



# Qualicum School District

District Parent Advisory Council

Annual General Meeting

MEETING MINUTES

**Date:** Wednesday May 21<sup>st</sup>, 2025 (Every 3<sup>rd</sup> Wednesday of the month)

**Time:** 6:30 pm

**Location:** In person/Microsoft Teams @ 124 West 2<sup>nd</sup> Ave Qualicum Beach, BC

**Meeting Recording:** <https://youtu.be/iEKAGxZ6cb8>

**Attendees:** Ray Woroniak (President and AES Rep), Maleah Bajich (Director and CEAP/PASS Rep), Raani Desai (EOES), Jason Howard (QBES), Amanda Hastings (BSS), Erin West (EES), Julie Birlew (SES)

**Regrets:** Lisa Haupt (Secretary and KSS Rep), FBS Rep, BES Rep, NBES Rep

## Qualicum School District Schools:

**CEAP-** Collaborative Education Alternative Program

**AES-** Arrowview Elementary School

**EOES-** Ecole Oceanside Elementary School

**FBS-** False Bay Elementary School

**QBES-** Qualicum Beach Elementary School

**BSS-** Ecole Ballenas Secondary School

**PASS-** Parksville Alternative Secondary

**BES-** Bowser Elementary School

**EES-** Errington Elementary School

**NBES-** Nanoose Bay Elementary School

**SES-** Springwood Elementary School

**KSS-** Kwalicum Secondary School

## 2024/2025 DPAC Executive Team:

President: Ray Woroniak

Vice President: Vacant

Secretary: Lisa Haupt

Treasure: Vacant

Director: Maleah Bajich

**Meeting started @ 6:30pm**

**1. Acknowledgements:** "We would like to acknowledge that Qualicum School District exists within the territories of the Coast Salish People and with the shared traditional territories of the Qualicum and Snaw-Naw-As (Nanoose) First Nations".

**2. Introductions & Quorum Declaration:** Quorum 3 voting members

3. **Adoption of the Agenda:** Maleah will take meeting minutes for this meeting.
4. **Approval of the Agenda:** Agenda was approved by the group.
5. **Approval of Previous Minutes:**
  - April 16<sup>th</sup>, 2025 meeting minutes were not approved. Some attendees felt the meeting minutes were lacking information around the discussions that took place.
  - Suggestions were provided and the minutes will be updated for adoption at the next meeting.
  - Apologies were made by Ray as it was hard to lead the meeting and take notes. Current Secretary, Vice President and Treasurer have resigned.
  - Jason did not receive the minutes.
6. **Treasurer's Report:**
  - No report as current DPAC does not have access to the bank account.
  - \$3,500 was given to DPAC from the School District. Maleah deposited into the General account on May 23<sup>rd</sup>, 2025 at TD Bank.
7. **New Business:**
  - A) DPAC Election:
    - Unfortunately, there were no nominations for the roles of DPAC President, Vice-President, Secretary, or Treasurer at this time.
    - Discussed what would happen to DPAC funds if DPAC dissolves. The DPAC executive can distribute the funds to PACs, to a non-profit, or to the district. A vote would be required to do this.
    - Discussed who can be on the DPAC executive team. DPAC executive members need to also be on their own school PAC executive.
  - B) Appointments of Empty Positions
    - Bylaw 9.5 "In the event of a vacancy (unfilled and/or vacated) in the SD69 DPAC Executive Team, the SD69 DPAC President shall elect or appoint a member from a School PAC who shall hold office until the next election."
    - No appointments were made
  - C) Dissolution vote (if no appointments are made):
    - DPAC can only dissolve if All approved and none opposed.
    - **MOTION: Ray (President/AES) motioned to dissolve SD69 DPAC.**
      - Maleah (CEAP/PASS) Seconded
      - In favour: Raani (EOES), Erin (EES), Amanda (BSS), Julie (SES).
      - Opposed: Jason (QBES).
      - Missing from the vote: KSS, FBS, NBES, BES
      - **Motion failed**
    - DPAC still exists

- Ray Resigned from his position as DPAC President. This leaves all DPAC executive team positions vacant immediately as all other executive members have resigned as of the AGM.

D) Proposal – Form an Interim Committee:

- Jason from QBES proposed forming an interim committee to maintain DPAC until the fall. This would give PACs across the district time to consider participation and potentially recruit members for a new DPAC executive team.
- Not all PACs have had their AGMs yet or have had a chance to discuss their involvement in DPAC next year.
- Jason (QBES), Erin (EES), Maleah (CEAP/PASS), and Raani (EOES) offered to be members of the interim committee.
- Each of us are likely to take on a Chair or Co-Chair role within our respective school PACs and therefore are unable to commit to taking on DPAC executive positions next year at this time. However, we are committed to maintaining the structure and supporting a smooth transition.
- **MOTION: Jason motioned for an Interim Committee to be formed.**
  - Erin (EES) Seconded
  - In favour: Jason (QBES), Maleah (CEAP/PASS), Raani (EOES), Erin (EES), Amanda (BSS), Julie (SES).
  - None opposed
  - Abstained: Ray (AES)
  - Missing from the vote: KSS, FBS, NBES, BES.
  - **Motion passed**
- **MOTION: Jason (QBES) motioned that Raani Desai, Erin West, Maleah Bajich, and Jason Howard become Interim Committee Members of SD69 DPAC and be authorized signers on the bank accounts (gaming and general) at TD Bank.**
  - Erin (EES) Seconded
  - 6 Approved Maleah (CEAP/PASS), Raani (EOES), Amanda (BSS), Julie (SES).
  - None opposed
  - 1 Abstained Ray (AES)
  - Missing from the vote: KSS, FBS, NBES, BES.
  - **Motion passed**
- **MOTION: Maleah Bajich (CEAP/PASS DPAC Rep) motioned to remove the current signatories Karri Kaitazaki, Brenda Fisher, Angel Delange, and Jessica Threlfall from the accounts (gaming & general).**
  - Second by Jason (QBES)

