

# Qualicum District Parent Advisory Council (DPAC) Meeting Agenda

**Date:** Wednesday, September 17, 2025

**Time:** 6:30-8:00 pm

**Location:** Quality Foods Parksville, upstairs boardroom

**Members:**

- DPAC Interim Committee: Jason (chair), Erin, Maleah, Raani (secretary)
- PAC Representatives from
  - Arrowview Elementary School PAC
  - Bowser Elementary School PAC
  - Ecole Oceanside Elementary School PAC
  - Errington Elementary School PAC
  - Nanoose Bay Elementary School PAC
  - Springwood Elementary School PAC
  - Qualicum Beach Elementary School PAC
  - Ballenas Secondary School PAC
  - Kwalikum Secondary School PAC
  - False Bay School PAC
  - Winchelsea PAC for Collaborative Education Alternative Program (CEAP) and Parksville Alternate Secondary School (PASS)
- Parents and caregivers from the Qualicum School District

**Guests:**

- Superintendent Dr. Jory
- Trustee Kellogg
- Mount Arrowsmith Teachers Association (MATA) President Matt Woods
- CUPE President Ewen Roycroft

AGENDA ITEM			DETAILS	
1.	Call to Order	5 min	<ul style="list-style-type: none"><li>● Meeting called to order by the Chair</li><li>● Land acknowledgement</li><li>● Verification of quorum (3 voting members)</li></ul>	Jason
2.	Introductions	10 min	<ul style="list-style-type: none"><li>● Introduce ourselves and our role (ex. PAC rep, parent/caregiver)</li></ul>	All
3.	Approval of Agenda	5 min	<ul style="list-style-type: none"><li>● Review and approval of the meeting agenda</li></ul>	All

4.	Approval of Previous Meeting Minutes	5 min	<ul style="list-style-type: none"> <li>Review and approve April and May minutes (attached)</li> </ul>	All
5.	Superintendent's Update	10 min	<ul style="list-style-type: none"> <li>Update on field trip busing costs, funding for food programs, funding for fee relief, accessibility working group update, communications working group update</li> </ul>	Dr. Jory
6.	Trustee Update	10 min	<ul style="list-style-type: none"> <li>Update on opportunities for parent/caregiver participation - will there be trustee coffee meetings this year, what are the expectations of a school trustee liaison, what questions or input are trustees wanting/needing from parents/caregivers in the short-term</li> </ul>	Trustee Kellogg
7.	Mount Arrowsmith Teachers Association (MATA) and CUPE Updates	5 min	<ul style="list-style-type: none"> <li>Updates provided will be shared in the meeting minutes due to meeting time constraints.</li> </ul>	Jason
8.	Chair's Report	10 min	<ul style="list-style-type: none"> <li>Interim committee has been busy behind the scenes: <ul style="list-style-type: none"> <li>Met with Superintendent</li> <li>Met with trustees</li> <li>Attended board meetings</li> <li>Attended COW meetings</li> <li>Attended first communications working group meeting</li> <li>Sent out information and updates to PACs - Let us know if this information has been helpful and if your PAC has suggestions</li> <li>Posted updates on our facebook page</li> <li>Working to raise awareness of what DPAC can do and recruit more parents/caregivers for the DPAC executive team</li> </ul> </li> </ul>	Jason
9.	Treasurer's Report	5 min	<ul style="list-style-type: none"> <li>In June the interim committee moved the DPAC account to CCCU in Parksville. We</li> </ul>	Erin

			<p>can reimburse through e-transfers and cheques.</p> <ul style="list-style-type: none"> <li>• Gaming Account Balance as of September 9th 2025: \$2241.39</li> <li>• General Account Balance as of September 9th, 2025: \$16398.32</li> </ul>	
10.	Board Meeting and Committee of the Whole (COW) Updates	5 min	<ul style="list-style-type: none"> <li>• In the interest of time, we will share board meeting and COW meeting highlights to PACs for dissemination and post on facebook as appropriate. This can be revisited by the new DPAC exec.</li> </ul>	Jason
11.	DPAC Elections	5 min	<ul style="list-style-type: none"> <li>• The Interim Committee was intended to be temporary and we will be holding DPAC elections at our October meeting to fill these roles: President, Vice President, Treasurer and Secretary.</li> <li>• <b>We are looking for people who want to join our team!</b> To be on the DPAC executive you also need to be part of your PAC executive. If you are not part of your PAC exec, please reach out, most PACs have room to add a DPAC rep or Director at Large.</li> <li>• Please share our poster!</li> </ul>	Jason
12.	Old Business	5 min	<ul style="list-style-type: none"> <li>• Food Safe Training - DPAC has funding available to cover <a href="#">food safe training</a> for two PAC representatives at each school.</li> </ul>	Jason
13.	New Business	20 min	<ul style="list-style-type: none"> <li>• <b>Meeting forum</b> - Discuss hosting DPAC meetings online, in person or hybrid. We are looking for a volunteer who would like to oversee the technology to host hybrid meetings.</li> <li>• <b>Technology</b> - Discuss purchasing Teams or Zoom account and sharing technology with PACs</li> <li>• <b>Communications Working Group Update</b></li> <li>• <b>Issues Resolution Process</b> - share resource document developed to help families navigate the process</li> </ul>	<p>Jason</p> <p>Marina</p> <p>Raani</p>

14.	Next Meeting	2 min	<ul style="list-style-type: none"> <li>Wednesday, October 15</li> <li>Election for new DPAC Executive Team</li> </ul>	Jason
15.	Adjournment	1 min	<ul style="list-style-type: none"> <li>End the meeting</li> </ul>	Jason
	Informal Meet & Greet		<ul style="list-style-type: none"> <li>Parents/caregivers are welcome to stay and get to know one another following the meeting</li> </ul>	

## Future Meeting Topics / Action Items

- Vote on whether to purchase a BCCPAC membership for 2025/26
- Discuss information, resources, training parents/caregivers would like to see offered/supported by DPAC.

**Have a topic you'd like to discuss? Email us at [qsd.dpac@gmail.com](mailto:qsd.dpac@gmail.com)**

## DPAC Meeting Schedule for 2025/26

Meetings are tentatively scheduled for the third Wednesday of each month at 6:30 pm.

- October 15
- November 19
- January 21
- February 18
- April 15
- May 20