

Dr Knox Parent Advisory Council

Meeting Minutes | February 18, 2026

PAC 2025/26 EXECUTIVE

PRESIDENT	KELLIE GARCIA (PRESENT)
VICE-PRESIDENT	TIFFANY THESEN-YEE (PRESENT)
TREASURER	LESLIE ATWELL (REGRETS)
SECRETARY	ERIKA LACHANCE (PRESENT)
CO-PAC REP	VACANT
MEMBERS AT LARGE	CANDICE HENRIQUES (REGRETS)
	CARLOS ROCKHILL (REGRETS)
	ERIN ODERMATT (PRESENT)

1. WELCOME AND LAND ACKNOWLEDGEMENT

- The meeting began with a land acknowledgement, recognizing that we are gathering on the traditional and unceded territory of the Syilx Okanagan people.
- Members were welcomed to the new school year.
- The PAC Executive introduced themselves.
- A warm welcome was extended to guest speaker, John Logel.

2. APPROVAL OF MINUTES AND AGENDA

Motion to approve November minutes
Moved by: Kellie Garcia
Seconded by: Tiffany Thesen-Yee

Motion to approve February agenda
Moved by: Erin Odermatt
Seconded by: Meghan Muhle

3. GUEST SPEAKER

(See Attachment 1)

John Logel presented on behalf of the Central Okanagan Bursary and Scholarship Society (COBSS).

About COBSS

- Established in 1971, COBSS is a non-profit society made up entirely of volunteers.
- The organization supports local graduates pursuing any form of post-secondary education.
- Funds donated to COBSS go directly to students. Administrative costs are minimal and covered through a single fee included in each bursary.
- In 2025, COBSS awarded \$587,000 through 588 awards.
- Over the past 14 years, approximately \$6–7 million has been distributed to students within SD23.
- In 2025, over 650 applications were received. All donated funds are distributed each year.

Dr. Knox PAC Contribution

- Dr. Knox PAC currently contributes two \$500 awards annually.
- PAC inquired whether students are declined due to limited funding; Mr. Logel confirmed that demand exceeds available funds and additional donations are always welcome.
- Dr. Knox PAC awards began in February 1992.
- Criteria for the PAC award include a requirement that the student attend Dr. Knox for three years.
- Award criteria can be customized (e.g., specific career paths such as nursing or engineering), provided students meet the stated requirements.

Types of Awards

- Bursary – based on financial need
- Scholarship – based on scholastic achievement
- Award – based on sports achievement

Awards are funded by individuals, community groups (e.g., Rotary, CFUW, Lions Clubs), local businesses, sports groups, and memorial donations.

A student testimonial video was shared with PAC.

Eligibility Requirements

- Canadian citizen
- Plan to attend full-time at an accredited post-secondary institution in September of graduation year
- Minimum 60% average in Grades 11 and 12
- Registered in the required number of Grade 12 courses
- On track to graduate in June
- Attend a participating school within SD23 or eligible private schools in the Okanagan

Application Process

- Online application (December–January)
 - Allocation period (March–April)
 - Grad ceremony presentations (May–June)
 - Funds are issued directly to the post-secondary institution
 - Application includes 10 required sections
 - COBSS is working to “AI-proof” applications
 - Selection is based on financial need, academic ability, and active citizenship
 - Award recipients are required to send a thank-you letter to donors and are encouraged to follow up in the fall; donors often receive grad photos.
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PAC Discussion

- Members expressed appreciation for the context provided regarding PAC donations.
- Discussion took place about whether award amounts have consistently been \$500 or \$1,000.
 - Some awards are \$250; COBSS encourages groups to combine smaller awards where possible.
 - PAC discussed whether to combine its two \$500 awards into one larger award; decision deferred.
- PAC asked whether COBSS presents at all middle schools; Mr. Logel indicated he attends any school whose PAC invites him.
- PAC thanked Mr. Logel for attending and sharing information.

