

Dr. Knox Parent Advisory Council

Meeting Minutes | September 17, 2025

Start: 6:32PM | Location: Library

1 WELCOME & LAND ACKNOWLEDGEMENT

We acknowledge that we are holding this meeting on the traditional and unceded territory of the Syilx Okanagan people.

2 INTRODUCTION OF PAC EXECUTIVE

- President Kellie Garcia
- Vice President Tiffany Thesen-Yee
- Treasurer Leslie Atwell (regrets)
- Secretary Erika Lachance
- Co-PAC Rep Vacant (see motion below)
- Members at Large Cassandra Halter (regrets)
Candice Henriques (regrets)
Carlos Rockhill
Vacant (see motion below)

Motion to appoint new PAC COPAC Rep

1. CO-PAC Rep – Motion: Appointment Alyssa Fulkerson
 - Moved by: Kellie Garcia; Seconded by: Carlos Rockhill
 - Carried.

Motion to appoint new Member at Large

2. Member at Large – Motion:
 - Self-nomination from the floor of Erin Odermatt
 - Moved by: Kellie Garcia; Seconded by: Megan Detwiller
 - Carried.

3 PRINCIPAL'S UPDATE

Nina Ferguson, Principal

1. Startup

- Smooth start to the year; strong sense of community. Principal Ferguson begins her second term at Dr. Knox.

2. Demographics

- 1,071 students (largest cohort to date) and ~105 staff. Focus remains on safe transitions to middle school and a thriving learning environment.
 - Appreciation for staff who volunteered over the summer (e.g., WEB Team events for incoming Grade 7s).
- 3. New staff**
- ~20 new hires across roles, including custodial and Indigenous Education staff.
 - Normal movement due to retirements and contract changes.
- 4. Expansion update**
- Project significantly delayed (originally targeted for Sept 2024 → winter break → spring break → now “beyond Nov 1”).
 - Frustrations acknowledged; project is ministry-managed with private contractor, facing trade and budget issues.
 - Scope: 16 new learning spaces (maker/design studios, video production labs, foods lab, six standard classrooms), additional washrooms, breakout/conference rooms; three outdoor basketball courts; some portables removed (from 11 down to 6).
 - Current access: Construction zones remain closed to students; a connected upper hallway is open where the former staff room was (now counselling and washrooms).
 - Next steps: Aim to open over the winter break if possible; ribbon-cutting to follow.
 - Future planning note: New Burtch Road Middle school announced by Province on Sept 4. Construction at Dr. Knox appears to be to high school standards. Nothing confirmed. If any boundary/program changes occur, current Dr. Knox middle-schoolers would not be moved.
- 5. ebikes/eScooters Update**
- School mandate is student safety and transportation management under the School Act, working with RCMP.
 - An RCMP liaison came to the school and provided on-site guidance; tickets issued to some riders (driver-record implications).
 - School follows RCMP direction; motorized devices are not permitted on school grounds unless compliant (e.g., light e-bike meeting provincial criteria).
 - Case-by-case assessment where parents identify a device as a compliant light e-bike.
 - Action: Dr. Knox to arrange an RCMP parent info session and share district/COPAC resources when available.
- 6. School Theme – Creating Connections**
- Focus on connection across grades and between students and adults; initiatives to be announced.
- 7. DRK funding requests for PAC**
- Main source: Gaming Grant (per-student). Our middle school does limited fundraising.
 - Ministry’s prior Student Affordability Fund is winding down; expect higher PAC funding request volume this year.
 - Gaming funds must be spent within two years; some carry-forward remains. Bottle Depot program continues; volunteer needed for pickups/drop-offs.

4 PAC BUSINESS

1. BCCPAC membership

- Decision deferred. COPAC to advise; revisit next meeting.
2. **2025 AGM meeting minutes to website**
 - All PAC minutes are posted on the Dr. Knox website. Members are encouraged to review if they miss a meeting.

5 PAC BUDGET UPDATE

Leslie Atwell, Treasurer (presented by Kellie)

1. **Where we get our funding**
 - Gaming grant
 - Recycling
 - One and Done fundraiser – TBD
2. **Where the funding goes**
 - School requests
 - PAC expenses
3. **One Time Fundraiser 2023**
 - Follow-up required on remaining balance, eligible uses, and whether to repeat this year
 - Action: Treasurer

6 COPAC UPDATE

Alyssa Fulkerson, COPAC rep (presented by Kellie)

1. Overview of COPAC's role and meeting cadence.
2. E-bike/e-scooter topic under active review; RCMP engaged; a draft guidance document is in progress.
3. PAC to share COPAC's resources with Dr. Knox families.

