



Qualicum School District 69
District Parent Advisory Council
MINUTES- General Meeting

Date: Wednesday, January 17, 2024 *(Every month on the 3rd Wednesday)*
Time: 6:30PM
Location/Zoom: <https://us02web.zoom.us/j/86524034006?pwd=bn9sdnlmSXc1bHJsYjBweVA3UGtPOT09>
Meeting ID: 865 2403 4006 Passcode: 365257

Meeting Purpose:

- Engage, empower and support parents/caregivers for the success of all learners
- Support, encourage and improve the quality of education and well being of students by being a district voice
- Build relationships, share knowledge and create community
- Public meeting for all parents/caregivers with student(s) in Qualicum School District 69

Attendees/Invitees:

- **SD69 DPAC Executive Team**
- **SD69 School PAC Executives/Representatives:**
 - CEAP** - Collaborative Educational Alternative
 - 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**
 - BES** - Bowser Elementary School
 - EES** - Errington Elementary School
 - NBES** - Nanoose Bay Elementary School
 - SES** - Springwood Elementary School
 - KSS** - Kwalikum Secondary School
- **SD69 DPAC Committee Members** (formed by DPAC President)
- **SD69 Representatives: School Year 2023/24**
 - Superintendent of Schools: **Peter Jory**
 - Associate Superintendent of Schools: **Gillian Wilson**
 - Director of Instruction: **Rudy Terpstra**
 - Trustee(s): **Julie Austin, Eve Flynn, Carol Kellogg, Barry Kurland, R. Elaine Young**
 - MATA President: **Matt Woods**
 - CUPE Local 3570 President: **Sherrie Brown**
 - SD69 Parents/Caregivers
 - Guests as requested & required (at the discretion of DPAC President)

2023/2024 DPAC Executive Team:

Karri Kitazaki:	President	Amanda Hastings:	Director
Jessica Threlfall:	Vice President	Michael Kilburn:	Director
Brenda Fischer:	Treasurer	Andrea Button:	Director
Angel Delange:	Secretary		
<i>Angel Delange:</i>	<i>Past President</i>		

AGENDA

1. **Call to Order: 6:31pm**

2. **Welcome / Traditional Territories Acknowledgment:**

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

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

4. **Approval of Agenda:** Angel

5. **Approval of Previous Minutes:** Jessica

In Attendance: Karri Kitasaki, Jessica Threlfall, Angel Delange, Michael Kilburn, Andrea Button, Gillian Wilson, Rudy Terpstra, Barry Kurland, Heather Blackwell, Brianne Gordon, Leslie/CEAP, Erin West/EES, Jason Howard, Ray Woroniak

Regrets: Dr. Peter Jory, Brenda Fischer

6. **SD69 Updates:** *Report, update, questions*

a. Superintendent/Associate Superintendent of Schools

Dr. Jory sends his regrets.

Ms. Gillian Wilson's Update:

- 2K Start Time Survey's have been completed by parents/caregivers, staff, and children in the Qualicum SD. More conversations are planned and will include all three groups mentioned above. We also need to have a conversation with our Transportation Dept/Fleet to see if any changes were to be made, could the Transportation Dept' support those changes. We are looking for a wholesome conversation, no decision has been made, there will be more information shared at the next (regular) board meeting. IF a change in start/end time does happen, it would begin in the 2024/2025 school year. We currently have two elementary schools (NBES and EES) who start shortly after 8am and this means we have children on the road/buses before 7am.
- Kindergarten registration opens Monday January 22, facilitated by their online registration system. Online application for programs of choice (ie: French Immersion, Primary Learning Center) will also be accepted

at this time. ALL kindergarten registration opens on Jan 22 - sibling registration for programs of choice like French Immersion will receive priority consideration.