4. PRINCIPAL’S UPDATE

1. Thank you card to PAC
 - Leadership students provided a thank-you card expressing gratitude for PAC funding.
 - Students shared that PAC support makes many of the “fun events” at Dr. Knox possible, helping bring student visions to life and enabling the school to host engaging activities.
 - PAC was thanked for its ongoing support.
2. Expansion Update
 - An update was provided on the school expansion project.
 - The anticipated opening is September 2026.
 - The expansion will include:
 - 6 general classrooms
 - Video production/multi-purpose space
 - 2 maker spaces
 - Food space
 - Art rooms
 - Staff room
 - 6 single-stall washrooms

- The need for additional space was emphasized.
- 3. Congestion Strategies
 - Hallway congestion continues to be a concern. While many students report that it feels manageable, staff observations confirm that hallways are very full.
 - Student safety remains the top priority, and efforts are focused on freeing up space where possible.
 - Discussions are ongoing with the district and expansion team regarding the possibility of a partial occupancy permit.
 - Strategies being implemented include:
 - Dismissing Grade 7 students slightly earlier to reduce congestion.
 - Routing PE classes through side doors to spread traffic more evenly.
 - Appreciation was expressed for students managing well in tight corridors.
 - The expansion is seen as essential to addressing space challenges.
- 4. Communication
 - There were recent issues with newsletter distribution, two issues were missed being sent out.
 - The newsletter format has shifted away from downloadable PDFs and is now built using the “Smore” app.
 - PAC feedback:
 - New format is more readable.
 - Easier to copy and share information.
 - Improved accessibility (screen readers, translation options).
 - Suggestions from PAC:
 - Include a list of active school clubs and contact information.
 - Reintroduce features similar to the previous format, such as printable blocks for posting on fridges.
 - Consider including a sports calendar, as was done previously.
- 5. 26/27 Projections
 - Enrollment projections indicate approximately 316 students next year. The current large Grade 7 cohort will be followed by a smaller Grade 8-to-9 transition group.
 - Overall enrollment is expected to increase by approximately 30–40 students, likely requiring an additional section. The expansion space is expected to accommodate growth.
 - A potential “Welcome Back” event was discussed for students who may not have the opportunity to use the new space before transitioning to high school.
 - Discussion around hosting a community open house after school hours to celebrate the expansion.
 - PAC expressed support for a community celebration, potentially near the end of the school year.

5. PAC FINANCIAL UPDATE

(See Attachment 2)

A financial update was provided to January 31.

Highlights:

- \$900 raised through Return-It.
- \$17,447 in teacher requests fulfilled to date.
- \$1,080 paid to COBSS from the school general funds account (transaction fees increased from \$50 to \$80 this year).
- Current balances:
 - \$23,428 in Gaming Account
 - \$2,358 in General Account
 - \$3,390 in School Account

The School Account balance is from a one-time fundraiser. There is interest in spending these funds, so they don't need to be tracked anymore.

Gaming funds must be spent within a two-year period; Leslie will continue to monitor timelines.

Some teacher requests are still outstanding. PAC anticipates approximately \$37,750 in total spending this year.

No further questions were raised.

Fundraising Discussion

- Fundraising was discussed at the previous PAC meeting and deferred for further conversation.
- PAC currently receives approximately \$21,000 annually in Gaming funds, which come with restrictions.

Discussion points included:

- Whether to begin brainstorming fundraising ideas now or wait until the Treasurer is present.
- Whether expansion-related needs might require fundraising.

School Administration Feedback:

- No major expansion-related needs at this time.
- Ongoing needs include items such as Band support (e.g., uniforms) and maintenance-type expenses.
- A potential future project could be commissioning a mural in the new wing; this would be a significant cost and could be a meaningful fundraising goal.

Additional Discussion:

- Fundraising is often more successful when tied to a clear and specific goal.
- While approximately \$38,000 is projected to be spent this year (due to carryover funds), only approximately \$21,000 is received annually through Gaming.
- Recurring expenses such as sports uniform replacement (~\$3,500 annually) will continue.
- Administration noted that some expenses (e.g., Grade 7 t-shirts) have already been purchased and will need to be reconciled.
- Many school events occur in April, May, and June, and financials will be reviewed and balanced accordingly.

It was suggested that the discussion be continued at the April Executive meeting with the Treasurer present and using information about recurring versus one-time expenses (e.g., strength club equipment was a one-time purchase) to determine how to proceed in 2026-27.

6. PAC BUSINESS

1. COPAC Representative & Recruitment

- PAC currently receives email summaries from COPAC meetings, which can be shared locally; however, there is no Dr. Knox representative attending meetings to vote or provide a voice.
- COPAC has several open recruitment positions.
- With the PAC AGM scheduled for May, recruitment efforts are needed between now and then.
- Members were encouraged to consider potential candidates and recruit through word of mouth.

