

Sep 14, 2026 6:30 PM

PAC Meeting Notes

PAC Exec Attendees: Mary Hunter (Chair), Angela Kemperman (Vice-Chair, Hot Lunch In School Helper), Jolene Davis (Treasurer, Hot Lunch Coordinator), Lauren Anstey (Secretary)

PAC Attendees: Karen Kenny, Kurt Kenny, Allison, Kirstin, Heather Spense, Rebecca

School Administration Attendees: David Martin (GT Principal), Irene Bischler (School Board Trustee), Gizelle Gaudet (GT/Highlands Vice-Principal)

Regrets: Kyla Barg (Teacher Representative)

Attachments: Link to [September 14 2026 Meeting Agenda](#)

Summary of Key Topics

- Key topics include roof repairs, traffic safety, and the hot lunch program
- PAC-supported lunches are discussed and decided upon
- Next Meeting: Monday October 19th at 6:30PM, GT Library

Action Items

Action Item	Owner	Follow Up/Deadline
Investigate CUPE crossing guard position with SD5	Irene	October meeting
Mary to email Irene with October date	Mary	Following this September meeting
Email Save On manager to investigate status of Save On gift card program and discount on food orders	Jolene	Following this September meeting
Prepare PAC info table for parent conferences, Oct 6 & 7	PAC Exec	Oct 6

Finalize Munch a Lunch program details and distribute intro letter	Jolene & Angela	Following this September meeting
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Detailed Notes

1. Reports:

a. School Trustee – Irene Bischler

SD5 operations budget is expected to decrease this year (decreases are province wide). Balanced budget in this region. Student enrolment is declining both in region and locally. District costs are on the rise. School Board Trustees advocate at the provincial level for replacement of aging facilities, increased funding for students needing support, and early years educational programming.

Municipal elections: Oct 17th is voting day. Irene is running again and would choose to work with Gordon Terrace.

Grant Funds: A Food Innovation Grant was recently procured but allocations have not been determined.

b. Principal – David Martin

School Enrolment: 2026-27 Enrolment was projected to be 254 students, and is currently at 275.

Traffic Safety: Safety Suzies are now out daily on 5th Ave. S. crosswalks, both were hit by drivers in the first week. A traffic flow document has been drafted and will be distributed soon, however with the roof repairs, accessible doors are limited and so the document will be distributed at a later date when doors reopen and we return to routine building entry. The traffic flow document will emphasize no drop offs and kids within staff parking, no stopping on crosswalks, and traffic safety supervision out front. Signage will be tidied up along the front of the school, yellow paint will be expanded by 5th Ave. S. crosswalks, and the bus drop off zone will potentially be shifted to create more space along Larch for parent parking. The School is working with the RCMP and City of Cranbrook. The first priority will be to shift traffic behaviour around the staff parking lot as there have been near misses in the area. Irene confirms there remains funding for a CUPE crossing guard position that is unfilled and she will raise this with the Board.

Roof Repair: During the planned summer roofing project aimed at tarring the surface, a heavy load was placed in one area, causing trusses to sag. Trusses go to a retaining

wall along the hallway. The trusses have been secured allowing for partial function of the school, but with impacted classrooms.

A restoration company contractor is actively engaged on roof repairs - covered by the roofing company. The hallway is expected to reopen in the next few days, after WorkSafe inspection which will significantly improve flow. However, there is a larger roof repair to conduct. Overall, expected completion is currently estimated at the end of January. The roof needs to be cut out and removed, rafters/trusses repaired, and roof reconstructed. The work is planned for October but is contingent on weather. Trusses are on order but are generally slow to arrive, though a rush order has been placed. All timelines are only a best estimate.

PAC parents have questions for David -

- There are no concerns of asbestos
- At this time, there is no concern that repairs will reveal other aging infrastructure issues with the building
- Portables have been investigated by SD5, however the cost is quite high, and could take longer to obtain than repairs to roof
- PAC parent proposes to invite Superintendent to October PAC meeting. However, Irene, as Trustee, is our voice between PAC and SD5 leadership and will be updating the Superintendent on PAC's discussion.
- The Superintendent added three additional EAs to disrupted classrooms.
 - David will investigate sharing the extra EAs with the disrupted Grade 1 classroom as well
- Parent-Teacher conferences will go ahead as planned.

Cell Phones: David will send out communication around no cell phones on school property.

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c. Teacher Rep – Kyla Barg

Kyla not in attendance to report

d. DPAC – Vacant Position

Seeking a GT representative. DPAC = District Parent Advisory Council. It is a group of parent representatives from across SD5. They meet once monthly, online. Value of representation: Direct access to Superintendent

2. Road & Traffic Safety Update

Further to David Martin's update, the issue of driver speed along Larch Dr. continues to be a concern. Lauren shares that RCMP have encouraged parents to call the non-urgent line (250-489-3471) with their observations and concerns as it helps build data, which drives police action-taking.

