

Qualicum School District Parent Advisory Council Agenda

November 20, 2024 6:30-9:00 pm 124 West 2nd Ave Qualicum Beach

[Teams link to November 20, 2024 dpac meeting](#)

1. Acknowledgements

2. Introductions

3. Adoption of the agenda

4. Approval of minutes

-September 18, 2024

-October 16, 2024

5. Delegations (5 min)

6. Information Request Items (60 min)

- 1) What is the total dollar amount of bus registration fees collected this year? Of the \$25.00 registration fee what % is needed for sd69 admin to register a rider? Could the excess amount collected be returned to parents?
- 2) Will all children have an opportunity for participation in a QSD Pre K program? (more information on page 3 below)
- 3) Would the school district consider condensing its forms and move to paperless forms? (more information on page 4 below)
- 4) Could dpac be provided an inventory of outdoor playground structures at each school and receive clarification on the rotation for new playground structures proposed to be built.
- 5) Does Qualicum School District record the Committee of Whole meetings or save the transcripts?
- 6) Why do trustees want to consider splitting Qualicum Beach and Parksville into separate electoral boundaries? Will you ask your constituents and dapc for their opinions before starting your discussion?
- 7) Policy 600 was last Amended Nov 28, 2023. Was something overlooked in the 2023 policy review that needs to be reviewed again? Yes or no? What was it?
- 8) Could you please define the word "criticize" as used in proposed policy 605?
- 9) How will the creation of policy 605 affect current staff? Will staff be more likely to leave the district? Could this policy cause staff to feel demoralized and devalued?

10) Knowing teachers from outside sd69 are aware of and following sd69's proposed policy 605. How do trustees think policy 605 affects the likelihood of teachers willingness to work in sd69?

11) Have trustees researched the relationship between the Canadian Charter of Rights and Freedoms and the proposed QSD policy 605 before 1st reading? Yes or no? Please explain.

7. Treasurer report (5 min)

8. Break (5min)

9. Business arising from the minutes / action items (10 min)

- A) Bylaw 13 review - page 5 below
- B) Banking

11. New business (20 min)

- A) Draft Communications Plan -page 7 below
-deadline for pacs and groups to provide email posters
- B) Website
- C) French Advisory Committee representative 1st Meeting Dec 9, 2024
- D) Request for anonymous participation in dpac meetings - SES pac

12. Recurring Business (60 min)

- A) School pac updates from dpac reps (15min)
- B) Committee of whole meeting report (20) min
- C) Information requests for the next meeting.
- D) What to include in the dpac report for the board meeting.
- E) Agenda items for the next meeting.

13. Questions / Open discussion (15 min)

14. Adjournment and next meeting date

- January 15, 2025

Information Request Items information

Question #2 - Pre-K

Pre-K was well received by the parents and kids I met in the program. It really helped reduce first day of school anxiety these little ones get. It helps build confidence, independence, relationships with peers and teachers and is a lot of fun.

It was disappointing though for the few that were on waitlists and wanted to attend Pre-K they were not allowed to. How disheartening it must be to a 4/5 year old who wants to go to school with their friends but not be allowed to. What an opportunity missed and lost chance to build engagement and excitement in learning in our schools.

We would like to see that all kindergarten registered children that want to go Pre-K, be accepted to Pre-K. There should be equitable opportunities for all children in the school system.

Question #3 - Back to school forms

The “Student information verification form” and the “ student health and common medical conditions / emergency health and release information” forms duplicate a lot of information. The former is usually pre-populated from the previous year for verification. The latter form is blank at the beginning of each year. When asked at the schools, we are told that they are district forms.

Some parents have three or four children In school and have to fill out these two forms, every year, for each child.

Duplicate information includes:

- Student name
- Address and contact information
- Individual Parent contact information
- Emergency/Safe pickup Contacts
- Medical information / alerts

Suggestions:

- Combine two forms into one.
- Save data in form for review next year.
- Tick boxes beside the list of contacts.

Note at least one contact must be out of district.

Emergency Contact	Safe Pickup	Out of District	Name	Address	Phone
X	X		Jane Doe	Somewhere sunny	
X		X	John Doe	Somewhere rainy	
	X		Sara Doe	Somewhere cold	
X	X	X	Billy Doe	Somewhere hot	
X			Janet Doe	Somewhere cloudy	

Bylaw 13 Review - Recommendation to strike bylaw 13 & 16.3

~~Section 13: FINANCIAL SIGNING AUTHORITY~~

~~1. SD69 DPAC President, SD69 DPAC Vice President and SD69 DPAC Treasurer are the only three (3) positions to hold signing authority. Two (2) of the three (3) signatures are always required when fulfilling any SD69 DPAC banking responsibilities.~~

~~2. The SD69 DPAC President, SD69 DPAC Vice President and SD69 DPAC Treasurer must take the SD69 DPAC official meeting minutes that recognize the election results to SD69 DPAC's banking institution. The meeting minutes must be presented along with personal identification so these names may be added to the bank accounts.~~

~~3. Once newly elected SD69 DPAC President, SD69 DPAC Vice President and SD69 DPAC Treasurer's names have been added to SD69 DPAC's bank accounts, simultaneously the former Officers names will be removed from all SD69 DPAC's accounts.~~

Section 16: FINANCES

1. Expenditures over \$100 require the majority approval of the SD69 DPAC Council. Expenditures under \$100 may be spent by the SD69 DPAC Executive and reported at the next general meeting.