2. Return-It Donation Process Update

- The Return-It donation process has changed.
- Previously, donations could be made using the school phone number.
- Now, individuals must create their own account using their personal phone number, donate, and then specify where the funds are directed.
- Accounts are now authenticated.
- Instructions have been included in the school newsletter.

- PAC recommended updating the wording in the newsletter to clearly highlight that the process has changed.

3. PAC Executive Transition Planning (2026–2027)

- Discussion took place regarding upcoming transitions for the President, Treasurer, and other PAC positions for the 2026–2027 school year.
- The Treasurer role in particular is a key position that must be filled.
- It was suggested that outreach be done through:
 - Direct email recruitment (including reaching out to other PAC networks, if appropriate)
 - Promotion in the school newsletter under the PAC section
- The goal is to ideally recruit and transition new members in advance of the May AGM.

7. COPAC UPDATE

Important highlights from three COPAC meetings (December 1, January 5, and February 2) were shared.

(See Attachment 3)

8. NEXT PAC MEETING DATES

- April 15, 2026 (Executive meeting, online)
- May 20, 2026 (PAC meeting and AGM, in library)

ATTACHMENT 1: COBSS INFORMATION PACKAGE



Independent CSA approved, non-profit society comprised of approx. 40 volunteers, 13+ high school counsellors and one paid administrator

Unique in BC to the Central Okanagan

Established 1971 by Harry Dewar, Ken Harding, Lou Dedinski, and Rosemary King with 7 original awards – now over 50 years of supporting Central Okanagan grads (total \$7.4 million of awards)

Pursue and establish contracts w/Central Okanagan donors for bursaries, scholarships and awards - donors are individuals, families, businesses, PACs, service clubs, sports organizations...

Run an online, one-stop application each school year available to all full time Central Okanagan grad students from 14 high schools, involving the crucial assistance of high school counsellors

Manage and allocate 580+ bursaries, scholarships and awards – allocated by COBSS volunteers in consultation with our generous donors

Fulfill the necessary administration of awards through articulation with post-secondary institution registrars on each student's behalf

Meet CRA guidelines re: issuing T4A slips and producing financial information, maintain donor relationships, and doing continuing follow-ups to ensure alternate award winners are notified and administered accordingly

COBSS administered bursaries, scholarships and awards are for students going directly on to post-secondary studies in September of their graduation year

COBSS administration fee is \$40/award

2025 – 650+ applicants for 588 awards – total value \$587,275*

***SD23 grads receive approx. 90% of the available awards**

***School PACs provided approx. \$40,000 in awards last year!**



social:
@okcobbs

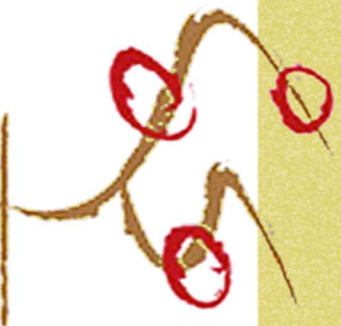
website:
www.cobss.ca

email:
cobss@shaw.ca

phone:
(250) 861-4980

COBSS PAC Liaison: Rick Davidson 250 864 0564 rmomo@shaw.ca

Central Okanagan Bursary And Scholarship Society



**We Thank
Our Donors!**



In 1971 our founders,



Mr. Harry Dewar



Mr. Ken Harding



Mr. Lou Dedinsky



Ms. Rosemary King

created COBSS.
We honour and thank
them for their vision.

In 2025,

generous
donors
gave
over

**588 awards
upwards of
\$587,000**



Donors, you are the
change in the lives of
our students!



Mike O'Neil
www.cobssociety.com

The Future:
So many students...



and life is competitive.
Education costs are going
through the roof!



Please

spread
the word!
Consider
investing
in the
post-secondary education
of our youth through
COBSS.



