



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

**Date:** Wednesday, February 21, 2024 (Every month on the 3rd Wednesday)  
**Time:** 6:30PM  
**Location/Zoom:** <https://us02web.zoom.us/j/86524034006?pwd=bn9sdnlmSXc1bHJsYjBweVA3UGtPQT09>  
Meeting ID: 865 2403 4006      Passcode: 365257

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**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      **PASS**
  - AES** - Arrowview Elementary School      **BES** - Bowser Elementary School
  - EOES** - Ecole Oceanside Elementary School      **EES** - Errington Elementary School
  - FBS** - False Bay Elementary School      **NBES** - Nanoose Bay Elementary School
  - QBES** - Qualicum Beach Elementary School      **SES** - Springwood Elementary School
  - BSS** - Ecole Ballenas Secondary 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: **Ewen Rycroft**
  - Qualicum School District Parents/Caregivers
  - Guests as requested & required (at the discretion of DPAC President)

**2023/2024 DPAC Executive Team:**

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

## AGENDA

1. **Call to Order:** *Time*

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:** **Jessica**

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

6. **In Attendance:** Karri Kitazaki, Jessica Threlfall, Brenda Fischer, Angel Delange, Amanda Hastings, Michael Kilbrun, Peter Jory, Gillian Wilson, Carol Kellogg, Renee/BSS, Heather Blackwell, Even Rycroft/CUPE, Jason Howard, Maleah/WLC, Kat Plummell, Julie Birlew, Katie Marren, Sarah Elson-Haugan, Brianne Gordon, Whitney

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

a. Superintendent/Associate Superintendent of Schools

**Dr. Peter Jory / Superintendent:**

- Working in the current school year, and planning has begun for the 2024/2025 school year, kindergarten registration is open, budget planning sessions are happening, and enrollment discussions
- The first “Learning Updates” for K-12 should have gone home by now.
- High school Principals and Vice Principals are doing training on scheduling and semester time tables.
- Later start concept is still under consideration and review. They’ve received lots of great feedback from students, parents/caregivers, and staff on the start time survey. We need to manage our expectations as we move through this possible change. Primary focus is on how our bus services can better accommodate our students’ needs. Bus routing used to be done with pencil and paper, and now we have software to help make us more efficient. All school routes are multiple routes - meaning one bus is responsible for multiple routes. Any change in start times will likely impact bussing routes. Likely we’ll be tinkering with the system throughout the coming year. They are waiting

to hear from the high school focus group feedback.

- PLC / Professional Learning Committee helps get our educators into small groups to discuss what's happening in their classrooms, and work together to find solutions to any issues/concerns, looking for ways to improve. (6 week time release sessions)
- Overall enrollment is flat. Our grade 12 cohort will see just over 300 students graduating, and our incoming kindergarten cohort is approximately 255-260. Our Provincial budget funding is based on students in the district, so less kids coming in than kids graduating could negatively impact our budget. If our enrollment numbers decline from where they are, the SD may have to make some hard decisions, and/or cuts.
- Replacement costs are way up. Over the last decade, on average, our SD paid out approximately \$1.3 million and the most recent payout was \$2.4m. Replacement costs refers to the amount our SD pays out to cover when staff are sick. Pre-covid many staff would not necessarily take a sick day, but post covid and the desire to reduce infection, we are seeing more people taking sick time. Inflation has also added to this amount.
- Provincial Gov't typically announces each school district budget on the Friday right before spring break. That said, we are not expecting any surprises.

**Gillian Wilson/Associate Superintendent:**

- She and Tandy Gunn are visiting each school to look at the site's specific needs, and needs not specifically related to designations. They are also looking at the supplemental money that our SD receives based on the category of needs per student based on designation.
- Kindergarten registration is lower, a smaller cohort coming in than what we have graduating.
- We need parents to register their kindergarten kids ASAP so they don't miss out on some amazing opportunities that are happening: Pete the Cat is happening April 25 and only children enrolled by this date will receive a personalized mailed invitation to the event, and an Invitation

to Kindy - a six week program that offers 2 hours a day for 2 days a week for a total of 6 weeks in late April/May that allows pre-kindergarteners an opportunity to spend time in the school that they will be joining full time in September. The pilot project held at 2 schools last year showed this is a valuable opportunity and helps reduce a child's fear and anxiety about attending school. Please visit your catchment school to register, or you can go online to register.