Drivers have been observed parking in yellow zones around crosswalks at Larch, impeding visibility. A parent points out that parking violations could be reported anonymously through the 311 App as a bylaw infraction, which has been effective in the past.

Irene updates the group that SD5 continues to explore the option of installing a speed reader along Larch Dr. She will follow up with SD5 about the unfilled CUPE crossing guard position she believes remains vacant. Parents agree that a crossing guard would be effective, and recommend that the guard could rotate between crosswalks. There is a proposal that parent volunteers could be out as a presence at Larch Dr. crosswalks, though this takes dedicated volunteer availability to run formally. We agree to investigate the crossing guard position as the next step. Parents are encouraged to report speeding vehicles and crosswalk concerns, either to the non-urgent RCMP line or via the 311 app (for bylaw violations).

3. Hot Lunch Update

Jolene and Angela, in collaboration with Kyla Barg, will be leading the Hot Lunch program for 2026-27. They will be maintaining some practices, but also trying out new strategies. Parent feedback will be collected by survey in December after some trialing. For example, providing veggies and dip or frozen yogurt tubes in place of Costco cookies. It is initially proposed that PAC host a pizza party on September 25, 2026 - purchasing pizza for all students and staff. However, this is decided against in favour of a Halloween lunch (see Motion 1 below).

Food preparation (e.g. cutting up vegetables) must be monitored by someone with FoodSafe certification, which Ms. Reid and Mrs. Barg both have, as well as some parent volunteers. The group will coordinate a plan to do veggie prep in the GT kitchen space, with FoodSafe supervision.

The program depends on volunteers! A call out will be sent out for food distributors needed for Fridays. October 2nd will be the first official day of Munch a Lunch.

Call for Volunteers: The Munch a Lunch program requires 2-3 volunteers on Fridays for food distribution. Call out to volunteers will go out in communications, PAC Facebook,

Munch a Lunch banner. The group is aiming to work with a schedule of volunteers rather than relying on the same parents each Friday to prevent volunteer burnout.

4. Discussion and Planning:

a. Magnetic Calendars distributed (funded by DPAC)

Magnets went home today. There are a few extra if parents need an additional one.

b. Kindergarten T-Shirts

26 t-shirts were distributed to Amanda/Cam for 26/27. The current inventory is 17 shirts. More will need to be ordered for 27-28. Sharon will know where the re-order to be placed.

c. PAC Table for Parent/Teacher/Student Led conferences (early dismissal) – date TBD, volunteers/planning

Dates: October 6th and 7th

PAC will host a table during conferences so that parents can meet PAC, get to know what PAC is about, when we meet, and volunteer opportunities.

d. Halloween BBQ/Event

We've had feedback from parents suggesting that we do something else other than hot dog lunch on Halloween (costume day - this year, Oct 30). There has been difficulty securing volunteers and there is interest in devising a new plan that isn't as demanding of parent volunteers to run the day. Though it is noted that students and teachers appreciate lunch that day. David Martin suggests that instead of pizza day on September 25th, that the pizza day shifts to Halloween (see Motion 2).

e. Save On Gift Cards

Gift cards collected from the Save On gift card program typically go to Ms. Reid for distribution to parents in need. Mary collected gift cards from July's donations and has them available for donation (see Motion 3).

A new manager is now at Save-On. They will need to be engaged to confirm the gift card program for 26-27. There is concern that Save-On is pulling back on community discounts, donations, and supports. Follow up with DPAC is required as the Save-On gift card program is a district-wide program.

f. Distribution of PAC funds

\$11,000 allocated for bussing and gym equipment from 2025 Gaming Grant. Discussion tabled until Gaming Grant confirmed.

Other recent or anticipated expenses:

- Grade 6 Band Concert Celebration (June 2026 - \$150 - reimbursed to Kyla Barg)
- Mugs and Muffins (\$385)
- PAC Halloween pizza party anticipated to cost \$1500
- After these considerations, leaves \$5000 in unhindered account

5. Next Meeting:

Monday October 19th at 6:30PM, GT Library

Parent Meeting

Treasurer Report – Jolene Davis

Gaming: \$11,000

Chequing: roughly \$5,000 (after recent/anticipated expenses)

Motion 1: (Jolene/) moved a motion to purchase pizza lunch (\$1200) for all students and staff on September 25, 2026.

in favor/# opposed/# abstention. Motion Dead - no seconder

Motion 2: (Jolene/Angela) moved a motion to replace the Halloween hot dog meal with a pizza meal (including drinks) for all students and staff (up to \$1500) on October 30, 2026.

8 in favor/0 opposed/1 abstention. Motion Carries

Motion 3: (Mary/Jolene) distribute July Save On gift cards to Ms. Reid for families in need.

9 in favor/0 opposed/0 abstention. Motion Carries

Motion 4: (Karent/Mary) approve Jolene as Treasurer spending of up to \$500 to cover administrative banking tasks including creation of new cheques

9 in favor/0 opposed/0 abstention. Motion Carries