Cost of education

<https://www2.gov.bc.ca/assets/gov/education/post-secondary-education/data-research/bc-tuition-fees.pdf>

Cost of a Four-Year University Degree, By Province¹

Province	Ranking of Most Expensive Provinces By Education Costs Next Year (Including Residence)	Cost of Education Next Year (Including Residence)	Comparison to National Average (Cost of Education Next Year)	What Education Will Cost In 18 Years (Including Residence, Forecast)	Education Cost Growth Over The Next 18 Years (Compared to 2024 Costs)	Year That Children Are Forecast To Pay More Than \$100,000 For School, By Province
Canada	National	\$75,387	-	\$104,898	39 %	2039
Nova Scotia	1	\$88,490	17 %	\$132,565	50 %	2029
Ontario	2	\$86,106	14 %	\$114,024	32 %	2034
New Brunswick	3	\$83,162	10 %	\$116,741	40 %	2033
Saskatchewan	4	\$80,761	7 %	\$115,014	42 %	2034
Alberta	5	\$78,034	4 %	\$104,493	34 %	2039
Prince Edward Island	6	\$76,802	2 %	\$105,879	38 %	2038
Quebec	7	\$69,719	-8 %	\$96,919	39 %	-
British Columbia	8	\$68,495	-9 %	\$93,668	37 %	-
Manitoba	9	\$67,934	-10 %	\$95,705	41 %	-
Newfoundland	10	\$54,366	-28 %	\$73,975	36 %	-

¹Employment and Social Development Canada's (ESDC) Canadian Post-Secondary Institution Collection (CPIC) database found at www.newswire.ca, January 2024

THANK YOU
Dr. Knox Middle School PAC
For your generous two \$500 awards

Your **Dr. Knox Middle School PAC Award** was established in February 1992 with 1 award at \$400

You have altered the award over the years since:

2001 - 1 @ & \$500
2006 - 2 @ \$500
2010 - 1 @ \$500
2011 to 2017 - 1 @ \$1000
2024 to present - 2 @ \$500

Criteria: The student must have attended Dr. Knox Middle School for three years.

***Your Award is available to eligible grads from
all 14 Central Okanagan High Schools**



CENTRAL OKANAGAN BURSARY & SCHOLARSHIP SOCIETY

Address: 316-3001 Tutt Street, Kelowna B.C.



social:
@okcobbs

website:
www.cobss.ca

email:
cobss@shaw.ca

phone:
(250) 861-4980

Be the change in the life of a Central Okanagan Student
Consider joining COBSS as a donor or volunteer member

ATTACHMENT 2: FINANCIALS TO JANUARY 31, 2026

Dr. Knox Middle School Parent Advisory Council							
Budget vs Actuals - for the Period ended January 31, 2025							
			GAMING ACCOUNT			GENERAL ACCOUNT	School Account (for PAC)
Income			Actual (To date)			Actual (To date)	Actual (To date)
Gaming Account							
Roll over from prior year			\$ 20,796.30			\$ 1,458.47	\$3,390.00
Gaming grant			\$ 20,080.00				
50/50 Profit			\$ -				
Donations to PAC						\$ -	\$ -
Bottle return fundraiser (RETURN IT)						\$ 899.70	
Total Available \$\$ to Disburse			\$ 40,876.30			\$ 2,358.17	\$ 3,390.00
Expenses		Budget	Actual (To date)	Difference	Budget	Actual (To date)	Difference
School Requests (Gaming Account)							
Bussing for Band/Choir events (Sinhuber)	\$ 1,000.00	\$ -	\$ 1,000.00				
Instrument renewal (Sinhuber)	\$ 7,500.00	\$ 7,500.00	\$ -				
Battle of the Books (Gubbels/Groetchen)	\$ 1,000.00	\$ -	\$ 1,000.00				
Literature Circle Books (Gubbels/Groetchen)	\$ 1,000.00	\$ -	\$ 1,000.00				
After-school Art Club (Vernet)	\$ 750.00	\$ -	\$ 750.00				
Morning Strength Club Equipment (Beebe)	\$ 8,000.00	\$ 8,000.00	\$ -				
Bald Falcon Day (Gunn)	\$ 1,000.00	\$ -	\$ 1,000.00				
WEB Program (Gunn)	\$ 1,000.00	\$ 675.79	\$ 324.21				
Leadership events and activities (Gunn)	\$ 2,000.00	\$ 419.46	\$ 1,580.54				
Lego Code and Robotics Club (Aitken)	\$ 1,000.00	\$ 852.72	\$ 147.28				
Sports Uniform Replacement (Ferguson)	\$ 3,500.00	\$ -	\$ 3,500.00				
Grade 7 T-shirts (Ferguson)	\$ 4,000.00	\$ -	\$ 4,000.00				
Creating Connections House Teams (Ferguson)	\$ 3,000.00	\$ -	\$ 3,000.00				
Year End Celebrations (Ferguson)	\$ 3,000.00	\$ -	\$ 3,000.00				
School Requests Subtotal	\$ 37,750.00	\$ 17,447.97	\$ 20,302.03			\$ 3,348.33	
PAC Expenses (General Account)							
Teacher Appreciation				\$ 500.00	\$ -	\$ 500.00	
Miscellaneous				\$ -	\$ -	\$ -	
COBSS bursary				\$ 1,050.00	\$ -	\$ 1,050.00	\$ 1,080.00
Staff Gifts				\$ -	\$ -	\$ -	
PAC Costs Subtotal				\$ 1,550.00	\$ -	\$ 1,550.00	\$ 1,080.00
Net Amounts	\$ 3,126.30	\$ 23,428.33		\$ 808.17	\$ 2,358.17		\$ 2,310.00
			GAMING		GENERAL		
Bank Account Balances		\$ 23,428.33			\$ 2,358.17		\$ 2,310.00
Outstanding cheques		\$ -			\$ -		\$ -
Outstanding deposits		\$ -			\$ -		\$ -
		\$ -					
Actual Remaining Cash		\$ 23,428.33			\$ 2,358.17		\$ 2,310.00
Note: COBSS increased the processing fees from \$50 to \$80							