- Playful Pathways - using some Ready Set Start funds to offer playtime, library time, and activities to preschoolers and their caregiver in our community to attend any school that's offering the program. A great way to support preschoolers interacting with elementary schools. Parents/caregivers do not have to attend their catchment school, they are free to move around to the different schools/schedules, and it's an easy come open door system. More information is coming!
- EDI / UBC Communities to see how we compare to other communities. This particular study has been running for approximately 20 years.
- YDI - Grade 11 students and youth - looks at mental health, bullying, safe home space, this is our 2nd year.
- GRAD Walk is scheduled for June 11. This is where graduating students can wear their cap and gown and return to their elementary school and do a grad walk for the k-7's and teachers to see what lies ahead. It's a fun day for everyone!
- June 17 - opportunity for parents to hear what our teachers have been working on through learning grants.
- PreVenture - a grant opportunity that we've applied for that is primarily for grade 8 students.
- Cell Phone Policy: It's not a hard ban, but the message is about restrictions, boundaries, protecting kids from online concerns and holding online vendors more responsible.
- Cell Phone Policy: Peter Jory Policy at the COW/Committee of the Whole looks to include "DISTRACTION FREE ENVIRONMENT FROM BELL TO BELL" Looking at code 700 in Police and AP with a first reading to the board likely next month. I've revamped our Code of Conduct template, QBES has gotten a firmer policy in place, KSS/BSS

likely sees more distractions, and minimal at the elementary level. Firm believer that declining sleep and declining mental health has a correlation with the rise of screen time.

b. Director of Instruction - Rudy Terpstra sent regrets

c. Trustee - **Caroll Kellogg**

- Budget discussions beginning
- Enrollment is flat
- Caroll heads up a few committees, one includes the Long Service Committee and the team is excited to be recognising and celebrating all staff who have worked 10, 20, or 30 years with our SD.
- Works on the Health and Safety committee
- KSS is one of her schools and work to the basketball court will likely be completed over the summer, there is money for a kitchen renovation to help establish a cafeteria style space
- Coffee with Trustees has finished, with the last one being held at QBES. While it was a great turn out, no Support Staff attended. Caroll would like to see Support Staff join in.
- Our SD is hosting the BSTA Vista for Vancouver Island - March 8 and 9th to showcase our SD and presentations from our Climate Action team from KSS and Early Learning.

d. MATA - Regrets

e. CUPE - **Ewan Rycroft**

- New to his role as CUPE President
- Looking forward to working with DPAC and our larger school community

f. *\*Special Guest\** **Katie Marren** and Sarah Elson-Haugan - District Principal  
Indigenous Education Qualicum School District

- Truth & Reconciliation is important and needs to be fully supported so our students and staff know what this looks like.
- Standard 9 of the Ministry's Professional Standards was amended in

2018 and has mandated that Truth & Reconciliation be part of our curriculum.

- We need to work at ensuring our Indigenous students feel a sense of pride and belonging and this flows to all children/students.
- Many of our students are asking for more information on local history and Katie, Sarah, and Jessie Recalma are working to create a course designed to teach about our local First Nations.
- We want to increase building relationships with our First Nations communities, and Katie is like a translator between the First Nations and the School District.

#### Sarah Elson-Haugan

- Arrived to our SD in January 2024
- Working to support our grade 7 Indigenous students transitioning into high school. Goal is to help them get ready and focussed for the change to high school
- Statistically, providing time to our Indigenous learners helps improve their school success
- Spring Social for Families / Gathering Dinner on April 17th and families who are part of the Indigenous learning will receive invitations.
- Indigenous GRAD celebration is being held June 6th with just under 40 grads this year!
- Working on creating a District Newsletter for staff so they can share what Indigenous Learning is doing.
- Also working on creating a District Newsletter to update parents/caregivers that will be shared with our Indigenous families. This likely will come out in March.
- Grad Coach at BSS - helping to support grades 8-12 but primarily grades 11-12 for "What comes next?" How to get to grad, what options are available for after graduation etc.
- Kids to UBC - they are working on a plan to take a group of grade 11/12 Indigenous students to UBC in/around May so they can walk the university and see what is available to them. EQUITY WORK means taking our kids to UBC so they can physically see and get a feel for the

opportunities that exist for them.

- Working to develop resources to support our K-12 in numeracy and literature
- Partnership with Truth and Reconciliation Theatre - likely in June
- Cultural event is scheduled to come to each elementary school - schedule to come
- SD website regarding our Indigenous Learning and programs is going to be updated.

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

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

i. Gaming Grant - Opportunities for parents/caregivers

**Karri & Jessica:**

- Jessica is looking into finding information to share about a free course for opioid and overdose training. Once we have more information we'll share.
- We are looking at pairing up with the SD to bring a guest speaker from Safer Schools to discuss online security.

ii. Winchelsea Learning Center

**Karri:**

- A couple of weeks ago, Karri, Jessica, Angel, and Amanda met with Maleah and one other PAC rep from WLC for coffee and brainstormed ways to help support their new PAC. It was a great session!

iii. Public QSD Meetings: (Click meeting to access QSD Calendar) **Karri**

1. [Public Board Meeting](#): February 27th @ 6pm.
2. [Special Public Board Meeting](#) - Budget: April 16th @ 6pm

b. Treasurer Update: **(Brenda)**

General Account: \$13,750.09

Gaming Account: \$2,531.49

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

i. Accessible Bikes - **(Jessica)**

- Bike is purchased, it's in the SD inventory, and any school's

Support Staff can ask their Admin' to reach out to Tandy Gunn/Learning Services to reserve the bike.