Full COPAC update available at the end of the document

7 NEXT MEETINGS

Kellie Garcia, President

- September 17 (PAC Meeting – Finish Setting Executive) - today
- October 15 (PAC Meeting – Budget Approval) - open to all
- November 19 (Executive Meeting)
- February 18 (PAC Meeting) - open to all
- April 15 (Executive Meeting)
- May 20 (PAC Meeting & AGM) – nominations for expiring 2-year terms

Additional PAC meetings can be held if important issues arise, either from parent or school concerns.

8 OPEN DISCUSSION

- Value of attending PAC, especially budget meetings, to help direct funds (Carlos).
- As Dr. Knox parents, all are PAC members and welcome to have a voice (Kellie).
- Teacher “wish list” will be shared for the October budget meeting; pre-reads will be provided with the budget snapshot going forward.

9 FULL COPAC MEETING UPDATE

Submitted via email by Alyssa Fulkerson

- At our meeting, we welcomed our new Central Okanagan Public Schools Superintendent/CEO Jon Rever.
- Our Trustee Chantelle Desrosiers shared the School Board’s exciting news that Ministry of Infrastructure has announced the approval of funding for a new middle school on the Birtch Road site (by the apple bowl). <https://news.gov.bc.ca/releases/2025INF0044-000822>
- The School Board had not yet held a meeting at the time of our September COPAC General meeting. If you are interested in attending Public School Board meetings or committee meetings, agenda packages are posted to their meeting website on Friday afternoons for the upcoming week’s Wednesday meeting. <https://forms.gle/Npe9nvMDZxZZ37JbA>
- Jon Rever introduced our newest Assistant Superintendent Linda Reeve (Rutland Family of Schools) and provided a little update on the portfolios of all four Assistant Superintendents. Jon shared that the 2025/2026 return to school updates will be shared at the first two school board meetings in September.
- Sarena Smith, Parent Chair of our Partners for Inclusive Education (PIE) group joined us to say hello and shared some background information on PIE. This group meets monthly and is targeted towards parents of children with different learning needs (inclusive education needs, disability, differently-able, ASD, ADHD, Gifted, dyslexia, complex health issues, etc.) The meetings cover different themes each month and include staff from SD23 to guide family learning. If you or someone you know could benefit from attending meetings of this nature, please email Sarena to join the mailing list COPAC.pie@sd23.bc.ca
- We discussed our PAC 360 ‘roundtable’ and ‘story spotlight’ section of the monthly COPAC Agenda. I covered how we would love for COPAC Reps to share success stories of your PAC or how parents in your school community are being authentically engaged. (think input opportunities, family learning opportunities etc.) If you have a story to share that’ll take more than a minute or so, please reach out and we will give you the star treatment at an upcoming COPAC meeting. We want to enhance the opportunities for PACs to learn from each other and to be able to spread successful endeavours across the district quickly. (Note: if you are a COPAC rep who doesn’t love being a speaker, but you have an amazing story to share, please connect with me. I’d love to share your success with our community without making you feel uncomfortable!)
- We had a brief discussion about e-scooter and e-bike age restrictions in BC. Nicola has had some communications with City of Kelowna staff who assured us that RCMP are on this issue and have actively been addressing the issue over the summer. One of the staffers is working on a document outlining the rules for e-bikes, e-scooters and mopeds. We will share as soon as we have a copy! We will work to collaborate on a parent presentation in the spring when families are considering transportation options as the snow melts. We encourage your PAC to share the COPAC Facebook post on this topic as it contains links to some relevant BC Government and ICBC pages.