- Reminder to parents/caregivers who choose to enroll in programs of choice, there is no guarantee that bussing will be available.
- Pre-K Pilot Project at EES and NBES was a success and the SD plans to extend this to all elementary schools. Parents/caregivers with children enrolled in kindergarten for the September 2024 intake will hear from the SD with an invitation. The program will run for 6 weeks, 2 days/week for 2 hours each day. This will likely happen in May, as June is a very busy month in the schools. They don't want to run it too early, this is an opportunity for kindergarteners to experience and spend time in the school they will be attending in September to help alleviate any anxiety or stress.
- "Save the School" is an online digital literacy course. You just have to register. RE: Artificial Intelligence and social media which is happening now.

b. Director of Instruction

Mr. Rudy Terpra's update:

- Learning reports for elementary went home week of Dec 18/23
- 2nd Learning Update for elementary will be the week before spring break.
- High schools will be coming home soon, it will align with the semester change.
- Qualicum School District Career Education slides shared that highlighted work experience, training, and Gr 10+ job and career and exploratory options. Youth Apprenticeships, Work in Trades have been successful. In the 2023/2024 year we have 20 students enrolled in these programs and they will see part/most of their first year tuition expenses covered through the SD, Prov' gov't and/or grants. Training and Trades offers dual credit and creates skilled trades for BC. Some students may spend a great deal of their grade 12 year onsite at one of the campuses, ie: VIU, Camosun. NIC, UVIC, etc. There is a list of programs/trades that are offered and supported. Sometimes grade 9/10 students can do courses

over their spring break ie: Fire Crew - working a course with local firefighters, program runs every second year, or RCMP camp, like an RCMP boot camp and it too runs every second year. Elementary Career Education begins with ADST support, such as “skills” competition where kids build bridges with spaghetti, or gravity cars, then compete at their school, then district wide, and then possibly province wide. These programs help expose our children to trades and skills for trade exploration. Families can reach out to [Career Education](#) for information and contacts.

Contact Career Education

Ecole Ballenas Secondary: Greg Muirhead
250-951-5401
Email: gmuirhead@sd69.bc.ca

Kwalikum Secondary/CEAP: Christopher Gauvin
250-752-5651
Email: cgauvin@sd69.bc.ca

PASS-WW: Martin Jedlik
250-927-4047
Email: mjedlik@sd69.bc.ca

c. Trustee

Mr. Barry Kurland's Update:

- Budget considerations begin in February 2024 for the 2024/25 school year.
- Mentioned maybe the SD could look at hiring more buses to help with EES/QBES start times.

d. MATA - **Regrets**

e. CUPE- **Regrets**

7. **Reports:** *Report, update, discuss, recommendations, questions*

a. President/Vice President: *(Karri/Jessica)*

- i. THANKS to everyone who participated in the DPAC Learning Opportunity Survey...and the results are: **VAPING, MENTAL HEALTH, NUTRITION**
- ii. Transitioning & Mentoring future PAC Execs - Example: guest Chairs, shadowing budgets, editing emails...*learning opportunities...*

- In September start trying to recruit new volunteers with the intention of having someone else take over roles on the PAC.
- Shared slides from BCCPAC to support what PACs and DPAC does. Don't be afraid to let the PAC fail, sometimes that shows others that someone needs to step into key roles.
- Shared a slide from BCCPAC showing the three tiers of Education levels and where parents/caregivers, PAC, and DPAC fit in with administration and government.
- *See end of Minutes for slide highlights*

iii. Kindergarten Registration: Opens January 22

- ALL kindergarten registration opens on Jan 22. Programs of choice such as French Immersion opens on January 22. ALL applications will be completed online. There is no separate French Immersion sibling registration. Families with children currently enrolled in French Immersion will have an opportunity to share that on the application, and parents/caregivers with children already in the program will have priority placement opportunities.

iv. High School Orientations being held at BSS & KSS for current Grade 7s.
BSS: February 8th @ 6:30 // KSS: TBD

b. Treasurer Update: (Brenda)

i. January 15, 2024 DPAC Account Summary



Prepared for:
SCHOOL DISTRICT 69 DISTRICT PARENT
100 EAST JENSEN AVE
PARKSVILLE, BC, CAN
V9P 2G5

Prepared by:

As at: January 15, 2024

EasyLine: 1-866-222-3456
EasyWeb: www.tdcanadatrust.com

TD Assets		
Account(s)		Balance Description
COMMUNITY PLAN - <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> 861		\$13,750.09
COMMUNITY PLAN - <div style="border: 1px solid black; width: 20px; height: 20px; display: inline-block;"></div> 888		\$2,533.44
Total TD Assets: CDN		\$16,283.53
Total Assets: CDN		\$16,283.53
Total Liabilities: CDN		\$0.00
Consolidated Balance: CDN		\$16,283.53
Consolidated Balance: USD		\$0.00
Consolidated Balance*		\$16,283.53

TD Bank balances reflect the funds available for immediate withdrawal. It includes pending debit card transactions, as well as any deposited funds that have been made available. It does not include checks that you have written that have not cleared. To determine the availability of funds you have deposited, please refer to your account documentation.

