

DPAC Meeting Minutes

Wednesday, January 21, 2026

6:30-8:00 pm

via Zoom

Attendees: Marina (chair), Jason (treasurer and QBES), Raani (secretary), Jennah (Director), Kavitha (BES), Rebecca (KSS), Carlie (EOES), Sarah (NBES), Holly (AES), Jessica (SES), Tracy (SES), Nancy (SES),

Regrets: Maleah (Director and CEAP/PASS)

Guests: Trustee Young, Superintendent Dr. Peter Jory, Associate Superintendent Gillian Wilson

1. **Call to Order**
 - Meeting called to order by the Chair
 - Land acknowledgement
 - Verified we have quorum (3 voting members)
 - No one opposed the meeting being transcribed.
2. **Introductions**
 - Introductions were made in the chat.
3. **Approval of [Agenda](#)**
 - Motion by Jennah seconded by Raani, approved by all.
4. **Approval of [November Minutes](#)**
 - Motion by Raani, seconded by Jennah, November minutes approved by all.
5. **Trustee Update - Elaine Young**
 - Top three items coming to the board for decision in 2026 that parents should be aware of.
 - Things can change in an instant, we know what's scheduled but don't know what's coming from the province.
 - As best we know:
 - February starts the budget discussions and we would like to have parent involvement in these. There will be a budget survey that goes out at the beginning of February.
 - Boundary decisions are coming up. The Town Hall was last week and it will be coming to the board meeting for a decision.
 - Concerned about the progress of the union bargaining. Trustees aren't privy to inside knowledge but she saw the [BCTF announcement](#). The province decides what they will pay union employees, if there will be an increase. What they don't fund is any of our exempt salaries. There needs to be a certain amount of division between the pay to recruit people to take on the additional responsibilities of senior district staff.
 - Trustee Young said parents are always welcome to email her.
6. **Superintendent/Associate Superintendent Update - Dr. Peter Jory and Gillian Willson**

- **Catchment changes** - the Town Hall recording and slides are available on the district website [HERE](#) and the survey to provide feedback is [HERE](#).
 - Questions can also be emailed to facilitiesplanning@sd69.bc.ca
 - 40 survey responses received so far
- **Cross Boundary Applications** - [HERE](#) is the district webpage for cross boundary information.
 - Cross boundary applications due by spring break. The district tries to accommodate as many cross boundary applications as possible.
 - The webpage has information on some scenarios like programs of choice (STREAM, French Immersion and PLC programs): if you leave the program, you will need to apply for cross boundary to stay at the school.
 - Classes and staffing are determined after spring break so there are implications to not applying for cross boundary early.
 - If the board approves the catchment changes:
 - Families affected will have the choice to stay in the school they currently attend (legacy status) or move schools if they wish. They will be given a choice.
 - 2026/27 Kindergarten families will have a choice this year since they may have made plans around the current catchment boundaries.
 - The district will send out a school messenger message with the town hall link, survey link and information on cross boundary applications.
- **Budget process and opportunity for input** - Peter shared the [budget process](#) (p. 3) that has been proposed and is open to changing the process.
- **Field trip busing costs** - Cost averaging for busing for field trips is in the works. Hoping this will be operational in the next couple of weeks. The busing costs to common places (like the pool or arena) have been averaged so that no school is disadvantaged.
 - A question was asked about why PACs are getting more requests to cover field trip costs and a few have been told that the district has reduced funding for field trips.
 - Response: The district has increased the supplies budget for all the schools to help with things like field trip bussing costs. This increase is to keep up with inflation. High schools each have \$25,000 in supplies funding and elementary schools each \$15,000 in supplies funding. There used to be the Family Affordability Fund that could be used for this that has now become the Feeding Futures Fund. There has not been a line item in the budget to offset field trip costs.
- **IEP Parent/Caregiver Session** - The district is going to host a family info session that helps parents/caregivers understand the IEP process, changes, the core competencies, and student input.
 - The session was tentatively set for February 5 but that now conflicts with the Grade 8 information session at BSS.