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. WLC - Winchelsea Learning Centre (CEAP/PASS)

**Maleah:**

- Very excited to have a full PAC
- Teachers, support staff, Admin are supportive
- Garden project for their courtyard is a go! They have an Educator coming in to teach about gardening, kids will plant a garden and will take their plants home for the summer.
- BSS Principal is supportive of WLC fundraisers and is willing to have them offer their fundraisers to BSS
- Trying to improve engagement of our students
- Karri wo invite WLC PAC to their BSS PAC meeting to help build connections and support
- They have a new website, it's a work in progress
- They've had a couple successful events

2. AES - Arrowview Elementary School **NO REGRETS GIVEN**
3. BES - Bowser Elementary School **NO REGRETS GIVEN**
4. EOES - Ecole Oceanside Elementary School

**Angel:**

- Carnival du Quebec was today and tomorrow. All 504 kids get to experience the carnival and experiences.
- CPF fundraiser has raised about \$1,100 for their chapter.



They offer at least one \$500 scholarship to a FI grad applicant.

5. EES - Errington Elementary School **NO REGRETS GIVEN**
6. FBS - False Bay Elementary School **NO REGRETS GIVEN**
7. NBES - Nanoose Bay Elementary School **NO REGRETS GIVEN**
8. QBES - Qualicum Beach Elementary School

**Jason:**

- They are in the middle of their Read - A - Thon and it's going well.
- Trying to get a Spring Fling event going.
- Thanked EOES for sharing their newly revamped constitution, their PAC is looking at blending and creating one that is more unique to their school and needs.

9. SES - Springwood Elementary School

**Julie:**

- PAC hosted a beautiful Lunar New Year's craft for the school, teachers could sign up and bring their classes down for their craft time. Well loved!
- Valentine Bake Sale - parents were encouraged to bring in a prepacked, store bought baked items and drop off on Feb 13 and volunteers prepped for Feb 14 and children were allowed to buy 1 or 2 items at \$1/each. The kids loved it and it was a great fundraiser.
- They would like to have a clearer sense of direction on the playground installation that is scheduled to be happening this year. Their school has several challenges such as under ground wires etc that make their playground installation a challenge. PAC would like to have a better sense of where and how the playground will look.

#### 10. BSS - Ecole Ballenas Secondary School

##### Karri:

- Received a letter from the BC Gaming Grant people advising that they passed their audit - THANK YOU BRENDA!
- Grade 7 Open Orientation was fantastic and a huge turn out. BSS PAC Chair popped up on stage to give a little presentation of PAC and welcome future parents/caregivers.
- Hoping to have their constitution amended this year.

#### 11. KSS - Kwalikum Secondary School

##### Kat:

- They have a new Principal and a new Vice Principal
- Their school is looking into having an Anti-Racism course through BCTF, it's a 2 hour course, "My Voice is Louder than Hate" geared for grades 9-12
- Asked for support on how BSS uses their gaming grant, and Karri and Brenda will send BSS PAC a copy of the form they use and will include some suggestions to make it easier.
- Info night was a success.
- PAC Chair is interested in finding a way to encourage parents/caregivers to treat each other with respect and fairness.

#### 9. **Unfinished Business:** *Items carried forward from last meeting*

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

#### 10. **New :** *Items requiring a discussion, recommendation, decision*

Executive PAC/DPAC Elections - Planning for next year...start thinking

##### Karri:

- PAC and DPAC elections are coming up. Please consider running for a

spot on DPAC.

11. **Open Discussion:** Questions, concerns or comments

Angel

- Potential for an “administration fee” for all non courtesy riders. The SD is wanting to maximize bus passenger numbers. Right now any catchment student who exceeds the walk limit is granted access to a bus pass for free. What we are seeing is that many of these students are not actually ever using the bus which means many of our buses go fairly empty. Our buses/drivers run multiple routes and many of our buses are running well below capacity. Out of the 12 parents left on the call, they all agreed with supporting a \$25/admin fee - although if we made it \$50/year with a \$25 credit or reimbursement if used was also something that many would support.
  - Pride Month plans - please consider emailing DPAC to share what plans your school has or are making to celebrate Pride month. Let’s share our ideas!
- a. **Spring Break** - We are wishing our Qualicum School District families, children, caregivers, and all of our teachers and support staff a happy and healthy spring break.

12. **Next Meeting:** Please be advised we have cancelled the March DPAC meeting, so our next meeting will be Wednesday, April 17th, 2024 at 6:30 via Zoom

13. **Motion to Adjourn: 8:21pm**