The Consolidated Balance value is a combination of both the CDN and USD products on your Portfolio. * The Consolidated Balance value assumes USD \$1 = CDN \$1.

This report has been prepared using TD Bank Financial Group information, as well as information that you have provided to us. While every reasonable effort has been made to ensure the accuracy and completeness of the other financial institution information, we cannot guarantee it. The information contained herein is for illustration purposes only. Any legal or tax issues should be confirmed by your own legal or tax advisers.

c. Committees: Ad-hoc (specific task/objective, dissolved after completion)

i. Accessible Bikes - (Jessica)

- Huko Orthos bike has been purchased for \$12, 500 and is the SD inventory. Schools Learning Assistant Teachers can speak with their Admin' team to book the bike for their school. It's currently at SES and is on its way to BSS shortly.

d. Committees: Standing (specific task/objective, ongoing & continued existence)

i. FAC - French Advisory Committee: 2023/24 EOES & BSS have reps. No DPAC rep required.

ii. School PAC Updates/Roundtable: (Highlights Presented by School PAC Rep) – "2 Stars & 1 Wish"

1. CEAP - Collaborative Educational Alternative

Leslie's Update:

- Fairly new group of parents/caregivers stepping into roles on PAC.
- Looking at creating a new website, and a newsletter
- Also appreciated the information Karri shared about BCCPAC.
- They are going to be hosting their first community event in

the gym at the Woodlands Learning Center (Former Pass/Woodwinds) This is a Curriculum Exchange to share what resources and learning plans that home school parents/caregivers are using. January 26th at 1:30-3pm

2. PASS - **TBD - See CEAP**
3. AES - Arrowview Elementary School

Ray's Update:

- Apologized for being late to the meeting.
- Excited to share that their Variety Club School grant was approved, so they will be purchasing some items for their sensory room.
- Brandt Wildlife Children's Festival is scheduled to take place at AES on April 5th between 2:30 and 4:30pm - open to the public. Qualicum schools have been invited to attend between 12:30 and 2:30, before it's open to the public. Several groups such as VIU/UVIC, BC Gov't, Trustees, City Council, plus 20 +/- vendors participate.
- A wish would be for more families/parents/caregivers to volunteer to help support the PAC.
- Suggested that PACs seek out grants to help them get what is needed at their schools.

4. BES - Bowser Elementary School **NO REGRETS SENT**
5. EOES - Ecole Oceanside Elementary School

Angel's Update:

- Feeding futures grant is being adjusted and they will be able to offer lunch for our 15-20 children 4x a week and then with PAC support, and their hot lunch program on Thursdays, our children with food scarcity are having lunch provided 5x/week.
- PAC sponsored fun day is scheduled for May 16th from 9-2:30

6. EES - Errington Elementary School

Erin's Update:

- Communications with their admin' about the use of Feeding Futures grant has gotten better. They have about 30/250 kids needing support.
- They are a new group of PAC members and it's been a learning curve, but they are feeling better now.
- The hot lunch program supports about 30/250 kids
- They did several fun December events including a movie night, craft night for families, and they served chili. They are looking at offering free movie nights, but would need more parental supervision and support. They might offer a "hang out" area for those kids who don't want to watch the movie so they aren't distracting others.
- Really appreciated the information Karri provided about BCCPAC

7. FBS - False Bay Elementary School **NO REGRETS SENT**

8. NBES - Nanoose Bay Elementary School **NO REGRETS SENT**

9. QBES - Qualicum Beach Elementary School

Jason's Update:

- Read-a-thon scheduled to run from Jan 29th through March 10. Classes with the highest minutes read can win a pizza lunch party, individual kids can win prizes donated from businesses. The book fair is happening around this time as well. It's been a huge success in the past.
- Looking to host a spring fling dance but they are needing volunteers/parents/caregivers to help make it happen.
- Meet the Trustees is scheduled to happen on Feb 7th. At this time, they have not had their assigned Trustee attend any of their PAC meetings.

