1.1. Thus far, PAC has had the pleasure of purchasing:

2.3.1.1.1. A mini Tuff Tray Starter Collection for Mrs. Renner's Kindy kids

2.3.1.1.2. A trofast storage shelf for Mrs. Renner's Kindies

2.3.1.1.3. Several items for Mrs. Bells' K/1 kids: Plus Plus blocks, pipe tube toys, Lego bases, magnet tiles

2.3.1.1.4. A Tuff Tray for Mrs. Henry's Kindies

2.3.1.1.5. Rhythm Sticks for the Music Clas

2.3.1.1.6. Chair bands for Mrs. Burton's Grade 3s

2.3.1.1.7. Lego building blocks for Mrs. Hokazono's grade 2s

2.3.2. With Black Friday and continuously looking for sales, we have saved \$212

2.3.2.1. The Treasurer will continue to watch for sales. Perhaps some items can be purchased on Boxing Day

2.3.3. In addition, we have been able to fund some asks in regard to the upcoming winter concert

2.3.4. New template for requests, hope to make the process simpler

2.4. Fundraising Report – Kim Doherty

2.4.1. Art Cards, 200+ orders, \$3,500+ raised, shipping mid next week, looking to the week of Dec 8th for distribution, paper bags donated by Save On, Thank You cards done. Pick up will be in the small gym, stay tuned for details

2.4.2. Holiday 50/50 live, ambitious goal of \$11,000 (\$5,000 take home).

2.4.3. January fundraiser, thinking about hosting a post-holiday bottle drive, stay tuned!

2.5. Special Events Report – Ashely Dooley

2.5.1. The next special event is scheduled for the morning of December 19th.

2.5.1.1. We will be handing out hot chocolate, juice boxes and candy canes to all the staff and students before winter break.

2.6. Hot Lunch Report – Leah Edwards-Smith

2.6.1. Term 1: Statistics and funds raised, 404 kids, smooth operations, overall we have net \$7000 (so far), last year total \$17-18000

2.6.2. Term 2: Ordering & Deadline – Dec 18 first day to order, closes Jan 9, stay tuned for updates

2.7. Admin Report – Lindsey Hamilton



- 2.7.1. Cultural Performance - Axe Capoeira was a great cultural performance that combined rhythm and Brazilian martial arts and dance. They offer a residency program that could be an interesting option for our students as it combines art and physical components
- 2.7.2. Harmony Day - our self portraits have been completed for each grade and will be made into a full school canvas compilation. We are excited to see the final product. Whole school made self portraits.
- 2.7.3. Remembrance Day - thank you to those parents who participated either in their colour guard or by sharing their family's stories. It was a beautiful event for our students and honouring for those who serve or have served in our greater school community.
- 2.7.4. Volleyball wrapped up very successful and on to Basketball - we will begin in January, part of the school league watch for information in the newsletter
- 2.7.5. Intramurals starting after Christmas during lunch
- 2.7.6. Winter Olympics - we are planning to have a school wide Olympic event to celebrate the Winter Olympics, fun events planned with tracking of progress for each country represented at the school
- 2.7.7. White Hatter - digital literacy, unfortunately, not recommended to do again. Not very interactive or engaging. Will seek alternate options for the future
- 2.7.8. Foundational Skills Assessment (FSA) is complete and will be returned to families before the Winter Break
- 2.7.9. Upcoming Events:
 - 2.7.9.1.1. Caroling and PJs – last day before break 10:15-11:15 in Gym
 - 2.7.9.1.2. Winter Concert (check newsletter for your performance day)
 - 2.7.9.1.3. Food Drive – big need in the community, groceries are more expensive than ever so any little bit helps.
 - 2.7.9.1.4. Term 1 report cards sent home Dec 18

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. Need volunteers for Art Card orders, unpacking, organizing, and distribution. Waiting for delivery confirmation
- 4.2. Round Table Discussion
 - 4.2.1. Grade 6 Fundraising 2025/26- Purdy's? No, but can bring back for next year or perhaps Easter?
 - 4.2.2. Winter school-ground safety plan – new contractor for snow removal. Custodians manage shoveling. Grounds crew that manages lawn maintenance does shoveling in the winter, but it's not enough. Parent volunteers? Not comfortable asking parents to help. Does it infringe on CUPE?
 - 4.2.3. Recess plan for colder weather- Indoor activities? Yes, several spaces available for different activities. However; recommend outdoor activities as much as possible.
 - 4.2.4. Open discussion
 - 4.2.4.1. Digital field trip forms, mandated by District

5. Action Items

- 5.1. Call out for Art Card volunteers Whitney Oakes
- 5.2. Update PAC Constitution and Bylaws Maria Borsato

6. Next Meeting

Wednesday, January 14 @ 6pm

7. Adjournment

Motion to adjourn

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

Motion carried (7:03pm)