- Looking at potentially moving it to February 12. More information to come.
7. **Mount Arrowsmith Teachers Association (MATA) Update**
 - Was unable to attend.
 8. **CUPE Update**
 - Was unable to attend.
 9. **Chair's Report**
 - Thank you to PACs and DPAC execs for all your hard work and dedication to our schools and students.
 - DPAC exec has been focusing a lot of effort on communication, food support and equity in the district.
 - **Update from meeting with MLA Higginson**
 - Met in early January to make that connection and build a relationship.
 - MLA Higginson was a school trustee and has a child in Highschool.
 - Shared our families challenges with accessing mental health supports (hard to get assessments, long waitlists), lack of food programs in our area for food insecure families, asked if the province is funding the narcan training for staff to support them in administering narcan and AEDs, and asked about the elections promises from the NDP.
 - It was an opportunity for us to share our concerns but unfortunately didn't get much support for action on her part.
 - **PAC donations/tax receipt online through schoolcash**
 - If a donor wants a tax receipt they can use schoolcashionline. This allows donors to use a credit card to make a donation. Please note there is a month or two delay in getting a tax receipt.
 - **The Vice President position on DPAC is vacant** - know everyone has a lot on the go but if you are interested in filling this role, please reach out
 10. **Treasurer's Report**
 - **Gaming Account Balance** as of January 14, 2026: \$4,061.44
 - BCCPAC Membership purchased based on vote at November meeting
 - \$1,561.44 needs to be used by June 30, 2026 (carried over from last year).
 - \$2,500 needs to be used by September 30, 2026.
 - **Food Safe Training - ACTION: The deadline for accessing DPAC funding to cover [food safe training](#) for two PAC representatives at each school is February 28.**
 - **General Account Balance** as of January 14, 2026: \$16,398.32
 - **MOTION moved by Jennah and seconded by Raani that DPAC uses its gaming grant funds in the following ways before they expire:**
 - **\$1,000 for a constitution/bylaws consultant and administrative costs**
 - **\$3,000 for speakers for parents/caregiver on anxiety, food education, and inclusion**
 - Discussion: Gaming grant funds can be used to help with administrative costs so we can run a semi-professional operation and not solely rely on volunteer time. Looking for speakers for parents that could be lined up in

a reasonable timeframe. Looking at overarching topics that might be of interest to a broad range of parents.

- **Vote:** No one opposed. All in favour. **Motion carried.**
- **ACTION:** Know anyone who might be interested in reviewing and updating our bylaws? Have them reach out to us at gsd.dpac@gmail.com

11. Old Business

- **District Food Program Working Group update**

- Gillian Wilson will be sharing the draft parent/caregiver survey next week with the working group.
- **ACTION:** Next meeting is in February. Everyone is welcome, it's great to have parent voices and perspectives.

- **District Communications Working Group**

- The group is made up of two admin, two MATA reps, two CUPE reps, two parent reps (Marina and Raani), and three BSS students. It is chaired by the HR Director, Ryan Brennan.
- The group has met four times, looked at plans in other districts, discussed what's working well and what's not working well, and at the January meeting the group reviewed a first draft of a plan. The group provided feedback on the plan. It laid out a framework of communications goals but lacked strategies to support how those goals would be accomplished.
- A big obstacle right now is whether the district is able to hire a part-time communications person. Most districts, if not all, of our size have at least a part-time communications person. Whether there is a dedicated person to provide communications skills and expertise, and staff training and support will impact what can be accomplished and how quickly we could see changes. The group will hopefully be discussing this further at our next meeting since budget conversations are starting to happen now.
- The website platform the district is using will no longer be supported as of October so other options are being considered. The group was shown a couple of examples from one company and had a good discussion about the options. It looks very promising (more user friendly, more friendly on the administrator side, mobile friendly, has the ability to have an app that users can subscribe to, a calendar users can subscribe to). The costs are comparable to what the district is paying currently. We have asked about accessibility features for the website.
- Question - How can PACs help?
 - **ACTION:** We welcome all comments/suggestions/examples of the communications challenges parents and PACs are facing. Please email gsd.dpac@gmail.com
- Question - with the new website will DPAC have a webpage?
 - DPAC currently has a page on the district website [HERE](#) and we can ask to have one on the new website as well. The only drawback is that we don't have the ability to update the

information ourselves, it needs to be done by a staff member at the district.