- ****COAPC EXECUTIVE VACANCY –** We are looking for a new Secretary! If you are a COPAC Rep or PAC President and want to give the COPAC executive a try, please send me an email copac.president@sd23.bc.ca ! The Secretary is responsible for preparing the meeting minutes for our monthly COPAC General meetings. It's a great way to give COPAC a try.
- ****Upcoming COPAC Events:** We will be circulating two surveys in the coming days regarding interest and suggestions for PAC and Parent education opportunities. One survey will be for your Executive and the other can be shared with families in your school community if you wish. Keep an eye open for these.
- **SAVE THE DATE:** COPAC will be hosting Hannah Beach -Understanding Adolescence workshop for parents. Save the date: October 16th, 2025 via zoom. More details to come soon.
- We will be scheduling PAC 101 and Treasurer 101 later in October & November. If your PAC needs help sooner, please reach out!
- Interested in joining a COPAC Sub-committee on Active Transportation & Safe Routes to School? Email our Member at Large Nathan Hind at copac.atlarge2@sd23.bc.ca
- Cadre shared, with strong recommendations, a link to a helpful YouTube Video, originally shared to COPAC last year by Jon Rever (Kids, Smartphones and Social Media: The Risks and The Solutions): <https://www.youtube.com/watch?v=Ro-XgHp7OPA>
- ****Please Share your PAC Code of Ethics or bylaws that cover Code of ethics.** We regularly help PAC executive teams to navigate challenges and it's always helpful to have examples of successfully implemented tools.

Dr. Knox Middle School Parent Advisory Council								
Budget vs Actuals - for the Period ended MAY 30, 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			\$ 14,877.84		\$ 649.57		\$4,440.00	
Gaming grant			\$ 20,320.00					
50/50 Profit			\$ -					
Donations to PAC					\$ -		\$ -	
Bottle return fundraiser (RETURN IT)					\$ 808.90			
Total Available \$\$ to Disburse			\$ 35,197.84		\$ 1,458.47		\$ 4,440.00	
Expenses								
		Budget	Actual (To date)	Difference	Budget	Actual (To date)	Difference	
School Requests (Gaming Account)								
Sewing club materials (Gadmer)	\$ 600.00	\$ 290.29	\$ 309.71					
Bussing for band/choir events (Sinhuber)	\$ 800.00	\$ 752.88	\$ 47.12					
Bald Falcon prizes, t-shirts (Gunn)	\$ 1,000.00	\$ 750.75	\$ 249.25					
Leadership events (Gunn)	\$ 1,000.00	\$ 986.42	\$ 13.58					
Sports Uniform Renewal	\$ 3,500.00	\$ -	\$ 3,500.00					
Battle of the books prizes (Gubbels)	\$ 750.00	\$ 813.52	\$ (63.52)					
WEB event supplies (Gunn)	\$ 2,000.00	\$ 1,296.08	\$ 703.92					
Grade 7 T-shirts	\$ 4,000.00	\$ 3,998.40	\$ 1.60					
Drones for Code Club (Aitken)	\$ 2,500.00	\$ 2,422.55	\$ 77.45					
Art Club (Vernet/Harvey)	\$ 750.00	\$ 493.35	\$ 256.65					
BCCPAC Fees	\$ 100.00	\$ -	\$ 100.00					
Competition balls	\$ 2,952.00	\$ 2,597.30	\$ 354.70					
	\$ -	\$ -	\$ -					
						\$ 476.30		
School Requests Subtotal	\$ 19,952.00	\$ 14,401.54	\$ 5,550.46					
PAC Expenses (General Account)								
Teacher Appreciation				\$ 500.00	\$ -	\$ 500.00		
Miscellaneous				\$ -	\$ -	\$ -		
COBSS bursary				\$ 1,050.00	\$ -	\$ 1,050.00	\$ 1,050.00	
Staff Gifts				\$ -	\$ -	\$ -		
PAC Costs Subtotal				\$ 1,550.00	\$ -	\$ 1,550.00	\$ 1,050.00	
Net Amounts	\$ 15,245.84	\$ 20,796.30	\$ (91.53)	\$ (91.53)	\$ 1,458.47	\$ 1,458.47	\$ 3,390.00	
		GAMING			GENERAL			
Bank Account Balances		\$ 30,770.85			\$ 1,458.47		\$ 3,390.00	
Outstanding cheques		\$ -			\$ -		\$ -	
Outstanding deposits		\$ -			\$ -		\$ -	
Profit from 50/50 for benches		\$ -						
Actual Remaining Cash		\$ 30,770.85			\$ 1,458.47		\$ 3,390.00	

*Need update from admin