- In favour: Jason (QBES), Maleah (CEAP/PASS), Raani (EOES), Erin (EES), Amanda (BSS), Julie (SES).
  - None opposed
  - Abstained: Ray (AES)
  - Missing from the vote: KSS, FBS, NBES, BES.
  - **Motion passed**
- **MOTION: Erin (EES) motioned that the new Interim Committee Members Jason Howard, Erin West, Raani Desai and Maleah Bajich be added as signing authorities on the SD69 DPAC TD Bank Accounts (gaming and general) until a new DPAC executive is formed.**
  - second by Maleah (CEAP/PASS)
  - In favour: Jason (QBES), Maleah (CEAP/PASS), Raani (EOES), Erin (EES), Amanda (BSS), Julie (SES).
  - None opposed
  - Abstained Ray (AES)
  - **Motion passed**
- **Roles for Interim Committee**
  - Call meetings/election in the fall
  - Seek out nominations to form a new DPAC exec in the fall
  - Seek provincial authorization of the gaming grant for extension
  - Finish year end reporting that may need to be done
  - Communicate with School Board and PACs
  - Current Facebook account and email will be transferred over to the Interim Committee
  - Interim Committee will have signing authority on behalf of DPAC
- Discussed whether to move the DPAC account from TD to CCCU. The decision was left to the Interim Committee to consider further.
- Ray provided the Interim Committee with the DPAC hard files.
- Ray is still available to help as well and support any questions needed

E) Motion “Approve up to \$400 for the purchase of video conferencing software and hardware”

- **MOTION: Maleah (CEAP/PASS) motioned to approve up to \$400 to pay for meeting platform and microphone if needed for next school year's meeting.**
  - second by Jason (QBES)
  - All in favour
  - None Opposed
  - None Abstained
  - **Motion Passed**
- The group offered to reimburse Ray for the Teams account and hardware he purchased out of pocket as he had no access to the bank accounts.

Ray is keeping the microphone and uses the Team's account for personal use, therefore is not seeking reimbursement.

**F) Banking- TD Bank email for Changing signatories:**

- There was discussion about the requirements at TD. Here is the information that was received directly from TD. The Interim Committee will follow TD procedures to solicit signing authority on the account.

*“At TD, for not-for-profit accounts with signing restrictions, we are required to follow the information we have on file. In this specific case, the account has "TWO OUT OF FOUR" Signing Restrictions, which means we must obtain:*

- *Verbal consent from two of the currently registered signing officers, provided over a recorded phone call, to ensure compliance and due diligence.*
- *A completed and signed resolution indicating the new signing structure. This must be signed by continuing officers and any new appointees.*
- *Supporting documentation, such as meeting minutes or AGM notes, confirming the appointment of the new officers.*

*This process ensures that all updates are made in alignment with both your organization's governance and the bank's compliance policies.”*

**G) Committee of the Whole Meeting Update:**

- Maleah provided updates from the Committee of the Whole (COW) meetings she attended. Here are her notes:

**Finance and Ops**

- BSS Track Grand opening will be held next school year. They want a proper opening. The track is almost ready, but they need some nice weather to lay the rubber. Then time for the grass to grow.
- False Bay School- Funding has been approved! May 29<sup>th</sup>, 2025, there will be a public consultation with board members.
- School district has funding protection for the lower enrolment rate.
- Reminder of **\*\*BUS REGISTRATION\*\*** The earlier you register there is no fee for eligible riders but will go up in increments for lateness. Non eligible riders have a fee but will go up in increments for late registration.  
**REMINDER: IF YOU NEED FINANCIAL ASSISTANCE TALK TO THE SCHOOL THEY ARE THERE TO HELP.**
- School fees will be discussed at the board meeting. Same as above the school district is there to help if you are having financial difficulties.

### **Policy**

- Student Athletic handbook is almost completed. An elementary section will be added.
- Policy 603-604 and Purchasing will be discussed in the fall as the government is changing their own process. It makes more sense to do it when the district knows what the government plan is.

### **Education**

- Mindfulness in May Art Exhibit put on by Dianne Moran "Have your say" 13 students put art and poetry in. There were cash prizes.
- Culture Days coming- [culturedays.ca](http://culturedays.ca) (Sept 19-Oct12).
- BCSTA- wants to bring more conversation about inclusivity (stated by trustees).
- Pre-K program is up and running. 2 days a week for 5 weeks.
- FSA- Our students excelled; they are above the provincial average.
- Feeding Futures: Preliminary meetings so far- every school is unique.

**8. Adjournment Time:** 8:18 pm

**9. Next Meeting Date:** Wednesday, September 17 at 6:30 pm, location to be announced