- **DPAC Inclusion Working Group** - Sign up to join [HERE](#).
 - We are starting with an IEP session and then will go from there.

12. New Business

- Proposals for parent/caregivers speakers
 - We are looking at speakers for parents/caregiver on anxiety, food education, and inclusion
 - **ACTION:** Have ideas for a speaker? Send them our way. qsd.dpac@gmail.com
- Parent concerns related to the budget meetings:
 - **ACTION:** We want to hear from PACs. Send us your questions/comments about the district budget. There are opportunities for parents/PACs to raise concerns/questions.
 - Classroom supports
 - Inclusion
 - Busing transportation
 - Food programs
- **MOTION by Marina and seconded by Jason and Rebecca that DPAC pilot the [Notetaker Support Person Proposal](#) for 12 months and put out a request for volunteer note takers.**
 - Rationale: If a parent has a meeting at the school or district level and doesn't have a friend or family member to go with them, this pilot would help connect the family with a support person that could go into the meeting with them. Sometimes emotions are high or there is a power imbalance or there are outside personal connection and it would be helpful to have a support person attend with a family. The idea would be that DPAC helps partner families with a support person from another school so it's an outside person not connected to the situation or school. Would like to pilot it for 12 months to see if there is interest and uptake.
 - **Vote: None opposed, approved by all. Motion carried.**
 - DPAC will put out a call for volunteers and then let families know this is available.
 - **ACTION:** If you know of any parents/caregivers who might be interested in being a Notetaker Support person, please connect them with us at qsd.dpac@gmail.com
- **MOTION by Marina, seconded by Jennah that DPAC adopt the [DPAC Social Media Policy](#) and [DPAC Media and Press Release Process](#)**
 - **Vote: None opposed. Motion carried.**
- Shared the idea of using [consent agendas](#) in the future.
 - No comments or questions raised.
- **Policy 302 - Community Engagement and Volunteers**
 - This policy has been redrafted and is being reviewed by the board. As it goes through the process there is opportunity for parent/caregiver input.
 - The draft policy and administrative procedures that went to the January

20 Policy Committee of the Whole meeting are available to read [HERE](#) (pages 5-10). This draft is proposing that there are two volunteer categories:

- **High-Risk Volunteer** A volunteer with direct or unsupervised access to students (e.g., field trip supervisors, coaches, drivers). These volunteers would be required to have a CRC and fill out a volunteer application form.
- **Low-Risk Volunteer** A volunteer engaged in roles where they are continually supervised by district employees. These volunteers would not be required to have a CRC but would need to fill out a volunteer application form.
- The trustees also discussed not having two tiers and requiring all volunteers to have a CRC.
- **ACTION:** Trustees want to know from PACs: IF there is a requirement for all volunteers to have a CRC would it make it difficult for PACs to run events, activities, and fundraisers? PACs are invited to provide comments, questions and suggestions on the draft policy/admin procedures to gsd.dpac@gmail.com.

13. Next Meeting

- Wednesday, February 18 at 6:30 pm

14. Adjournment - Motion to adjourn by Rebecca, seconded Jason. Meeting ended at 8:00 pm

Future Meeting Topics / Action Items

- Discuss information, resources, training parents/caregivers would like to see offered/supported by DPAC.
- Future Topics for discussion:
 - Accessibility Working Group updates
 - RDN busing

Have a topic you'd like to discuss? Email us at gsd.dpac@gmail.com

DPAC Meeting Schedule for 2025/26

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

- February 18
- April 15
- May 20 - AGM