ATTACHMENT 3: COPAC Update

Important highlights from three COPAC meetings (Dec 1, Jan 5, Feb 2) are provided below.

Strategic Plan Public Engagement Opportunities (all sessions are 6-9pm):

There will be five public engagements held in January and February for public consultation. RSS on Jan 22, GESS on Jan 26, MBSS on Feb 5, KSS on Feb 10, and OKM on Feb 17.

Registration is now open for the Free COPAC Parent Education Conference on Saturday, February 28 from 9:00 am to 3:30 pm, in person at the new Learning Center at Hollywood Road Educational Services. This event is open to all parents and caregivers with students in Central Okanagan Public Schools and is strongly recommended for current PAC executives and those interested in becoming more involved. Coffee, snacks and lunch will be provided.

REGISTER HERE: <https://forms.gle/puGapaaJqBxZ3Nqp8>

****COPAC EXECUTIVE** – It's time to start thinking about joining the COPAC executive for the 2026/2027 School Year. Elections are held at our AGM in May and the call for nominations typically goes out in March. If you are interested in learning about what different roles on our executive look like, please email us! Nominations will be received here: <https://forms.gle/rrJcNpxUZBEBw79M7>
Contact copacnominations2026@gmail.com with any nominations related questions.

Let your community know that Science Fair is returning to the Okanagan-Shuswap region. The Okanagan Shuswap Regional STEM Fair will take place on March 10 & 11 at UBC-Okanagan. Visit the website for registration details and deadlines <https://region.youthscience.ca/okanagan-shuswap/>

Please take a few minutes to complete the SD23 budget survey before the March 4 deadline. Your input is important and appreciated. SD23 budget survey: <https://www.sd23.bc.ca/news/2026-2027-budget-presentation-20260120212902>

The CARE team is seeking community mentors for SD23 students participating in this program. Share this link and/or the attached poster with your community and friends.

<https://sites.google.com/learn.sd23.bc.ca/carein-sd23/home>

COPAC Survey input

UPDATED LINK: apologies as some people had trouble with the previous link. Share your input for a SD23 PAC/Principal Guidebook – Monthly PAC Meeting topics & issues to add to the PAC & Principal Guide Book Input for SD23 PAC & Principal Guidebook - Monthly Toolkit for PAC meetings – Fill out form

Reminder to look at Technical Safety BC for licensed contractors for “Amusement Devices” for your spring carnivals, events with inflatables. <https://www.technicalsafetync.ca/regulatory-resources/find-a-licensedcontractor>

ADHD for Parents & Caregivers: Webinar Series

BC Children's Hospital ADHD Clinic and the Kelty Centre hosted a learning event designed to support parents of children with ADHD, covering topics like ADHD basics, self-regulation, behaviour at school, and medication. If you missed it, the speaker sessions are available here: [ADHD for Parents and Caregivers: Webinar Series | Kelty Mental Health](#)

WVest will be hosting a Spring Break Camp at Quigley Elementary. See the attached poster for details.

Newsletters:

See the attached Health Promoting Schools Newsletter for this month.

<https://www.interiorhealth.ca/sites/default/files/PDFS/health-promoting-schools-newsletter-feb-2026.pdf>

Read & share the new District Newsletter. It comes out monthly on the last Friday of every month. <https://app.smores.com/n/tbwj2>