10. SES - Springwood Elementary School

Jessica's Update:

- Held a kids craft fair in Dec, about 30 kids participated and were able to keep all money earned from sales. They've had children ask if they can hold another one in the spring.
- They had 2 craft days put on by PAC and kids/teachers love it and teachers bring kids down by the class. Some kids have saved past year's craft and love to add to their collection.
- Next on the list for a new playground, possibly talks to begin by mid March.
- May 10th Cross Country Track is happening and all elementary schools are welcome to participate. Two routes per grade/age and lots of volunteers needed to be positioned on the course to help kids know where to go/turn etc. They have Race Rabbits/Bike Rabbits - people to help make sure the kids are safe.
- They've started their run club at lunch to help prepare for the track event.

11. BSS - Ecole Ballenas Secondary School

Karri's Update:

- Happy to share that they were able to finalize and approve their budget before the holiday break. It's a much more streamlined form & system, groups/teams/clubs submit a request for funds to their Admin' team, the Admin team vets the requests and only forwards the approved requests to PAC for consideration. Very excited to learn that they've had several new volleyball teams and a knitting group start up.
- Orientation and welcome to high school at BSS is happening and they have invited their PAC to attend. Karri has a fun slideshow to share with families. BSS: February 8th @ 6:30
- Expressed a wish that more parent/caregivers would sign up for the apps and communication systems that the

schools use so they can be kept up to date with what is happening at the school.

12. KSS - Kwalikum Secondary School **NO REGRETS SENT**

8. **Unfinished Business:** *Items carried forward from last meeting*

- a. School PAC Constitution Review: (*Angel & Karri*)
- b. DPAC Constitution Review (Karri)

9. **New Business:** *Items requiring a discussion, recommendation, decision*

- a. Public QSD Budget Meeting Attendance - Thursday, February 15th @ 6:00 - 8:00pm. Click [here](#) for a meeting link and additional info. All PAC Executives/parents/caregivers encouraged to attend.

- Parents/caregivers are stakeholders and it's very important to attend these meetings. It helps explain how and why the SD budgets the way they do.

10. **Open Discussion:** **None**

11. **Next Meeting:** February 21, 2024 at 6:30 via Zoom

12. **Motion to Adjourn:** 7:53pm

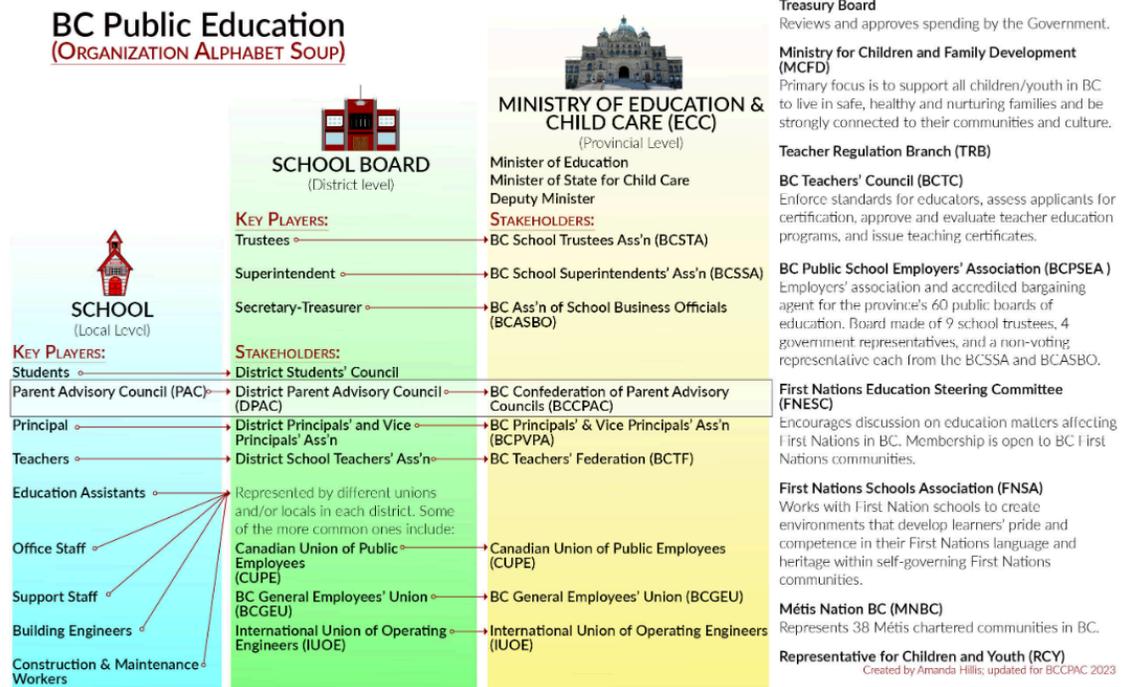
Slide Highlights from BCCPAC - As shared in meeting