2. The SD69 DPAC Treasurer shall maintain an account, at a recognized financial institution, approved by the SD69 DPAC Executive.

~~3. If there needs to be a change in financial institutions, the SD69 DPAC Executive will vote on a motion to approve the change. Once a vote to change financial institutions has been completed and recorded in the monthly SD69 DPAC meeting minutes, the SD69 DPAC Treasurer and either the SD69 DPAC President or SD69 DPAC Vice President will facilitate the smooth transfer of accounts. A copy of said minutes must be delivered to both the new and previous banking institutions.~~

4. The financial signing authorities shall be vested in the SD69 DPAC President, SD69 DPAC Vice President, and SD69 DPAC Treasurer, with two (2) of the three (3) signatures required.

5. In the event of dissolution of the SD69 DPAC, payment of any and all outstanding SD69 DPAC debts must be cleared. Any remaining funds will be disbursed as indicated through a vote by the SD69 DPAC Executive Officers.

Banking

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Example bylaw from bccpac website pdf page 21 - <https://bccpac.bc.ca/upload/2016/05>

Section X – FINANCIAL MATTERS

Financial year

1. The financial year of the Council will be (date) to (date).

Power to raise money

2. The Council may raise and spend money to further its purposes.

Bank accounts

3. All funds of the Council must be kept on deposit in the name of the Council in a bank or financial institution registered under the Bank Act.

Signing authority

4. The executive will name at least three signing officers for banking and legal documents. Two signatures will be required on all of these documents.

Communication Plan

Drafted November 2024

1) Communication Goals: PIGSBEDD (20863174)

1. **Provide** information regarding educational and community matters to parents and PACs. (2)
2. **Inform** parents about school district meetings, dpac meetings and decisions. (0)
3. **Give** meaningful input on educational issues and policies to the Board of Education and educational partners. (8)
4. **Support** parents who wish to advocate for their child within the school system. (6)
5. **Be** a parental voice to educational decision-making organizations and be a leader to school pacs. (3)
6. **Exchange** information among Parent Advisory Councils (PACs) within the School District. (1)
7. **Develop** strong two-way communication at the District level between PACs, the Board of Education and District Administration. (7)
8. **Direct** parents to resources and information that help support their children's education and well-being. (4)

2) Key Messaging

- Important dates and meetings.
- Information from meetings
- School district related concerns and resolutions.

Target Audience:

- Parents/Guardians with primary focus on all families within the school community.
- Teachers/Staff.
- Community Members.

3) Communication Channels:

1. **Email**
 - **Dpac rep content:** Agendas, Minutes, dpac reports, key dpac operational updates.
 - **School pac's content:** Agendas, Minutes, dpac reports.
 - **Dpac email list content:** Agendas, Minutes, dpac reports, key dpac operational updates.
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2. **Social Media (Facebook)**

- **Content:**Agendas, minutes, dpac meeting recordings, QSD meeting recordings, key dpac operational and informational updates, updates and information from other qsd pacs.
 - **Engagement:** Encourage pacs to share posts to increase parent education and awareness.
 - **Scheduling:**post content as it becomes available.
 - **Management:**dpac information, posts and comments will be shared by the dpac page profile - no personal accounts will be used to share dpac information or comment on behalf of dpac.
 - **Blocking:**visitors to the site can be blocked at the discretion of the dpac executive for inappropriate behavior including: name calling, rude emoji use, nasty comments, talking about individuals in a defamatory way.
3. **Dpac website page:** <https://www.sd69.bc.ca/Parent/Pages/DistrictParentAdvisoryCouncil.aspx#/=>
- **Content:** Meeting agendas, archived meeting minutes, dpacs purpose, dpacs membership bylaw, description of what dpac is.
 - **Updates:** Keep the website up to date with current information.
4. **In-Person Communication:**
- **Dpac meetings:**as described in section 7 of bylaws.
 - **QSD Board meetings:**present a dpac report at school district board meetings.
 - **QSD Committee of Whole Meetings:**as a participant at the school district committee of whole meetings.

4) Tone and Style:

- **Clear and concise:** Avoid lengthy emails or posts; stick to the key information to respect parents' time.
- **Inclusive:** Use language that encourages all parents to participate, making sure no one feels left out.

5) Key Strategies:

1. **Consistency:** Keep all communication channels active and up to date. Regular communication builds trust.
2. **Accessibility:** Make sure communications are accessible to all parents, providing information on multiple platforms if needed.
3. **Feedback Loop:** Always provide a way for parents to offer feedback, ask questions, or make suggestions.