ALL PACS EXECUTIVES ARE ENCOURAGED TO VISIT BCCPAC WEBPAGE...OFTEN (They are like the PACs "Wise Grandparents with all the knowledge!")

Sources:

- **BCCPAC Mainpage:** <https://bccpac.bc.ca/index.php>
- **BC Education Stakeholders:** <https://bccpac.bc.ca/index.php/resources/16-dpac-pac/1149-bced-stakeholders>

BC Education Stakeholders



- “Understanding PACs from A-Z and why they are important to Families: [\(click link for entire slideshow\)](#). *Only highlights shared*

https://bccpac.bc.ca/images/Events/BCCPAC_PAC-A-to-Z_Feb-10-2022.pdf



BC Confederation of
Parent Advisory Councils

PAC, DPAC and BCCPAC

- PAC advises the school administration on any matter relating to public education, supports parents
- DPAC advises the school district on any matter relating to public education, support PACs
- BCCPAC is the provincial voice of parents on K-12 public education and related issues, supports DPAC and PAC members



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DPAC and PAC

The business of the PAC/DPAC shall be unbiased in respect of race, colour, religion, politics, family status, gender, sexual orientation or physical or mental ability

DPAC/PAC is not a forum for the discussion of individual school personnel, parents, or other individual members of the school community



Key Purposes of a PAC

- Advise the school principal & staff on parents' views and **feedback** about school programs, policies, plans and activities
- Encourage **parent involvement** in the school, and to support programs that promote parent involvement
- **Communicate with parents**, and to promote co-operation between the home and the school in providing support for the education of children
- Organize PAC activities and events and endeavour to **provide parent education**

FACT:

DPACs and PACs
are NOT required to
fundraise but most PACs
choose (feel obligated)
to do so



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Social Media

- Designate a spokesperson, usually the Chair (in Bylaws!)
- Safety, security and privacy of all is of paramount importance
- Stick to facts and be respectful
- Don't need to comment on everything
- You represent ALL parents
- Common courtesy holds
- Use social media to inform and educate (NO ranting)
- Not everything is appropriate for social media
- If you wouldn't say it in polite company...don't say it



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Media

- Designate spokesperson, usually the Chair (in Bylaws!)
- Safety, security and privacy of all is of paramount importance
- Don't feel obliged to respond to journalist or reporter
- Don't feel the need to "answer" the question
 - Make your statement
- Stick to facts and be respectful
- Don't need to comment on everything
- Be mindful you represent ALL parents
- Common courtesy holds
- Not all media is good media or good attention

PACs and DPACs...CAN ONLY communicate with parents **once parents have provided their contact information or opted in to receive information.**

There is a need for the PAC & DPAC to communicate directly with its PAC/parent community and for that, parents need to provide contact details to their PAC.

This means, if individuals don't provide email or other contact information to their PACs, the PAC & DPAC is unable to communicate directly with you.

There is NO Master provincial list of parent/guardian contact details



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Why is an Active/Engaged PAC Important?

Through their elected executives from parents in the school, PACs communicate with their parent community gathering and discussing issues of importance regarding their school in order to adequately advise those that influence **their school.**



Go Down to Go Up...What?!

- **When you over-perform, others will under-perform – human nature is consistent**
 - The same few people should not be expected to hold it together
 - Tell parents the cold hard facts - IF the people don't step forward – let it FALL
 - It can be scary and uncomfortable but it can be necessary and will pay off
-